



# Citizens' Climate Lobby Australia

**Pre-meeting Research:** <http://www.aph.gov.au/> and [CCL MP folders](#) go to [CCL's Learning Centre Lobbying tab](#) , Watch [Meeting Preparation video](#) , Watch a [Meeting Demonstration](#) & [Meeting Note tips](#)

**Learn** as much as you can about the MP (and Staff) - what interests them, concerns them, what information they need. Think about how you can work with them to create a livable world. Prepare/revise a Bio. If this is an initial meeting with an MP following a staffer meeting revise the last field report(s).

## Assign Roles:

1. Lead: meet/thanks/introduces, ensure follow-up
2. Note-taker:
3. Time-keeper:
4. Purpose and Requests:
5. Appreciator:
6. Photographer:
7. Follow up tasks
8. Thank you email, card and Field Reports

## At the meeting - Beginning - if initial meeting = establish respect and gratitude, listen a lot

1. Thank you for meeting with us. Timekeeper: asks "How much time do you have for this meeting?"
2. Introduce ourselves (20 seconds; name, electorate, why you are here) If our designated CCL Parliamentary Liaison is part of today's lobby team then then say so. Listen and note MP response to intro's
3. Appreciator: Show appreciation for a position the MP has taken or a recent accomplishment. Listen ,note and stay on topic. All team members maintain spirit of appreciation throughout.
4. State our Purpose : - Explicitly emphasise and that we'd like to hear their thoughts and see how we can create space for their support of our policy, a policy that is all about how "To create the political will for a liveable world." We all need want clean fresh air and clean water. Move straight to request if short on time - or pause to listen and note
5. State our Request: – "Our request is for legislation that puts a fee on fossil fuels and returns all the revenue to Australian households". "Since this is our first meeting, we'd really like to hear your thoughts on climate and energy policy" Listen and Note response

## Body

6. We respond reflect back re his/her response and be ready to use what we know about MP to ask questions to draw out more information.  
Listen for the underlying value statements in responses, acknowledge values, connect on common ground, not over disagreements, listen and ask additional questions. **Flesh out proposal only if asked.** Refer to studies if asked. Invite to hear explained further and avoid jumping in with more unless asked.
7. Supporting asks. Many MPs are not yet ready to support a revenue-neutral carbon fee but may be willing to do some smaller things. Supporting asks are therefore very specific asks that start to check off smaller things that build towards our main ask. (See Supporting Asks document) It might be simply asking for feedback in writing at a later date. LISTEN and note response.

## Close - dont try to squeeze in more discussion, watch for cues to close

8. Timekeeper: says when there are 5 minutes remaining. Ask if MP would be willing to introduce legislation, and what can we do to help build support for this locally. Is there a way we can understand how you see this? Ask is there a way we can work with you to create a secure and healthy / liveable world Listen and note [Leave the printed One Page Ask](#) and other documents you have brought. Let them know what other materials you have agreed to send; and any other follow-up Make note
9. Team Lead or other : Ask who they like to work with in other party Listen and Note response
10. Team Lead or other : - Thank for meeting – and say we are looking forward to meeting with them again, and giving them an update. Photographer: – request to take photo if there is time

**Debrief and Follow Up** Debrief as soon as possible to capture the essence of what was achieved and what has been learned.

Decide on **Follow-up tasks, who will do Follow-up, Thank-you email and card to MP person and Field Reports.** Assess degree to which you have become useful to your MP. Rate the MP support for a Carbon Fee and Dividend Scheme (CFD)

A – Opposed: would not support CFD B – Neutral: may or may not support CFD C – Supporter: would support CFD D – Champion:

would promote, support and vote for CFD

**Note-taker:** reads out the main points from the meeting, takes notes of others' recollections and circulates by email, a draft report as soon as possible so that others can comment and add things while their memories are fresh.

**Record Final Notes** at <https://community.citizensclimatelobby.org/take-action/lobbying-congress/meeting-minutes/>

**Thank-you email:** send a short thank you email and list what actions CCL committed to and what actions the MP committed to.

**Record Thank you email at:** <https://community.citizensclimatelobby.org/field-reports/>.

**Help** with How to do Field Reports

[https://docs.google.com/document/d/1aXrK1m5NCijhdDnJH1Y\\_8YfcT66Dgll0Hlri9D6O5rg/edit](https://docs.google.com/document/d/1aXrK1m5NCijhdDnJH1Y_8YfcT66Dgll0Hlri9D6O5rg/edit)