



Stakeholder Engagement, Facilitation & Mediation

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# Rugby Cement Engagement: Steering Group

## PHOTO REPORT

Meeting: 30<sup>th</sup> June 2009

Report: 7<sup>th</sup> July 2009

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## PLEASE NOTE

Meeting flipchart notes can be a vital record of a meeting for those who were present. They can however be a bit cryptic so a photo report shouldn't be sent to people who were not present without proper interpretation and explanation by someone who was.

Agenda

5.30 Updates

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The Steering Group  
 How we will work + communicate  
 Fears + hopes  
 Positions, Interests, Needs  
 Types of engagement

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Purpose + ways of working

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Process Planning  
 Work areas, priorities (i.e. review)  
 Products  
 Type of activity  
 Who: involved + making it happen  
 Timeline  
 Potential threats + managing them  
 Costs

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Next Steps

9.30 Finish

Agreements #1

Notes of meetings will be:

- Actions + Agreements + disagreements (or what to do about them)
- Recorded by RA on flip charts
- Photographed + compiled by RKP into a report / record of the meeting
- Steering group agendas to be drafted by RA, informed by the steering group meeting. Then


Agreements #2

Sent to Steering group in draft. Once agreed they are sent by RKP to the Stakeholders

- DP will be the point of contact for the Stakeholders for the SG.
- SG report / record to be sent by RKP to the Stakeholders after each meeting
- SG reports to be put on RKP website + notification of Weblink sent by email to Stakeholders

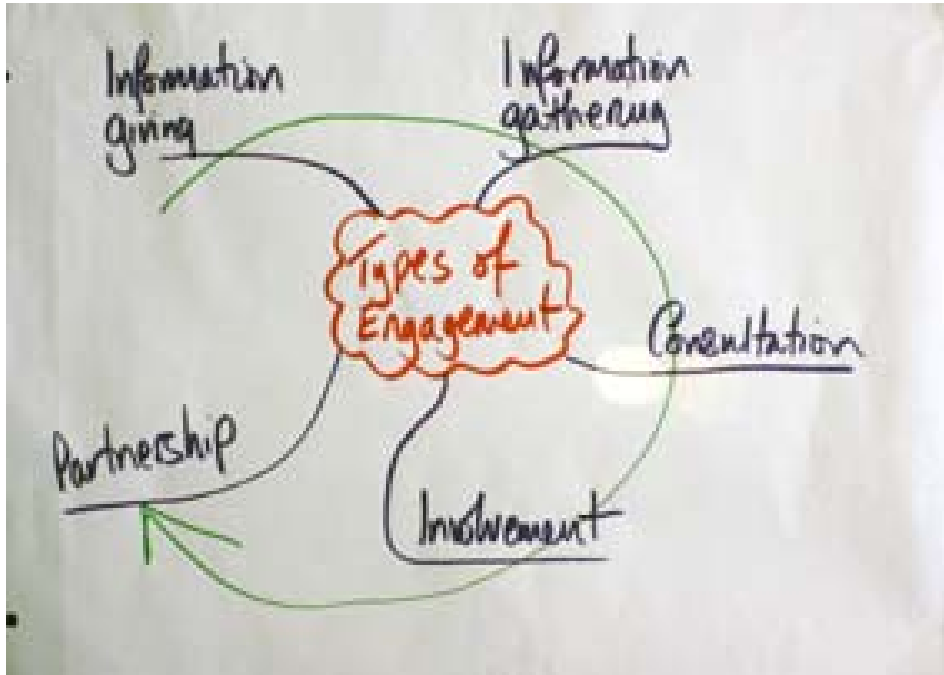
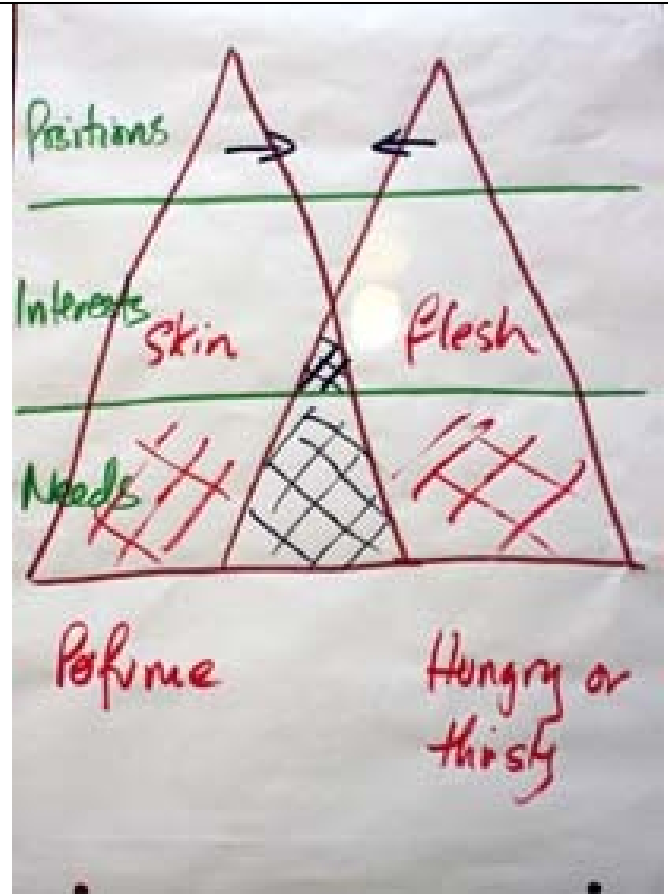
Agreements #3


- There are no observers in a Stakeholder process, there are only participants. The process for becoming participants for the SG was agreed by Stakeholders at the March meeting. In the future process there will ~~finally~~ be opportunities for others to participate.
- The SG will support DP in answering questions from Stakeholders if DP asks for it

|                              |   |                |   |
|------------------------------|---|----------------|---|
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| <b>Group:</b> Steering Group | <b>Subject:</b> Process Planning        |                |   |

## Abbreviations / Acronyms

RkP R K Partnership  
 SG Steering Group  
 DP Diane Park  
 CW Claire Watson  
 DH David Hudson  
 IS Ian Southcott  
 IG Ian Grace  
 RS Roy Sanderson  
 TM Tom Mahoney



|                              |   |                |   |
|------------------------------|---|----------------|---|
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## Next Steps

Next meeting: 16 July  
11am - 4pm

1<sup>st</sup> choice venue: New Billon  
Comm. Centre

2<sup>nd</sup> choice: Long Lawford  
Memorial Hall

## Action

|                                    |     |     |
|------------------------------------|-----|-----|
| Sort out venue for<br>next meeting | Rog | 2/7 |
|------------------------------------|-----|-----|

|   |     |     |
|---|-----|-----|
| Send report of SG mtg<br>to SG + all stakeholders | RKP | 8/7 |
|---|-----|-----|

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