

<b>Policy Area: HCV Assessments</b>	<b>Subject: Stakeholder Consultation Meetings</b>
<b>Title of Policy:</b> International Level Formal Stakeholder Consultation	<b>Number:</b>
<b>Effective Date:</b> 02 February 2013	<b>Page Number:</b>
<b>Approved by:</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 for international level stakeholders will be open throughout the whole process of HCV identification. It will be conducted and open prior to full assessment (consultation currently on going), during the assessment, following the assessment.

The objective of international consultation is:

- to acquire feedback and information for field work planning.
- to identify any potential conflict between stakeholders and the company whether HCV related or not;
- to include any information obtained during the consultation into the results of the HCV assessment; and
- to share the findings, management and monitoring recommendation that result from the HCV assessment with all stakeholders.

In general 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.

Sometimes those objectives can be supplied by international stakeholders through their local partners or other sources they know about.

**2. Policy Statement:** International stakeholders are also considered an important stakeholder that needs to be reached out to for the consultation. The international level stakeholder consultation will not be designed for physical meetings since traveling to Indonesia may be both cost and time prohibitive. The method for international level stakeholder consultation may include email, telephone and personal meetings in a variety of venues. A variety of

consultation media is applied (email, telephone/Skype, websites etc.) to enable them to voice and share their opinions, concerns, knowledge, etc. about HCV assessment related issues as well as others. The Senior Social Team Leader is responsible to organize and coordinate the International Stakeholder Consultation. International stakeholder consultation will operate in accordance with the below procedures. The Senior Social Team Leader will be assisted by the Project Management Team and an administration team. While the Senior Social Team Leader 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 communication all teams shall ensure that the following occur:

- A. The Senior Social Team Leader shall prepare the following information for international stakeholders:
  - a. Cover letter informing about the HCV assessment planning and background information;
  - b. Determine and review stakeholders with the company, Project Management Team and other important participants and produce a single stakeholder list;
  - c. Review the stakeholder list and ensure that stakeholders are well represented based on the stakeholder category of the stakeholder analyses;
  - d. Send the cover letter to each member on the stakeholder list informing them of the process and inviting them to provide input into the process; and
  - e. Publicize the stakeholder consultation notice using appropriate media as determined by the Project Management Team.
- B. All feedback from stakeholders will be collected and recorded by the administration team at minimum the following information will be recorded:
  - a. Name and contact information of the stakeholders;
  - b. Feedback and Response if necessary from the Social Team Leader and Project Management Team.
- C. The Senior Social Team Leader is responsible for responding to any questions or comments that need response or follow up after consultation with APCS staff.
- D. Should any problems or issues arise it is the responsibility of all team participants to make sure that the Senior Social Team Leader is informed of such and the responsibility of the Senior Social Team Leader to ensure this information is relayed directly to the Project Management Team as soon as practical for resolution.
- E. Any stakeholder input received by other team members shall be passed on to the Senior Social Team Leader for recording purposes and follow-up action.
- F. It is important to record all of the responses and interviews that occurs and all the responses to the enquiries. At minimum the following information will be recorded and

maintained in the central data base in Jakarta:

- a. Date of consultation;
  - b. Media used for consultation (phone, email, etc.);
  - c. Copies of any written notes or correspondence relating to the consultation; and
  - d. A follow-up action plan for informing the stakeholder of how the team addressed their issues and concerns.
- G. Output obtained during the consultation is provided in a report covering the process and substantial issues relevant to HCVs for each response from the stakeholders. This report shall cover at a minimum the following items:
- Place and date of the consultation;
  - Method of consultation
  - Summary of the consultation input;
  - Process/flow of consultation;
  - Name and contact information of the stakeholders; and
  - Follow-up action plan to inform the stakeholder how their issues and concerns were evaluated and used by the team.
- H. The Social Team Leader is responsible for producing the draft report within 2 days of the consultation and it is the responsibility of APCS staff (which staff depends on whether the issue is site specific or higher level) to review, edit and finalize this report in consultation with the Social Team Leader.