

Select committee preparation checklist

Tick through this before, during and after giving evidence to a UK parliamentary select committee.

WEEKS BEFORE

- ☐ Read the inquiry's terms of reference and the committee's recent reports
- ☐ Watch at least one recent session of this committee on parliamentlive.tv
- ☐ Check who sits on the committee, their backgrounds and their declared interests
- ☐ Agree who in your organisation signs off your written evidence and your lines
- ☐ Submit written evidence through the committee portal: numbered paragraphs, summary first, usually no more than 3,000 words
- ☐ Hold off publishing your submission until the committee says you may
- ☐ Tell committee staff about anything that is, or may soon be, before a court

PREPARING YOUR ANSWERS

- ☐ Take the pre-briefing call with committee staff and ask about areas of interest and other witnesses
- ☐ Write three core messages and the evidence behind each
- ☐ List the questions you most hope they will not ask, and answer them out loud
- ☐ Prepare a one-page sheet of facts and figures you can glance at
- ☐ Know what you cannot discuss, and how you will explain why
- ☐ Rehearse with a mock panel, including a hostile member and a long session

ON THE DAY

- ☐ Arrive at least 30 minutes early for airport-style security
- ☐ Know your entrance: Cromwell Green for the Palace, Victoria Embankment for Portcullis House
- ☐ Dress for a camera: the session is broadcast live and archived
- ☐ Bring brief notes, not a script
- ☐ Address the Chair, answer the question asked, and offer to write if you do not know

AFTERWARDS

- ☐ Check the transcript and send any corrections as a separate note
- ☐ Send any information you promised, as soon as possible
- ☐ Have lines ready for journalists who watched the session
- ☐ Diary the committee's report and the government response, usually due within two months