

BIG MEETINGS: Organisational & Logistical Checklist

Preparation Phase (pre-meeting/field trip) Checklist - Initial planning & development

Category	Task	Responsibility	Date due	Done?	Comments?
Purpose of meeting/field trip	Define the purpose of the meeting <ul style="list-style-type: none"> • to share information • to teach • to persuade • to reach to a decision 				
	<ul style="list-style-type: none"> • What does the NTRB intend to achieve? • How can the NTRB achieve this objective? • What effective processes can be put in place to achieve the objective? 				
Project team	<ul style="list-style-type: none"> • identify the key members of the project team who will be involved in the meeting/field trip • identify roles they will undertake • check availability. 				
Consultants and facilitators	Identify consultants and facilitators - names, areas of specialty				
Linguist/translator	Check if there is a need for a linguist/translator				

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Timing	Consult with TOs on an appropriate date and time for the meeting: <ul style="list-style-type: none"> • avoid clashing with events in the community, sorry time, shopping days, payday • avoid days or times when people are likely to be preoccupied by something else, or will need to leave early. 				
	Check availability of NTRB staff				
	Check availability of consultants, facilitators etc.				
	Prepare timeline of preparation and execution				
	Confirm date, time and venue and include these details in the 'Staff Calendar'				
Communication with Traditional Owners	Determine the best method of Notification of TOs/claim group				
	When holding meetings, family groups need all the details/information to be sent at least 2 weeks in advance to give them sufficient time to organise themselves				
	Make initial phone calls and follow up phone calls to key TOs directly				
	Develop the invitation list in consultation with Research and Legal staff responsible for the claim. List should include: <ul style="list-style-type: none"> • first name • surname 				

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	<ul style="list-style-type: none"> • other names • group of affiliation (if relevant) • address or where person lives • comment on need to attend • phone numbers (if required). 				
	<p>Mailing list needs to be updated on a regular basis. Key reasons for this include:</p> <ul style="list-style-type: none"> • if someone is not included on the list then they will not be notified and this could be viewed as disrespectful • children need to be added because when the children turn 18 years of age, they become eligible for royalty payments • senior TOs need to be identified on the list as they are the main decision makers • deceased members need to be noted and taken off mailing lists otherwise it could be viewed as offensive/disrespectful should they receive something in the mail. 				
	<p>Prepare letter to claimants required to attend the meeting/field trip. This should include information on:</p> <ul style="list-style-type: none"> • the purpose and timing of the meeting/field trip • agenda for meeting • when TOs/claim group members will be required (expected length of meeting) • what TOs should bring/other necessary preparation 				

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	<ul style="list-style-type: none"> • arrangements for travel/movements • special conditions affecting meeting/field trip (environmental) • notify TOs of any pre-program reading material or detail about decisions to be made at upcoming meeting • map to assist in locating meeting/field trip • to advise TOs of DIMIA guidelines of payments and reimbursements (reminder to keep fuel receipts). Can funding (including car hire, meals, mileage, accommodation, charter planes) be covered by NTRB? 				
	Final draft of letter, printing, enveloping and mailing arranged.				
	Notify other agencies of the meeting (ie. NTRB members representing the area)				
	advertise quite widely including notices in community facilities, 'Land & Sea offices', other indigenous organisation, use indigenous media				
	FOs do a door knock if feasible, to notify TOs of meeting and ensure everyone knows about it				
	Manage RSVPs for the meeting/find out who is attending.				
	Play the 'hard ball' – put the onus back onto elders to get claimants along to meetings (break the cycle); make it their responsibility.				
Cultural Sensitivities	Sensitivities may arise regarding certain topics of discussion, or areas of land to be covered during the meeting/field trip.				

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	Areas of significance to TOs may be governed by their own particular laws and customs, and pre-meeting/field trip research and liaison with TOs and consultation with consultant or NTRB anthropologists about any specific requirements may be necessary. (e.g. Sacred sites where women's business occurs may require additional female staff/consultants to be employed for the purposes of discussing/visiting these areas).				
Communication with other stakeholders	<ul style="list-style-type: none"> advise local authorities about meeting/field trip (station owners, Community & Govt Agencies, National Parks Authority) liaise with local Indigenous agencies to advise them of the meeting and to obtain information about location of TOs/claimants and whether agency can provide support services liaise with potential service providers (catering, vehicle repairs, transport etc). 				
Location	<ul style="list-style-type: none"> information about the location of the meeting/field trip and any environmental matters relevant to the project identify location of 'base camp' and/or meeting venue to establish logistical requirements investigate road conditions to venue and/or sites to be visited on field trip investigate relevant transportation and communication needs determine distances and prepare maps and instructions for meeting/field trip. 				

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Budget	financial allocation covering the project (including financial code if relevant)				
	prepare estimate of program costs/budget sheet drawn up				
	budget sheets supplied to Manager				
	organise any travel allowances for staff and to any claim group members for attending (if applicable)				
	work request forms (if applicable) supplied and completed				
	purchase orders approved by Manager and sent to Finance				
	enter 'actual' costs in budget spreadsheet as they arise.				
Venue	<p>Make venue booking – consider:</p> <ul style="list-style-type: none"> • convenience of location for TOs • toilets • kitchen facilities • disabled access • room size • available tables and chairs, and their configuration • overnight room lock-up • IT/communication • air conditioning/fans • lights 				

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	<ul style="list-style-type: none"> other equipment required. 				
	Liaise with facilitators regarding any out of the ordinary material, equipment or venue requirements necessary for the meeting/field trip				
Catering	Make initial catering enquiries and generate quotations including meal plans relating to the cost of food, equipment, labour and transport to and from the venue.				
	Make catering booking in line with budget – consider: <ul style="list-style-type: none"> estimated number of people attending what meals, snacks required necessary kitchen facilities required/to be hired any special dietary requirements (vegetarian, allergies, availability of artificial sweeteners). 				
Accommodation	Make initial accommodation enquiries in line with budget: <ul style="list-style-type: none"> is accommodation close to meeting venue? internet connection phone line eating facilities air conditioning does accommodation include meals/breakfast? 				

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Travel	<p>Oversee the arrangement for transport for TOs/claimants/consultants/NTRB Project Team in line with budget. Travel arrangements will depend on the location of venue, and may include:</p> <ul style="list-style-type: none"> • use of NTRB and hired vehicles • regular public transport services • use of vehicles owned by TOs/claimants – fuel cost reimbursed upon provision of fuel receipts • chartered boats and helicopters – quotes and costings submitted for consideration. 				
	<p>Considerations to take into account in regards to transportation include:</p> <ul style="list-style-type: none"> • passenger capacity of vehicles • suitability of vehicle for terrain when hiring vehicles (unpaved road driving, safety of vehicle in remote areas) • TOs unable to, or wishing not to, travel together – disputes, traditional law/customs, restrictions on family members meeting • driver is trained in general safety and vehicle recovery techniques. 				
	<p>Ensure that vehicles are equipped with the following:</p> <ul style="list-style-type: none"> • shovel • axe • water containers with a capacity of no less than 20 litres • sufficient first aid equipment to deal with emergencies and 				

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	minor ailments <ul style="list-style-type: none"> • rope for tying luggage to luggage racks • two-way radio • snap sash for use with winch • reliable winch and winch operating switch • sufficient tools to accomplish wheel changes and carry out minor repairs • two spare wheels in fit condition. 				
Stationery & Equipment	Equipment and stationery for the meeting: <ul style="list-style-type: none"> • laptop/screen/projector/cords • microphone/PA system • visual aids & maps (and methods of displaying these) • develop and print handouts explaining key ideas/maps of areas to be discussed/agenda etc • stationery – pens, paper, flipchart, whiteboard. 				
	General: <ul style="list-style-type: none"> • solar lamps for adequate lighting on country at night • builders lime packed for toilets (note-garden lime is not a suitable substitute) • soap • sunscreen • insect repellent 				

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	<ul style="list-style-type: none"> toilet paper. 				
First Aid	Make sure one or more staff attending the meeting/field trip is in possession of a valid first aid certificate or nursing qualifications.				
	Where a meeting is not located near a clinic, and is expected to draw in excess of 100 people, a casual employee with nursing qualifications must be appointed whose responsibility it is to monitor health and deal with any health related problems that may arise.				
	A fully equipped first aid kit to be packed and supplementary first aid kits packed for individual field trips that may take place whilst at venue so that one kit remains at the 'base camp' at all times.				
	Vinegar supplied where field trip/meetings take place in coastal environments.				
Toilets	Ensure that sufficient toilets will be available at venue (1 toilet for every 15 people)				
	Where construction/hire of toilets is necessary, this should take place prior to the first day of meeting/field trip				
	Pit toilets should be dug away from water tables or water sources and kitchens and should be as fly proof as possible				

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	Hessian is applied to toilet and shower walls in double thickness to ensure they are not transparent				
	Male toilets to be constructed away from female toilets				
	Washing facilities are provided and soap and water made available near toilets and kitchen for people to conveniently wash their hands				
Environment	Avoid meetings in seasons where substantial damage can be expected to roads used by NTRB vehicles				
	Ensure vehicles are equipped with sufficient equipment to enable recovery of vehicles with minimal damage to the environment (winches should also include snap sashes to ensure damage to trees used for winching vehicles)				
	Ensure that TOs/claimants have appropriate permits if they intend to kill fauna on country.				

Operational Phase (during meeting/field trip)

This phase commences with the departure of staff and casual staff from the office to the venue/'base camp', to transport TOs and attendees, and to undertake other field based activities to support the field trip/meeting.

Checklist – Implementation and delivery

Category	Task	Responsibility	Date due	Done?	Comments?
Travel to Venue	Oversee the movement of TOs/claimants/consultants/service providers and NTRB staff to venue				
	Manage the reimbursement of cost of fuel used by TOs/claimants on the provision of fuel receipts. Give allowance at the end of the meeting to encourage claimants stay for the duration of the meeting.				
	Ensure provision of food during transit/organise travel allowances or reimbursement for meals				
Communication	Ensure 'Out of Office' reply email and voice mail message set up for all staff on country				
	Ensure communications are provided for NTRB staff to relay urgent matters associated with the meeting/field trip, safety issues and contact for staff with their families (usually this will be by mobile phones)				
	Ensure all staff meet daily at a pre-				

	determined location and time, for revision of meeting/field trip arrangements and planning of daily activities.				
Dress and conduct	Consider suitability of clothing (both in regards to safety/sun protection as well as cultural sensitivities).				
	Ensure NTRB staff maintain acceptable conduct throughout the duration of the meeting/field trip				
Venue	<p>Set up venue:</p> <ul style="list-style-type: none"> • maps displayed • info/leaflets/brochure available • arrange seating/table configuration • IT/laptop set up • whiteboards/flipcharts available • pens & stationery available • can everyone hear who is speaking? (is a microphone required?). 				
Housekeeping	<p>Notify attendees of the following housekeeping issues at the beginning of the meeting/field trip:</p> <ul style="list-style-type: none"> • smoking/non smoking areas • Location of toilets • garbage bags distributed to attendees to encourage disposal of garbage in a 				

	<p>hygienic manner</p> <ul style="list-style-type: none"> • exits of buildings/road routes in case of fire/flood etc • first aid issues • break times/meal times • turning off mobiles during meeting • disabled access • reminder to keep fuel receipts. 				
Catering	<p>Manage the catering throughout the day:</p> <ul style="list-style-type: none"> • make sure meeting breaks are on time for meal breaks • ensure kitchen staff maintain safe, hygienic and garbage free conditions in the kitchen • manage special dietary requirements (vegetarian, allergies, availability of artificial sweeteners) • all hot water and electrical devices are monitored for the safety of attendees • ensure there is adequate clean drinking water available for the meeting • ensure garbage is cleared from the venue daily. 				
Formal Record Keeping	<p>Attendance sheets - MUST be signed by all present. Ensure meeting registration forms are clearly written, straightforward</p>				

	language. Use coloured paper to distinguish the forms from other paperwork, use pictures and symbols. Include NTRB policy.				
	Take minutes (use a Dictaphone if applicable).				
	Record any decision making, votes etc.				

Decommissioning Phase (post-meeting/field trip)

Checklist – Closing and Follow-up

Category	Task	Responsibility	Date due	Done?	Comments?
Pack up & clean up	Cleanup – who will help?				
	Ensure garbage is cleared from the 'base camp' or venue daily, or if necessary more frequently.				
	Return material and equipment (microphone, laptop, stationery).				
	All garbage is disposed of, burnt and/or buried.				
	Return hired equipment and vehicles.				
	Area checked to ensure no equipment is left behind.				
	Pit toilets limed and buried, and structures associated with these are removed.				
Travel	Make travel arrangements to get attendees home from meeting.				
	Consider passenger capacity.				
	Consider suitability of vehicles for terrain.				

	Considerations of TOs unable to, or wishing not to, travel together – disputes, traditional law/customs, restrictions on family members meeting.				
Communication	Ensure Out of Office' automated email reply is turned off upon return to office.				
	Vehicle radio communication should be maintained between vehicles until all attendees and vehicle have returned home or to office/NTRB.				
Formal record keeping and follow-up	Ensure significant matters are properly reported.				
	Manage the distribution of post-meeting communication including minutes and action plan.				
Budget	Enter 'actual' costs in budget spreadsheet as they arise.				
	Manage reimbursements of fuel costs and other receipts				
	Working time sheets are checked and authorised.				
	Pass invoices to Finance for accounts entry.				