



## GRAN Review and Approval Process

**General Rule of Thumb:** All original GRAN content going up on our website and all requests for action to be taken by our membership require some level of review and/or approval process to ensure that we are consistent, coordinated and projecting a polished, professional image. As part of the review process, the Leadership Team will provide feedback to help ensure that our communications and actions align with GRAN's mission and values. When you are unsure, LT and Hill Team reps on your working group can provide guidance.

	LT Review	LT Approval if SC not meeting	SC Approval	HT Review	Web Team Edit
Advocacy Action Proposal	X		X		
Advocacy Tools	X	X	X		X
GRAN Action Message	X				X
GRAN News Post					X
GRAN Update	X				
GRAN Co-Chair Letter	X				
Ministerial Meeting				X	
Web Posting	X				X
Local GRAN advocacy products					

## Glossary of Terms

Advocacy Action Proposal	Proposals for new advocacy campaigns require the submission of an Advocacy Action Proposal template.
Advocacy Tools	Template letters, postcards, petitions, sample social media posts etc. If they are to be posted on the website, they undergo a Web Team Edit.
GRAN Action Message	A direct email message asking our members to take action for a particular GRAN campaign. Action messages are reviewed by the Co-Chairs under whose names it is sent.
GRAN News Post	A direct email message with a link to news, reports or other outside developments related to our advocacy issues. Does not include an action component.
GRAN Update	Monthly update following the SC meeting on GRAN activities that can include both information and advocacy action requests. The Update is reviewed by the Co-Chairs under whose names it is sent.
GRAN Co Chair Letter	A letter signed by the co-chairs on behalf of GRAN as a civil society organization, usually sent to Ministers and senior officials. Also includes requests to sign on to letters drafted by our partners and coalitions.
Hill Team Review	The Hill Team coordinates GRAN's parliamentary strategy. The Hill Team rep on each working group brings requests for meetings with Ministers, Parliamentary Secretaries and senior officials to the full Hill Team to ensure consistency and to identify opportunities to promote GRAN's advocacy agenda.
Local GRAN advocacy products	Includes communications used by GRAN groups for their local advocacy such as posters, hand-outs, OpEds, LTEs etc. No review process is required but guidance can be found in the GRAN Policy Manual under the section "Signing as GRAN".
LT Review	The LT reviews GRAN communications and advocacy materials for consistency with GRAN's mission, values and priorities, including content and timing. They provide feedback on Advocacy Action Proposals and advocacy tools to the working groups before they are forwarded to the SC for approval. The LT meets the first and third Wednesday of the month.
LT Approval	While the SC is the main decision-making body in GRAN, if a request is time sensitive and the SC is not meeting, the LT will provide the necessary approvals. The LT meets the first and third Wednesday of the month.
Ministerial Meeting	Request for a face to face meeting with Ministers, Parliamentary Secretaries, their staff and/or senior officials.
SC Approval	The SC approves new advocacy campaigns and accompanying actions and tools. The SC meets the second Wednesday of the month.
Web Posting	Materials posted to the website including backgrounders, policy papers, reports, PowerPoint presentations, videos etc.
Web Team Edit	The Web Team performs a final review to ensure that all our web content and direct messaging have the same GRAN "look and feel". This can include formatting and editing for style.