



## Co-hosting Best Practice Checklist

Theme	Focus	Good Practice	Why It Matters
Organisation	<i>Joint Planning</i>	<ul style="list-style-type: none"> <li>• Work together when recruiting the Nature Champions to ensure that the MSPs is (ideally!) the right fit for all organisations.</li> <li>• Draft an engagement plan together (key dates, goals, events) that aligns with your agreed advocacy actions, each organisation's strengths, and each organisation's (often seasonal) capacity.</li> <li>• Share policy updates, case studies, and engagement ideas with one another.</li> <li>• Ensure each partner can meaningfully contribute to engagement activities.</li> <li>• Communication and activities can be delivered independently but always loop in partners <u>before</u> engagement.</li> <li>• Ensure that talking points and asks are agreed <u>before</u> engagement.</li> </ul>	Keeps everyone focused and aligned. Demonstrates a united front and respect for co-hosts.
	<i>Clarity of Roles</i>	<ul style="list-style-type: none"> <li>• Agree clear roles within each engagement activity, e.g. communications, policy briefings, and visit coordination. (N.B. this doesn't mean that one party leads on all types of one activity!)</li> <li>• Consider the balance of stewardship, e.g. 80/20.</li> <li>• Agree level of input and collectively manage expectations with MSPs.</li> </ul>	Prevents duplication and minimises conflict.
	<i>Adaptability</i>	Keep one another informed of issues, e.g. with capacity or MSP non-commitment, and agree where roles and expectations can change depending on the circumstances.	Keeps everyone focused and aligned. Demonstrates respect for co-hosts and builds trust.
Communication	<i>Shared Visibility &amp; Recognition</i>	Celebrate successes jointly (e.g. shared social posts).	Demonstrates a united front!
	<i>Regular Communication</i>	<ul style="list-style-type: none"> <li>• Organise repeated short check-ins between co-hosts (e.g. monthly, bi-monthly, quarterly).</li> <li>• Set up agreed repeated points of contact with MSPs.</li> </ul>	Builds trust, accountability and keeps things moving.
	<i>Honesty &amp; Conflict</i>	<ul style="list-style-type: none"> <li>• Be honest about any areas of conflict – policy or otherwise. If you have an issue, then share and accommodate it in the spirit of partnership.</li> <li>• Try to welcome conflict and critique as an opportunity for personal, professional or organisational growth.</li> </ul>	Builds trust and a collaborative culture.
Learning	<i>Peer Learning</i>	<ul style="list-style-type: none"> <li>• Take part in one another's training, events and site visits.</li> <li>• Share research and campaigns.</li> </ul>	Builds knowledge and fosters collaboration.
	<i>Continuous Improvement</i>	After each major engagement, do a quick 'what worked/what didn't' review together.	Helps refine the relationship and engagement over time.

### Ask for help!

If you are struggling with co-hosting in any way, then please contact LINK for advice. We can provide advice, a listening ear, and mediate where necessary.

If you have any questions, then please contact Andy Marks by emailing [andrew@scotlink.org](mailto:andrew@scotlink.org)