

Chapter 3 -Initiation phase
Attachment 3.3

DRAFT TEMPLATE

A-CDM STAKEHOLDERS CONSULTATION PROCESS CHECKLIST

1. PREPARATION AND PLANNING AHEAD		
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		
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		
3. DATA COLLECTION AND DOCUMENTATION		

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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		
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		
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		