**Humanitarian Advocacy GUIDANCE NOTE**

**For: MEMBERS**

1. **How to complete the Humanitarian Advocacy format**

***Please note that the document is an interactive word document that is locked. It will only permit you to choose options, tick boxes and enter text in designated spaces. Those spaces are identifiable by the words “Choose an item”, a box “***[ ] ***”, or “Click here to enter text”. These spaces are highlighted in yellow.***

***Section 1***: ***Advocacy should be carried out at which level?***

* Tick off all the relevant levels at which the advocacy should be carried out.

***Section 2***: ***Priority message(s)***

* Write a description of the priority messages in the space labelled “click to enter text”

***Section 3***: L***evel of sensitivity***

* Tick off the most relevant level of sensitivity that applies to the particular context at this point in time.
* Write a brief explanation for the choice of level of sensitivity in the space labelled “click to enter text”

***Section 4***: ***Actions to be taken***

* Select the most appropriate description from the list in the space labelled “choose an item” for each level

***Section 5***: ***Stakeholder analysis***

* Provide a label (write the name/description) of the different targets and stakeholders in the space labelled “click to enter text”
* Select the most appropriate description from the list in the space labelled “choose an item” to qualify the identified targets and stakeholders

***Section 6***: ***Advocacy focal point***

* Provide the name and contact details of the focal person at Forum (in-country) level who is responsible for following-up on the humanitarian advocacy in the space labelled “click to enter text”