

APPENDIX A

Lake Istokpoga Stakeholder Engagement Plan Guidelines for proposed work

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1 Description of Services

Stakeholder Engagement Plan

1. Define the purpose, goal(s) and specific objective(s) for engaging stakeholders throughout the process of writing a Lake Istokpoga Habitat Management Plan (HMP).
2. Work with the Project Manager and FWC human dimensions staff to develop a plan to assess baseline stakeholder knowledge, attitudes and perspectives regarding the management of Lake Istokpoga using sound social science methodologies.
3. Incorporate stakeholder analysis into a stakeholder engagement plan that will address knowledge gaps, potential conflicts, and encourage successful engagement in the development of the Lake Istokpoga HMP.
4. Assist FWC staff members in defining appropriate stakeholders to be invited to participate in providing input relative to developing and writing a Lake Istokpoga HMP.

Meeting/Event/Engagement Opportunity Planning and Consultation

1. In coordination with the FWC Project Manager, FWC human dimensions and public information staff and other FWC project staff, the Contractor shall develop and implement a planning process to accomplish the following:
 - a. Develop agendas and programs for each meeting/event/engagement opportunity.
 - b. Set the goal and objectives for each meeting/event/engagement opportunity.
 - c. Identify specific deliverables, outputs and outcomes for each meeting/event/engagement opportunity.
 - d. Determine appropriate models, processes, approaches, techniques and methodologies that will successfully achieve or accomplish the specific goal, objectives, and deliverables for each meeting/event/engagement opportunity.
 - e. Identify specific issues and sideboards that may affect desired outcomes for each meeting/event/engagement opportunity and develop strategies to successfully address those issues..
2. In coordination with the FWC Project Manager, FWC human dimensions and public information staff, and other FWC project staff, the Contractor shall be responsible for public communication services about the meetings in venues, including, but not limited, newspapers of local and regional distribution, local blogs, FWC website media, mailings to residents, etc., secure meeting locations in coordination with and at the discretion of the FWC Project Manager (FWC will provide funding for meeting sites separate from this contract), and provide pre-meeting planning, meeting room setup, meeting recording and note taking, written documentation of meeting notes (provided no later than seven [7] calendar days post-meeting) as needed for each meeting/event/engagement opportunity.

Facilitation and Moderating of Stakeholder Engagement Activities

1. Schedule, mediate, and facilitate a minimum of one (1) Stakeholder meeting/event/engagement opportunity quarterly (every three [3] months; to begin no later than sixty (60) days of project notice-to-proceed) to increase awareness and knowledge of Lake Istokpoga and its management, identify common interests, reduce conflicts among stakeholder groups, reduce conflicts between stakeholders and agencies, and update on Plan development status.
2. Organize and manage a process for communicating with stakeholders between meetings/events/engagement opportunities that ensures all identified stakeholders have

full access to all information.

3. Organize, facilitate, and manage all stakeholder forums, meetings/events/engagement opportunities, focus groups, workshops, etc. that are conducted. Night and/or weekend meetings/events/engagement opportunities may be required. In coordination with the Project Manager, FWC human dimensions staff, and other FWC project staff, outside experts shall be identified and brought in to inform stakeholders about subject matter addressed at a particular meeting, event, focus group or workshop.
4. Manage, organize, and document stakeholder input (written and verbal) received both during and between meetings/events/engagement opportunities for inclusion in the Plan as appendices.
5. In coordination with the Project Manager, FWC human dimensions and public information staff, and other FWC project staff, the Contractor shall develop and implement strategies to promote better understanding among stakeholder groups regarding the balance the Commission seeks when making decisions in which stakeholder groups have competing interests. In coordination with the Project Manager, FWC human dimensions and public information staff, and other FWC project staff, the Contractor shall provide stakeholders with information on the full range of ideas, beliefs, and concerns expressed by all stakeholders involved in this Process.
6. Develop and provide pertinent meeting/event/engagement opportunity handouts to help clarify/summarize items a – e for the public.

Feedback and Evaluation of Stakeholder Input

1. Ensure feedback from stakeholders is collected during each meeting/event/engagement opportunity, and provided to FWC regarding how successfully each meeting achieved the stated objectives, meeting organization and facilitator performance.
2. All 'Task Descriptions' and 'Deliverables' for work must include a requirement to collect and submit meeting/event/engagement opportunity feedback from participants and meeting/event/engagement opportunity leader(s) on meeting success, meeting organization and facilitators' performance.
3. Collect and submit feedback for each meeting/event/engagement opportunity using a survey, standard participant evaluation form or similar acceptable tool relevant for the type of information to be collected during each meeting/event/engagement opportunity.
4. Submit a list of meetings/events/engagement opportunities facilitated each quarter.
5. Conduct a summative evaluation of the overall stakeholder engagement process to include
 - a. Pre and post assessment of stakeholder attitudes and perspectives about management of Lake Istokpoga
 - b. Pre and post assessment of stakeholders knowledge of Lake Istokpoga and its management
 - c. Post assessment of stakeholders' participation in the development of the Lake Istokpoga HMP

Development and Synthesis of Lake Istokpoga HMP (to include, but not necessarily limited to, the following chapters or sections)

1. Introduction, Overview, and Purpose
2. Habitat Management Background and History
3. Overall Management Vision and Guiding Principles
4. Identification, Development, and Prioritization of Management Issues, Strategies, Goals, Objectives, and Recommendations

5. Identification and Development of Monitoring Measurables and Strategies
6. Actions for Other Agencies to Consider
7. Summary and Conclusion

2 Stakeholder Engagement

Stakeholder engagement within the context of this project will:

- Encourage participation of stakeholders in decisions affecting management of Lake Istokpoga.
- Increase understanding of the issues affecting management of Lake Istokpoga.
- Develop inclusive solutions for management of Lake Istokpoga benefitting the interests of a diversity of stakeholders.

Stakeholder Identification and Analysis

In coordination with the Project Manager, FWC human dimensions staff, and other FWC project staff, the Contractor shall identify and analyze stakeholders based on their influence and interest in the management of Lake Istokpoga:

- The Contractor will work with FWC to compile an initial list of stakeholders.
- The Contractor shall identify and implement strategies to determine stakeholder preferences in meeting times, meeting frequency, meeting locations, communication (announcements, reminders, input to the management process, etc.) and use this information to optimize stakeholder participation and engagement.
- Working with FWC, the Contractor will conduct a stakeholder analysis to identify stakeholder interests and influence relative to management of Lake Istokpoga (Figure 1).
- The Contractor team will develop sound methodology to identify stakeholder opinions, attitudes, and behaviors (i.e. their current opinions about the state of the lake, and attitudes towards current management, and how individuals/groups use the lake). The Contractor team will work with FWC HD staff to design and implement this analysis.

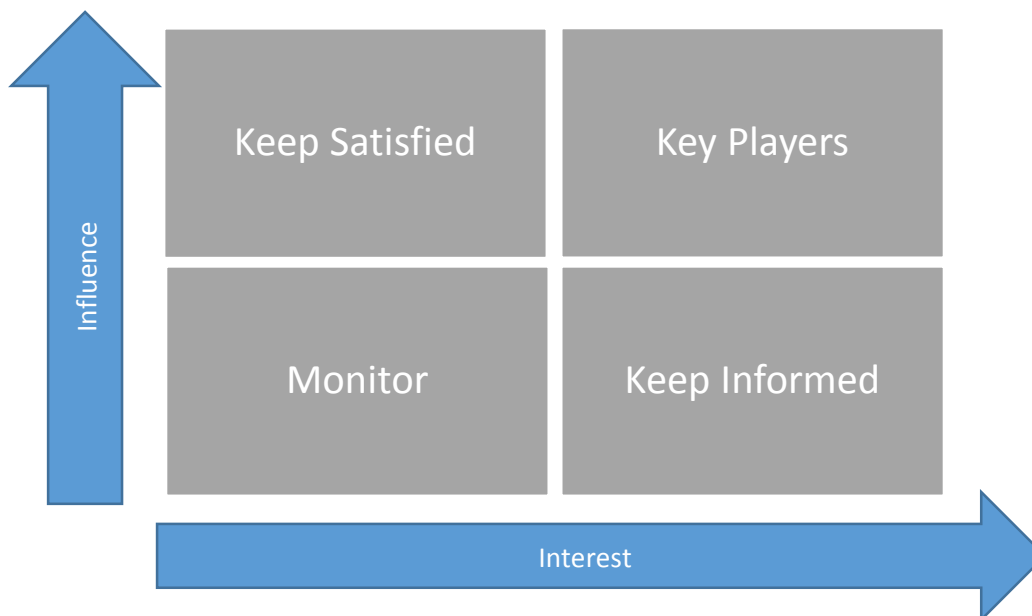


Figure 1: Spectrum of stakeholder influence and interest.

Issue Identification

After identification of stakeholders, the project team will identify Lake Istokpoga management issues:

- Using results of stakeholder analysis, the Contractor team will work with FWC to identify key issues of interest to both FWC and stakeholders. The Contractor team will assess key stakeholders' concerns and issues related to lake management and identify new issues.
- The Contractor team will identify a method to collect input about issues of importance throughout the stakeholder engagement process, as these may change or new issues may arise.

Methods of Stakeholder Engagement

After the initial stakeholder identification and analysis, The Contractor team will develop a stakeholder engagement plan and identify methods of stakeholder engagement including, but not limited to:

- Interviews
- Focus groups
- Surveys/polls
- Public meetings, to include descriptions of issue identification and creative group problem solving/decision making methods
- Educational workshops
- Field trips/site visits

Including Stakeholder Input into the HMP

The Contractor team will summarize stakeholder input collected during the stakeholder engagement and include it as an appendix to the final draft of the HMP along with a record of how input was addressed, considered, and resolved.

Communication with Stakeholders

Pre-meeting Advertisements

The Contractor team will provide official meeting announcements to FWC to post a minimum of thirty (30) days in advance of the public meetings. Announcements will be emailed to all stakeholders on the FWC Lake Istokpoga contact list, as well as, to the stakeholder list that the Contractor compiles as part of the stakeholder identification and analysis. In addition, the meeting announcement will be posted on the FWC website, GovDelivery, and other social media platforms. Agendas will be provided to FWC five (5) days following scheduling a meeting.

Post-meeting Follow-up

Summary reports of each meeting will be provided to stakeholders via e-mail. Meeting notes will be provided five (5) days following the public meetings.

Phone and Email

Contractor staff must be available to communicate with FWC staff and stakeholders as needed via phone or email.

3 Roles and Responsibilities

The Contractor will be responsible for the following:

- Promoting communication with stakeholders
- Organizing stakeholder outreach including public meetings, communications, and information sharing
- Reviewing and consolidating stakeholder feedback and input
- Writing and preparing drafts of the HMP

FWC will be responsible for the following:

- Providing access to FWC subject matter experts throughout the process
- Providing information and content for Contractor's development of the HMP (historical documents, fish and wildlife data, e-mails, publications, presentations, etc.)
- Communicating with stakeholders as needed and appropriate for the process
- Reviewing drafts of all deliverables, including draft HMPs, and providing edits, written comments and recommendations in a timely manner.