

## **PART 1: Preparing to brief**

1. (RR) Rationale: what factors make the situation CERF eligible
2. (RR) What information can be provided to demonstrate the new needs triggered, and what is missing?
3. (RR and UFE) What is the sequence of activities that you recommend?
  - the consultation process for developing this CERF application
  - the participation (who can provide necessary information and take decisions)
  - the possible criteria and parameters to select projects or activities for inclusion in this CERF submission
4. (RR and UFE) What will be needed from the RC/HC?
  - what process to ensure the HCT is advised of operational developments impacting the overall response and that clusters receive overall strategic guidance from the HCT
5. Other:

## **PART 2: Preparing to facilitate discussion and negotiation of priorities (RR and UFE)**

6. How have the stakeholders negotiated in the past (cooperating or competing)?
7. Was the outcome of prior negotiations for CERF objectively determined or more like cake-cutting?
8. What are the interests and motivations of the agencies/partners who will take part in the prioritization? What underlying concerns do they have?
9. What mutual or collective interests should you appeal to?
10. Ways to influence collaboration, consultation, participation and inclusiveness for a strategic outcome:
  - What sequencing of cluster, inter-cluster and HCT meetings?
  - What information the participants should prepare and share in advance or bring to the meeting?
  - What mechanism for sharing of notes between the HCT and inter-cluster coordination forum?
  - What process to ensure the HCT is advised of operational developments impacting the overall response and that clusters receive overall strategic guidance from the HCT?
  - What advice to the HoO?
11. Other ways you can be prepared to guide the negotiation: