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