9 steps for carrying out effective stakeholder consultations

1. Define the desired objective of the consultation
2. Identify relevant stakeholders that should be invited
3. Identify appropriate time and place to hold a meeting
4. Identify appropriate means for inviting stakeholders
5. Define content and format of the information to be made available to stakeholders
6. Define issues to consult on
7. Define all means by which stakeholders can provide input
8. Analyze and disseminate consultation results
9. Monitor the need for follow-up consultations