

## Sample Public Participation Principles From other Organizations

### **Brookhaven National Lab**

<http://www.bnl.gov/community/>

#### **Policy Statement**

It is Brookhaven National Laboratory's policy to ensure that the ideas, interests and concerns of its stakeholders are considered in program planning and decision-making processes that affect the community or the general public. This policy is intended to bring a broad range of viewpoints and values into program planning and decision-making before decisions are imminent to enable the Laboratory to make informed decisions and to build mutual understanding between the Laboratory, its stakeholders and the general public. To effect this policy, Laboratory managers will:

- Actively seek and consider public input regarding Laboratory decisions, which affect the community and the general public.
- Inform the public in a timely manner, of key upcoming decisions, progress on ongoing activities, emerging technologies, and opportunities for economic diversity, which may impact the community and the general public.
- Provide opportunities for the public to have input in an open, two-way exchange of information, knowledge and perspectives.
- Take into consideration the views of regulators, stakeholders, and the general public in making decisions.
- Provide a public account of decisions made and responses to public input regarding these decisions.
- Provide reasonable access to relevant reports, records, and documents and seek to provide non-technical explanations on technical matters when requested by the community and the general public.

### **Federal Highway Administration**

<http://www.fhwa.dot.gov/////csd/qualities.htm>

#### **Principles of Context Sensitive Design**

##### ***Qualities of Excellence in Transportation Design***

- The project satisfies the purpose and needs as agreed to by a full range of stakeholders. This agreement is forged in the earliest phase of the project and amended as warranted as the project develops.
- The project is a safe facility for both the user and the community.

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- The project is in harmony with the community, and it preserves environmental, scenic, aesthetic, historic, and natural resource values of the area, i.e., exhibits context sensitive design.
- The project exceeds the expectations of both designers and stakeholders and achieves a level of excellence in people's minds.
- The project involves efficient and effective use of the resources (time, budget, community) of all involved parties.
- The project is designed and built with minimal disruption to the community.
- The project is seen as having added lasting value to the community.

### ***Characteristics of the Process Contributing to Excellence***

- Communication with all stakeholders is open, honest, early, and continuous.
- A multidisciplinary team is established early, with disciplines based on the needs of the specific project, and with the inclusion of the public.
- A full range of stakeholders is involved with transportation officials in the scoping phase. The purposes of the project are clearly defined, and consensus on the scope is forged before proceeding.
- The highway development process is tailored to meet the circumstances. This process should examine multiple alternatives that will result in a consensus of approach methods.
- A commitment to the process from top agency officials and local leaders is secured.
- The public involvement process, which includes informal meetings, is tailored to the project.
- The landscape, the community, and valued resources are understood before engineering design is started.
- A full range of tools for communication about project alternatives is used (e.g., visualization).

### **International Association of Public Participation**

<http://www.iap2.org>

### **Core Values for the Practice of Public Participation**

1. The public should have a say in decisions about actions that affect their lives.

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2. Public participation includes the promise that the public's contribution will influence the decision.
3. The public participation process communicates the interests and meets the process needs of all participants.
4. The public participation process seeks out and facilitates the involvement of those potentially affected.
5. The public participation process involves participants in defining how they participate.
6. The public participation process provides participants with the information they need to participate in a meaningful way.
7. The public participation process communicates to participants how their input affected the decision.

### **U.S.D.A. Forest Service**

<http://www.fs.fed.us/forum/pi/>

#### **Principles of Public Involvement**

The Forest Service is committed to making it as easy as possible for you to get involved. Our public involvement principles set the standards for employees responsible for public involvement activities:

**Make it Timely.** The process allows enough time for the public to participate fully, with enough advance notice for all activities and crucial points in the process.

**Make your Process Free.** The public is able to participate at minimum cost and commitment of time.

**Emphasize Fairness.** All views offered are considered.

**Practice Openness.** Dialogue is welcomed and facilitated among all interests. Anyone who wishes to participate can. Information to the public is accessible to all and is in language that people can understand.

**Make Involvement Early and Continuous.** The public is involved from beginning to end, and relationships are built over the long term.

**Make it Tangible.** Results of the public's input are clearly demonstrated, and the public understands how public involvement affected the decision or outcome.

### **City of Guelph (Canada)**

<http://www.city.guelph.on.ca/document.cfm?documentid=382&category=61>

#### **Guiding Principles for Public Involvement**

## Sample Public Participation Principles

**Inclusive not Exclusive** - Everyone's participation will be welcome. Anyone with a known interest in the issue will be identified, invited and encouraged to be involved early in the process.

**Voluntary Participation** - The process will seek the support of those participants willing to invest the time necessary to make it work.

**Purpose Driven** - The process will be clearly linked to when and how decisions are made. These linkages will be communicated to participants.

**Time and Financial Constraints** - The process will operate within an appropriate time frame and budget.

**Communication** - The process and its progress will be communicated to participants and the community at-large using appropriate methods and technologies.

**Adaptability** - The process will be adaptable, recognizing all limits or constraints and allowing the level of public involvement to be reflective of the magnitude of the issue and the needs of the participants.

**Access to Information** - The process will provide participants with timely access to all relevant information in an understandable and user-friendly way. Education and training requirements will be considered.

**Access to Decision Making** - The process will give participants the opportunity to influence decision making. The participants will be provided with feedback as to how their input influenced the decisions as they are made.

**Respect for Diverse Interests** - The process will foster respect for the diverse values, interests and knowledge of those involved.

**Accountability** - The process will recognize that participants are accountable to both their constituents and to the success of the process.

**Evaluation** - The success and results of the process will be measured and evaluated.

### **Justice Canada**

[http://canada.justice.gc.ca/en/cons/pc\\_policy.html](http://canada.justice.gc.ca/en/cons/pc_policy.html)

### **Vision of Public Participation**

The Department of Justice is responsible for ensuring that Canada is a just and law-abiding society with an accessible, efficient and fair system of justice whose policies and programs that reaches deep into all communities. This unique responsibility to Canadian society and government is included in the elements of the Strategic Plan that address the building of the Department's policy development capacity and the role of public participation as a contributor to this process.

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This integration of public participation into the policy process is vital to the success of departmental and governmental initiatives, especially now that Canada is a more diverse, educated and informed society. The Department also recognizes that public participation is an important tool for sharing information about justice policy issues that affect Canadians.

The results of public participation processes provide the information needed to develop strategies and action on issues of concern to the Department, justice and non-justice stakeholders and, ultimately, to provide the Minister of Justice and Cabinet with an important decision-making tool on matters pertaining to justice issues.

Justice Canada is committed to working with many different organizations in the non-governmental, voluntary and private sector and seeks to encourage the participation of all Canadians and stakeholders in its policy development and operational activities especially where these affect Canadians and the evolution of their justice system. Public participation mechanisms enable Justice Canada to identify and cope with emerging new areas of law and policy, track new ideas and identify emerging trends in law and policy, as well as define questions and options. In addition, public participation enables the Department to better understand how the Department's mission and activities impact on Canadians, consistent with the strategic direction of Serving Canadians.

The Department of Justice recognizes that meaningful public participation cannot be a one-time process and both requires the development of an ongoing relationship between the Department of Justice, Canadians and the many justice and non-justice sector stakeholders. The Department also commits to adequately resource its public participation activities to ensure that these are tailored to the purpose and desired outcomes, the participants involved, and the time available.

As a strategic policy development tool, public participation processes are best suited when applied to the entire policy cycle from problem identification to option selection and, in some cases, implementation. As such, public participation is best used where the issues and timeframes permit the early inclusion of citizens in the policy development process — preceding, where possible, the selection of options and decisions concerning plans for action.

Public participation involves a two-way communication process, in which all parties listen and contribute views, information and ideas, in a process of critical reflection and dialogue. Both provide opportunities for genuine listening, respectful of all views and opinions.

**[Maricopa County Planning and Development Department](http://www.maricopa.gov/planning/compln/public.pdf)**  
**[www.maricopa.gov/planning/compln/public.pdf](http://www.maricopa.gov/planning/compln/public.pdf)**

### **Public Participation Guidelines**

A sound **public** involvement plan is critical to the success of any planning process. It must include techniques to share information and create lines of communication between interested parties.

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Citizen **participation** must be a genuine effort to encourage **public** involvement in the decision-making process by providing **public participation** opportunities.

Information must be disseminated to a broad range of stakeholders. This could be achieved through **public** notices, newsletters, flyers, telephone hotline, newspaper articles, the Internet, and/or other events. **Participation** opportunities should occur through **public** workshops, informational meetings, surveys, or other means.

An effective **public** involvement process must address issues that arise when planning recommendations do not adequately consider the concerns of the residents affected.

By hearing what the **public** expects and responding in the most effective, efficient way possible, an applicant will be respected and supported for their decisions.

### **Government of Western Australia**

### **Department of Conservation and Land Management**

[http://www.calm.wa.gov.au/haveyoursay/calm\\_public\\_participation.html](http://www.calm.wa.gov.au/haveyoursay/calm_public_participation.html)

### **Principles for Public Participation**

To establish a sound basis for the Department of Conservation and Land Management's public participation practices, the policy promotes ten central principles:

1. Public participation processes will have a clearly stated purpose and clearly identified boundaries.
2. Public participation will be based on a shared understanding (with stakeholders) of principles, objectives, responsibilities, behaviour, assessment criteria and expected outcomes.
3. Participation will provide opportunities for input, representation and joint learning from all relevant stakeholders.
4. The participatory process will be objective, open, fair and carried out in a responsible and accountable manner.
5. Public participation processes will emphasise the sharing of information, joint learning and understanding.
6. Data and information used in the decision making process will be available to stakeholders.
7. Consensus will be emphasised with the provision for dissenting views to be documented.
8. Appropriate staff, information and time will be allocated to ensure that the participatory process can be undertaken in a comprehensive manner.

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9. The outcomes of public participation will form part of the decision making process.
10. Participants will be informed as to how their involvement affected the Department's or Government's decisions.

The Department has a responsibility to ensure that resources are used effectively in implementing these principles.

### **Vancouver City Council**

<http://www.city.vancouver.bc.ca/publicprocess/citizens.htm>

## **Guiding Principles for Public Involvement**

### **1. Mandating the Process**

- The credibility, purpose, and objectives of the public involvement process are clear to all participants.
- The roles and interests of all participants are defined and effectively communicated.
- The public is involved in changing processes in which they participate.

### **2. Participants in the Process**

- Everyone potentially interested in or affected by a process has an opportunity to become involved.
- The process has a balance of people who represent others and people who represent themselves.
- Efforts are made to include the under-represented and hard-to-reach.
- Barriers to access are recognized and overcome; these include physical, communication, economic, language, ethnic and social constraints.
- Efforts are made to involve elected representatives and all affected City departments during the process.

### **3. Involvement Strategies**

- The public involvement process is transparent and deals openly with conflict and imbalances of knowledge in order to maximize participant input.
- The scope, goals, and objectives of the public process are repeatedly clarified.
- Processes have a balance of proactive and reactive techniques to ensure that input is representative and that everyone who wants can be involved.
- Input is obtained from those that would be affected both negatively and positively by proposed actions. The tone of the process fosters creativity and encourages civility and mutual respect among all parties.
- The process addresses both agreement regarding the validity of the facts and understanding of varied opinions and values regarding the outcome of the process.

### **4. Communications Strategies**

- All communications are effective, inclusive, and cover all necessary issues.
- The language of all written communications is clear, concise, objective and free of technical jargon.

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- Communication materials address relevant existing policy and procedure; history of the issues and past City initiatives; alternative approaches to resolving issues; and their respective advantages and disadvantages.
- Communication regularly reiterates the basics of the process, such as schedule, decision milestones, progress and upcoming opportunities for involvement.
- Media is used regularly to provide general information to the public at large. Information or feedback is distributed regularly to participants and is also broadly distributed at intervals to anyone potentially interested in or affected by a process.

### 5. Resourcing the Process

- The public involvement process has adequate resources (financial, staff, community) to achieve the stated mandate.
- Assigned staff are trained in the conduct of public involvement processes.
- The selection of resources considers the relative cost-effectiveness of alternative techniques to achieve objectives.
- Community resources and energies are used effectively and efficiently.

### 6. Using Public Input, Follow-up and Evaluation

- Affected communities are informed of outcomes.
- Participants are convinced that a process has achieved its mandate at its completion.
- The process is evaluated to identify successes and shortcomings, and results are communicated to participants.
- The long-term effects on neighbourhood and community relationships and on perceptions of effectiveness of City processes are evaluated.

#### U.S. Department of Transportation

#### Federal Highway Administration

[http://www.fhwa.dot.gov/environment/pi\\_p\\_d.htm](http://www.fhwa.dot.gov/environment/pi_p_d.htm)

1. **Acting in accord with basic democratic principles** means that public involvement is more than simply following legislation and regulations. In a democratic society, people have opportunities to debate issues, frame alternative solutions, and affect final decisions in ways that respect the roles of decision-makers. Knowledge is the basis of such participation. The public needs to know details about a plan or project to evaluate its importance or anticipated costs and benefits. Agency goals reflect community goals. Through continued interaction with the entire community, agencies build community support and, more importantly, assure that the public has the opportunity to help shape the substance of plans and projects. In summary, public agencies act as public servants.

2. **Continuous contact between agency and non-agency people throughout transportation decision-making**, from the earliest stages, as one or more transportation problems are identified, through defining purpose and need or planning principles, through the development of a range of potential solutions, and up to the decision to implement a particular solution.

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3. **Use of a variety of public involvement techniques** that target different groups or individuals in different ways or target the same groups or individuals in different ways. A single, one-size-fits-all approach usually results in missing many people.
4. **Active outreach to the public** means agencies search out the public and work hard to elicit response. It is true that resources are limited, and agencies cannot make anyone participate. However, transportation agencies have repeatedly found that going after the public and changing unsuccessful approaches brings greater results.
5. **Focusing participation on decisions** rather than on conducting participation activities because they are required. Decisions include both the continuous stream of informal decisions made by agency staff and lower-level management and the less frequent formal decisions made by decision-makers. Timely agency response to ideas from the public and integration of ideas from the public into decisions shows the public that participation is worthwhile. A focus on the wide range of possible decisions gets agencies past simply offering the public passive opportunities to comment on proposals just before formal decision-making.