

## Interested Parties Engagement Plan for [Project Name]

INTERNAL

This template should be used in conjunction with the <u>Interested Parties Engagement and FPIC Guidance</u> document. Read that document before proceeding.

This Interested Parties Engagement Plan (IPEP) outlines the measures [Project Name] will take to ensure the effective and equitable engagement of people who may be impact by or interested in the project. It defines the objectives, participants, activities, outcomes, and documentation for each of the three initial phases of interested party engagement. It is accompanied by an Engagement Plan Budget.

## Section 1: Project Information

Project Name	
Project Lead Name & Contact Info	
Project Start and End Date	
<b>Project Documentation</b>	Include links to project PIN and/or Feasibility Assessment
Social Risk Assessment	Include a link to your completed <u>social risk assessment</u> here
Interested Parties Mapping	Include a link to your <u>Interested Parties Mapping</u> exercise here
IPEP Development Process	Briefly describe the process you undertook to create this plan. Include names and titles of people who participated in the process, any external parties involved, basic desk research performed, experts consulted, and any participation of interested parties themselves.

## Section 2: Previous Relationship and Engagement

Please use the table below to describe the pre-existing relationship you have with each interested party and any previous engagement that you have undertaken with that party, prior to developing this plan. Include a row for every interested party that you plan to engage, even if you have not engaged them in the past (indicate "none" in the appropriate columns in that case). Add and delete rows as necessary.

Interested Party Organization		Previous Engagements	Overall Relationship Status
Organization	List names and titles of specific	Describe any previous engagements with	Provide a general indication of the status
List the organization, entity,	people you have engaged within	that person – workshops, meetings,	of your relationship – none, adversarial,
agency, association,	that organization. Use multiple	interviews, conferences, etc. Include dates	poor, neutral, good, excellent, etc. Are
community, etc.	lines if there are multiple people	when possible. Provide links to	they a close partner, donor, governing
,, ,,,	with whom we have different	documentation, where available (e.g.,	authority, contractor we've worked with
	engagements and relationships.	agendas, participant lists, etc.).	before, etc.
Government (local, state/p	province/department, national)		
NGOs/Associations/Civil So	ociety		
Indigenous Peoples			
Local Communities			
Landowners or land manag	gers		
Private Sector			

Academia/Contractors					
Others (add sectors as nee	Others (add sectors as needed)				

**Assessment:** Describe any insights you had from completing this table. Use the questions below to guide your reflection.

- Are there any interested parties with whom you have no prior relationship? Why have you left them out to date?
- How accessible are the interested parties, and how will that influence anticipated timelines or co-design expectations?
- Are there any red flags any interested parties with whom you have a poor relationship, or any poor relationships between interested parties? What is the cause of these relationship issues? Are there any existing conflicts of interests between parties?
- Are there any excellent relationships that you can tap into to build relationships with others?
- What engagements have gone really well in the past? Which ones have not gone well? What can you learn from those?

# Section 3: Phase 1 Engagement Plan – Relationship, Capacity, and Interest

The first phase of interested party engagement focuses on building relationship, capacity, and interest of the main actors in the project.

#### Phase 1 Objectives

[Project Name] defines the following objectives for this phase:

- **Relationship building:** define your objectives for building relationships relationships between whom? What values/principles guide your relationship building? Are there particular people/groups to whom you need to pay special attention?
- Capacity building:
  - Define the capacities that the project developers/proponents and/or implementing partners will build in this phase and why
  - o Define the capacities that the interested parties will build in this phase and why
- **Building Interest:** define your objectives for building interest. Do you have a target number of interested communities, farmers, landowners, etc.? How will you ensure that the expressions of interest are genuine and informed?

#### Phase 1 Key Considerations

- 1. **Respectful Process:** Describe any relevant local laws, customs, norms, protocols, etc. that you need to understand and respect during this process.
- 2. **Inclusive Participation:** Describe vulnerable or marginalized groups that you identified in your Interested Parties Mapping exercise. Describe specific ways you will design your engagements during this phase to ensure equitable participation of all actors, including women, youth, vulnerable, or marginalized actors, considering how availability may differ (e.g., work or school schedules, childcare, etc.)
- 3. **Efficiency and Effectiveness:** Describe any concerns about workshop or interview fatigue and describe ways to alleviate or minimize that risk. Describe priority audiences and/or targeted themes/outcomes that you will focus on.
- 4. **Others:** Describe any other guiding principles or considerations relevant to your project for this phase.

#### Phase 1 Participants

List the main participants you plan to engage in this phase. Phase 1 should try to be as broad and inclusive as possible to build awareness and understanding among a wide range of interested parties and get diverse input and perspectives.

Organization	Participant Names	Contact Information
List the organization, entity,	Provide specific names, if	Provide contact information for the
agency, association,	possible, of people you intend to	organization and/or specific people
community, etc	engage from that organization	

#### Phase 1 Activities

Use the table below to define the main activities you will undertake to engage each interested party in phase 1

Activity Describe the engagement activity (e.g. workshop, meeting, focus group, training session, etc).	Objective Describe the specific objective you are trying to achieve	Participants List the organizations, and/or names of people you will invite; and/or your target audience	Logistics Location, date (or rough timing)	Key Considerations  Describe specific plans for accommodating the key considerations you listed above	Cost Provide an estimated cost for the activity, breaking out by cost category (e.g. staff time, travel, workshop, etc) as possible.

## Section 3: Phase 2 Engagement Plan – Co-design

Phase 2 of engagement is focused on co-designing the project through a participatory process with interested parties.

While you will want to have an idea of what this phase will entail from the outset so you can cost it out as part of the feasibility process, you will want to adapt your initial plan based on what you heard from participants during Phase 1 to make sure you are tailoring this next phase to their needs.

#### Phase 2 Objectives

[Project Name] defines the following objectives for this phase: (adapt the objectives below to your specific project)

- To improve the **equity and effectiveness** of the project by designing the major aspects of the project through a participatory process that incorporates the ideas, perspectives, interests, and needs of interested parties.
- To ensure the project has long-term buy-in and provides sufficient incentives to be successful.

#### Phase 2 Key Considerations

- 1. **Targeted Topics:** Describe the major elements of project design that you will discuss and develop together with participants, the main decisions that will need to be taken throughout the process, data and information you need to collect, and priority questions you would like to discuss with interested parties.
- 2. **Representative Participation:** Describe how you will ensure that the participants in this phase are representative of the broader set of interested parties. Describe how you will ensure the voices and perspectives of women, youth, vulnerable, and marginalized groups are heard and respected during this process.
- 3. **Broader Communication:** Describe what elements of the design process will be communicated back out to the broader set of interested parties, when that information will be communicated, and how their feedback can be incorporated into the process.
- 4. **Decision-making norms and conflict resolution:** Define how decisions will be made e.g. voting, consensus, discussion followed by one person making the decision, etc. We recommend defining who is the decider for various decisions, versus who needs to be consulted or informed. Describe the process for conflict resolution for this phase. There will likely be culturally established decision-making and conflict resolution processes in the project area that you will want to understand and consider.

#### Phase 2 Participants

Participants will likely be narrower in this phase, as you will need a manageable number of people with whom to work through the project design details. You need to ensure that the people who will participate in this phase are representative of the interested parties as a whole and are committed to sharing information back to their broader communities in order to get additional input and feedback.

Organization	Participant Names	Contact Information
List the organization, entity,	Provide specific names, if possible,	Provide contact information for the
agency, association,	of people you intend to engage	organization and/or specific people
community, etc	from that organization	
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### Phase 2 Activities

Use the table below to define the main activities you will undertake to engage each interested party in phase 2.

Activity Describe the engagement activity (e.g. workshop, meeting, focus group, training session, etc).	Objective Describe the specific objective you are trying to achieve and key issues you want to discuss	Participants List the organizations, and/or names of people you will invite; and/or your target audience	Logistics Location, date (or rough timing)	Key Considerations Describe specific plans for addressing the key considerations you listed above	Cost Provide an estimated cost for the activity, breaking out by cost category (e.g. staff time, travel, workshop, etc) as possible.

## Section 4: Phase 3 Engagement Plan - Consent

The third phase of engagement is focused on consolidating the necessary consent and agreements for the project to move forward as agreed in the co-design phase.

#### Phase 3 Objectives

[Project Name] defines the following objectives for this phase: (adapt the objectives below to your specific project)

- To ensure the main actors in the carbon project consent to the terms of the project and their role within it.
- 2. To define a plan for **on-going communication and consent** going forward, which is critical to project monitoring and adaptive management.

#### Phase 3 Key Considerations

- 1. **Legal requirements:** Describe any legal requirements in your country related to FPIC and project consent. Describe any TNC legal requirements, overall and specific to your BU, that you need to consider (your lawyer should provide this).
- 2. **Customary laws and protocols:** Describe any local customs or protocols that need to be followed in this phase. Does the broader community need to be present to witness the signing of the agreement? Are there practices or norms around signing documents that need to be followed? In communities that follow more of an oral tradition, how can you adapt the process to ensure oral consent is provided in addition to (or instead or) any signed documentation? Should you mark this occasion with a celebration?
- 3. **Documentation:** Documentation is particularly important in this phase. Describe how you will document consent and where that document will be stored so that it is accessible to all parties. See guidance document for details.

#### Phase 3 Participants

Participants in this phase will be the people signing the consent forms and agreements. You will need documented consent from any landowner whose land is impacted by the project (including consideration of impacts to neighboring land or downstream land), any community members who will participate in project activities or be impacted by project activities, any project beneficiaries, and any government agencies who have authority over the project area or project activities. There may be other entities, such as community leadership or associations, people who use or rent the land where the project will take place, or others who will also need to give their consent.

Organization	Participant Names	Contact Information
List the organization, entity,	Provide specific names of people	Provide contact information for the
agency, association,	who will sign the agreement	organization and specific people
community, etc		
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#### Phase 3 Activities

Use the table below to define the main activities you will undertake in Phase 3.

Activity Describe the engagement activity (e.g. workshop, meeting, focus group, training session, etc).	Objective Describe the specific objective you are trying to achieve	Participants List the organizations, and/or names of people you will invite; and/or your target audience	Logistics Location, date (or rough timing)	Key Considerations Describe specific plans for addressing the key considerations you listed above	Cost Provide an estimated cost for the activity, breaking out by cost category (e.g. staff time, travel, workshop, etc) as possible.

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