

GLF ESMS Annex G-1

<*Project title*>

**STAKEHOLDER ENGAGEMENT PLAN (SEP) Template**

<*grantee*>

Version: <Preliminary or Final Version>

Date of First Draft:

Date last updated:

### NOTE: this is a template for Grantees to use.

This is the template for a project ESMP. Guidance to the Grantee is provided in blue text. The black text is suggested text to be used by Grantees which can be edited as necessary.

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# Introduction

*Suggested text:*

This document is the Stakeholder Engagement Plan (SEP) for the <**Project title**> project (hereafter referred to as "the Project").

This Stakeholder Engagement Plan (SEP) aligns with applicable Ecuadorian law and pertinent international standards, notably the International Finance Corporation (IFC) Performance Standard (PS) on Environmental and Social Sustainability that set criteria for the responsible management of relationships between projects and stakeholders, including information processes, dissemination, and complaint mechanisms. It satisfies the Galápagos Life Fund (GLF) Environmental and Social Management System (ESMS) requirements regarding consultation, participation and information dissemination.

Th*e term 'stakeholders'* refers to individuals or groups directly or indirectly affected by the project, as well as those who may have interests in the project or the ability to influence its outcomes positively or negatively, or both. These can include communities or individuals affected at a local level and their official and unofficial representatives, government authorities at a national or local level, politicians, religious leaders, civil society organizations, groups with special interests, academic circles, or other organizations. The 'interest' that each of these different individuals or groups has in a project or an investment varies.

S*takeholder engagement* refers to a process of sharing information and knowledge, seeking to understand and respond to the concerns of others, and building relationships based on collaboration. "<**Grantee**>" understands stakeholder consultation and disclosure are key elements of engagement and essential for the delivery of successful projects.

The overall aim of the "<**Grantee**>" SEP is to ensure that a timely, consistent, comprehensive, coordinated and culturally appropriate approach is taken to consultation and project disclosure. It is intended to demonstrate "<**Grantee**>" commitment to uphold international best practice approach to engagement. In this context, good stakeholder relations are also a prerequisite for good risk management.

## Objectives

*Suggested text (consider changing this suggested text and adding specific objectives for your Project SEP):*

The purpose of the SEP is to document all stakeholder activities for the project. It is a “living document” prepared by "<**Grantee**>" and will be periodically updated to account for ongoing stakeholder engagement activities and potential changes in the Project.

The objectives of the SEP are:

1. Facilitate and promote stakeholder engagement throughout the project life cycle, ensuring that relevant information is appropriately disclosed and that grievances are proactively and effectively managed.
2. Increase community engagement, especially for disadvantaged, vulnerable stakeholders
3. Facilitate meaningful engagement and consultation with stakeholders.
4. Facilitate information disclosure and compliance with Ecuadorian legislation regarding consultation and citizen participation.
5. Facilitate the operationalization of the Grievance Mechanism.
6. Contribute to the Project’s environmental and social performance enhancement.

## Brief Project Description

*Grantee shall provide an overview of the Project. This will include an outline of the Project objectives and desired outcomes and key activities. The location of the Project (including a map) will be included as well as a description of the Projects Area of Influence (AoI).*

## Summary of Relevant National and International Requirements

*The SEP should include reference to relevant national legislation that might entail provisions on stakeholder engagement for the Project. Furthermore, the Grantee must provide an overview of international standards and best practices applicable to the Project.*

Suggested text:

To comply with GLF requirements, this Project is fully committed to adhering to national legislation and international best practices and standards, including those related to stakeholder engagement and disclosure. Based on the applicable institutional and legal framework for stakeholder participation, please complete Table 1 to demonstrate compliance with local, national, and international standards.

Table 1 SEP Legal Framework

| N. | Legal Instrument | Relevance |
| --- | --- | --- |
|  |  |  |
| 1 | The Constitution of the Republic of Ecuador | It establishes that any state decision or environmental authorisation must be consulted with the community. Moreover, it declares the preservation of the environment, conservation of ecosystems, biodiversity, and the integrity of the country's genetic heritage as a matter of public interest. |
| 2 | The Organic Environmental Code (COAM)  | The Organic Environmental Code (COAM) is a legal framework that regulates the environmental rights, duties, and guarantees outlined in the Constitution. The COAM guarantees citizen participation through environmental consultations for projects that may impact the environment, including both strategic and non-strategic sectors. It is guided by equality, non-discrimination, inclusion, interculturality, good faith, legality, legitimacy, representativeness, maximum publicity, and transparency. It states that Environmental, Social Impact Assessments (ESIA's) must include a citizens’ participation process conducted by professionals approved by the Ministry of Environment, Water and Ecological Transition *(Ministerio de Ambiente, Agua y Transición Ecológica,* MAATE). |
| 3 | The Citizens Participation Organic Act. | It guarantees the right of communities, indigenous nationalities, Afro-Ecuadorian, and Montubio peoples to free, prior, and informed consultation on non-renewable resources in their territories. It also establishes that the responsible state entity must carry out the consultation. |
| 4 | The Regional Agreement on Access to Information, Public Participation and Justice in Environmental Matters in Latin America and The Caribbean – Escazú Agreement | It seeks to guarantee the full and effective implementation of the rights of access to environmental information, public participation in the environmental decision-making process and access to justice in environmental matters, and the creation and strengthening of capacities and cooperation, contributing to the protection of the right of all people of present and future generations to live in a healthy environment and to sustainable development. |

*The Grantees will follow these provisions, in addition to any requirements arising from obtaining the environmental registration or environmental license from the Galápagos authorities.*

International Best Practices

"<**Grantee**>" SEP will align with the requirements of the International Finance Corporation (IFC) Performance Standards (PS) on Environmental and Social Sustainability, including PS1 (Stakeholder Engagement and Information Disclosure). Furthermore, it has been guided by the IFC Handbook on Stakeholder Engagement: A Good Practice Handbook for Companies Doing Business in Emerging Markets[[1]](#footnote-2) which provides a comprehensive view of best practices in stakeholder engagement.

"<**Grantee**>" will ensure project implementation is committed to community engagement, ensuring informed consultation of affected communities. "<**Grantee**>" will obtain Free, Prior and Informed Consent (FPIC) from Indigenous communities who will be affected by their projects. Stakeholder Engagement shall be conducted based on timely, relevant, understandable and accessible information provided in a culturally appropriate format. "<**Grantee**>" will undertake the following:

* Identification of key stakeholders;
* Meaningful consultation with project-affected or other interested parties on environmental and social issues that could potentially affect them;
* Disclosure of appropriate information and appropriate notification about this disclosure at a time when stakeholder views can still influence the development of the project;
* Stakeholder consultation during the whole lifecycle of the project;
* Operation of a Grievance Mechanism, a procedure by which people can submit comments and complaints;
* Maintenance of a constructive relationship with stakeholders on an ongoing basis through meaningful engagement during project implementation; and
* A timely, consistent, comprehensive, coordinated and culturally appropriate approach is taken to consultation and project disclosure.

# Stakeholder Identification and Mapping

*The Grantee will develop a list of identified Project stakeholders including all relevant groups, individuals, and organizations that are potentially directly or indirectly affected by the Project including vulnerable or disadvantaged stakeholders. Stakeholders include affected communities, local organizations, Non-Governmental Organizations (NGOs), governmental authorities, politicians, unions, academia, religious groups, and communication media.*

*It is important to tailor the engagement methodology to the targeted stakeholders and their relationship to the Project (their influence and interest). One approach may be to analyse each stakeholder based on their level of Power or Influence over the project and their Level of Interest in the project (i.e. how much the project affects them). Assign each stakeholder two values: one for their Power (high or low) and one for their Interest (high or low), using the table below.*

*Group the stakeholders into one of the following four categories:*

* *Priority Group: Stakeholders with high Power and high Interest.*
* *Influential Group: Stakeholders with high Power and low Interest.*
* *Vulnerable Group: Stakeholders with low Power and high Interest.*
* *Secondary Group: Stakeholders with low Power and low Interest.*

Table 2 Stakeholders: Influence and Interest

| STAKEHOLDERS | HIGH POWER | HIGH INTEREST | LOW POWER | LOW INTEREST | GROUP |
| --- | --- | --- | --- | --- | --- |
|  |[ ] [ ] [ ] [ ]   |
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# Stakeholders Engagement Program

## Stakeholder activities already undertaken

*If the Grantee has already carried out some engagement activities, such as information dissemination or consultation activities, this will be outlined in a table as follows.*

*Records and documentation of the activity will be maintained by the Grantee.*

Table 3 Stakeholder Engagement Activities Undertaken

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Engagement Type | Stakeholder Group | Issues/ Topics Discussed | Location | Timing | Commitments of the Grantee  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

## Planned Stakeholder Engagement

*The Grantee includes in this section the planned activities related to stakeholder engagement, participation and consultation. This will be updated regularly throughout the life of the Project. It should include the information set out in the table below as a minimum, and also the following:*

* *Objective*
* *Type of information to be disseminated*
* *Media to be used*
* *Consultation and engagement methods, including interviews, surveys, public hearings, meetings, etc.*
* *Means of documentation and record.*

Table 4 Planned Stakeholder Engagement and Disclosure

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Stakeholder Group | Description | Timing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Activity Schedule

*The Grantee will present a tentative schedule of the activities mentioned before, aligned with the general schedule of the Project.*

# SEP Management

*This section presents all the management and organizational arrangements necessary for implementing the SEP. Explain how the Grantee expects to integrate SEP activities into the other project activities and include the tools the Grantee will use to document, monitor, and disseminate stakeholder engagement. Identify the person responsible for SEP implementation.*

## Roles, Responsibilities and Resources

*Present the roles and responsibilities for SEP implementation within the Grantee’s organization and beyond. Include indicative budgets and other necessary resources.*

## Monitoring and Reporting

*Describe the SEP monitoring arrangements. Present the different types of stakeholder engagement reporting, including reports to GLF and reports to specific stakeholder groups.*

1. IFC. May 2007. Available [here](https://www.ifc.org/en/insights-reports/2000/publications-handbook-stakeholderengagement--wci--1319577185063). [↑](#footnote-ref-2)