

Sheraton Reston | Reston, Virginia, USA  
Meeting Room: Salon 1

## Agenda November 15-17, 2017

### Day 1 - Wednesday, November 15

09:00 – 10:00 **Light Breakfast**

10:00 – 11:00 **Introductions, meeting objectives & process**

11:00 – 12:30 **Examples and lessons learned from existing projects**

12:30 – 13:30 **Lunch**

13:30 – 14:00 **General principles of good stakeholder engagement**  
– review of pre-workshop inputs & draft

14:00 – 16:30 **Topic 1: Good practice on stakeholder information**  
– who, what, to whom, when, where, how (including a coffee break)

16:30 – 17:00 **Review of the day**

17:30 – 19:30 **Welcome Reception** *hosted by McMaster University*

### Day 2 – Thursday, November 16

08:00 – 9:00 **Light Breakfast**

09:00 – 11:00 **Topic 2: Good practice on feedback to stakeholders**  
– when to feedback, what to feedback, in what form to feedback

11:00 – 11:30 **Tea Break**

11:30 – 13:00 **Topic 3: Good practice on accountability to stakeholders**  
(complaint process, stakeholders' participation in monitoring, etc.)

13:00 – 14:00 **Lunch**

14:00 – 16:00     **Topic 4: Good practice on stakeholder consultation-**  
when to consult, who to consult, how to record this  
consultation, what to do with the results (how to feed it  
back to the project)

16:00 – 16:30     **Tea Break**

16:30 – 17:30     **Review of the day**

18:00             **Depart for Group Dinner**

*A shuttle will be provided; Please meet in the hotel  
lobby.*

*Hotel Lobby*

18:30 – 20:30     **Group Dinner Offsite**

*Reston Town Center*

### Day 3 – Friday, November 17

08:00 – 09:00     **Light Breakfast**

09:00 – 10:30     **Review of the draft white paper**

10:30 – 11:00     **Tea Break**

11:00 – 12:30     **Group discussion on next steps**

1. External review process
2. Sharing and publicizing the document

12:30 – 13:30     **Lunch**

13:30 – 15:00     **Conclusions**

15:00             **Meeting adjourned**