**Climate and Health**

Stakeholder Engagement Plan

*Template*

**Background**

*Draw from your* [*Statement of Intent*](https://edit-public.health.oregon.gov/HealthyEnvironments/climatechange/Toolkit/Documents/B-Statement-of-Intent-Template.docx)*,* [*Local Climate Risk Profile*](http://public.health.oregon.gov/HealthyEnvironments/climatechange/Toolkit/Documents/2-Climate-Risks/Climate-Risk-Profile-Template.docx)*, and* [*Project Plan*](https://edit-public.health.oregon.gov/HealthyEnvironments/climatechange/Toolkit/Documents/C-Climate-Health-Project-Plan-Template.docx)*.*

**Stakeholder Engagement**

The following table outlines proposed methods of outreach and involvement of various stakeholders throughout the planning process. A more in-depth description of the methods follows.

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| **Method of Engagement** | **Stakeholders** | **Input on…** | **Involvement** |
| 1. **Leadership Briefings** | Leaders within the agency | * Scope of planning effort * Assessment of strategies relevant to their program oversight | Every 6-12 months |
| 1. **Internal Workgroup / Steering Committee** | Internal staff partners | * Process and methods * Assessment of relevance and applicability of proposed strategies * Technical advice * Messaging and outreach | Re-occurring meetings (ongoing)  1:1 Check-Ins as needed |
| 1. **Participant Feedback &/or Listening Sessions** | Various audiences | * Open-ended feedback on health concerns and community solutions | One-time events, presentations, workshops, webinars, story projects, etc. |
| 1. **Project Advisory Group**   *(If you have less capacity, you can combine with #2)* | Diverse group of internal and external experts | * Gaps and opportunities for action * Criteria for prioritizing strategies * Align climate action with existing efforts | 2-6 meetings |

1. **Leadership Briefings**

Offer annual or semi-annual briefing sessions with department leaders to present findings, share proposed planning process, and gather valuable feedback on the plan’s scope and stakeholder engagement activities.

The following table outlines options for scoping the plan and the respective engagement required at each level. Presenting this table to internal leaders and stakeholders can help to explain the possible scope of planning. The scope of your plan should be determined before launching your planning process. You will want to get your leadership’s buy-in at the level that’s most appropriate for your current capacity.

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| **Scope of planning** | **Approval**  **Required** | **Minimum Stakeholder Engagement** | **Example Strategies** |
| Integrate into existing plans  Integrate into partner-led planning efforts | Manager | Participate in internal and/or external planning committees or plan updates | * Conduct more in-depth community assessments to inform plans * Increase culturally appropriate communications about climate change or climate-driven hazards * Ensure that health equity considerations are integrated into planning efforts led by other agencies in your jurisdiction |
| Develop a new Plan (Resilience Plan, Adaptation Plan, Climate Change Preparedness Plan, etc.) | Director | Internal workgroup + public involvement | * Establish cooling centers and heat response strategies * Increase workforce training on climate-related health risks * Incorporate climate change goals into existing program plans |
| Develop a new plan that includes actions implemented with partners (not just internal actions) | Director | Internal workgroup + public involvement + advisory group | * Collaborate with health care systems to increase awareness of climate-related risks among practitioners * Create a tiered response tool for emerging vector borne diseases |
| Jurisdiction-wide Resilience Plan | Board of Commissioners | Internal workgroup + public involvement + advisory group + other local agency leaders | * Create a cross-agency Climate Change working group that meets regularly to coordinate and align strategies * Prioritize climate change investments that have public health co-benefits * Update building code to discourage development in disaster-prone areas * Update regulations to increase access to healthy, local foods |

1. **Climate Change Workgroup**

The Climate Change Workgroup or Steering Committee can meet on an ongoing basis and advise on the direction of climate and health planning. Meetings provide an opportunity to share climate science, resources and information applicable to public health practice. The meetings can also provide an opportunity for workgroup members to give input on what is most useful and help with gap analysis, strategy selection, and implementation of the plan. The workgroup may choose to invite experts to present on relevant topics and serve as a hub for climate-related trainings and information-sharing. It will be important for this work group to continue meeting beyond the planning process. They could meeting monthly, bi-monthly, quarterly, or semi-annually.

1. **Public Involvement**

Make sure to record any feedback you receive at listening sessions, presentations or other events. If you are the organizer/facilitator, build in ample time for dialogue and ask participants to share their solutions and strategies. You will often receive richer feedback if you are able to break up into smaller table discussions and provide discussion prompts with note-takers.

Refer to the [Local Climate Events tool](http://public.health.oregon.gov/HealthyEnvironments/climatechange/Toolkit/Documents/3-Assessment-and-Engagement/Local-Climate-Events.pdf) to get a sense of what others have done in Oregon. Also, consider using the [Story Project tool](http://public.health.oregon.gov/HealthyEnvironments/climatechange/Toolkit/Documents/3-Assessment-and-Engagement/Story-Project-Tool.pdf) to explore more creative ways to engage.

**Potential Discussion Prompts**

After hearing about potential public health problems, what stands out the most? What are you most concerned about when it comes to climate and health?

What are some possible strategies for addressing these concerns?

How can public health practitioners take a leadership role in preparing our communities for the changes ahead?

If you were King/Queen, what would you do to protect our community from future climate uncertainties?

1. **Project Advisory Group**

The Project Advisory Group will provide high-level input and guidance on the development of your plan. An Advisory Group can bring a diversity of perspectives and expertise, connecting issues and opportunities across programs, agencies and sectors. The Advisory Group can include both internal and external stakeholders. Review the [Example Stakeholder List](http://public.health.oregon.gov/HealthyEnvironments/climatechange/Toolkit/Documents/D-Stakeholder-List-Template.xls) to get a sense of who you might invite to participate. The Advisory Group might meet 2-6 times over the course of the planning process. An example process is outlined below:

Fall – Introduce project background and goals

Introduce advisory group members and respective programs, projects

Capture existing actions, leadership, collaboration, etc.

Give a presentation on local climate and health risks

Share examples of other adaptation plans

Get buy-in on proposed scope, title, & project timeline

Confirm schedule, participation expectations, outcomes

Winter – Present gap analysis, vulnerability and strengths assessments

Share community feedback received through public engagement activities

Discuss process for selecting strategies

*(Could involve a handful of technical advisors prioritizing and developing the draft plan for wider review.)*

Decide on criteria used to select strategies

Spring – Present draft list of strategies based on internal analysis

Seek input on gaps and opportunities for collapsing strategies

Consider assigning a set of strategies relevant to each member’s expertise *(have them identify any evidence and existing local efforts, evaluation/monitoring metrics, potential partners, funders, etc*.*)*

Decide on inclusion/exclusion of any strategies on the fence

Summer - Present draft plan for final review

Confirm each member’s role in implementation & monitoring

Decide on key findings/messages

Gather guidance on communication and dissemination activities

Get feedback on the planning process and for program moving forward

Publish and share your plan