

Outline

- **Public Participation Planning - An Overview**
- **Preparing a Public Participation Plan**
 - Establish Objectives
 - Develop a PP Strategy
 - Prepare Detailed Plans
 - Plan to Adapt and Evaluate
- **Implement the Plan**
- **Evaluate the Process**

Overview:

Why do you need to develop a plan

A Public Participation Plan

- Sets a roadmap of what will be done, when, with whom, by whom and where
- Serves as an implementation guide
- Serves as a reference of the steps, activities and resources needed
- Helps to ensure transparency and create a common understanding of the objectives and the process so everyone involved has similar expectations

Why do you need to develop a plan

A PP plan can help you to:

- 1. Set strategic objectives that are clear, feasible and measurable;**
- 2. Establish a team and identify decision makers;**
- 3. Identify resource requirements and set a budget;**
- 4. Identify likely participants, their needs and expectations;**
- 5. Anticipate potential challenges and identify possible solutions;**
- 6. Identify your organization's approach and expectations**

Why do you need to develop a plan

A PP plan can help you to:

- 7. Develop suitable time lines;**
- 8. Identify areas for coordination within your org**
- 9. Establish criteria for evaluation;**
- 10. Identify methods to document contacts, issues discussed and key dates; and**
- 11. Share information about the public participation with key stakeholders and interested parties**

Why do you need to develop a plan

A PP plan should identify:

- The appropriate role of the public in the process
- What input you need to gather from the public
- How the public might provide additional information
- How public input will be used

1. Set objectives of the PP process

- **To develop clear, achievable objectives, start by answering questions, such as:**
 - What do you want to achieve as a result of the PP process?
 - Why is public participation important in the proposed activity (LMO application)
- **Each objective should link the role of the public with the intended outcomes of the public participation process**

Develop a PP Strategy

After setting objectives for the PP process, develop a strategy to provide direction on:

- **Who may be involved in the process**
- **What activities should be undertaken**
- **When to start and complete the PP process**
- **What level of participation would be required**
- **What PP activities will be carried out and when**
- **What resources would be required**
- **What team would be responsible for conducting the PP process and their responsibilities will be**
- **How the process will be monitored and evaluated**

Develop a PP Plan

Your plan should provide:

- Clear scope, objectives and rationale for the public participation process
- A description of the planned activity in plain language
- Information on the responsible authority and applicant (proponent)
- Description of any other parallel consultation processes and coordination requirements;
- Potential issues and challenges, and how they may be addressed;
- Key stakeholders/ interested parties to involve
- Level of public participation desired

Develop a PP Plan

- Detailed plans for implementing each public participation activity
- Time lines for participation activities, including significant milestones;
- Financial and human resource requirements;
- Procedures for documentation;
- Procedures for providing feedback to participants;
- Indicators and procedures for evaluating the process; and
- Any other information necessary to ensure adequacy of the public

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