

English Channel Airspace Requirements – (ACP 2021 088)

Stakeholder Engagement Strategy and Plan – Design Principles (Stage 1B)

September 2022



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1. BACKGROUND

1.1. General

This is one of a series of documents that supports the CAA CAP 1616 Airspace Change Process (ACP), and specifically a proposed permanent change to airspace in the vicinity of The English Channel. The airspace change is required to support the ongoing operation of Unmanned Aircraft Systems (UAS) by Bristow Helicopters Limited (BHL) on behalf of the Maritime and Coastguard Agency and His Majesty's Coastguard (HMCG).

The ongoing operation of UAS is due to the increased levels of small boat crossings of the Channel which regularly result in Search and Rescue (SAR(H)) taskings. The UAS capability ensures rescue controllers and scene commanders decisions are enabled with real time situational awareness. This allows them to ascertain the immediate risk to life and mobilise the most appropriate emergency service and/or UK Government department response, to prevent loss of life. .

HMCG continue to work closely with other government departments, emergency services, and local authorities to coordinate the most effective response possible to small boat crossing of the English Channel.

1.2. Current Air Space

The current TDA complex EG D098 established under AIC Y 011/2022 (Figure 1) has to date provided segregated airspace for UAS operations within the English Channel.

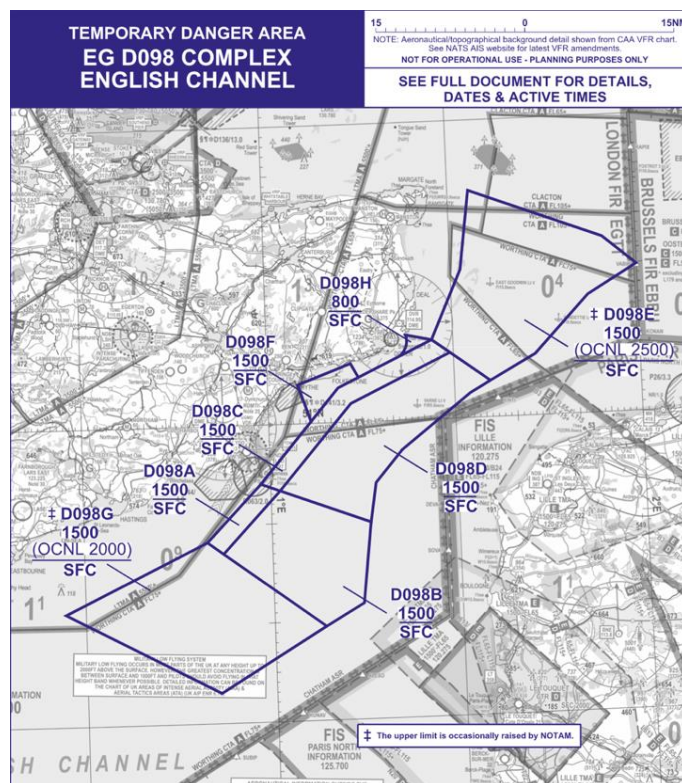


Figure 2: English Channel Airspace Complex.

This TDA has now been in existence and in use for over 2 years, which is outside of the normal CAA TDA policy period of 3 months.

The current TDA complex has been extended on numerous occasions (figure 2). These extensions demonstrate the requirement for longer term segregated airspace to continue to enable UAS operations.

AIC No.	Date Published	Period Covered
Y 085/2022	25/08/22	25/08/22 – 31/03/23
Y 011/2022	10/03/22	01/04/22 – 30/06/22
Y 058/2021	01/07/21	01/06/21 – 30/09/21
Y 087/2020	17/12/20	03/12/20 – 31/03/21
Y 074/2020	24/09/20	01/04/20 – 30/09/20
Y 032/2020	07/05/20	01/04/20 – 30/09/20

Figure 2: TDA extensions to enable UAS operations in English Channel.

Due to the ongoing requirement for segregated airspace to support State UAS operations and in line with UK regulatory policy for TDAs, the Civil Aviation Authority (CAA) invited a permanent airspace change application (under the CAP 1616) by Bristow Helicopters Limited (BHL) on behalf of Maritime & Coastguard Agency (MCA), to replace the current TDA complex.

1.3. Purpose

The purpose of this document is to set out how the Change Sponsor (Bristow Helicopters Limited on behalf of MCA) will follow the process laid out in CAP1616 as part of the overall requirements for the Stage 1- Define Gateway, Step 1B - Design Principles for ACP-2021-088.



Figure 3: Overview of the airspace change process (CAA CAP1616).

1.4. Objective

This document establishes the strategy and plan for the stakeholder engagement as part of Airspace Change Proposal (ACP-2021-088). It provides an approach to ensure stakeholder engagement is proportional and reasonable given the operational context and environment.

The document is divided into two sections:

1. Stakeholder engagement strategy which encompasses: The methodology for stakeholder definition, analysis / management, and engagement and communication plans.
2. Stakeholder engagement plan which encompasses: Stakeholder identification, timelines / schedule, and the plan to capture engagement evidence.

2. STAKEHOLDER ENGAGEMENT STRATEGY

2.1. Introduction

A key tenet of CAP 1616 is the requirement for stakeholder engagement and consultation throughout the process.

This stakeholder engagement strategy establishes the framework by which stakeholder engagement and consultation is undertaken as part of Airspace Change Proposal (ACP-2021-088). It will define what a stakeholder is, the analysis, management, engagement, and communication approaches utilised to ensure that relevant stakeholders views are listened to, considered, incorporated, and acted upon.

The objective of this framework is to deliver effective stakeholder engagement to deliver a viable airspace change that supports HMG small boat response.

2.2. Methodology

A four-stage framework will be used to manage stakeholder engagement, this methodology is set out below:

2.2.1. Stakeholder Definition (Stage 1).

For this airspace change, a stakeholder has been defined as:

'Anybody who can affect or is affected by the airspace change'.

Local stakeholders have been further defined to within a 30nm radius of Lydd Airport where HMCG's UAS are based. This definition has been applied, in part due to the international airspace boundary in the English Channel and the predicted relatively low level (AMSL) of UAS operations.

2.2.2. Stakeholder Analysis and Management (Stage 2).

To systematically identify and analyse stakeholders, a 4-step approach will be used which is set out below:

1. **Stakeholder identification.** With the CAA designating this a Level 1 airspace change, CAP1616, establishes that a Level 1 change stakeholder engagement would include stakeholders from:
 - Organisations directly involved in the aviation response to HMG migrant response.
 - Directly affected local aviation stakeholders, including airspace users, air navigation service providers and airports.
 - Relevant members of the National Air Traffic Management Advisory Committee (NATMAC).
 - Relevant aviation / non-aviation national organisations, including those which represent areas/interests likely to be affected by potential impacts.

- Elected representatives and/or environmental interest groups representing communities likely to be affected by potential impacts (such as noise or economic growth) associated with the change.

A range of research techniques will be used to identify stakeholders from across the spectrum of potentially affected parties from local authorities, general aviation aerodromes, general aviation operators, commercial airports, businesses, environmental interest groups and interested members of the public.

The methods of research / techniques used will include:

- Brainstorming
- Existing Stakeholder Lists e.g. NATMAC.
- Previous ACPs from the area.
- The scrutiny of aeronautical charts and internet search engines.
- Communication with Lydd Airport and local aviation clubs.
- Finally, as the engagement is undertaken, should any interested parties express a view in the ACP they will be analysed and included in the stakeholder engagement from the time of contact with them.

The identified stakeholders will be captured within the stakeholder register template (Annex A). This step will ensure that proportional, reasonable, and relevant stakeholders are included within the engagement.

2. Stakeholder Categorisation. To align with CAP 1616, it was decided to use five categories of stakeholders to ensure that impacted stakeholders views would be taken into account;

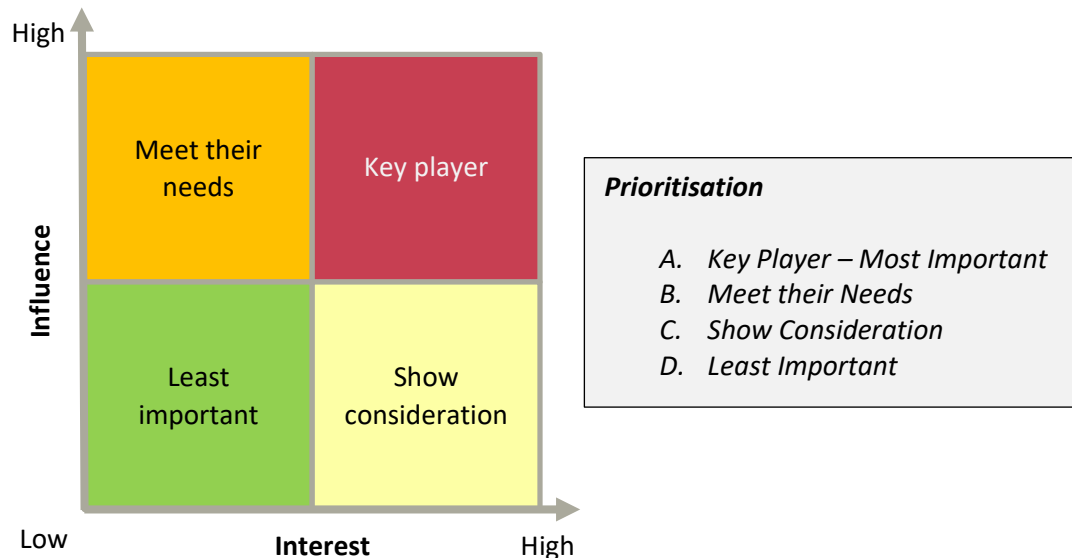
- Organisations involved in UK Government small boat response. Initial research will be conducted to identify stakeholders involved in the Small Boat Response, within the English Channel.
- Local aviation stakeholders. Initial research will be conducted to identify stakeholders within the local aviation and authority groups. The airspace change is likely to be based on the existing TDA. Therefore, an initial assumption was made that any potential airspace changes will be restricted to within approximately 30 miles from the edge of the existing TDA operating from UK mainland.
- National & International aviation stakeholders. Relevant members of the NATMAC will be identified as stakeholders, through use of membership organisations. By leveraging NATMAC as over-arching bodies, we are assuming that they will pass the information down through their membership, to inform their representatives to an appropriate level, this will be requested in any communications.
 - However, it is deemed important to identify General Aviation organisations within the defined area, in addition to NATMAC. Best efforts will be made to reach out directly at this level, despite the potential for stakeholders to receive duplicate communications. This approach will reduce the likelihood of the Change Sponsor not engaging with relevant stakeholders that it may have inadvertently missed or not engaged with by their membership organisation.

- As the airspace included within the change is on the international boundary with several countries, their respective Aviation Authorities will be included as part of the engagement.
- Local and National non-aviation stakeholders. It is deemed important to engage with other organisations outside of the aviation spheres to ensure that all interests are considered. This is particularly important for gaining better understanding of the geographical aspects of the area and potential for environmental impacts on tranquillity and biodiversity. Initial research will be conducted to identify stakeholders within the local area including local authorities and at the nationally. By leveraging local authorities and national organisations as over-arching bodies, it is assumed that they will pass the information down to inform their relevant representatives to an appropriate level, this will be requested in any communications.
 - Local authority engagement will be conducted at county level whilst excluding the district and parishes levels. This is due to the existing TDA and a permeant airspace option being over the maritime environment, with RPAS operating in an integrated manner from an established international airport alongside any other manned aircraft. As a result, the RPAS operations will have been considered as part of existing airport development approvals.
- Elected representatives. The engagement will include elected representatives as they represent the communities as part of the UK democratic government. However, this will be limited to the local Member of Parliament, as local authorities will be included.

Identified stakeholders will be grouped into one of the five categories which will be captured within stakeholder register template (Annex A).

3. **Stakeholder interests and influence mapping.** This process will seek to determine the stakeholder interest of several defined elements that the airspace change will impact on. The Stakeholder Interest Matrix template (Annex B) will be used. The insight derived will inform and enable the development of an engagement plan during stage 3 that is aligned to each stakeholder's interests.

4. **Stakeholder Prioritisation.** Identified stakeholders will be mapped onto an interest / influence matrix, (figure 4) enabling stakeholders to be prioritised in order of importance. For example, High influence, high interest stakeholders are Key Players, whereas low influence and low interest stakeholders are least important.



Terms:

- Interest: *level of interest in the airspace change in the English Chanel.*
- Influence: *the stakeholders that have the power to facilitate or block the airspace change.*

Figure 4: Interest / Influence Prioritisation Matrix

This step will be developed using the Stakeholder Analysis Matrix Template (Annex C) and feed into the stakeholder engagement analysis in stage 3.

2.2.3. Stakeholder Engagement Analysis (Stage 3).

This stage will develop the analysis from stages 1 and 2 through the creation of the Stakeholder Engagement Plan. This stage will commence with a stakeholders engagement assessment, which is a way of analysing and portraying the current and desired level and direction of stakeholder engagement.

- **Unaware** - does not know about the project or its benefits and other impacts
- **Resistant** - aware of the project and its impacts, but resistance to the change
- **Neutral** - aware of the project, not resistant or supportive
- **Supportive** - aware of the project, and supports the change and potential impacts
- **Leading** - aware of the project and potential impacts, and actively ensuring its success.

This in turn allows the identification of the gap between stakeholders current and desired level of support. Following this, stakeholders will be mapped using the grid in figure 5, to categorise the engagement approach for each stakeholder. This will establish alignment between a stakeholder’s prioritisation (A being most important and D being least important), the levels of support, and the level of engagement required:

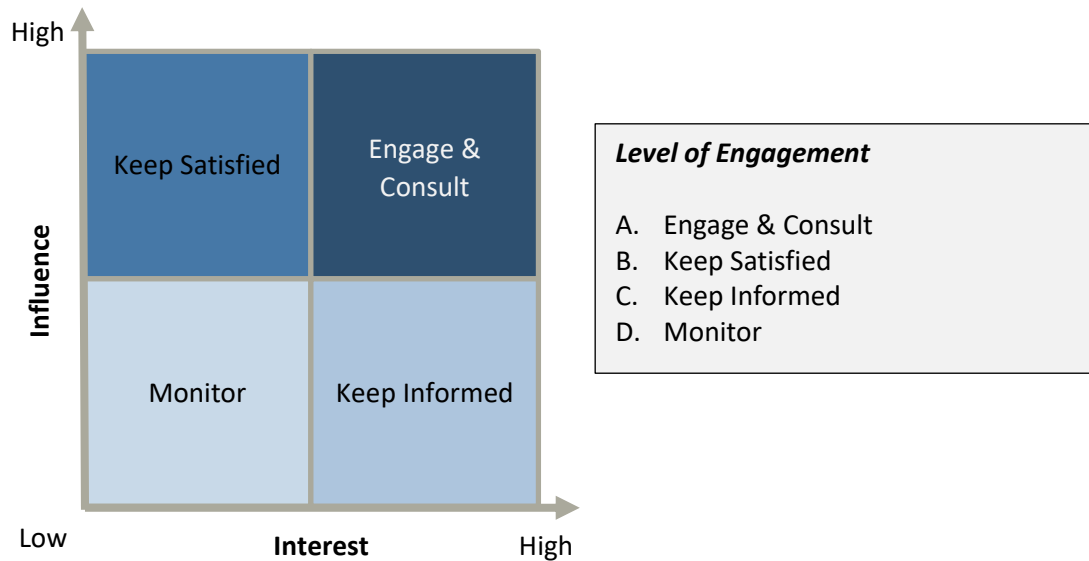


Figure 5: Engagement Approach

Following this analysis, the focus will be on developing understanding of the stakeholders perceived, goals, motivations, interests, and win/win strategies¹, to ensure that stakeholder engagement is focused and effective, so that stakeholder’s level of support can be influenced. The template Stakeholder Engagement Analysis (Annex D) will be used to capture this detail.

On completion of the Stakeholder engagement analysis at this stage we will know, who the stakeholders are, identified the key players, their level of support, what they want, and the engagement approach required.

2.2.4. Communication Plan (Stage 4).

Creating clear communication channels and an open space where stakeholders can voice their opinions is vital for success. Key to this is the development of the communications plan (Annex E) based on the robust analysis undertaken in stage 1 to 3.

The communications plan, will be developed to include:

- Communication methods. These will be developed at each stage of the ACP, to ensure that they are tailored from previous engagement and feedback.
- Our approach to responses
- Information requirements
- Frequency of communication
- Communication channel. To enable maximum engagement and dialogue a broad selection of communication channels will be considered:
 - Written Communication.
 - Hardcopy Letter
 - Email
 - Presentations
 - Audio
 - Video conferencing calls
 - Audio calls

¹ Achieving a Win / Win results in a way to effectively manage the stakeholder, without negatively impacting the ACP.

- Face to face
 - Ad Hoc Meetings
 - Town Hall / Community Engagement – Lydd Airport.
- Informal/telephone calls etc

While engaging with various stakeholder groups it will be essential to keep track of the commitments made to them and regularly communicate progress made against the commitments. Stakeholders will want to know whether their suggestions are considered, what mitigation measures will be put in place and how the outcomes are being monitored. Should it be decided that feedback is to be carried into the next stage of the ACP a register of feedback will be established to ensure that it is considered in the relevant point in time.

2.3. Summary

The comprehensive approach set out with the strategy will act as a framework for the management of stakeholder engagement as part of ACP-2021-088. This approach will ensure that proportional, reasonable, and relevant stakeholder interests are included within the engagement.

This strategy will be continually reviewed and where necessary, updated to reflect the stage of the ACP, and the lessons identified from past engagement or consultation.

3. STAKEHOLDER ENGAGEMENT PLAN

3.1. Introduction

This section outlines the engagement plan for stakeholders, specifically who the stakeholders are and why they have been included / excluded, prioritised, and the communication approaches applicable and the timelines. The intent of this engagement plan is to build relationships, by gaining and building the trust of stakeholders, by communicating in a consistent, transparent, and inclusive way.

Throughout the process a “live excel based tracker” has been used to capture manage and update the stakeholder information generated: - ACP-2021-088 Stage1B-Stakeholder Tracker V9. It is this series of documents that capture the stakeholder analysis and should be read in parallel with this Stakeholder Engagement Plan.

3.2. Stakeholder Identification (Stage 2).

Using the stakeholder definition set out with the engagement strategy a wide array of stakeholders relevant to this ACP were initially identified. These were identified through a variety of workshops and discussions using a range of research methods, including:

- Brainstorming (Annex F)
- Existing stakeholder lists e.g. NATMAC.
- Previous ACPs from the area.
- The scrutiny of aeronautical charts and internet search engines.
- Communication with Lydd Airport and local aviation clubs.

The identified stakeholders were captured within the stakeholder register template (Annex A) within ACP-2021-088 Stage1B-Stakeholder Tracker V9.

It is likely that as the various engagements and consultations progress, it is highly likely that additional stakeholders may be identified, and some initially identified may withdraw. Consequently the register will be continually updated to reflect additional or withdrawn stakeholders and the rationale behind these.

3.3. Stakeholder Categorisation (Stage 2).

The five categories of stakeholders set out in the engagement strategy were used to ensure that impacted stakeholders views would be considered as part of the engagement.

- Organisations involved in UK Government small boat response.
- Local aviation stakeholders, within 30nm of Lydd Airport. .
- National & International aviation stakeholders.
- Local and National non-aviation stakeholders.
- Elected representatives.

The output of the categorisation was captured within the Stakeholder Register Template (Annex A) the completed version can be found in ACP-2021-088 Stage1B-Stakeholder Tracker V9. This was updated in line with changes to the Stakeholder Register.

3.4. Stakeholder Interests and Influence Mapping (Stage 2).

This stage determined individual stakeholder interests by mapping them using the Stakeholder Interest Matrix (Annex B). Following this the perceived impact of the ACP on individual stakeholders, was mapped onto the Stakeholder Analysis Matrix (Annex C).

The matrix seeks to determine the stakeholders interest in the impact on:

- HMG Small Boat Response
- Safety of Life at Sea (SOLAS)
- Airspace Access
- The Environment (e.g., noise, tranquillity, pollution, traffic, biodiversity)
- Airfield Operation
- Aviation Safety
- Use of UAS
- Access to Electro Magnetic Spectrum
- Regional Economy

On the completion of these stage, the level of interest and level of influence of each stakeholder was mapped using the Stakeholder Analysis Matrix template (Annex C).

The output of the interest and influence mapping can be found in ACP-2021-088 Stage1B-Stakeholder Tracker V9. This was updated in line with changes to the Stakeholder Register.

3.5. Stakeholder Prioritisation (Stage 2).

During this stage identified stakeholders were mapped onto an interest / influence matrix in Stakeholder Analysis Matrix (Annex C), to be prioritised stakeholders in order of importance. For example, high influence, high interest stakeholders are Key Players, whereas low influence and low interest stakeholders are deemed least important.

The output of the Stakeholder Prioritisation mapping can be found in ACP-2021-088 Stage1B-Stakeholder Tracker V9. This was updated in line with changes to the Stakeholder Register.

3.6. Stakeholder Engagement Analysis (Stage 3).

This stage developed the analysis from stages 1 and 2 through the Stakeholder Engagement Analysis (Annex D). A stakeholders engagement assessment was conducted to analyse the current and desired level and direction of stakeholder engagement, using the process established in the stakeholder strategy. Using this analysis, we were able to identify the gap between their current and desired level of support and determine the required engagement approach for each stakeholder.

Following this the understanding of the stakeholders perceived, goals, motivations, interests, and win/win strategies², was explored and mapped into Annex D.

The output of the Stakeholder Engagement Analysis mapping can be found in ACP-2021-088 Stage1B-Stakeholder Tracker V9. This was updated in line with changes to the Stakeholder Register.

3.7. Communication Plan (Stage 4).

The previous stages had established who the stakeholders were, their level of support, identified the key players, what they want, and the required engagement approach (Annex D), this formed the basis of the development of the communications plan.

The communications plan was developed and continually updated throughout the engagement process, using the Stakeholder Strategy as the framework including Annex E.

Of note when establishing the communication channel to be used as part of the Stage1B engagement several methods were discounted:

- Wider presentational briefs. At this stage of the engagement, and given the written feedback, it was felt that there would be little value in holding wider briefing sessions (online or face-to-face) without having information to share about potential Design Options. It is anticipated that such briefs would be more beneficial during Stages 2 and 3 of the ACP.
- Surveys. Although surveys can be a useful engagement method, it was felt that direct written communication would provide more effective engagement feedback on proposed Design Principles. Surveys will be considered during later engagement and consultation.

It was decided that the communications methods for the initial Stage 1B were in the priority order:

1. **Email.** It was felt that give the period timescales and wide range of stakeholder geographical dispersion, email offered the most effective way of communicating the complex background behind ACP-2021-088.
2. **Letter.** Where email was unsuccessful letters sent by post would convey the same level of information, with the view of establishing a more rapid dialogue by email or other means.
3. **Audio (Telephone or Digital Service).** This was to be used on a case-by-case basis to discuss any feedback.
4. **Meetings (Face to Face or Digitally).** This was to be used on a case-by-case basis to discuss feedback in greater depth.

Consequently, it was considered that the most wide-reaching approach for the initial communication was the development of an Engagement Letter / Document Letter to be sent with an introductory email. This was selected as the most viable route due the initial stage of the engagement and consultation process and the detailed information needed to be communicated to inform the stakeholders.

Where a response had not been received a repeat email or letter would be sent.

The output of the communications plan development can be found in ACP-2021-088 Stage1B-Stakeholder Tracker V9. This was updated in line with changes to the Stakeholder Register.

² Achieving a Win / Win results in a way to effectively manage the stakeholder, without negatively impacting the ACP.

Throughout the engagement progress, the replies and dialogue with stakeholders will be triaged according to their level of importance, defined under Stakeholder Prioritisation (Annex D).

3.8. Engagement Timescales / Schedule

A period of 6 weeks was established as a suitable period for the Stage 1B engagement. This was selected to ensure that the period was long enough, so that if a stakeholder was away for a reasonable period (2-3 weeks) they would have time to respond within the 6 weeks.

The engagement period would start on the 22 Sep 22 and finish on the 3 Nov 22, with no responses being included after 00:01 on 4 Nov 22. This provides 1 week for the responses to be collated and analysed prior to submitting to the evidence to the CAA on the 11 Nov 22 in preparation for a 25 Nov 22 Assessment Gateway.

Feedback received after the 3 Nov 22 will be included where possible. However, responses to any feedback received after 3 Nov 22 will be included within a stage progress update, after the CAA gateway submission.

3.8.1. Key dates

- 22 Sep 22 – ACP Stage 1B engagement starts.
 - 22 Sep 22 Engagement letter sent to stakeholders.
 - Week commencing 17 Oct 22 – Reminder to all stakeholders where a response has not been received.
 - 3 Nov 22 – Engagement period closes for responses.
 - 11 Nov 22 – Stakeholder engagement evidence submitted to CAA.
- 25 Nov 22 – CAA Stage 1B assessment gateway.
- 26 Nov 22 – ACP Stage 2 starts.
- 31 Mar 23 – ACP Stage 2 assessment gateway.
- 5 Jul 23 – Stage 3 formal consultation starts.

3.9. The Engagement

The decision was taken prior to the start of stage 1B engagement period to include all the identified stakeholders for the first engagement with stakeholders - stage 1B engagement. This was to ensure a broad exposure to the proposed airspace change as possible due to the significant volume of airspace that the Airspace Change is likely to affect.

It was also decided to engage all the identified stakeholders as the stakeholder list will be reviewed and refined throughout the engagement and consultation undertaken during the ACP to ensure that appropriate stakeholders views continue to be considered. As a result, some stakeholders may be withdrawn or added from the process under the following conditions:

- Where it became evident that the stakeholder's views are managed by another organisation, or where additional stakeholders are identified as part of the engagement or consultation.
- Governing and representative bodies will remain on the stakeholder list throughout the process unless notification has been received to remove them.
- Where a stakeholder requests to be removed from the engagement.

As the engagement or consultation progresses the dialogue of all parties will be captured in an engagement evidence record for specific stakeholder (Annex G), on a regular basis. This will ensure that the dialogue with stakeholders is timely and evidenced. In parallel the specific feedback and response rationale will be captured within Annex H to provide a robust and transparent account of the stakeholder engagements.

Throughout the engagement and consultation, the “live tracker” – ACP-2021-088-Stage1B-Staholder Tracker v9 will be used to manage stakeholder information and the analysis of feedback received. On completion of the engagement or consultation period a Stakeholder Evidence document will be prepared and submitted to the CAA as part of the relevant ACP stage.

3.10. Summary

The comprehensive engagement plan will ensure that proportional, reasonable, and relevant stakeholder interests are included within the engagement.

This plan will be continually reviewed and where necessary, updated to reflect the stage of the ACP, and the lessons identified from past engagement or consultation.

ANNEX A – STAKEHOLDER REGISTER (TEMPLATE)

Stakeholder Unique ID	Stakeholder	Key Representative	Email	Telephone

Postal address	Remarks	Categorisation

ANNEX B – STAKEHOLDER INTEREST MATRIX (TEMPLATE)

Stakeholder Reference	Stakeholder	Interested in the Impact on:										Remarks
		HMG Small Boat Response (gain / loss)	Safety of Life at Sea (SOLAS) (gain / loss)	Airspace Access (gain / loss)	The Environment (e.g. noise, tranquillity, pollution, traffic, biodiversity)	Airfield Operation (gain / loss)	Aviation Safety (gain / loss)	Use of RPAS (gain / loss)	Access to Electro Magnetic Spectrum (gain / loss)	Regional Economy (gain / loss)		

ANNEX C – STAKEHOLDER ANALYSIS MATRIX

Section 1 - Stakeholder Analysis Matrix					
Stakeholder Reference	Stakeholder	Perceived Impact on Stakeholder	Influence	Interest	Prioritisation / Action
		Negative	Low	Low	Least important
		Neutral	Low	High	Show consideration
		Positive	High	Low	Meet their needs
			High	High	Key player

ANNEX D – STAKEHOLDER ENGAGEMENT ANALYSIS

Section 1 - Stakeholder Analysis Matrix						Section 2 - Stakeholder Engagement Analysis					Remarks
Stakeholder Reference	Stakeholder	Perceived Impact on Stakeholder	Influence	Interest	Prioritisation / Action	Stakeholders Interests, Motivations & Goals	Win / Win Strategies	Stakeholder Assessment - Current	Stakeholder Assessment - Desired	Engagement Approach	
		Negative	Low	Low	Least important			Unaware	Unaware	Monitor	
		Neutral	Low	High	Show consideration			Resistant	Resistant	Keep informed	
		Positive	High	Low	Meet their needs			Neutral	Neutral	Keep satisfied	
		Positive	High	High	Key player			Supportive	Supportive	Engage & Consult (Stage 3)	
			High	High	Key player			Leading	Leading	Engage & Consult (Stage 3 onwards)	

Section 2 - Stakeholder Engagement Analysis						Remarks
Stakeholders Interests, Motivations & Goals	Win / Win Strategies	Stakeholder Assessment - Current	Stakeholder Assessment - Desired	Engagement Approach		
		Unaware	Unaware	Monitor		
		Resistant	Resistant	Keep informed		
		Neutral	Neutral	Keep satisfied		
		Supportive	Supportive	Engage & Consult (Stage 3)		
		Leading	Leading	Engage & Consult (Stage 3 onwards)		

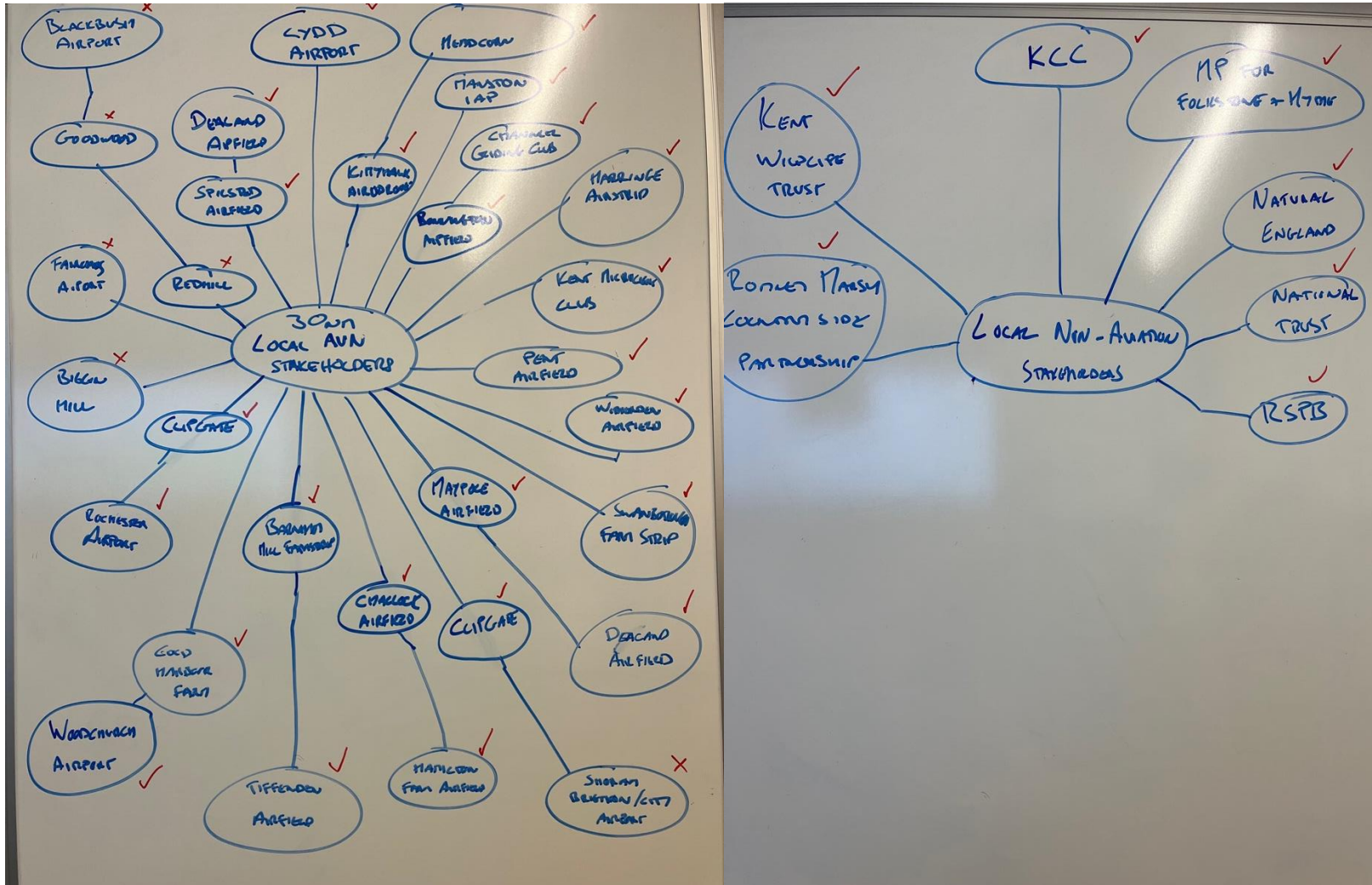
ANNEX E – COMMUNICATIONS PLAN

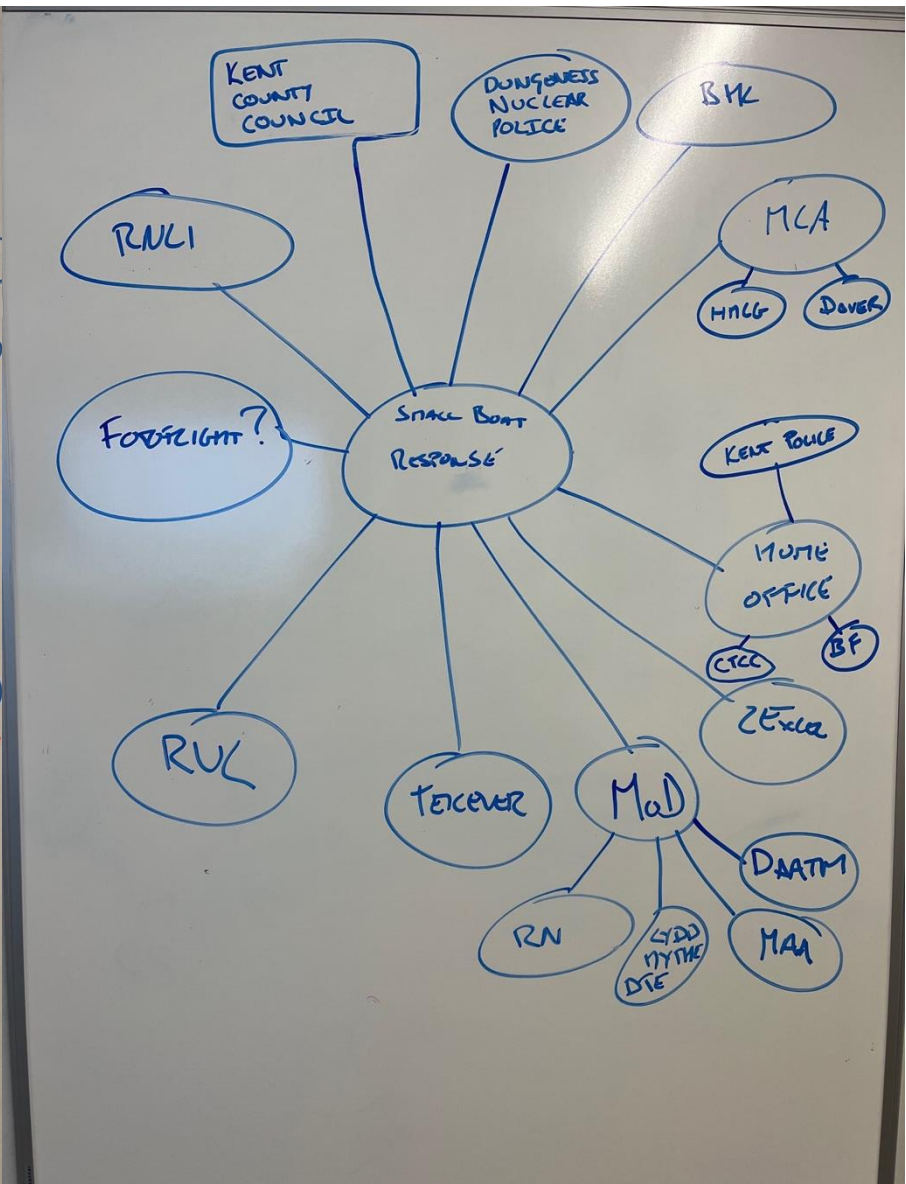
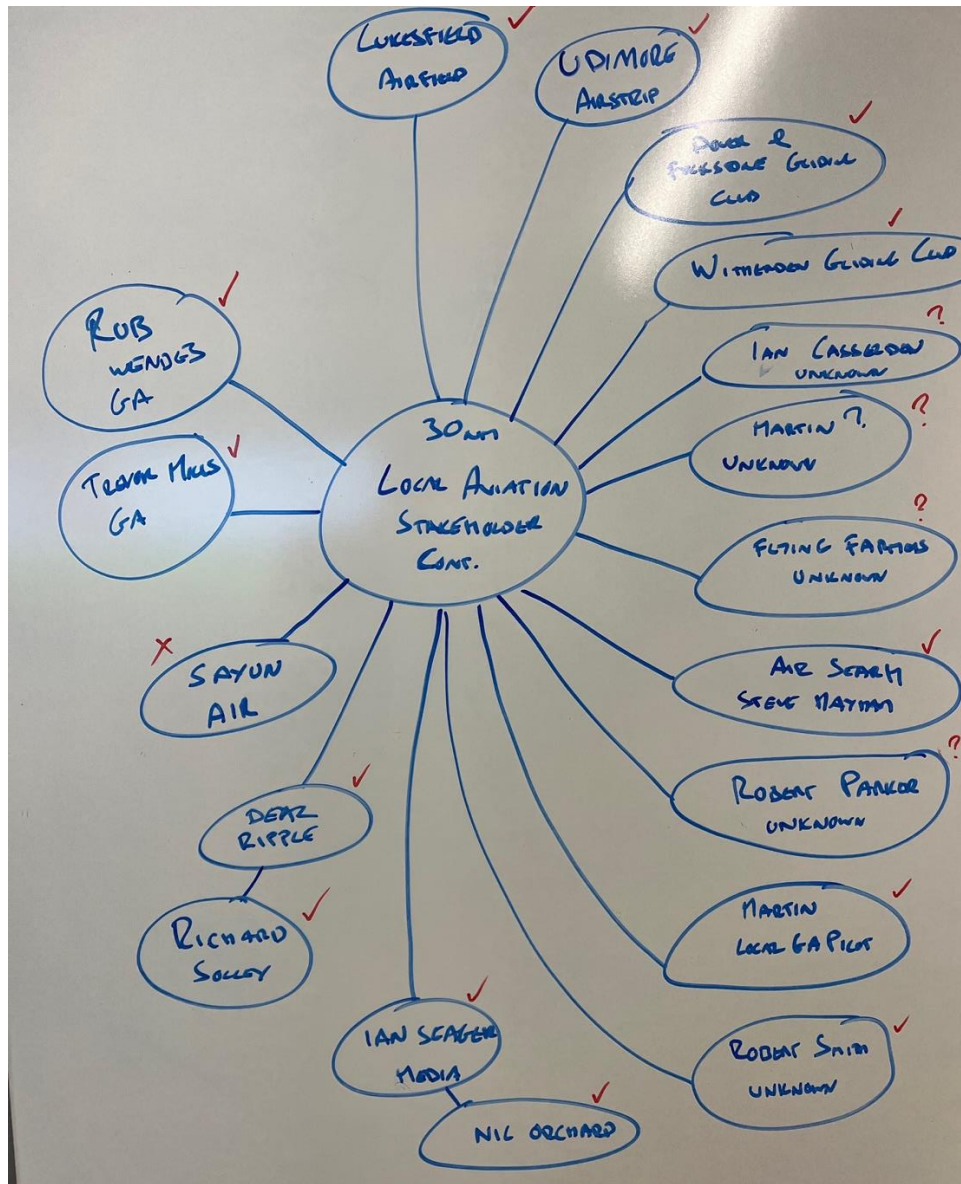
Communication Plan										
Stakeholder Reference	Stakeholder	Our Response to Correspondence	Information requirements	Frequency of Communication	Communication Channel	ACP Stage 1B: Initial Engagement - W/C 22 Sep 22	ACP Stage 1B: Reminder Engagement - W/C 17 Oct 22	ACP Stage 1B: Wrapup Engagement - W/C 13 Nov 22	ACP Stage 2: Next Steps Engagement - W/C 1 Dec 22	Remarks

Stakeholder Reference	Stakeholder	Our Response to Correspondence	Information requirements	Frequency of Communication	Communication Channel

ACP Stage 1B: Initial Engagement - W/C 22 Sep 22	ACP Stage 1B: Reminder Engagement - W/C 17 Oct 22	ACP Stage 1B: Wrap-up Engagement - W/C 13 Nov 22	ACP Stage 2: Next Steps Engagement - W/C 1 Dec 22	Remarks

ANNEX F – STAKEHOLDER IDENTIFICATION: BRAINSTORMING OUTPUTS





ANNEX G – STAKEHOLDER ENGAGEMENT RECORD

Stakeholder ID – Stakeholder Name

Date	Summary of Engagement	Method	Remarks

Raw copies of emails, or meeting minutes from the dialogue in date order.

ANNEX H – STAKEHOLDER RESPONSE FEEDBACK AND RATIONALE

Stakeholder Unique ID	Stakeholder	Stakeholder Stage 1B Feedback Received	Feedback Categorisation	Design Principles Development Rationale	Feedback to be included in Stage 2