

## Pre-elicitation meeting pro forma

<b>1) Background</b>	<p>This should set out the project aims, the need for and the role of the elicited distributions in achieving those aims.</p> <p><i>The experts should be aware of how their elicited distributions will be used. The information here should also be sufficient for experts to identify any conflicts of interest.</i></p>
<b>2) Declarations of interests</b>	<p>[To be completed by the expert]</p> <p><i>Experts are often stakeholders in the wider process. They may be employees who will benefit from success in the enterprise to which the elicitation contributes. They may be invited specifically to represent a stakeholder group or point of view. Recognising the potential vested interests of themselves and other participants helps the experts to discuss openly and in an informed way. It is also important for the facilitator to be aware of possible tensions.</i></p>
<b>3) Parameter definitions</b>	<p>List of parameters that require elicitation</p>
<b>4) Participant's expertise</b>	<p>[To be completed by the expert]</p> <p>Expertise of the participant relevant to the parameters of interest.</p>
<b>5) Key relevant evidence</b>	<p>Publications or other evidence that are judged to be particularly relevant to the parameters of interest</p> <p><i>The facilitator may list publications here, and the expert may wish to add to the list.</i></p>