#Stocktake4ClimateEmergency
Local leadership for subnational inputs to Paris Agreement Global Stocktake

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Best Practices for Stakeholder Engagement

In-Person Venue Considerations
- Select an accessible venue to include stakeholder participants with diverse mobility needs.
- Make sure that there is always access to a restroom (e.g., make sure it is not locked).
- Ensure that the venue has necessary audiovisual capacity for the workshop and a reliable internet connection (some community members might want to attend virtually). If possible, secure microphones to ensure that all participants (e.g., those joining virtually or with hearing difficulties) are able to fully participate.
- If you are providing coffee or tea, lunch, snacks, or dinner (depending on the time of workshop), make sure the venue has necessary dishes/cutlery and space for refreshments with enough tables, cold storage, and a stove.
- Designate at least one person (preferably two or more) to take notes and record the meeting, if possible.
- Practice and test technology beforehand!

Online Considerations
- Choose the meeting platform thoughtfully. If you use Zoom, make sure that you have access to a premium account (free accounts limit meetings to 40 minutes). Whichever platform you use, make sure that participants have all necessary information to join the meeting. Make sure participants know if they have to register or download any software in advance.
- Choose a member of the local government staff, community stakeholder or volunteer who is comfortable using the chosen platform to provide technical support in case participants/facilitators have issues. Consider providing participants and facilitators with this person's cell phone number.
- Set aside time to provide a quick demo of the platform when opening the meeting (at facilitator's discretion). Show participants how to mute/unmute and use the chat function. You may also invite participants who are less familiar with the platform to join a few minutes early; this gives you time to resolve technical issues before the meeting kicks off.
- Designate at least one person (preferably two or more) to take notes and record the meeting.
- Arrange a brief practice session with your staff support to test out the technology and resolve any technical issues.

Prior to Engagement

- ☐ **Set goals and plan:** Spend time clarifying what you want to achieve from the workshop. What will your workshop cover? Clearly explain what participants will gain from this engagement process. Share the questions you are trying to answer ahead of the meeting.
- ☐ **Contextualize the issue:** Be sure to edit the Meeting in a Box slides to be specific to your municipality. Stakeholders are more likely to interact when problems are relevant and will impact them directly.
- ☐ **Define the stakeholders:** Use a range of local individuals and existing networks to recruit as diverse a group of stakeholders as possible. Keep equity in mind to ensure that those who have not previously had a voice in decision-making processes are given a chance to engage.
- ☐ **Accessibility of the workshop:** Before selecting the venue for the workshop, pay attention to the accessibility needs of participants. Prioritize the needs of minority populations when identifying the workshop location.
- ☐ **Provide resources wherever possible:** Providing transportation, child care, food, or compensation for people's time can increase the number of stakeholders reached.

During Engagement

- ☐ **Incorporate activities:** Group activities are particularly important tools for eliciting high-quality conversations and participation. This toolkit contains guiding materials for interactive activities.
- ☐ **Allow mutual influence:** Participants should have the opportunity to have input into decisions (as opposed to just being told what to do or just being asked to identify issues).
- ☐ **Foster trust, respect, and ownership:** Ideally, all parties in the engagement process should trust each other, respect one another's viewpoints, and should grow a sense of personal responsibility towards the issue.
- ☐ **Address gaps in knowledge:** Recognize that lack of understanding and misconceptions about climate change are quite common. Be open and prepared to answer questions.

Engagement Follow-Up and Evaluation

- ☐ **Maintain contact and feedback:** During long-term projects, it is important to maintain regular contact with participants. People become cynical about

engagement if decision makers do not communicate how participants' input and suggestions were taken into account.
- ☐ **Evaluate both process and outcomes:** When evaluating engagement, measure both process (the way in which engagement was done) and outcomes (what was achieved from the engagement process).

List of Possible Stakeholders

This list has been developed in order to provide an idea of the different types of stakeholders you may want to engage. It is by no means exhaustive and should be added to and expanded as you develop your own list.

- ☐ Communities of color
- ☐ Indigenous peoples
- ☐ Women
- ☐ Youth
- ☐ Elderly
- ☐ Farmers
- ☐ Emergency services
- ☐ Business owners
- ☐ Trade unions
- ☐ Industry representatives
- ☐ Education representatives
- ☐ Municipal staff
- ☐ Elected representatives
- ☐ Non-governmental organizations

When developing your list of stakeholders, consider the following:

- ☐ Who will likely be impacted by climate change?
- ☐ Who will be involved in your community's response to climate change?
- ☐ Who will be affected by how we respond to climate change?
- ☐ Who has historically been left out of these conversations?
- ☐ What minority populations live in our community, and how can we make sure they are included?
- ☐ What existing networks can we use to bring more people into this process?

Consider the spectrum of community empowerment.

Stance towards community	0 IGNORE	1 INFORM	2 CONSULT	3 INVOLVE	4 COLLABORATE	5 EMPOWER
Impact	*Marginalization*	*Placation*	*Tokenization*	*Voice*	*Delegated Power*	*Community Ownership*
Community Engagement Goals	Deny access to decision-making processes	Provide the community with relevant information	Gather input from the community	Ensure community needs and assets are integrated into process and inform planning	Ensure community capacity to play a leadership role in implementation of decisions	Foster democratic participation and equity by placing full decision-making in the hands of the community; bridge divide between community and governance
Message to Community	*"Your voice, needs, and interests do not matter"*	*"We will keep you informed"*	*"We care what you think"*	*"You are making us think (and therefore act) differently about the issue"*	*"Your leadership and expertise are critical to how we address the issue"*	*"It's time to unlock collective power and capacity for transformative solutions"*
Activities	Closed-Door Meetings Misinformation Systematic Disenfranchisement Voter Suppression	Fact Sheets Open Houses Presentations Billboards Videos	Public Comment Focus Groups Community Forums Surveys	Community Organizing & Advocacy House Meetings Interactive Workshops Polling Community Forums	MOUs with Community-Based Organizations Community Organizing Citizen Advisory Committees Open Planning Forums with Citizen Polling	Community-Driven Planning Consensus Building Participatory Action Research Participatory Budgeting Cooperatives
Resource Allocation Ratios	100% systems admin	70-90% to systems admin 10-30% to promotions and publicity	60-80% to systems admin 20-40% to consultation activities	50-60% to systems admin 40-50% to community involvement	20-50% to systems admin 50-70% to community partners	80-100% to community partners and community-driven processes that ideally generate new value and resources that can be invested in solutions

The Movement Strategy Center developed a self-assessment scorecard that any community can use to determine their level of community empowerment. This understanding of how communities can advance from largely ignoring stakeholders to truly empowering the voices of all residents is centered around a number of pillars, including messaging, resource allocation, and more.

Image Adapted From Source: Gonzalez, R. (2019). *The spectrum of community engagement to ownership*.
https://movementstrategy.org/wp-content/uploads/2021/08/The-Spectrum-of-Community-Engagement-to-Ownership.pdf

Best Practices Adapted from Gardner, J, Dowd, A-M., Mason, C. and Ashworth, P. (2009). *A framework for stakeholder engagement on climate adaptation*. CSIRO Climate Adaptation Flagship Working paper

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https://research.csiro.au/climate/wp-content/uploads/sites/54/2016/03/3_CAF_WorkingPaper03_pdf-Standard.pdf