Stakeholder Participation Guidance

Guidance to support stakeholder participation in design, implementation and assessment of policies and actions

May 2018

How to report on stakeholder participation

10. REPORTING ON STAKEHOLDER PARTICIPATION

Reporting on stakeholder participation in the design, implementation and/or assessment of a policy demonstrates transparency, provides stakeholders with assurance that an agreed and/or published stakeholder participation plan has been followed and explains and justifies any changes made to the stakeholder participation plan as a result of adaptive management.

Reporting on stakeholder participation combined with reporting on the impacts of the policy can help to build support for the policy, for example among the public, specific stakeholder groups and donors. This chapter presents a list of information that is recommended to be included in an assessment report.

Many donors and other sources of finance, including international and domestic public and private funding, have reporting and disclosure requirements for stakeholder participation.

Refer to Chapter 7 for more information on providing information to stakeholders. In addition, the ICAT Renewable Energy Guidance, Buildings Efficiency Guidance, Transport Pricing Guidance, Agriculture Guidance, Forest Guidance, Sustainable Development Guidance, and Transformational Change Guidance documents provide users with guidance on reporting the impacts of policies.

Checklist of key recommendations

- Report information about how the stakeholder participation process has been designed and conducted (including the information listed in Section 10.1)
10.1 Recommended information to report

It is a key recommendation to report information about how the stakeholder participation process has been designed and conducted (including the information listed below).¹

Chapter 4: Planning effective stakeholder participation

- The objective(s) for effective stakeholder participation
- The stakeholder participation plan, including activities, methods, timing, roles, responsibilities, reporting and resources
- Information on implementation of the stakeholder participation plan including progress, challenges and justifications for changes made to improve the plan

Chapter 5: Identifying and understanding stakeholders

- The methods used, process followed and results of stakeholder identification and mapping
- The process followed and results of identification of legitimate representatives of stakeholder groups for processes where participation is limited

Chapter 6: Establishing multi-stakeholder bodies

- The mandate, objectives, role, scope, composition, procedures and decision-making processes of multi-stakeholder bodies that support the design, implementation and/or assessment of the policy
- Information on effective functioning of the relevant multi-stakeholder bodies including, for example, meetings held, participation, outputs and decisions, and any changes to composition or procedures

Chapter 7: Providing information to stakeholders

- The methods of dissemination and an overview of information provided to different stakeholder groups
- An evaluation by stakeholders of the extent to which information provided to them about the policy has been timely, relevant, comprehensive, accessed and understood

Chapter 8: Designing and conducting consultations

- The objectives for, methods for and participation in consultations, including ongoing feedback mechanisms
- A summary of inputs received from stakeholders and how these inputs were taken into account

Chapter 9: Establishing grievance redress mechanisms

¹ The list does not cover all chapters in this document because some chapters provide information or guidance not relevant to reporting.
• A summary of relevant grievance redress mechanisms including their scope, roles and responsibilities, timelines and process for handling grievances and the types of responses and outcomes that can be expected
• Information on the types and number of grievances received and approaches employed to resolve them, and a description of any adjustments made to the mechanism based on an evaluation of performance

Additional information to report (if relevant)
• The type of technical review undertaken (first-, second-, or third-party), the qualifications of the reviewers and the review conclusions. More guidance on reporting information related to technical review is provided in Chapter 9 of the Technical Review Guidance

10.2 Technical review
Technical review can strengthen the credibility of reporting, building confidence in the reports so that they are more effective in generating support from different actors. The technical review process emphasises learning and continual improvement and can help users identify areas for improving future stakeholder participation processes. Technical review can also provide confidence that stakeholder participation has been conducted according to ICAT key recommendations.

Technical review can be conducted by first-, second- or third-parties. However, when reviewing the effectiveness of the stakeholder participation process, consider conducting a participatory review with stakeholders. Engaging stakeholders in the technical review process can be more effective in establishing the credibility of reports related to stakeholder participation. A multi-stakeholder review process also provides an opportunity to enhance transparency, share information and build capacity among stakeholders. Refer to the ICAT Technical Review Guidance Chapter 6 for more information on involving stakeholders in the technical review process.