

<b>Policy Area: HCV Assessments</b>	<b>Subject: Stakeholder Consultation Meetings</b>
<b>Title of Policy: National, Provincial, Kabupaten, and Kecamatan Level Stakeholder Consultation</b>	<b>Number:</b>
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<b>Approved by: APCS Project Manager</b>	

**1. Rationale or background to policy:** Stakeholder consultation is one of the key elements of HCV assessment. The consultation is a key because HCV existence, management and monitoring are to a certain level determined and affected by a range of stakeholders. HCV 5 and 6 in particular, are very dependent on the relationship between community and natural resources management. The identification, management and monitoring of those HCVs consequently, must be done in collaboration with the communities. In conducting High Conservation Value (HCV) formal stakeholder consultation meetings there are very specific objectives to be achieved and outputs to deliver. It is crucial that all of the team members and every team are following the same policies and procedures to ensure the quality and integrity in conducting these meetings, the collection of the same information, and the final report which is produced from the results.

Consultation will be conducted in four major ways: prior to full assessment, during the assessment, following the assessment, and ongoing consultation throughout the assessment. Each consultation has its own objectives and target with this policy covering the methodology for prior to and following the full assessment. The field assessment and ongoing consultation will be covered in other policies.

- Prior to full assessment – This will be conducted through workshops at the national, provincial and kecamatan levels. The objectives are to acquire feedback and information for field work planning.
- During the assessment – During the assessment, consultation will be organized at the desa and dusun levels. Consultation will be done through face to face meeting and focus group discussion with an objective to (1) ensure all dusun are visited and confirmation is made of any potential connection to HCV and/or the concession; (2) identify any potential conflict between the community and the company whether HCV related or not; and (3) to physically identify any HCV connection between the community and map it if feasible.
- Post assessment – Consultation for this phase will be accomplished through workshops at the national, provincial and kabupaten levels by inviting relevant stakeholders and those who attended prior to the assessment. Objectives for this stage are to share the field data findings with stakeholders, discuss management and monitoring options for the HCV, and solicit any feedback or information that may have been missed during earlier consultation.
- Ongoing consultation – Throughout the process there will be ongoing consultation, particularly at the international level where traveling to Indonesia may be both cost and time prohibitive. The method for this way may include email, telephone and personal

meetings in a variety of venues. Objectives are to allow for interested international stakeholders to provide their input about the process, company operations relating to HCV, any evidence they may have relating to HCV, and answer any questions they may have.

**2. Policy Statement:** Stakeholder consultation should be conducted as a meaningful process beyond the formalities. Therefore, stakeholder consultation is designed in a participatory manner which enables stakeholders attending the consultation physically to voice and share their opinions, concerns, knowledge etc. about the HCV assessment related issues as well as others. Facilitators should be aware of the dynamics of the stakeholders and the important values they hold to benefit the HCV assessment process. Members of HCV formal stakeholder consultation meetings will operate in accordance with the below procedures and the assigned schedule provided in advance of the meetings. While the Lead Facilitator has ultimate responsibility to ensure this is followed, each member has equal responsibility to ensure their performance meets all of the requirements.

**3. Procedures:** Prior to and during HCV formal stakeholder consultation meetings all teams shall ensure that the following occur:

- A. The Lead Facilitator will become familiar with their team members background and expertise to ensure best utilization of member talent and skills.
- B. The teams shall consist of a Lead Facilitator, Resource Person/Facilitator and 2 Note Takers/Meeting Administration.
- C. Terms of Reference for each member's role will be attached to any contract with that member, or provided to the individual member should they be an employee.
- D. Team briefings shall be conducted prior to the start of every meeting with all team members present to review protocols, discuss project management issues, logistics, etc.
- E. An assigned schedule will be provided to all members that identify the meeting venue and dates of meetings and it is the Lead Facilitator's responsibility to ensure all team members are present at the meetings.
- F. Session planning, material preparation and equipment and supply needs will be identified and completed at least 1 day in advance of each meeting.
- G. Prior to the consultation meeting the following shall occur at a minimum:
  - a. Review and understand the project context (information provided include the project summary written in the public announcement information);
  - b. Review literature related to the HCV concepts found on the HCV Resource Network website;
  - c. Review and understand the facilitator guide provided by senior social team leader and lead facilitator;
  - d. Obtain list of invitees;
  - e. Determine and review stakeholders and level of consultation under the plan and get

- familiar with the characteristics of the stakeholders, discuss with networks/contact person;
- f. Review the stakeholder list (invitees) and ensure that stakeholders are well represented based on the stakeholder category of the stakeholder analyses. Due to effectiveness and limited space for consultation, particularly at the Kecamatan level, participants (villages) attending consultation at this level should be a maximum of 7 villages unless there is some acceptable justification;
  - g. Lead facilitator shall prepare presentation material (slide or other presentations), resource person (co-facilitator) prepares presentation on the HCV basic information;
  - h. Prepare or obtain facilitation kits that include:
    - Map of study area;
    - Attendance form;
    - Digital camera;
    - Recorder;
    - Pictorial guide of HCVs; and
    - Facilitation supplies.
- H. Each session will collect at minimum the following information:
- a. Name and contact information of the participants;
  - b. A formal attendance sheet signed by each participant;
  - c. Verified number of Kecamatan, villages and dusun, preferably identified on a map, that consider shared areas within the concessions (primarily at the provincial and kecamatan level meetings);
  - d. Information on the potential of HCVs within the concessions and any potential connection between those HCVs and the community;
  - e. Information related with access to the forest resources by the community and disputes on the forest resources and/or land base of the concession under assessment; and
  - f. Other relevant issues that need to be considered by the assessment team for better HCV assessment planning, future HCV management and monitoring.
- I. Each session will follow the below globally accepted schedule with minor adjustments made by the Lead Facilitators in those situations that require such:

<b>Time</b>	<b>Activities</b>
<b>08.30-09.00</b>	Opening session:
	• Welcome speech
	• Program of the day
<b>09.00-09.30</b>	Participant introduction
<b>09.30-10.30</b>	Presentations
<b>Break</b>	
<b>10.45-12.30</b>	Presentation and discussion
<b>Break</b>	
<b>14.00-16.00</b>	Discussion
<b>16.00-16.30</b>	Conclusion and closing

- J. Should any problems or issues arise prior to, during the course of, or after the meetings

it is the responsibility to make sure that the Lead Facilitator is informed of such and the responsibility of the Lead Facilitator to ensure this information is relayed directly to the Senior Social Team Leader as soon as practical to bring to the attention of the Project Management Team should it be required for resolution.

- K. It is important to record all of the meetings and interviews that the teams have held with consulted and all the responses they get to the enquiries. These records will be useful for HCV identification and verification.
- L. Output obtained during the consultation is provided in a report covering the process and substantial issues relevant to HCVs for each separate meeting. This report shall cover at a minimum the following items:
- Place and date of the consultation;
  - Summary of the consultation output;
  - Process/flow of consultation;
  - Name and contact information of the participants;
  - A formal attendance sheet signed by each participant;
  - Verified number of kecamatan, villages and dusun, preferably identified on a map, that consider shared areas within the concessions (primarily at the kabupaten and kecamatan level meetings);
  - Information on the potential of HCVs within the concessions and any potential connection between those HCVs and the community;
  - Information related to access with the forest resources by the community and disputes on the forest resources and/or land base of the concession under assessment; and
  - Other relevant issues that need to be considered by the assessment team for better HCV assessment planning and future HCV management.
- M. The Note Taker is responsible for producing the draft report and the Lead Facilitator is responsible for reviewing, editing and finalizing this report.
- N. All reports shall be done within 3 days following each event.