

Stakeholder Engagement Plan (SEP) for Developing International Public Sector Sustainability Reporting Standards Project

September 2024

1. Introduction/Project Description

The earth's atmosphere, ocean, and ecosystems are undergoing widespread and unprecedented changes and there is urgent need for governments to take action. Climate change related disasters impact people, communities, infrastructure, economies, and ecosystems with disproportionate impact on developing countries. There is increasing demand and need for public reporting by governments on the measures taken to combat the negative impacts of climate change. There is currently no international reporting framework for the public sector that links financial, economic and climate change related impacts. The International Public Sector Accounting Standards Board® (IPSASB®) is proposing to develop IPSASB Sustainability Reporting Standards (IPSASB SRS™) that will connect financial reporting by governments and public sector entities with climate-related reporting.

The 'Developing International Public Sector Sustainability Reporting Standards Project' aims to increase awareness and promote consistency of sustainability reporting in the public sector and comprises the following components:

- **Component 1.** The development and issuance of an exposure draft and final standard on climate-related disclosure.
- **Component 2.** Knowledge transfer and understanding of the key principles of IPSASB SRS and the development of technical materials to support knowledge and the understanding of key principles of the IPSASB SRS on climate disclosure by governments and public sector entities.
- **Component 3.** Project management activities.

The 'Developing International Public Sector Sustainability Reporting Standards Project' is being prepared under the World Bank's Environment and Social Framework (ESF).

2. Objective/Description of SEP

The overall objective of this SEP is to define a program for stakeholder engagement, including public information disclosure and consultation throughout the entire project cycle. The SEP outlines the ways in which the IPSASB will communicate with stakeholders and includes a mechanism by which people can raise concerns, provide feedback, or make complaints about project and any activities related to the project. The SEP specifically emphasizes methods to reach out to groups considered most vulnerable, at risk of being left out of project benefits.

3. Stakeholder identification and analysis per project component

3.1 Methodology

For the 'Developing International Public Sector Sustainability Reporting Standards Project', the following stakeholders have been identified and analyzed per project component. These stakeholders include affected parties (as defined in section 3.2), other interested parties (as defined in section 3.3) and disadvantaged/vulnerable individuals or groups (as defined in section 3.4).

3.2. Affected parties

Affected Parties include local communities, community members and other parties that may be subject to direct impacts from the Project. Specifically, the following individuals and groups fall within this category:

- **Governments.** There is increasing demand for public sector entities to publish the environmental and social impact of their operations, particularly with respect to public policy measures to address the impacts of climate change. Since 2020, signatories to the international treaty on climate change, the Paris Agreement, have been submitting national climate action plans (known as nationally determined contributions or NDCs)¹. In NDCs, governments indicate actions taken to reduce greenhouse gas emissions to meet the goals of the Paris Agreement as well as actions to build resilience to the negative impacts of climate change. Under the enhanced transparency framework (ETF) of the Paris Agreement, governments will be expected to report on progress in mitigating climate change from 2024. The global development agenda, the Sustainable Development Goals (SDGs), also calls on governments to take urgent action on climate change and to manage natural resources sustainably².

3.3. Other interested parties

The projects' stakeholders also include parties other than the directly affected communities, including:

- **Users of sustainability reporting information / citizens.** While governments will bear the burden of reporting their environmental and social impact of their policy decisions, the end user of this information, and the group that will ultimately hold governments to account are their citizens. Citizens are another interested party as they are the group demanding public reporting by governments on the measures taken to combat the negative impacts of climate change. This group does not generally engage directly with the development of reporting requirements, but their informational needs to make informed decisions are paramount when considering the appropriate reporting requirements.
- **Users of sustainability reporting information / investors, rating agencies, international development organizations, and philanthropists.** Whether to provide governments with access to funding will be increasingly tied to the reporting of their environmental and social impact of their policy decisions. The January 2022 World Bank report '[Sovereign Climate and Natural Reporting: Proposal for a Risks and Opportunities Disclosure Framework](#)' states that sovereign bonds make up almost 40% of the US\$100 trillion bond market, and public financing makes up a significant proportion of global financial activity. As private sector entities are required to enhance their climate related disclosures, to maintain access to this stream of private capital, public sector entities will be required to enhance their disclosure to meet the demands of investors and rating agencies. Similarly, in determining where to allocate limited financial resources, international development organizations and philanthropists, will likewise evaluate where their capital allocation can best enhance their environmental and social objectives.
- **Users of sustainability reporting information / value chain.** Reporting the environmental and social impact of an entity's policy decisions requires entities to include indirect emissions that occur across the value chain and outside of an organization's direct control. Obtaining this information across an entity's value chain requires that all entities across the value chain are reporting in a consistent way and use similar metrics. Entities reporting their environmental and social impacts all have a vested interest in consistent reporting as it enables comparability across entities, but also facilitates the efficient development of disclosure.

¹ Source: UN Framework Convention on Climate Change (UNFCCC) <https://unfccc.int/process-and-meetings/the-paris-agreement>

² Source: UN 2030 Agenda for Sustainable Development <https://sdgs.un.org/2030agenda>

- **Users of sustainability reporting information / Civil Society Organizations (CSO).** CSO's play different roles in relation to the ESG agenda and sustainability issues more generally. They act as advocacy groups, undertake monitoring and reporting on companies, represent and interact with local communities, and implement development activities promoting the sustainability agenda. They also provide expertise on specific topics, such as: the rights of persons with disabilities; climate change and natural resource management; gender, including gender-based violence; and human rights.

3.4. Disadvantaged / vulnerable individuals or groups¹

Within the Project, the vulnerable or disadvantaged groups may include but are not limited to the following:

- **Developing countries.** Climate change related disasters impact people, communities, infrastructure, economies, and ecosystems with disproportionate impact on developing countries. Climate change will further reduce access to drinking water, negatively affect the health of poor people, and will pose a real threat to food security in many countries in Africa, Asia, and Latin America. In some areas where livelihood choices are limited, decreasing crop yields threaten famines, or where loss of landmass in coastal areas is anticipated, migration might be the only solution. A 2021 study by the World Bank on the impact of climate change on human development observed that climate change and climate extremes can reverse years of development gains. Natural disasters often push people into poverty with long-term impacts on education, employment, and general well-being. With climate change intensifying, food prices and food security, health, and labor productivity are expected to be adversely impacted, potentially pushing as many as 132 million people into poverty by 2030³. A 2019 report by the World Bank on infrastructure resilience observed that natural disasters are estimated to cost low- and middle-income countries US\$18 billion a year on power generation and transport infrastructure and at least US\$390 billion in overall cost⁴.

Vulnerable groups within the communities affected by the project will be further confirmed and consulted through dedicated means, as appropriate. Description of the methods of engagement that will be undertaken by the project is provided in the following sections.

4. Stakeholder Engagement Program

4.1. Summary of stakeholder engagement done during project preparation

As part of its research and scoping for its climate-related disclosures project the IPSASB engaged extensively with stakeholders to receive feedback and input during the preparation phase of the project.

During project preparation, the following public consultation meetings were conducted:

Date	Target stakeholders	Method used	Number of participants	Additional information
May 2022 - September 2022	Governments / Accounting and Consulting Firms / Professional	Consultation document seeking stakeholder written feedback	Written responses across 70 unique institutions. Breadth of response spread across various	The IPSASB issued its Consultation Paper, Advancing Public Sector Sustainability Reporting, to receive feedback:

³ Source: <https://www.worldbank.org/en/news/feature/2021/09/13/millions-on-the-move-in-their-own-countries-the-human-face-of-climate-change>

⁴ Source: Lifelines: The Resilient Infrastructure Opportunity World Bank (2019) <http://hdl.handle.net/10986/31805>

	Accountancy Organizations		functions (accountancy firm, audit office, member/regional body, preparer, and standard setter) and all regions of the world (Africa and the Middle East, Asia, Australasia and Oceania, Europe, Latin America and the Caribbean, and North America).	<ul style="list-style-type: none"> - Whether the IPSASB should serve as the standard setter for global public sector specific sustainability guidance; and - Whether to prioritize general disclosure requirements for sustainability-related information and climate-related disclosures projects <p>Feedback was analyzed by the IPSASB in December 2022.</p> <p>Based on the feedback received:</p> <ul style="list-style-type: none"> - Climate related disclosures has been prioritized; - Multi-stakeholder model needs to address unique attributes of the public sector; - Private sector guidance will be leveraged where appropriate; - The existing IPSASB conceptual framework provides a basis for identifying key public sector reporting requirements; and - The IPSASB should add climate expertise through its task forces and other groups established to support in the development of the sustainability guidance.
July 13, 2022	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Europe)	Roundtable (virtual)	49 participants across 30 countries	The IPSASB held virtual roundtables to raise awareness and seek feedback on its Consultation Paper, Advancing Public Sector Sustainability Reporting. Virtual roundtables were held given travel restrictions at the time.
July 21, 2022	Governments / Accounting and Consulting	Roundtable (virtual)	127 participants across 15 countries	

	Firms / Professional Accountancy Organizations (Latin America)			Feedback from the roundtables was analyzed by the IPSASB in December 2022 as part of the analysis of written responses .
July 27, 2022	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Africa)	Roundtable (virtual)	132 participants across 36 countries	
July 29, 2022	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Francophone)	Roundtable (virtual)	88 participants across 12 countries	
August 16, 2022	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Asia)	Roundtable (virtual)	96 participants across 34 countries	
October 12, 2023	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Latin America)	Roundtable (Lima, Peru)	22 participants across 15 countries	The IPSASB partnered with regional organizations to hold roundtables events designed to obtain direct input on the proposals in the IPSASB Strategy and Work Program 2024-2028 Consultation , including its sustainability reporting work program proposals. Feedback was analyzed by the IPSASB in June 2024 .
October 20, 2023	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Middle East and North Africa)	Roundtable (Abu Dhabi, UAE)	30 participants across 19 countries	
October 25, 2023	Governments / Accounting and Consulting Firms / Professional	Roundtable (Manila, Philippines)	54 participants across 27 countries	

	Accountancy Organizations (Asia Pacific)			
November 29, 2023	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Europe)	Roundtable (Brussels, Belgium)	39 participants across 13 countries	
January 25, 2024	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Africa - English)	Roundtable (Nairobi, Kenya)	65 participants across 32 countries	
February 21, 2024	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Africa - French)	Roundtable (Algiers, Algeria)	70 participants across 21 countries	

4.2. Summary of stakeholder engagement done during exposure of the pronouncement for public comment.

As part of the public consultation of its climate-related disclosures project the IPSASB engaged extensively with stakeholders to receive feedback and input during the preparation phase of the project.

During exposure period, the following public consultation meetings were conducted:

Date	Target stakeholders	Method used	Number of participants	Additional information
September 27, 2024	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Latin America)	Roundtable (San Salvador, El Salvador)	To be determined	The IPSASB partnered with regional organizations to hold roundtables events designed to obtain direct input on the proposals in the Climate-related Disclosures Exposure Draft.
October 2-3, 2024	Governments / Accounting and Consulting Firms /	Roundtable (Manila, Philippines)	To be determined	Feedback will be analyzed in conjunction with

	Professional Accountancy Organizations (Asia Pacific)			analysis of the writing responses in June 2025.
October 23, 2023	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Middle East and North Africa)	Roundtable (Dubai, UAE)	To be determined	
January 2025 (expected)	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Europe)	Roundtable (Brussels, Belgium) (expected)	To be determined	
January 2025 (expected)	Governments / Accounting and Consulting Firms / Professional Accountancy Organizations (Africa – English/French)	Roundtable (Kampala, Uganda) (expected)	To be determined	

4.3. Summary of project stakeholder needs and methods, tools and techniques for stakeholder engagement.

The Stakeholder Engagement Plan below outlines the engagement process, methods, including sequencing, topics of consultations and target stakeholders.

Table 1: SEP Summary Table

Project stage	Target stakeholders	Topic of consultation / message	Method used	Responsibilities	Frequency/Timeline
<i>Implementation stage</i>	<i>General Public</i>	<i>Consult on proposals with the publication of a draft standard</i>	<i>Exposure Draft (draft SRS)</i>	<i>Ross Smith, Program and Technical Director</i>	<i>Q4 2024 Publication of draft standard expected in late October 2024. Comment period will be open for 120 days. The comment</i>

					<i>period is expected to close in late February 2025.</i>
<i>Implementation stage</i>	<i>Governments and public sector organizations</i>	<i>Seek direct feedback on the Exposure Draft proposals</i>	<i>Regional Roundtable</i>	<i>Ross Smith, Program and Technical Director</i>	<i>Q4 2024-Q1 2025 Hold up to five regional roundtables across the globe (Latin America, Asia, Middle East, Africa, Europe) to solicit feedback directly from stakeholders. See section 4.2 above.</i>
<i>Implementation stage</i>	<i>General public</i>	<i>Raise public awareness of draft</i>	<i>Educational Sessions (Webcasts)</i>	<i>Ross Smith, Program and Technical Director</i>	<i>Q4 2024 Host up to two educational webcasts to promote the principles proposed in the draft SRS.</i>
<i>Implementation stage</i>	<i>Governments and public sector organizations</i>	<i>Raise public awareness of final SRS</i>	<i>Regional Roundtable</i>	<i>Ross Smith, Program and Technical Director</i>	<i>Q4 2025 – Q1 2026 Hold four-six regional roundtables across the globe to promote the requirements of the final climate-related SRS.</i>
<i>Implementation stage</i>	<i>General public</i>	<i>Raise public awareness of draft</i>	<i>Educational Sessions (Webcasts)</i>	<i>Ross Smith, Program and Technical Director</i>	<i>Q4 2025 – Q1 2026 Host several educational webcasts to promote the requirements of the final climate-related SRS.</i>

4.4. Proposed strategy to incorporate the views of vulnerable groups

The risk foreseen is associated with the adequate and fair selection of stakeholders to be engaged, particularly non-state actors representing developing countries and communities most impacted by climate change, including indigenous peoples. Strong communication channels will be important in face-to face and online formats to discuss the standards and the means of monitoring and verification of reporting.

The project will seek the views of developing countries through face-to face and online formats. While the proposals will be exposed in a formal document for anyone to access, to ensure the views of developing countries is received, the following measures will be taken in order to remove obstacles to participation / access to information:

- Face to face. As part of its engagement plan, the IPSASB expects to hold up to five regional roundtables. These regional roundtables will be spread across the globe to enable responses from the most vulnerable groups. Regional roundtables, and partnering organizations, are expected in Latin America (FOCAL⁵), Asia (Asian Development Bank), Middle East (World Bank and ACCA), Africa (Pan African Federation of Accountants, African Union and the World Bank), and Europe (Accountancy Europe).
- Virtual roundtable. The IPSASB will make available 1-2 roundtables online to allow access to the session to any group that is not able to attend in person.
- Regional representation (where possible). All regional engagement will be supported by local expertise where available. The IPSASB comprises of 18 members with diverse backgrounds. Any regional outreach is supported by the regional member with ties to the jurisdiction. Where possible, the material is presented in the native language of the jurisdiction, either by IPSASB staff or by a member of the IPSASB.

5. Resources and Responsibilities for implementing stakeholder engagement

5.1. Implementation Arrangements and Resources

The IPSASB will be in charge of stakeholder engagement activities. The individuals responsible for carrying out stakeholder engagement activities are the staff of the IPSASB. The overall responsibility for SEP implementation lies with the IPSASB director.

The project's stakeholder engagement implementation arrangements are as follows:

- Physical publications. The Exposure Draft and subsequent final pronouncement (IPSASB SRS) are developed by IPSASB staff. When the IPSASB staff is satisfied that it has a proposed draft international standard that is ready for exposure, the draft is presented to the IPSASB. The IPSASB votes on the approval of an exposure draft of the proposed international standard in accordance with the IPSASB's terms of reference. The Exposure Draft will be exposed for public comment for a minimum of 120 days. The Exposure Draft will be available on the IPSASB website where it can be accessed free of charge by the general public. Comments made by respondents to the Exposure Draft is a matter of public record and will be posted on the IPSASB website after the end of the exposure period.
- Regional roundtables. The regional roundtables will occur over the period the Exposure Draft is open for public comment. IPSASB staff will organize the events, supported by regional partners, to ensure roundtable logistics and meeting material is all prepared. IPSASB staff work with the regional partners to identify those individuals that should attend the event (i.e., identify

⁵ FOCAL is the Governmental Accounting Forum of Latin America

disadvantaged/vulnerable groups to attend and provide feedback). Feedback solicited from the roundtable participants will be based on the material in the Exposure Draft. IPSASB staff will collect all feedback and include in the analysis prepared for the IPSASB.

- Educational sessions. IPSASB staff will plan and present at the educational sessions. These sessions will be recorded and made available free of charge to the general public.

The stakeholder engagement activities will be documented through report back documents available the quarter following the engagement activity.

The budget estimate for the preparing and implementing SEP is \$450,000. The budget breakdown can be found in Annex 2.

6. Grievance Mechanism

A Grievance Mechanism is a system, which allows not only grievances, but also queries, suggestions, positive feedback, and concerns of project-affected parties related to the environmental and social performance of a project to be submitted and responded to in a timely manner.

The IPSASB adopts a fair and open process in setting its standards. This open and transparent due process allows any grievances to be raised and discussed by the IPSASB at its public meetings. The development of its Climate-related Disclosures standard will follow this same due process, as outlined below:

Development of an Exposure Draft

- IPSASB meetings to discuss the development, and to approve the issue, of international standards are open to the public.
- Agenda papers, including issues papers and draft international standards are published on the IPSASB website in advance of each IPSASB meeting.
- Meetings minutes are published on the website after approval by the IPSASB.
- When the IPSASB staff is satisfied that it has a proposed draft international standard that is ready for exposure, the draft is presented to the IPSASB.
- The IPSASB votes on the approval of an exposure draft of the proposed international standard in accordance with the IPSASB's terms of reference.

Exposure of Proposals

- Approved draft international standards are exposed for public comment (ordinarily for 120 days). Exposure drafts are placed on the IPSASB website where they can be accessed free of charge by the general public.
- Comments made by respondents to an exposure draft are a matter of public record and are posted on the IPSASB website after the end of the exposure period. This includes any grievances submitted.

Analysis of Responses

- For each exposure draft, the staff provide the IPSASB with a summary and analysis of the significant issues raised by respondents. This analysis is publicly available.
- The IPSASB deliberates significant matters raised in the comment letters received, including any grievances, with significant decisions recorded in the minutes of the meeting of the IPSASB.

Approval of Final Pronouncement

- When the staff is satisfied that it has a proposed final international standard that is ready for approval, considering the feedback received through the exposure period, it presents the revised content of the exposed international standard to the IPSASB for approval. This includes the Basis for Conclusions of the final standard, which provides context and rationale for key decisions made

by the IPSASB, including about those key matters and grievances raised by stakeholders through the exposure period.

- The IPSASB votes on the approval of the final revised content of an exposed international standard in accordance with its terms of reference.

Because the entire process is operated in an open and transparent manner, the primary grievance mechanism is the system of due process itself. Any concern raised by a stakeholder is a matter of public record and is considered during the public meetings of the IPSASB. The mechanism, how the comments are addressed by the IPSASB, is open and transparent, allowing stakeholders including those which raised grievances through the process to follow the IPSASB’s response, rationale and decisions.

If an issue over adherence to due process is raised formally with the IPSASB, whether by a third party or otherwise, the IPSASB assesses the matter and seeks an appropriate resolution. The IPSASB’s decision on the matter is communicated to the party raising the matter. Alleged breaches of due process and their resolution are communicated by the IPSASB to the IPSASB’s Public Interest Committee⁶. The results of investigations of alleged breaches of due process are reported at an IPSASB meeting open to the public.

6.1. Description of Grievance Mechanism (GM)

Table 2: Illustrative Table on the GM steps- to be adjusted to each project

Step	Description of process (e.g.)	Timeframe	Responsibility
GM implementation structure	IPSASB Stakeholders are asked to share their views during the comment period available while an Exposure Draft is open for exposure. All responses received are a matter of public record and are discussed at an upcoming IPSASB meeting prior to the approval of the final publication.	During Exposure Period	IPSASB
Grievance uptake	Grievances can be submitted via the following channels: <ul style="list-style-type: none"> • E-mail to IPSASB Program and Technical Director • Comment Letter in response to Exposure Draft that is made publicly available via the website 	During Exposure Period	IPSASB
Sorting, processing	Any comment/complaint received is analysed by IPSASB staff and discussed publicly at an IPSASB meeting.	Prior to the finalization of the final pronouncement	IPSASB
Acknowledgement and follow-up	Receipt of the grievance is acknowledged to the complainant by confirmation of response submission and will be posted on the website following the exposure period.	Immediate confirmation of response and posted on website following the exposure period	IPSASB

⁶ The Public Interest Committee is the oversight body for the IPSASB, ensuring that the public interest is served by IPSASB in its standard setting activities. It is currently composed of four members from the International Monetary Fund, the International Organisation of Supreme Audit Institution, the Organisation for Economic Co-operation and Development and the World Bank.

Step	Description of process (e.g.)	Timeframe	Responsibility
Verification, investigation, action	Investigation of the complaint is led by IPSASB staff as part of the response analysis. A proposed resolution is formulated by IPSASB staff and the recommendation is discussed publicly by the IPSASB at an upcoming IPSASB meeting.	Prior to the finalization of the final pronouncement	IPSASB
Monitoring and evaluation	Data on complaints are collected and posted on the IPSASB website and reported to the IPSASB as part of the response analysis.	Prior to the finalization of the final pronouncement	IPSASB
Provision of feedback	Response analysis occurs following the exposure period, prior to the finalization of the final pronouncement. All IPSASB meetings are open to the public and streamed live. Respondents are able to observe the resolution to their responses as they are discussed by the IPSASB.	Prior to the finalization of the final pronouncement	IPSASB
Appeals process	If an issue over adherence to due process is raised formally with the IPSASB, whether by a third party or otherwise, the IPSASB assesses the matter and seeks an appropriate resolution. The IPSASB's decision on the matter is communicated to the party raising the matter. Alleged breaches of due process and their resolution are communicated by the IPSASB to the IPSASB's Public Interest Committee. The results of investigations of alleged breaches of due process are reported at an IPSASB meeting open to the public.	Following quarterly IPSASB meeting	IPSASB / Public Interest Committee

Any grievances raised by IPSASB staff or IPSASB contractors related to Sexual Exploitation and Abuse and sexual harassment (SEA/SH) are addressed by the IFAC Human Capital team. This process is described in detail in the Labor Management Procedures and other project document.

7. Monitoring and Reporting

7.1. Summary of how SEP will be monitored and reported upon (including indicators)

The SEP will be monitored based on both qualitative reporting (based on progress reports) and quantitative reporting on indicators related to stakeholder engagement and grievance performance.

SEP reporting will include the following:

- (i) Progress reporting on the ESS10-Stakeholder Engagement commitments under the Environmental and Social Commitment Plan (ESCP)

- (ii) Cumulative qualitative Reporting on the feedback received during SEP activities, in particular (a) issues that have been raised that can be addressed through changes in project scope and design, and reflected in the basic documentation such as the Project Appraisal Document, Environmental and Social Assessment, Resettlement Plan or Indigenous Peoples Plan; (b) issues that have been raised and can be addressed during project implementation; (c) issues that have been raised that are beyond the scope of the project and are better addressed through alternative projects, programs or initiatives; and (d) issues that cannot be addressed by the project due to technical, jurisdictional or excessive cost-associated reasons. Minutes of meetings summarizing the views of the attendees can also be annexed to the monitoring reports.
- (iii) Quantitative reporting based on the indicators included in the SEP. An illustrative set of indicators for monitoring and reporting is included in Annex 3.

7.2. Reporting back to stakeholder groups

The SEP will be revised and updated as necessary during project implementation.

Specific mechanisms to report back to the stakeholders are included as part of the IPSASB's due process. All responses received are analyzed by the IPSASB in an open and transparent manner as part of the quarterly IPSASB meeting that are open to the public and streamed live.

Annexes

- Annex 1. Template to capture minutes/records of consultation meetings
- Annex 2. Example of a SEP Budget Table
- Annex 3. Sample Table: Monitoring and Reporting on the SEP

Other annexes can include:

- Visual summaries such as stakeholder mapping or stakeholder diagrams
- Grievance submission form, etc.
- Project maps (if applicable)

Annex 1: Template to Capture Consultation Minutes

Stakeholder (Group or Individual)	Summary of Feedback	Response of Project Implementation Team	Follow-up Action/Next Steps

ANNEX 2. SEP Budget Table

	Total Costs	Remarks
Component 1. Develop IPSASB climate-related disclosure standard		
Technical consultant	299,666	
Component 2. Knowledge awareness sessions / roundtables		
Technical consultant	100,333	
Travel – Airfare	30,000	
Travel – Lodging/per diem/other	10,000	
Component 3. Program Management		
Program management	10,000	
Total	450,000	

Annex 3. Sample Table: Monitoring and Reporting on the SEP

Key evaluation questions	Specific Evaluation questions	Potential Indicators	Data Collection Methods
Stakeholder engagement. To what extent has engagement with stakeholders increased awareness of sustainability reporting?	<ul style="list-style-type: none"> How much engagement has occurred during the public consultations on climate-related disclosures. 	<ul style="list-style-type: none"> Number of comments letters received in response to Climate-Related Disclosure Exposure Draft. 	Comment letters published on the IPSASB website following public consultations on sustainability topics

<p>Responding to Stakeholders. Were responses raised by stakeholders analyzed by the IPSASB and reflected to improve the final pronouncement as appropriate?</p>	<ul style="list-style-type: none"> • Has the IPSASB considered and analyzed the public feedback received? 	<ul style="list-style-type: none"> • Improvements from consultation to final pronouncement based on public feedback received. • Number of regional roundtable meetings and public discussions where the feedback and recommendations received is analyzed by the IPSASB. 	<p>Decision and instructions captured in the quarterly minutes prepared after each IPSASB meeting.</p>
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¹ It is particularly important to understand whether project impacts may disproportionately fall on disadvantaged or vulnerable individuals or groups, who often do not have a voice to express their concerns or understand the impacts of a project and to ensure that awareness raising and stakeholder engagement with disadvantaged or vulnerable individuals or groups on infectious diseases and medical treatments in particular, be adapted to take into account such groups or individuals particular sensitivities, concerns and cultural sensitivities and to ensure a full understanding of project activities and benefits. The vulnerability may stem from person's origin, gender, age, health condition, economic deficiency and financial insecurity, disadvantaged status in the community (e.g. minorities or fringe groups), dependence on other individuals or natural resources, etc. Engagement with the vulnerable groups and individuals often requires the application of specific measures and assistance aimed at the facilitation of their participation in the project-related decision making so that their awareness of and input to the overall process are commensurate to those of the other stakeholders.