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# **6. Implementing Entity – Tip Sheet on Getting Started**

***Prior to first NLG Meeting - Onboarding***

* Hold meetings with funding partner and organizing entity, discuss parameters of study and composition of mapping team
* Identify and hire (if needed) staff or consultants to be in roles as team lead and data gatherers

***Prior to first NLG Meeting – Meeting Planning***

* Agree on roles and responsibilities for first NLG meeting, including who will invite NLG members and who will organize first meeting logistics
* Prepare meeting agenda and identify presenter and facilitator roles
* Review and make any initial adaptations to data gathering tools to present for discussion at first meeting; print copies of sample surveys
* Prepare overview presentation of global definition and suggested mapping methodology
* Prepare draft of the NLG Terms of Reference, filling in relevant information into the sample as needed, in order for the NLG to review and refine at the meeting
* Prepare group facilitated exercise to discuss the workforce definition

***After first NLG meeting***

* Support preparation and dissemination of meeting notes to NLG members, including the agreed to definition of the workforce for any further comment
* Prepare initial literature review prior to next NLG meeting (with additional literature contributed by NLG members)