

Documentation to Save

See [Documentation Module](#) for additional context and considerations for documentation

- Consultation Preparation
 - List of required competencies for the FPIC process showing how the TNC team meets these requirements
 - Summary of relevant host country legislation regarding FPIC
 - Capacity needs of the IPLCs, including familiarity with FPIC, ability to send, receive and store information and capacity to host and attend meetings

- [Consultation Plan](#), created in collaboration with the IPLC, that addresses at a minimum the following elements:
 - Substantive areas of discussion
 - Scheduling
 - Budgeting
 - Milestones
 - Documentation
 - Clearly articulate who will document what
 - Ensure all meetings, telephone calls and other steps in the process are noted and described
 - Explain how meeting minutes will be kept and shared
 - Check compatibility of these documentation plans with TNC's most recent record-keeping requirements for FPIC practice
 - Ensure documentation is maintained in a format that's easily available to staff and is readily shareable with and stored by IPLC partners
 - Information drawn from a [Human Rights Impact Assessment](#), including actual and potential impacts, proposals for mitigating impacts, a plan for tracking responses and outcomes and for communicating to stakeholders and rights holders how impacts are being addressed
 - Records of how the plan was co-created and shared with the IPLCs

- Materials documenting meetings, events, and similar activities (minutes, list of attendees, copies of substantive materials distributed)

- [Final presentation or summary](#) articulating TNC's intentions and assurances in a concrete form upon which the IPLC's determination of consent can be based

- [Consent Agreement](#) (if consent is given) that reflects an agreed-upon format and includes IPLC concerns and suggestions, who participated in Consent Agreement meetings, and a plan for when and how to periodically revisit the Consent Agreement

- Notes on meetings revisiting the Consent Agreement