**Supplemental Resource**

**Designing a Stakeholder Engagement Plan**

How to Use this Resource

This resource accompanies Phase 4, Task 1, Step 1 of the Model Guidebook for Business Enterprises. It provides (1) a template for designing a strategy for ongoing community engagement, and (2) two checklists for evaluating the community engagement plan based on established standards for stakeholder communication.

Model Community Engagement Strategy Contents:

1. Description of Investment Project
	* Include a general background of the project, as well as reference to key documents and events in the development process
2. Applicable Regulations and Requirements
	* Document the regulations and requirements that apply to the investment and surrounding consultations
	* Include information both from initial desk research and from contract negotiations
3. Prior Community Engagement Activities
	* List engagement and consultation activities that occurred in the pre-negotiation and negotiation phases, as well as any meetings and events that have occurred so far in the investment implementation
4. List of Stakeholders
	* Ensure that the list covers groups representing the interests of the entire community; overlap is expected, and gaps are unacceptable
5. Description of Stakeholder/Community Engagement Strategy
	* This is the main substance of the strategy document, and should include as exhaustive a list as possible of engagement activities to be undertaken
	* The strategy description should include the specific activities that will be taken for each stakeholder group in consideration of the particular needs of subgroups
6. Timetable for Community Engagement Activities
	* This timetable should include meetings and consultations, as well as monitoring and reporting functions and regular reviews of the investment and its accompanying processes
7. Resources and Responsibilities Involved in Ongoing Community Engagement
	* This should include the resources that the investor will put towards ongoing community engagement, as well as any outside funding and/or activities from civil society partners, government agencies, and other groups
	* There should be clear integration of engagement responsibilities into the investors ongoing operations

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| **Ongoing Community Engagement Plan Checklist** |
| ☐ | Does the plan describe the requirements and expectations for consultation and communication? |
| ☐ | Does the plan ensure that communication involves avenues for two-way dialogue, including adequate time for expression and listening on both sides? |
| ☐ | Does the plan identify and prioritize key stakeholder groups, with special focus on women and other vulnerable groups? |
| ☐ | Does the plan provide a strategy and timetable for meetings and information sharing with each identified stakeholder group? |
| ☐ | Does the plan describe the resources and responsibilities involved in implementing community engagement activities? |
| ☐ | Does the timetable include regular reviews of the lease by land holders and users in order to ensure that the project is implemented in accordance with the mutual promises, expectations, mitigation strategies and conditions contained within the lease? |
| ☐ | Does the plan describe how community engagement activities will be incorporated into the investor’s ongoing operations? |
| ☐ | Does the plan include a mechanism for incorporating community feedback about engagement and consultation processes? |
| ☐ | Does the plan include a process for reporting changes in engagement processes back to stakeholders? |
| **Ongoing Community Engagement Principles Checklist** |
| ☐ | Is the investor providing meaningful information in appropriate formats and languages? |
| ☐ | Is the investor tailoring communication to the needs of key stakeholder groups? |
| ☐ | Is information disseminated in ways and locations that ensure access by the community? |
| ☐ | Does engagement respect local traditions, languages, timeframes and decision-making processes? |
| ☐ | Are the processes for engagement and consultation free of coercion, intimidation or other unfair bargaining dynamics? |