

Stakeholder Participation Guide

Supporting stakeholder participation in design, implementation and assessment of policies and actions

List of key recommendations

This document lists all of the key recommendations related support stakeholder participation in design, implementation and assessment of policies and actions contained in the ICAT *Stakeholder Participation Guide*.

Key recommendations are intended to assist users in conducting effective stakeholder participation based on the principles of inclusiveness, transparency, responsiveness, accountability and respect for rights.

KEY RECOMMENDATIONS

Chapter 3: Key concepts, elements and principles

- Base stakeholder participation on the principles of inclusiveness, transparency, responsiveness, accountability and respect for rights

Chapter 4: Planning effective stakeholder participation

- Commence stakeholder participation at the start of, and continue it throughout, the policy design and implementation cycle
- Determine the objectives and scope for stakeholder participation before starting stakeholder participation activities
- Make an initial identification of stakeholder groups at the start of planning and establish processes for representatives of these groups to inform decisions on planning, including on the objectives of and opportunities for stakeholder participation
- Develop a stakeholder participation plan that specifies activities, methods, timing, roles, responsibilities, reporting and resources required to meet the identified objectives of stakeholder participation
- Publish and disseminate the stakeholder participation plan to stakeholders
- Revise and improve the stakeholder participation plan iteratively after each phase of its implementation

Chapter 5: Identifying and understanding stakeholders

- Establish criteria for identifying stakeholders
- Establish a participatory process for identifying stakeholders and their legitimate representatives
- Follow a transparent and participatory process for understanding the interests, power and influence of different stakeholder groups, their stake in the policy and the way and extent to which they may be affected, as well as their expectations of the participation process
- Identify the opportunities and barriers affecting the participation of different stakeholders, particularly for women, indigenous peoples, youth and other groups that may be marginalised, and involve these stakeholders in identifying appropriate methods and approaches to enable their effective participation

Chapter 6: Establishing multi-stakeholder bodies

- Clearly define the mandate, objectives, role and scope of multi-stakeholder bodies
- Identify and strengthen existing multi-stakeholder bodies, or establish new ones where needed, that meet the needs and criteria to support effective stakeholder participation in the design, implementation and/or assessment of the policy
- Clearly define the composition of multi-stakeholder bodies to enable equitable and balanced representation and participation of all stakeholder groups, with special attention to those that may be marginalised and those that may be directly affected
- Clearly define the procedures and decision-making process of multi-stakeholder bodies

Chapter 7: Providing information to stakeholders

- Disseminate information to stakeholders and ensure that the information is timely, relevant and comprehensive, including information about potential and actual impacts as well as opportunities to participate
- Tailor the content as well as the format and the way that information is provided to ensure that it is understandable and accessible for each stakeholder group, based on consultations with them
- Publicly disclose information about policies, unless there is a legitimate reason to keep some information confidential, following an established policy on disclosure of information

Chapter 8: Designing and conducting consultations

- Identify and use socially and culturally appropriate and gender-sensitive consultation methods that enable effective consultation of different stakeholder groups, including those that may be marginalised
- Conduct consultations with diverse stakeholder groups to support the design, implementation and/or assessment of the policy
- Share with stakeholders a synopsis of the input received during consultations and how the input was taken into account

Chapter 9: Establishing grievance redress mechanisms

- Establish grievance redress mechanisms that are accessible to all stakeholders, and are socio-culturally appropriate, gender-sensitive and tailored to the local context
- Ensure the impartiality and independence of grievance redress mechanisms, employing a consistent, credible and objective approach in all investigations and decisions
- Secure the safety and rights of all stakeholders that use grievance redress mechanisms, where necessary ensuring anonymity and/or protection for complainants from potential reprisals
- Ensure that grievance redress mechanisms are responsive and process grievances in an efficient and timely manner
- Provide the necessary legal instruments to enable the grievance redress mechanisms to deliver a response, to set redress or to pass the grievance to a more powerful decision-making body such as in the justice system or government

Chapter 10: Reporting on stakeholder participation

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