**Supplemental Resource VI**

**Community Consultation Checklist**

How to Use this Consultation Checklist

This checklist is an accompanying resource to the RIPL Model Guidebook for Business Enterprises Phase 2.

You should use this checklist alongside the Guidebook to support productive, meaningful, and participatory consultations with community leaders and communities. This checklist is designed to support the initial introduction and consultation with a community and its leaders, although some meeting best practices can be adapted to other community meetings.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Consultation Checklist** | **If Yes** | **If No** | **Notes** |
|  | **How Do I Initiate A Productive Engagement?** | | | |
| ☐ | Do I know the customary, traditional, and/or religious practices of the community? | 🗹 | Consult government, civil society, and/or experts for information and recommendation. |  |
| ☐ | Have I inquired if there are certain cultural protocols for approaching the community? | 🗹 |  |
| ☐ | Do I know the appropriate local language in which to communicate? | 🗹 |  |
|  | Have I contracted an interpreter and/or translator if necessary? | 🗹 |  |
| ☐ | Have I contracted a facilitator to introduce me to community leadership? To coordinate a meeting with community members? | 🗹 |  |
| ☐ | Have I met with community leaders? | 🗹 | Work with a facilitator to set-up an introductory meeting. |  |
| ☐ | Have I met with leaders of minority groups, women’s groups, and other leadership as recommended (e.g. farmers associations, cooperatives, religious leaders)? | 🗹 | Request permission from community leaders & work with facilitator to coordinate. |  |
|  | **How Do I Support Inclusive & Representative Consultations?** | | | |
| ☐ | Do I know the demographic characteristics of the population? | 🗹 | Consult government, civil society, experts, your facilitator, and/or community leaders for information. |  |
| ☐ | Have I specifically invited representatives of each demographic group? | 🗹 | If not, work with your facilitator to do so. Consider using leaders of minority groups to mobilize their constituents. Equip them to spread the message, answer concerns, and encourage attendance. |  |
| ☐ | Have I ensured my consultations are accessible? | 🗹 | If not, see steps below |  |
|  | **How Can I Ensure My Consultations Are Accessible?** | | | |
| ☐ | Do I know the ideal times & locations for meetings to support the participation of different stakeholders? | 🗹 | Consult with leadership and facilitator for information. Ask women and members of under-represented groups directly if necessary. |  |
| ☐ | Did I post information about the meeting place & time in places where participants frequent (for instance, at event & gathering spaces such as churches or meeting halls)? | 🗹 | If not, work with your facilitator to do so. |  |
| ☐ | Have I held meetings at different locations and times? | 🗹 | If not, work with your facilitator and community leaders to schedule additional meetings. |  |
| ☐ | Have I conducted meetings and provided supporting documentation in languages and formats all stakeholders can understand? | 🗹 | If not, work with a translator to translate written documents and schedule additional meetings with an interpreter present. Use diverse media such as diagrams, photos, and media. |  |
| ☐ | Have I held both a large group consultation and small, separate sessions for women, ethnic minorities, and other groups of interest? | 🗹 | If not, work with your facilitator and leaders of these groups to schedule additional meetings. |  |
|  | **How Complete & Transparent is My Information?** | | | |
| ☐ | Did I provide information about our company? | 🗹 | It is possible you may not have all information at this stage. Present what you have available and schedule follow-up meetings to present additional (or revised) information as it is available. |  |
| ☐ | Did I provide information about our company’s policies and commitments related to responsible investment? |  |  |
| ☐ | Did I provide contact information? | 🗹 |  |
| ☐ | Did I provide information about the intended project purpose? | 🗹 |  |
| ☐ | Did I provide information about the geographic scope? | 🗹 |  |
| ☐ | Did I provide information about the proposed business model? | 🗹 |  |
| ☐ | Did I provide information about the specific land right being sought (e.g. absolute ownership; ownership with grant to community of use rights such as for gathering wood or water; short-term lease; long-term lease) | 🗹 |  |
| ☐ | Did I provide information about term of agreement? | 🗹 |  |
| ☐ | Did I provide information about potential benefits to the community? | 🗹 |  |
| ☐ | Did I provide information about potential risks, including social, environmental, and financial? | 🗹 |  |
|  | **How Informative is this Consultation for Me?** | | | |
| ☐ | Did I (or a third-party expert) ask the community about their perspective on the status of the land in question, and did I get a clear and consistent explanation? | 🗹 | If not, schedule a follow-up meeting during which you can request this information or |  |
| ☐ | Did I ask about the history of the land or nearby land, including government expropriation or past private sector investment? | 🗹 |  |
| ☐ | Did I ask about the current customary rights and uses of the land, including transfer and inheritance? | 🗹 |  |
| ☐ | Did I ask about the prominent livelihood activities of the community? What about the cultural or religious significance of the land? | 🗹 |  |
| ☐ | Did I ask about common land disputes and dispute resolution mechanisms? | 🗹 |  |
| ☐ | Did I ask about the concerns and expectations of the community pertaining to the investment? | 🗹 |  |
| ☐ | Did I ask other relevant questions to fill gaps in my understanding from my initial research and/or conversation with the government, civil society, and community leadership? | 🗹 |  |
|  | **What Else Should I Consider When Conducting the Meeting?** | | | |
| ☐ | Did I provide sufficient time and a safe environment for questions? Did I provide complete answers or explain that I will return with the necessary information? | 🗹 | If not, schedule a follow-up conversation for Q&A. |  |
| ☐ | Did I hear from a range of people or did a few voices dominate the conversation? | 🗹 | If not, work with your facilitator and leaders of groups who did not vocalize opinions to schedule additional small group meetings. |  |
| ☐ | Am I aware of cultural norms regarding meeting documentation/recording? |  | If not, inquire with your facilitator and/or community leaders about cultural norms for meeting documentation. |  |
| ☐ | Did I document the meeting, through meeting minutes, notes, and/or video or voice recording as appropriate for the community in question? | 🗹 | If not, document subsequent meetings in a culturally appropriate manner. Always inform the community that you are recording the meeting and why before starting. |  |
| ☐ | Did I inquire about other “dos” and “don’ts” specific to the community (such as cultural practices around provision of food and compensation for attendance)? | 🗹 | If not, solicit feedback from community leaders and your facilitator on what to improve upon for subsequent meetings. |  |
|  | **What Immediate Meeting Follow-Up Actions Should I Take?** | | | |
| ☐ | Did I solicit input on preferred means of future communication with the community members and leaders? | 🗹 | If not, do so. |  |
| ☐ | Have I synthesized and analyzed the information received during the consultations? | 🗹 |  |
| ☐ | Have I researched information to answer questions raised by the community during initial consultations? | 🗹 |  |
| ☐ | Have I considered revisions to the planned investment structure (e.g. geographic scope, business model, land right being sought) based on the information received? | 🗹 |  |
| ☐ | Have I held follow-up consultations? | 🗹 |  |
| ☐ | Have I consulted with my team and management to determine if we want to continue this investment based on the available information? | 🗹 |  |
| ☐ | Based on the information, have I asked if the community wants to continue discussions about this prospective investment? | 🗹 |  |