

Meeting template – Advocacy Meetings

Complete the table after each meeting

Date	
Person(s) met (List the names of persons met)	
Purpose of meeting (State the purpose of the meeting. Be as specific as possible: E.g the purpose was to get Mrs XX to support our advocacy recommendation and commit to share it with other members in her party)	
Key message delivered (Describe the key message and arguments provided by you)	
Person's prior interest in the topic(s) discussed (E.g. the person knew very little about the issue before the meeting)	
Person's attitude towards the message delivered (Describe signs of interest and attitude. E.g the person showed a lot of interest as she asked many follow-up questions. Or: the person seemed not interested.	
Next step – if any (Describe the outcome of the meeting: E.g. we promised to send more information. Mrs X promised to add the issue to the agenda of the next meeting in her political group of parliamentarians)	