

Chapter 3 -Initiation phase
Attachment 3.3

DRAFT TEMPLATE

A-CDM STAKEHOLDERS CONSULTATION PROCESS CHECKLIST

| 1. PREPARATION AND PLANNING AHEAD | | |
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| Activities | Status | Remarks |
| Identify the purpose and objectives of the consultation | | |
| Define legal/regulatory/policy obligations and requirements that needs to be met | | |
| Identify and map both internal and external stakeholders | | |
| Identify champion to drive the process e.g. Airport Operator | | |
| Assess stakeholders and classify them according to their level of interest, influence, and impact | | |
| Set up the Governance structure | | |
| Agree on Principles | | |
| Analyse stakeholder needs and expectations | | |
| Define scope and boundaries to tailor consultations | | |
| Develop techniques and methods for effective communication | | |
| Develop a stakeholder engagement strategy | | |
| Develop strategies to manage any potential conflicts that may arise between stakeholders | | |
| Assign roles and responsibilities | | |
| Set a timeline and key milestones | | |
| Prepare consultation materials – briefing documents, surveys, presentations etc | | |
| Ensure accessibility and inclusivity with respect to consultation | | |
| Develop techniques and methods for effective communication | | |
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| 2. COMMUNICATION AND ENGAGEMENT | | |
| Activities | Status | Remarks |
| Early notification of stakeholders regarding the consultation process | | |
| Pre-consultation where feasible to determine issues in advance of the consultation process | | |
| Tailor appropriate tools, techniques, methods, approaches, and timetable for engagement – such as workshops, interviews, surveys, focus groups, public meetings | | |
| Schedule consultation sessions – virtual or in-person | | |
| Identify or choose a central location/platform | | |
| Disseminate clear and concise information to stakeholders | | |
| Ensure language, cultural, and disability accommodation is in place and is gender inclusive | | |
| Reciprocal/Participatory/Two-way consultation process | | |
| Free from manipulation/coercion | | |
| Documentation of participation and issues raised | | |
| Timely report-back and clarification of next steps | | |
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| 3. DATA COLLECTION AND DOCUMENTATION | | |

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| Activities | Status | Remarks |
| Define the type and format of the information/data | | |
| Standardize/automate process to facilitate collaboration | | |
| Gather and analyze accurate data from various sources/stakeholders | | |
| Evaluate outcomes | | |
| Record feedback and responses systematically | | |
| Document questions, concerns, suggestions, and commitments | | |
| Make efforts to address issues by making modifications and mitigations measures or development of benefits and opportunities | | |
| Use feedback forms, minutes, or digital tools to log input | | |
| Respect confidentiality and consent of stakeholder input | | |
| 4. ANALYSIS AND INTEGRATION | | |
| Activities | | Remarks |
| Analyze stakeholder input for trends, risks, and opportunities | | |
| Identify key themes or areas of concern | | |
| Integrate feedback into planning, decision-making, or policy updates | | |
| Document how input was used or why it was not considered | | |
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| 5. FOLLOW-UP AND REPORTING | | |
| Activities | | Remarks |
| Share outcomes and how feedback was considered | | |
| Provide a summary report or consultation findings document | | |
| Report back to stakeholders on which of their concerns will be addressed and how | | |
| Explain what suggestions were not taken on-board and the reasons | | |
| Courtesy follow- up with stakeholders | | |
| Communicate next steps and future engagement opportunities | | |
| Thank stakeholders for their participation and contribution | | |
| Maintain contact list/stakeholder database for ongoing/future engagements | | |
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| 6. REVIEW AND EVALUATION | | |
| Activities | | Remarks |
| Gather feedback from participants on the consultation experience | | |
| Evaluate the effectiveness of the consultation process | | |
| Identify lessons learned and improvement areas | | |
| Update stakeholder engagement strategy as needed | | |
| Keep track of performance and accountability | | |
| Maintain good stakeholder management | | |
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