

# Stakeholder engagement template for political finance oversight institutions

<b>STAKEHOLDER ENGAGEMENT PLAN:</b> External Stakeholder Engagement Plan	
<b>Team Leads</b>	
<b>Sign-off</b>	
<b>Date Plan Agreed</b>	
<b>Date(s) Plan Reviewed</b>	

**BACKGROUND:**

- *What has led you to undertake a stakeholder engagement*

**STRATEGIC OBJECTIVE:**

- *How does this fit into the strategic mission and corporate plan for the oversight institution?*

**PURPOSE:**

- *What are the aims served by this engagement?*

**SCOPE:**

- *What is the intended scope of this engagement plan?*
- *What activities does it cover?*

**DELIVERY TIMEFRAME:**

- *Dates for the project and delivery timeline – How many days or months, do anticipate this programme will take*

CATEGORIES	ELEMENTS	TEAM LEAD	DATES
<b>External Target Audience:</b>  <i>With whom specifically are we engaging? (which external groups/individuals)</i>			
<b>Rationale:</b>  <i>Why are we engaging with them, and why at specified time?</i>			
<b>Internal Target Audience</b>  <i>Which departments/individuals within your organisation are important to make the engagement successful</i>			

<p><i>What specific resources will they contribute?</i></p> <p><i>What might they need from us?</i></p>			
<p><b>Target Audience Contacts</b></p> <p><i>Where does one find the contacts of our target audience?</i></p> <p><i>How do we communicate with them – e.g. emails, phone calls, meetings, etc.</i></p>			
<p><b>Engagements</b></p> <p><i>Activities for achieving stated objectives?</i></p>			
<p><b>Key Messages:</b></p> <p><i>What do we want to convey to achieve our objectives and mobilise the audience?</i></p>			
<p><b>Risks and Mitigations:</b></p> <p><i>Issues and concerns that need to be factored into delivery and messaging</i></p>			
<p><b>Timeframes:</b></p> <p><i>Key dates for events and communication</i></p>			
<p><b>Evaluation:</b></p> <p><i>How we will measure success?</i> <i>The indicators that tell us it was good programming</i></p>			