

<b>Policy Area:</b> HCV Assessments	<b>Subject:</b> Stakeholder Consultation Meetings
<b>Title of Policy:</b> Village-Dusun Level Formal Stakeholder Consultation and Field Observation	<b>Number:</b>
<b>Effective Date:</b> 02 February 2013	<b>Page Number:</b>
<b>Approved by:</b> APCS Project Manager	

**1. Rationale or background to policy:** Stakeholder consultation is one of the key elements of HCV assessment. The consultation is a key because HCV existence, management and monitoring are to a certain level determined and affected by a range of stakeholders. HCV 5 and 6 in particular, are very dependent on the relationship between community and natural resources management. The identification, management and monitoring of those HCVs consequently, must be done in collaboration with the communities. In conducting High Conservation Value (HCV) formal stakeholder consultation meetings there are very specific objectives to be achieved and outputs to deliver. It is crucial that all of the team members and every team are following the same policies and procedures to ensure the quality and integrity in conducting these meetings, the collection of the same information, and the final report which is produced from the results.

Consultation at the village level will be conducted during the assessment. Consultation will be organized at the desa and dusun levels. Consultation will be done through face to face meeting and focus group discussion (FDG) with an objective to (1) ensure all dusun are visited and confirmation is made of any potential connection to HCV and/or the concession; (2) identify any potential conflict between the community and the company whether HCV related or not; and (3) to physically identify any HCV connection between the community and map it if feasible; (4) to identify GPS points for the FDG locations, all dusun and HCV areas.

**2. Policy Statement:** Stakeholder consultation should be conducted as a meaningful process beyond the formalities. Therefore, stakeholder consultation is designed in a participatory manner which enables stakeholders attending the consultation physically to voice and share their opinions, concerns, knowledge etc. about the HCV assessment related issues as well as others. Facilitators (who are also HCV assessors) should be aware of the dynamics of the stakeholders and the important values they hold to benefit the HCV assessment process. Members of HCV formal stakeholder consultation meetings will operate in accordance with the below procedures and the assigned schedule provided in advance of the meetings. While the Lead Facilitator (who is also a senior assessor) has ultimate responsibility to ensure this is followed, each member has equal responsibility to ensure their performance meets all of the requirements.

**3. Procedures:** Prior to and during HCV formal stakeholder consultation meetings all teams shall ensure that the following occur:

A. The HCV stakeholder consultation at the village or dusun level will be conducted by

social assessor team who is composed of two persons for each team: one assigned as Senior Social Assessor who also functions as lead facilitator/resource person and another is a Junior Social Assessor who also functions as co-facilitator/note taker/meeting administration. Functions/roles can be adjusted as needed and as the teams gain experience.

- B. There will be 6 social teams (12 people) in each region (Riau, Jambi and Kalimantan).
- C. Social Team should keep its independency in doing the assessment process. Therefore, in any interviews or discussion with community/stakeholders, no company staffs presents. The company staff will accompany social team only to support the team, such as introducing the team to the stakeholder (when needed), providing clarification to the community under the social team request and other technical assistance that the team needed.
- D. Each team should initially divide their social teams into 2 groups that function as follows:
  - a. Group A will conduct initial focus group discussions (FGD) at the desa level of roughly ½ day, then will spend the remaining 1.5 days physically visiting each dusun to (a) take GPS points of the locations of dusun and (b) confirming whether there is or is not a connection in that dusun with HCV in the concession area and/or there is or is not any conflict issues relating to the company or HCV. A maximum of 2 days will be spent with each desa.
  - b. Group B will follow-up from information provided by Group A and focus only on the dusun in which a clear connection with HCV has been identified. Their role will be to explore the connection in depth and document that connection, take GPS points of the HCV that is a concern, and document recommendations from the community as to how they would like to see management of the HCV occur. These teams will spend as much time as required in the dusun to accomplish these objectives.
- E. Dusun which have been identified as having conflicts with the company will be reported to the field management team who in turn will refer to the conflict resolution team.
- F. The Senior Social Assessor will become familiar with their team member's background and expertise to ensure best utilization of member's2 talent and skills.
- G. Team briefings and training shall be conducted prior to the start of field assessment with all team members in the region present to review HCV basic information, protocols, discuss team management issues (including scheduling), logistics, etc.
- H. An assigned schedule will be discussed with all members that identify the meeting venue and dates of meetings and it is the Social Assistant Team Leader's responsibility to ensure all team members are present at the meetings.
- I. Team briefings shall be conducted daily prior to the start of work to review the day's activities, discuss findings and issues, logistics, plan for the next day etc.
- J. Session planning, material preparation and equipment and supply needs will be

identified and completed in advance of field assessment (See E).

- K. Prior to and during field assessment the following shall occur at a minimum:
- a. Review and understand the project context (information provided includes the project summary written in the public announcement information);
  - b. Review literature related to the HCV concepts found on the HCV Resource Network website;
  - c. Review and understand the facilitator guide provided by the Senior Social Team Leader;
  - d. Obtain list of invitees;
  - e. Determine and review stakeholders (invitees) and get familiar with the characteristics of the them, discuss with Social Assistant Team Leader;
  - f. Review the stakeholder list (invitees) and ensure that stakeholders are well represented based on the stakeholder category of the stakeholder analyses including, but not limited to, village administration staff, dusun heads, women, elders, farmers/fisheries/community groups, forest people dependent, shamans, youth groups, teachers, wildlife traders/collectors, local NGOs active in the village, etc.
  - g. Lead facilitator shall prepare people-friendly presentation material for introduction of the project and objectives;
  - h. Prepare or obtain facilitation/field assessment kits that include:
    - Map of study area;
    - Attendance form;
    - Digital camera;
    - Recorder;
    - Pictorial guide of HCVs; and
    - Facilitation supplies.
- L. Each FGD session will collect at minimum the following information:
- a. Name and contact information of the participants;
  - b. A formal attendance sheet signed by each participant (Be sensitive and inform to the participant about the purpose of the signature of the attendance form);
  - c. Verified number of dusun, preferably identified on a map;
  - d. Information on the potential of HCVs within the concessions/dusun and any potential connection between those HCVs and the community;
  - e. Information related with access to the forest resources by the community and disputes on the forest resources and/or land base of the concession under assessment; and
  - f. Other relevant issues that need to be considered by the assessment team for better HCV assessment planning, future HCV management and monitoring or follow-up by other support specialists such as the conflict resolution team.
- M. Each FGD session will follow the below globally accepted schedule with minor

adjustments made by the Lead Facilitators in those situations that require such:

SESSION	TIME	ACTIVITIES
<b>Day One</b>		
<b>FGD Session</b>	08.30-09.00	Opening session:
		• Welcome speech
		• Program of the day
	09.00-09.30	Participant introduction
	09.30-11.30	Presentations and discussion
	11.30-12.30	Conclusion and closing
	12.30-13.00	<b>Break and Finish</b>
<b>Field Observation</b>	13.00-17.00	Dusun Visit and observation
<b>Day Two</b>		
<b>Field Observation Continued</b>	08.00-09.00	Dusun visit and field observation to the HCVs areas
	12.30-13.30	Break
	13.30-17.00	Continued

- N. Immediately after the FDG session is closed, the team will visit all dusun identified and meet with relevant stakeholders and explore the presence of HCVs and other relevant issues (conflicts, access to resources) and take a GPS point of the location of the dusun so it can be mapped;
- O. Should any problems or issues arise prior to, during the course of, or after the meetings make sure that the Senior Social Assessor is informed of such and it is the responsibility of the Senior Social Assessor to ensure this information is relayed directly to the Social Assistant Team Leader and Senior Social Team Leader as soon as practical to bring to the attention of the Project Management Team should it be required for resolution.
- P. It is important to record all of the meetings and interviews that the teams have held with those consulted and all the responses they get to the enquiries. These records will be needed for HCV identification and verification.
- Q. Output obtained during the FGD, individual interviews and direct observation is provided in a report covering the process and substantial issues relevant to HCVs for each separate meeting. This report shall cover at a minimum the following items:
- Place and date of the consultation/interview/observation;
  - Summary of the consultation output;
  - Each place visited (site of FGD, dusun and identified HCVs) by GPS points. GPS points identification should follow the GIS Protocol;
  - Process/flow of consultation;
  - Name and contact information of the participants/interviewees;
  - A formal attendance sheet signed by each participant during FGD session only;

- Verified number of dusun, preferably identified on a map;
  - Information on the potential of HCVs within the concessions and any potential connection between those HCVs and the community;
  - Information related to access with the forest resources by the community and disputes on the forest resources and/or land base of the concession under assessment;
  - Any recommendations the community provides relating to management of the HCV identified; and
  - Other relevant issues that need to be considered by the assessment team for better HCV assessment planning and future HCV management.
- R. Senior Assessor is responsible for producing the draft report and the Social Assistant Team Leader is responsible for reviewing, editing and finalizing this report and extracting it into the HCV report format.
- S. All reports from Senior Assessor shall be done within 2 days following each village assessment and compiled by the Social Assistant Team Leader with other villages that occurred during the 6 days of village field assessment.