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## IAP2's Five Steps for Public Participation Planning

Step	Action	Tasks
1.	<b>Gain Internal Commitment</b>	<p>Activity 1: Identify the decision maker(s)</p> <p>Activity 2: Profile sponsoring organization's approach to P2</p> <p>Activity 3: Clarify the scope of the decision</p> <p>Activity 4: Identify preliminary stakeholders and issues</p> <p>Activity 5: Assess sponsor's view of the IAP2 Spectrum level</p>
2.	<b>Learn from the Public</b>	<p>Activity 1: Understand how people perceive the decision</p> <p>Activity 2: Develop a comprehensive list of stakeholders</p> <p>Activity 3: Correlate stakeholders and issues</p> <p>Activity 4: Review/refine the scope of the decision</p>
3.	<b>Select the Level of Participation</b>	<p>Activity 1: Assess internal and external expectations</p> <p>Activity 2: Select level on the IAP2 Spectrum</p> <p>Activity 3: Assess "readiness" of sponsoring organization</p>
4.	<b>Define the Decision Process and Participation Objectives</b>	<p>Activity 1: Understand the existing decision process</p> <p>Activity 2: Set P2 objectives for each step in the process</p> <p>Activity 3: Compare decision process with P2 objectives</p> <p>Activity 4: Check to confirm objectives meet needs</p>
5.	<b>Design the Public Participation Plan</b>	<p>Activity 1: Determine plan format</p> <p>Activity 2: Integrate baseline data into plan format</p> <p>Activity 3: Identify the public participation techniques</p> <p>Activity 4: Identify support elements for implementation</p> <p>Activity 5: Plan for evaluation</p>

# IAP2's Public Participation Spectrum



Increasing Level of Public Impact

## Inform

**Public participation goal**

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.

**Promise to the public**

We will keep you informed.

## Consult

To obtain public feedback on analysis, alternatives and/or decisions.

We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.

## Involve

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

## Collaborate

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.

## Empower

To place final decision-making in the hands of the public.

We will implement what you decide.

### Example techniques

- Fact sheets
- Web sites
- Open houses
- Public comment
- Focus groups
- Surveys
- Public meetings
- Workshops
- Deliberative polling
- Citizen advisory committees
- Consensus-building
- Participatory decision-making
- Citizen juries
- Ballots
- Delegated decision