



## Tool 2.7: Sample Advisory Board Meeting Agenda Template

### Why is this tool useful?

*Developing a Research Advisory Board can be a great way to bring together a team of resource allies to support and add capacity to your Participatory Action Research. Academics, lawyers or policy analysts that specialize in the issue you are researching are all good examples of potential advisors. Once the Research Advisory Board (see Tool 2.6) is assembled, it is a good idea to bring the Board together as early in the research process as possible. The research plan should be more or less complete by this point (see Tool 2.4), and advisors can give valuable feedback on research goals and questions, methodology, project output and the timeline. The advisors should also walk away with a concrete understanding of their role in the work and what you will be asking of them in participating in the research process. It is also a good idea to make sure the research timeline is mostly complete (see Tool 2.5) because this will make planning next steps with the board easier. Below is a sample meeting agenda for the Research Advisory Board, which can be used to ensure that the meeting is productive and provides crucial feedback on the project.*

### Research Advisory Board Meeting

**Date**

**Time**

### Agenda

- |      |   |          |
|------|---|----------|
| I.   | Welcome and introductions               | (10 min) |
| II.  | Who we are—overview of the organization | (5 min)  |
| III. | Why we are here today                   | (5 min)  |
| IV.  | Review of research plan                 | (20 min) |
| V.   | Advisory roles                          | (5 min)  |
| VI.  | Discussion                              | (30 min) |
| VII. | Next steps                              | (5 min)  |