**STEP 1: FORM A COLLABORATIVE PLANNING TEAM**



**Template 1-2: Stakeholder Engagement Planning**

**(Actions 1-2 and 1-4)**

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| Engagement Strategy Goals and Objectives | |
| Provide a concise statement of what the strategy is intended to accomplish: goals and objectives | |
| A goal is a brief, clear statement of an outcome to be reached. It does not say how to do something, but rather what the results will look like.  *For example:* *“The goal of this strategy is to raise awareness and gain meaningful input and feedback to ensure that the community’s resilience plan reflects our current situation and the needs of our population – residents, employees, businesses, visitors, and others.*  An objective is a specific, measurable, actionable, and time-bound condition that must be attained in order to accomplish a particular goal. Objectives define the **actions** must be taken to reach goals.  *For example: “Objectives of this strategy are to ensure that: 1) all stakeholders are informed about and have an opportunity to contribute to resilience planning efforts by October 2020, and 2) all stakeholders have the opportunity to comment on the draft version(s) of the plan via multiple engagement mechanisms that are timely, convenient, and effective.* | |
| Goal(s): |  |
| Objective(s): |  |

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| Engagement Timeline (Example) | |
| Develop Engagement timeline for community engagement with Resilience Plan development and stakeholder input and review. | |
| **Date(Month/Year)** | **Milestone Description** |
| Jan 2020 | Announce Resilience Plan Development and Plans for 2020 |
| Feb 2020 | Complete Stakeholder Identification and Collaborative Team Membership |
| Jun 2020 | Conduct Engagement/Outreach and Feedback on Draft Resilience Plan |
| Jul 2020 | Update Resilience Plan |
| Oct 2020 | Conduct 2nd Round of Engagement/Outreach and Feedback on Updated Plan |
| Nov 2020 | Finalize Resilience Plan |

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| Engagement Timeline | | | | | |
| Develop engagement timeline for community engagement with Resilience Plan development and stakeholder input and review. | | | | | |
| **Date (Month/Year)** | | **Milestone Description** | | | |
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| Monitoring and reporting (Complete and maintain after the workshop) | | | | | | |
| * Determine how significant interactions with stakeholders will be logged. * Consider how and when the results of stakeholder engagement activities will be reported by the collaborative planning team. Determine how this information will be shared with senior management and other internal teams that you have identified engage with similar stakeholders. | | | | | | |
| Date | Stakeholder | | Contact Information | Engagement activity & issues raised | Follow-up actions | |
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| **Key Stakeholders for Engagement & Information Needs, Gaps, Reviews (with examples)** | | | |
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| **Key Stakeholder** | **Information Needs and Gaps** | **Degree/Type of Engagement** | **Review/Approval** |
| ***Local Government*** (County, City, Town, Other) |  |  |  |
| County Dept. of Transportation (Roads, Harbor/Port, Public Transit) |  | Core Collaborative Planning Team | Review Final Resilience Plan |
| Public Works (Water, Wastewater) |  | Core Collaborative Planning Team | Review Final Resilience Plan |
| Education - Superintendent for Schools |  | Core Collaborative Planning Team | Review Final Resilience Plan |
| County Council |  | Consult | Approve Final Resilience Plan |
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| ***State & Federal Agencies*** |  |  |  |
| State DOT | Future development plans | Consult |  |
| FHWA | Future development plans | Consult |  |
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| ***Businesses & Services*** |  |  |  |
| Chamber of Commerce | Dependencies on infrastructure services; impacts for loss of services and length of outages | Collaborative Planning Team | Review Resilience Plan |
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| ***Private Utilities*** |  |  |  |
| Electric Power Community Liaison | Plans for service restoration to critical facilities, businesses, vulnerable populations | Collaborative Planning Team | Review Resilience Plan |
| Communications Community Liaison | Plans for service restoration to critical facilities, businesses, vulnerable populations | Collaborative Planning Team | Review Resilience Plan |
| Healthcare | Infrastructure needs after hazard event, dependencies on infrastructure | Collaborative Planning Team | Review Resilience Plan |
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| ***Volunteer Organizations*** |  |  |  |
| American Red Cross |  | Consult |  |
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| ***Community Organizations*** |  |  |  |
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| ***Other*** |  |  |  |
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| Engagement Leaders – Roles and Responsibilities (with examples)Identify leaders for stakeholder engagement for the community and/or the planning team | |
| **Engagement Leader** | **Role and Responsibility** |
| Community Leader for Resilience Plan | Ensuring development of stakeholder engagement plan and appropriate participation by stakeholders, Overall messaging, High-level presentations |
| Public Information Officer | News media, social media |
| Economic Development Director | Ensuring proper engagement, primary liaison with business community |
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| **Detailed Stakeholder Analysis** | | | |
| **Key Stakeholder**  **(*From Table 1)*** | **Type of Engagement** | **Purpose** | **Timeline Step**  **(*From Table 2)*** |
| Community | News media  Social media | Broad dissemination to all stakeholders | Announcement of Resilience Plan development, public meetings |
| Utilities | Focused group meetings, involvement in core team or collaborative planning team | Discuss role in resilience plan, steps in recovery process, fill information needs and gaps | Before announcement of Resilience Plan Development, at each major step in developing and reviewing the Resilience Plan |
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