

Define and describe the policy (note aims, objectives and strategies)

Establish who the stakeholders are, internally and externally (identify who is the most affected by the policy)

Identify who owns the policy, and how it fits into the wider context

Decide who will carry out the EIA, and establish a work group if necessary

Make note of outcomes you are trying to achieve

Create a timeline in which to complete the EIA

Keep record of progress throughout the EIA