

# STAKEHOLDER CHECKLIST

Instructions: Check off the stakeholders on the following list that are the most relevant to your operations. This should help you determine the individuals or groups you should plan to engage with in the community.

CONTACT INFORMATION	
DATE:	YOUR NAME:
COMPANY:	POSITION:
PROJECT:	CONTACT DETAILS:
STAKEHOLDER CHECKLIST (Use the blank rows provided to add stakeholders if needed)*	
Communities	Advocacy Groups
<ul style="list-style-type: none"> <li>Nearest neighbors</li> <li>The local community near the project</li> <li>The local community near the head office</li> <li>Communities that may be affected on a regular basis (for instance, through transportation routes)</li> <li>Regional centers for local communities</li> </ul>	<ul style="list-style-type: none"> <li>Individual activists</li> <li>Health and safety groups</li> <li>Human rights groups</li> <li>Social rights groups</li> <li>Political groups</li> </ul>
Groups	Vulnerable Groups
<ul style="list-style-type: none"> <li>Places of worship and religious organizations</li> <li>Fraternal organizations</li> <li>Trade unions</li> <li>Labor unions</li> <li>Environmental groups</li> <li>Public sector groups</li> <li>Charitable organizations</li> <li>Human rights groups</li> <li>Social justice groups</li> <li>Professional and trade associations</li> <li>Media</li> </ul>	<ul style="list-style-type: none"> <li>Women</li> <li>Farmers</li> <li>Fishermen</li> <li>Elderly/ill/disabled</li> <li>Racial minorities/oppressed groups</li> <li>Indigenous people</li> <li>Child-headed households</li> <li>Economically displaced individuals</li> <li>Youth/children/orphanages</li> </ul>

## STAKEHOLDER CHECKLIST (CONTINUED)

Government Officials	Industry Stakeholders
<p>Government agencies- at national, provincial/state level and at regional level</p> <p>Opposition officials</p> <p>Elected representatives</p> <p>Traditional authorities</p> <p>Religious authorities</p> <p>Administrative representatives from each of the ministries based in your local area or region</p> <p>Home country government (i.e. impending fair trade legislation)</p>	<p>Neighboring mines</p> <p>Competitors</p> <p>Suppliers of financial resources such as investors or lenders</p> <p>Suppliers of human resources such as local universities and educational institutions</p> <p>Suppliers of raw material such as water, electricity and fuel</p> <p>Suppliers of related services such as local food markets</p> <p>Customers- Majors</p> <p>Industry Associations / Business Associations</p>
Internal Stakeholders	Regulators
<p>Employees, families of employees</p> <p>Board of Directors</p> <p>Management</p> <p>Legal team</p> <p>Health, safety and environment teams</p> <p>Human resources team</p> <p>Medical services team</p> <p>Logistics team</p> <p>Procurement and contracts team</p> <p>Project team</p>	<p>At the local, regional, state and national level</p> <p>International organizations and standards such as Equator Principles</p>

\*Adapted from: International Council on Mining & Metals; "Community Development Toolkit- A Set of 20 revised and updated tools intended for use throughout the mining project cycle", Page 48-49; <http://www.icmm.com/news-and-events/news/articles/icmm-presents-updated-community-development-toolkit>