

Action	Questions to consider	Decision
Set advisory group scope	<p>What type of input would you like from your advisory group?</p> <p>Do you want them only to feed in to information and speakers or do they have other roles eg; providing input on the question, scope, recruitment criteria? Will you be asking them to undertake additional actions to support the engagement such as communicating impact?</p>	
Set dates	<p>How often do you need to meet?</p> <p>When does this fit within your engagement timeline?</p> <p>Based on the scope, decide on the number of meetings and where in the engagement development process these need to happen. Ensure that the advisory group is convened early enough to meaningfully fulfil its role and that you have plenty of time to action the recommendations of the group.</p>	
Agendas	<p>What would you like to get out of each meeting?</p> <p>It is good to have a high-level plan of each meeting early on in the planning process so that the meetings have a logical overall trajectory.</p>	

Decide on accessibility	<p>How will you support attendance?</p> <p>Are you able to offer compensation for time? In particular for those representing small community organisations.</p> <p>What barriers might organisations face to participation and what will you do to overcome these? For instance, will time be a significant barrier and have you communicated clearly what the time expectations are?</p>	
Decide who to invite	Who needs to be involved to help meet the inputs you require? Have you done your key actor mapping?	
Create terms of reference and invite	Have you drafted a clear and concise terms of reference (see here for a template)	
Decide who the invitation should come from	<p>Who would the Advisory Group invitation come from? This should be a suitable person in the commissioning organisation - eg the political leader.</p> <p>Get their signature for the invitation.</p>	