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Title: Stakeholder Advisory Groups		

1.0 PURPOSE:

The purpose of this procedure is to define the process for identifying stakeholders, stakeholder advisory groups, the conducting of stakeholder advisory group meetings, and the subsequent incorporation of stakeholder input into project plans.

2.0 RESPONSIBILITIES:

- 2.1 Project Communications Manager – The project communications manager shall be responsible for ensuring that both internal NTTA staff and sub-consultants are enforcing the NTTA *Project Communications Manual* and NTTA *Communications Manual* rules and regulations.
- 2.2 Government Affairs (GA) Director– The government affairs department is responsible for managing and overseeing any initiative involving or related to elected and appointed officials.
- 2.3 Corridor Manager (CM)/Project Manager (PM) – The corridor manager or project manager shall be responsible for direct contact with stakeholders and coordinating appropriate stakeholder involvement.
- 2.4 Public Involvement (PI) Representative – The public involvement representative shall be part of the consultant team and shall be responsible for coordinating and facilitating stakeholder advisory group initiatives.
- 2.5 Public Involvement Manager – The public involvement manager shall be responsible for supporting the corridor manager or project manager and serves as the liaison between the corridor teams and the project communications manager. The public involvement manager will also be responsible for briefing the project communications manager and government affairs director and/or assistant director regarding upcoming meetings and summaries.

3.0 SCOPE/APPLICABILITY:

This procedure shall apply to all NTTA projects and corridors.

4.0 REFERENCES:

- [NTTA Project Communications Manual](#)
- [PI-10 Meeting Minutes and Synopsis Approval procedure](#)

5.0 DEFINITIONS & ACRONYMS

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6.0 PROCEDURES:

- 6.1 Identifying stakeholders** – Stakeholders shall be delineated by using geographical information system (GIS) software and the internet to outline the corridor and identify property owners, businesses, public and elected officials, and government agencies in the project area. Once identified, stakeholders shall be divided into one of three potential groups: community, agency and elected/public officials. The public involvement representative will keep the government affairs department apprised of any outreach prior to implementation and provide a summary to the government affairs department, the project communications manager, the communications director and Project Delivery management.
- 6.2 Identifying the need for a stakeholder advisory group** – When multiple stakeholders are identified in a project, individual stakeholder advisory groups shall be formed to obtain input from and, provide information to, a specific group of stakeholders. This allows the representatives to freely participate, particularly when project milestones and issues warrant input and/or concurrence.
- 6.3 Creating and maintaining the stakeholder database** – Once the stakeholders have been identified, current and correct contact information shall be entered into a project database that is flexible and easy to manipulate (Excel or Access). The stakeholder data shall be updated as needed. This database shall be utilized to ensure that the proper stakeholders are notified and informed about the project and associated meetings.
- 6.4 Scheduling and coordinating meetings** – Unless otherwise directed, the public involvement representative shall coordinate the meeting, including creating and submitting invitations to attendees, reserving the venue, confirming tables and chairs, preparing and delivering meeting materials and handouts. Meetings shall be scheduled during a time that is most convenient for the stakeholder advisory group members. All meeting dates and times, materials, venue selection, etc. shall be approved with the corridor manager/project manager and the project communications manager prior to finalization.
- 6.5 Creating advisory group meeting agenda** – The meeting agenda shall be limited to one page and shall include the high-level, key elements of the meeting. The meeting shall be limited to two hours or less.
- 6.6 Stakeholder advisory group meeting minutes** – After each meeting, the public involvement representative shall develop the meeting minutes in accordance with, *PI-10, Meeting Minutes and Synopsis Approval* procedure, and forward to the corridor manager or project manager. A final version of the meeting minutes shall be distributed to the government affairs department, project communications manager, communications director and the Project Delivery team. The corridor manager or project manager shall consider, evaluate, and incorporate, as necessary, stakeholder input into appropriate project phases.

7.0 REGULATORY REQUIREMENTS:

N/A

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8.0 RELATED BOARD POLICY:

N/A

9.0 COMPONENT DOCUMENTS:

N/A

10.0 FLOWCHART:

N/A

11.0 REVISION HISTORY:

Revision	Revised by:	Date Issued	DRN	Reason for Revision
0	Leigh Hornsby	06/05/2008		Original Issue
1	Leigh Hornsby	07/10/2008		Added Government Affairs responsibility 3.2, 7.1 and 7.6, identified stakeholder groups 7.1
2	Leigh Hornsby	10/09/2009	10029	Deleted "Guiding Principle", 2.3 Added "(PM)" to Project Manager
3	Leigh Hornsby	04/28/2011	10270	Removed reference to Assistant Director of Government Affairs