

Tool 2.1: Checklist for First Meetings Between Community-Company

Tool 2.1 is a checklist for companies aiming to start a project in a new area. For example, if company representatives are going to meet community members and other stakeholders for the very first time, the checklist will help them consider and remember all necessary aspects they need to think of when organising the first meeting.

Checklist for company:

- If possible, in partnership with the local municipality, have a first open house inviting all community members and other interested stakeholders. If this is not possible, go to local coffee houses and events held in the area and speak with people. Schedule open houses where people can go to meet and speak with you informally.
- Introduce the company and key personnel. Communities are interested in creating personal relationships with the company, invest in engagement and transparent communication.
- Introduce company values and objectives of the project.
- Ask communities about their past experiences with mining projects.
- Explain the mining cycle and mining related legislation; communities might or might not have previous experience of mining projects, or their experiences might be negative.
- Establish a liaison with contact information. Ensure that locals know who to turn to in case they have concerns.
- Engage with local NGOs. Offer opportunities to get to know company policies and procedures.
- Seek to understand locals' values, traditions and culture.
- Discuss community expectations. Encourage them to share their concerns and views.
- Discuss benefits for the local communities; find out what the communities value and ensure they benefit in the ways that are most meaningful to them.
- Continue regular meetings and share information transparently.

Tool 2.2: Checklist for First Meetings Between Community-Government

While the actions of authorities in permitting exploration and mining projects are defined by law, their role in the public eye is not only to hold companies and the mining industry accountable and ensure they operate responsibly, but to make this visible to the public and hence provide a real sense of assurance. Increasing the visibility of their role can happen in many ways, but in terms of reassuring communities who may be affected by a project, the following Checklist for Government will provide guidance for authorities aiming to facilitate dialogue with communities.

Checklist for government:

- Government should propose dates when and where they will be available to meet community members, preferably without the company present (bring coffee and cookies).
 - Introduce the permitting procedures and the Administrative departments involved in the process.
 - Informally discuss how residents see their community, if they have concerns. If in conjunction with a potential project, ask what they think of government, their role in the process, and perceptions about exploration/mining and the company.
 - Establish a formal liaison in the government that community members can call.
 - Especially if communities are small, use less formal methods as well such as meeting at the local coffee house.
 - For certain stakeholder groups or communities, virtual meetings might be feasible and appropriate. Accessibility is key.
 - Seek to be a facilitator between the community and company.
 - Ensure there is a grievance mechanism between the community and government.
 - Continue the meetings. These should be ongoing so the government knows the sentiment of the people throughout a project.
 - When there is an actual project (i.e. an operating mine), ensure companies are complying with reporting requirements. Encourage the companies to send monitoring reports to communities.
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