
10 Reporting on stakeholder participation

Reporting on stakeholder participation in the design, implementation and 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.

An assessment of the extent to which key recommendations for stakeholder participation have been followed can support transparent reporting and adaptive management to strengthen future participation.

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. Further, reporting on stakeholder engagement is required under the Paris Agreement's enhanced transparency framework (para. 62 of the Modalities, Procedures and Guidelines).

Refer to [Chapter 7](#) for more information on providing information to stakeholders. In addition, the ICAT Renewable Energy Methodology, Buildings Efficiency Methodology, Transport Pricing Methodology, Agriculture Methodology, Forest Methodology, Sustainable Development Methodology, Transformational Change Methodology, and Non-State and Subnational Action Assessment Guide 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).

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 for, process followed for, and results of, stakeholder identification and mapping
- The process followed for, and results of, identification of legitimate representatives of stakeholder groups

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 assessment of the policy

- Information on effective functioning of the relevant multi-stakeholder bodies (e.g. meetings held, participation, outputs and decisions, any changes to composition or procedures)

Chapter 7: Providing information to stakeholders

- The methods of information 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 of, 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

- A summary of relevant grievance redress mechanisms, including their scope, roles and responsibilities, timelines and processes for handling grievances, and the types of responses and outcomes that can be expected
- Information on the types and number of grievances received, approaches employed to resolve them, and any adjustments made to the mechanism based on an evaluation of performance

Additional information to report (if relevant)

- The process followed and actors involved in assessing stakeholder participation
- 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 relating to technical review is provided in Chapter 9 of the ICAT *Technical Review Guide*.

10.2 Assessing stakeholder participation

The key recommendations in this guide can be used to support an assessment of each element of stakeholder participation: planning effective stakeholder participation, identifying and understanding stakeholders, establishing multi-stakeholder bodies, providing information to stakeholders, designing and conducting consultations, and establishing grievance redress mechanisms.

Involving stakeholders in conducting the assessment is helpful, since they can provide insights and validation of findings. This guide may therefore also be used to help design a participatory assessment (see [Box 10.1](#)). For example, surveys, interviews, focus group discussions and other methods of consultation (see [Chapter 8](#)) can be used to collect information from stakeholders about the extent to which the key recommendations have been followed.

When conducting a participatory assessment, it is particularly important to ensure balanced representation of all stakeholder groups, with special attention to vulnerable and marginalized stakeholders, to avoid bias in the assessment. Groups that may have different opinions, such as government, local communities and private sector organizations, should have a voice, and their different opinions need to be recorded. Conducting a transparent process, and enabling opportunities for public comment and stakeholder review of the findings can also help to ensure an unbiased assessment (see [Section 10.3](#)).

A participatory approach to assessment can also provide an opportunity to obtain stakeholder input on ways to strengthen stakeholder participation, thus supporting adaptive management (see [Box 10.1](#)).

10.3 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 emphasizes 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.

BOX 10.1**Conducting a participatory assessment of stakeholder participation in the Malawi National Climate Change Management Policy**

The Initiative for Climate Action and Development in Malawi applied the ICAT *Stakeholder Participation Guide* to assess the effectiveness and efficiency of participation by community stakeholders in the design, implementation, monitoring and evaluation of the Malawi National Climate Change Management Policy 2016 (NCCMP).

The guide was used to plan the participatory assessment, identify stakeholders of the NCCMP and design appropriate consultations for the assessment. The data for this assessment were gathered from direct interviews and focus groups of identified stakeholders, including marginalized groups, in communities and through their representative organizations. Interviews were guided by a detailed questionnaire that was prepared to establish the extent of stakeholder engagement in the process of policy development and implementation.

Responses to the questionnaire showed that communities and some disadvantaged groups had zero or minimal involvement in the process. The government strategy for the NCCMP does not include a monitoring and evaluation requirement for community participation. The same situation exists for marginalized groups, for which the monitoring and evaluation requirement relates to their consideration in projects and programmes, rather than their engagement in developing projects and programmes.

Despite this lack of significant engagement, respondents believed that the NCCMP is delivering positive outcomes. Malawi is a largely agrarian economy, with many people reliant on subsistence farming and living in poverty. Respondents highlighted their engagement in activities such as collaboration on disaster risk management, good agricultural practices (including the use of technology), soil and water conservation practices, awareness and education about new adaptive research activities, and village savings and loan schemes. The focus groups proved more expansive; while reinforcing the issues mentioned in expert interviews, they added the mainstreaming of eco-friendly technologies, capacity-building on climate change issues, livestock production and climate-smart agriculture.

The assessment of stakeholder participation sought the views of groups that are often marginalized, such as women. The Coalition of Women Farmers provided valuable insight into the leadership role of women in household management, and in developing their farms in relation to food and income security, crop selection, climate adaptation and farming as a business. Their comments about village savings and loan schemes, and microfinance indicate that interest rates are too high, and that possibly unfair dealings with farmers are occurring, which provide grounds for greater regulation and government intervention.

Although the responses about the impacts of the NCCMP were positive overall, challenges were reported in stakeholder engagement. This was due partly to lack of support and finance, and partly to lack of feedback channels, accountability and coordination.

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 relating 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 Guide*, Chapter 6, for more information on involving stakeholders in the technical review process.