

9 steps for carrying out effective stakeholder consultations



1

Define the desired objective of the consultation

Identify relevant stakeholders that should be invited

2



3

Identify appropriate time and place to hold a meeting

Identify appropriate means for inviting stakeholders

4



5

Define content and format of the information to be made available to stakeholders

Define issues to consult on

6



7

Define all means by which stakeholders can provide input

Analyze and disseminate consultation results

8



9

Monitor the need for follow-up consultations