



Toolkit for Equitable
Emergency Management

Appendix H

Partner/Stakeholder
Identification &
Engagement Plan
Template

2025

Appendix H - Partner/Stakeholder Identification & Engagement Plan Template

Section: Engagement and Collaboration

Project Name:

Community:

Date:

Prepared by:

Purpose

To ensure meaningful engagement and collaboration with all relevant partners/stakeholders, including marginalized and underrepresented groups, throughout the HRVA process. This section aims to foster inclusive participation and ensure that diverse perspectives are integrated into the assessment.

Please note: The successful completion of the HRVA process requires a collaborative effort involving various municipal departments, community organizations, partners, and stakeholders. As the project lead, your role is to coordinate and facilitate this process, ensuring that all relevant parties contribute their expertise and resources. The work outlined in this schedule is a shared responsibility among the municipality and community partners. This collaborative approach ensures a comprehensive and inclusive assessment, addressing the diverse needs and vulnerabilities of the community.

Remember:

- Work with others to help identify partners/stakeholders for your list.
- Consider the engagement method(s) most suitable for the group (survey, meeting, Advisory Committee, etc.).
- Remember to consider needs around accessibility, etc., as discussed in the Toolkit.

Instructions

1. **Identify Partners/Stakeholders:** Using the Partners/Stakeholders List below, identify all relevant partners and stakeholders, including local authorities, community leaders, Indigenous communities, marginalized groups, emergency services, local businesses, schools, healthcare providers, NGOs, etc. This will depend on your purpose and objectives. Include their contact info, organization/affiliation.
2. **Identify Categories:** Identify the category your partner or stakeholder belongs to. This will help you organize your engagement plan, as well as ensure you have a broad and diverse group of community perspectives and representatives.
3. **Identify Roles/Interests:** Identify what roles they may participate in or why they might be interested in participating.
4. **Engagement Plan:** Next, fill out the Engagement Plan (next page).

Examples of Partners/Stakeholders: community members/leaders, Indigenous communities, neighboring local authorities, SMEs, NGOs, departments within your own local authority, etc.

Examples of Roles/Interest:

- Provide local insights and experiences/perspectives
- Decision making and implementation
- Technical guidance and analysis
- Traditional Knowledge and cultural insights
- Support and resource provision

Partners/Stakeholders List

Name	Contact	Organization/Affiliation	Category	Role/Interest in HRVA
<i>Ex. Sammy Stevens</i>	<i>xxx-xxx-xxx</i>	<i>XYZ Women's Resource Centre</i>	<i>Community Group</i>	<i>Provide local insights and experiences/perspectives</i>

Name	Contact	Organization/Affiliation	Category	Role/Interest in HRVA
				<i>Support and resource provision</i>

Engagement Plan

Instructions:

1. **Develop Schedule:** Develop a schedule of activities based on realistic timelines for yourself and partners/stakeholders.
2. **Objectives:** Consider the objective of the activities and the required format to support meaningful participation.
3. **Engage Partners/Stakeholders:** Ensure meaningful participation from all relevant partners and stakeholders through culturally appropriate and inclusive methods.
5. **Collaborate Effectively:** Foster collaboration and ensure that diverse perspectives are integrated into the HRVA process.

- 6. **Align with IGA:** Ensure that the engagement and collaboration process aligns with IGA principles, considering how different social identities influence experiences and outcomes.

Examples of Engagement Methods: virtual meetings, in-person meetings, surveys, workshops, focus group discussion (FGDs), town hall, Advisory Committee, etc. Please refer to *the Engagement and Collaboration* section on page 17 of the Toolkit for additional information.

Schedule of Engagement Activities

Week	Activity	Objective	Format	Participants	Location	Person Responsible
1-2	<i>Initial Meetings</i>	<i>Introduce the HRVA project, objectives, and importance of integrating IGA; establish roles and responsibilities</i>	<i>In-person/virtual meeting</i>	<i>Project team, key partners/stakeholders (as per list above)</i>	<i>Community centre/virtual platform</i>	<i>Project Lead</i>

Quick Reference Checklist

Identify Partners/Stakeholders:

- List all relevant partners and stakeholders who should be involved in the HRVA process.
- Include local authorities, community leaders, Indigenous communities, marginalized groups, emergency services, local businesses, schools, healthcare providers, NGOs, etc.

Engage Partners/Stakeholders:

- Conduct a variety of engagement sessions to gather feedback and input from stakeholders.
- Ensure participation from diverse community members, including marginalized groups.
- Use culturally appropriate methods to engage different social identity groups.
- Provide opportunities for partners and stakeholders to share their perspectives and experiences.

Collaborate Effectively:

- Foster collaboration among partners/stakeholders to ensure diverse perspectives are integrated into the HRVA process.
- Establish clear communication channels and regular updates to keep partners/stakeholders informed and involved.
- Create a collaborative environment where all voices are valued and respected.

Align with IGA:

- Ensure that the engagement and collaboration process considers how different social identities (gender, age, race, socioeconomic status, etc.) influence experiences and outcomes.
- Incorporate feedback from diverse partners/stakeholders to refine the engagement and collaboration process.

Address any barriers to participation and ensure that all groups have equal opportunities to contribute