

Stakeholder Engagement Plan for SAFEGROUNDS Guidance Revision Nov 2006

Document	What?	Who?	How?	When?
1. Land Management Guidance (LMGv2)	Preliminary work key principles & process diagrams (only LMGv2)	whole participating stakeholder group [1]	questionnaires – email and on website	Sept 2006 to Feb 2007
	form and function of guidance, outline contents (all documents)	Representative stakeholder group [2]	workshop	early March 2007
2. Citizens' Guide	Outstanding issues from workshop	small groups of stakeholders [3]	small meetings (if required)	May to August 2007
3. Options Comparisons	Guidance drafts first and second drafts	whole participating stakeholder group	email and website	Sept 2007 to Feb 2008
	Guidance finalisation final draft	PSG	email, meeting	March 2008
4. Regulatory Framework Paper v5	full draft (only for comments on accuracy)	regulators, government departments, devolved administrations	email	February 2007
5. Executive Summaries LMGv2 (one for each site-type)	Guidance drafts First and second drafts	whole participating stakeholder group	email and website	Sept 2007 to Feb 2008
	Guidance finalisation final drafts	PSG	email, meeting	March 2008
6. Site Characterisation	Preliminary work outline contents	whole participating stakeholder group	questionnaire – email and website	June & July 2007
	Guidance drafts full draft	whole participating stakeholder group	email and website	Oct to Dec 2007
	Guidance finalisation final draft	PSG	email, meeting	Jan 2008
7. Health and Environmental Risk Assessments	Preliminary work changes to existing document	whole participating stakeholder group	questionnaire – email and website	Oct to Dec 2007
	Guidance drafts full draft	whole participating stakeholder group	email and website	Jan & Feb 2008
8. Record-keeping	Guidance finalisation final draft	PSG	email, meeting	March 2008
9. Regulatory Framework Paper v6	full draft (only for comments on accuracy)	regulators, government departments, devolved administrations	email	February 2008
All	guidance revision process, future SAFEGROUNDS work	representative stakeholder group	launch event	April 2008

Notes on the SEP

1. 'Whole participating stakeholder group' means all those who have expressed a willingness to participate in the consultation at the given stage of preparation of the document in question.
2. 'Representative stakeholder group' means the people whom CIRIA choose to invite to the March 2007 workshop, as representative of all SAFEGROUNDS stakeholders. Those who are not invited to, or cannot, attend the workshop will be given the opportunity to comment on the workshop papers and their views will be reported to workshop participants.
3. 'Small stakeholder groups' will be self-selecting and will vary from one issue to another.
4. Documents on the website will be open to comment from anyone, in the UK or abroad.
5. The SAFEGROUNDS project steering group (PSG) will be consulted about all documents, will approve drafts of documents prior to issue to other stakeholders and will approve final versions of documents prior to publication.
6. Records will be kept of all consultations (eg as logs of written comments and responses to them, or as notes of meetings). These will be made available on the website (without attribution if consultees so wish).
7. For the purposes of the SEP it is assumed that there will be no separate document on stakeholder involvement. Instead, all the relevant material will be incorporated in LMGv2.
8. The SEP will be reviewed at intervals, in the light of progress and experience.