

ENGAGEMENT RECORD

Instructions: Complete the following form to document your interactions with stakeholders.

CONTACT INFORMATION	
DATE:	YOUR NAME:
COMPANY:	POSITION:
PROJECT:	CONTACT DETAILS:

STAKEHOLDER DETAILS	
Who was present at the meeting or involved in the interaction?	
Contact information	
Is this stakeholder(s) representing others? If so whom?	

ENGAGEMENT RECORD (CONTINUED)

ENGAGEMENT DETAILS*	
Method of engagement	
What were the primary concerns or issues discussed?	
Does the issue pose a significant risk to your operations or the community?	
If yes, does it require senior management oversight?	<p>Yes</p> <p>No</p>
Has the issue been raised before? If so, was it raised by the same individual/group?	
Was this issue previously acknowledged by your company?	
What was your response to this issue?	
Was the stakeholder satisfied? Is further engagement required?	
If applicable, what are the plans for future engagement?	

**Adapted from: AngloAmerican; "SEAT Toolbox, Socio- Economic Assessment Toolbox Version 3", Page 52; <http://www.angloamerican.com/~media/Files/A/Anglo-American-Plc/docs/seat-toolbox-v3.pdf>