

**Template:**

# Consultation Plan

This template is a starting point for developing the Consultation Plan described in [Step Two of the FPIC Module](#) of the Guide. Whereas the Engagement Plan in Module One focuses on the “who” and “how” of early discussions, this Consultation Plan focuses on the “what” of discussions – the substantive issues to be discussed, proposed activities, potential impacts, costs and benefits. This template also includes some questions for TNC and the IPLC to consider when putting the Consultation Plan together. Agreement on the contents of the Consultation Plan should be documented in a culturally responsive manner, which may include signatures or initials on the plan, an exchange of emails, a sho of hands at a meeting, a protocol or ceremony

Before beginning the Consultation Plan, revisit the Engagement Plan and consider which parts have proven useful to TNC and the IPLC so far. Consider drawing from and building on content and lessons from the Engagement Plan to develop the Consultation Plan, in tandem with this template.

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Initiative: \_\_\_\_\_

Time period: \_\_\_\_\_

Date: \_\_\_\_\_

Updated as of: \_\_\_\_\_

Approved by:

Organization or group:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**1. TNC team and IPLC capacity**, including language, experience and training needed for the consultation process. See Questions to Consider below and Step One of the FPIC Module.

a. TNC staff training and workshops taken, and other learning experiences:

b. Other TNC capacity needs:

c. IPLC capacity needs:

d. How TNC and IPLC capacity needs will be filled, e.g., internal or external resources:

**2. Substance of discussions.** The points listed in (a) through (c) below are examples only

a. Proposed activities

i. TNC role: \_\_\_\_\_

ii. IPLC role: \_\_\_\_\_

iii. Role(s) of other actor(s) involved: \_\_\_\_\_

**b. Potential human rights impacts of proposed activities.** The impacts should be updated as consultation discussions proceed. See more guidance on the Human Rights Impact Assessment in Step Two of the FPIC Module.

i. Potential and actual positive impacts:

\_\_\_\_\_

ii. Potential and actual negative impacts, including severity, probability and underlying causes of the risk:

\_\_\_\_\_

iii. Potential and actual negative impacts, including severity, probability and underlying causes of the risk:

\_\_\_\_\_

iv. Plan for tracking responses and outcomes and for communicating how impacts are being addressed

\_\_\_\_\_

**c. Benefit Sharing.** List expected benefits and how they will be shared among the parties. See Step Two of the FPIC Module.

i. \_\_\_\_\_

ii. \_\_\_\_\_

iii. \_\_\_\_\_

**3. Means by which discussions will occur**, describing how different social identities will be meaningfully included

a. Frequency and timing:

b. Place:

c. Format:

## 4. Budget

a. Costs to be paid by TNC:

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b. Costs to be paid by the IPLC:

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**5. Milestones.** During the consultation process, the parties intentionally stop and take stock, making sure discussions are on track as originally envisioned.

a. Planned and actual date, participants (name, title, organization), location, topic to be discussed:

b. Planned and actual date, participants (name, title, organization), location, topic to be discussed:

c. Planned and actual date, participants (name, title, organization), location, topic to be discussed:

d. Planned and actual date, participants (name, title, organization), location, topic to be discussed:

**6. Final Presentation and Seeking of Consent.** TNC presents the results of the consultation process in a form upon which the IPLC’s determination of consent can be based.

a. Planned and actual date of the final presentation, participants (name, title, organization), location:

[Attach documentation of the presentation, who attended and meeting minutes]

b. If the IPLC grants its consent, specify:

i. The form the consent will take:

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ii. Who participated in the meetings:

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iii. How and when consent will be revisited:

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[Attach documentation of the presentation, who attended and meeting minutes]

## 7. Documentation

a. Aspects of the consultation process TNC will document:

b. Aspects of the consultation process the IPLC will document:

c. Means of documentation and sharing:

d. Check these documentation plans for compatibility with TNC's most recent record-keeping requirements for FPIC practice:

e. Records of how the plan was co-created, shared with and approved by the IPLC:



## Questions to Consider for the Consultation Plan

- Have TNC and the IPLC assessed and put a plan in place to address their capacity to engage effectively in a robust consultation process?
  - Capacity of TNC, including required competencies; see Step One of the FPIC Module for more information
  - Capacity of the IPLC, including familiarity with FPIC, ability to send, receive and store information and capacity to host and attend meetings
- Have TNC and the IPLC collectively assessed the potential human rights impacts or areas of concern regarding the proposed activities or put in place a plan to do so? See Step Two of the FPIC Module for further guidance.
- Will documentation be maintained in a format that is easily available to staff and readily shareable with IPLC partners?
- Would it help to reach out to other organizations who have worked with the IPLC to learn more about the IPLC's formal and informal decision-making process?
- Have you asked local leaders if they've engaged in similar consultations with other NGOs before and, if so, what were the positive and negative aspects of those prior experiences?
- Have you asked the IPLC if they have existing consultation protocols or processes that they prefer to follow?
- What steps have you taken to ensure that the representatives with whom you are speaking have legitimacy in the eyes of the wider community they purport to represent?

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