



Community Engagement Guidelines for Wind Energy Projects

Version 1.1

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Purpose

These Community Engagement Guidelines have been developed to support the responsible development of onshore and offshore wind energy projects by promoting inclusive, transparent, and context-sensitive engagement with local communities. The guidelines provide a structured framework for project developers, investors, governments, and stakeholders to ensure that wind energy projects are planned and implemented in a manner that respects local needs, promotes equitable benefit-sharing, and aligns with internationally recognized social and environmental standards.

These guidelines are also meant to address community energy projects, i.e. projects which are owned and controlled by the local community, as basis to maximise inclusivity and transparency.

Role of the World Wind Energy Association (WWEA)

As a global nonprofit organization representing the wind energy sector, WWEA advocates for the advancement of wind power as a central pillar of a sustainable and just energy transition. WWEA's role in issuing these guidelines is to foster a shared understanding of best practices in community engagement across geographies, stakeholders, and project types. While WWEA does not serve as a regulatory authority, these guidelines are intended to be adopted voluntarily by project stakeholders and may be used as reference criteria for endorsement, financial support, and collaborative partnerships. WWEA encourages governments, developers, and financiers to incorporate these principles into their operations and decision-making frameworks.

The WWEA Community Engagement Council

The WWEA Community Engagement Council has been established to develop guidelines and provide practical experience in setting them up.

The Council members are as of 30 June 2025:

- Enercon, Germany
- Eolica, Brazil
- EVK, Germany
- HellwegWind, Germany
- Renewable Resources, Pakistan
- Windey, China
- Windpark Druiberg, Germany
- Windplus, India

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SECTION 1: INTRODUCTION AND SCOPE

1.1 Objective

The objective of these guidelines is to provide a globally informed framework for meaningful community engagement throughout the lifecycle of onshore and offshore wind energy projects. They outline a set of recommended minimum standards and practical steps that stakeholders can integrate into project planning, implementation, and decommissioning phases to ensure that communities are respectfully included, actively involved, and equitably supported.

WWEA encourages developers, operators, financiers, and authorities to align with these guidelines to enhance project outcomes, foster trust with host communities, and meet expectations of international financing institutions and civil society. Strong community engagement contributes to long-term project success, reduces risks, and creates opportunities for inclusive development.

Being aware that in many cases communities themselves are drivers and owners of a wind farm (i.e. community energy), these guidelines are also meant to support such models to maximise inclusivity, participation and transparency within a community.

1.2 Legal and Institutional Applicability

These guidelines are intended for use by a broad range of stakeholders involved in wind energy development, including:

- Public and private wind energy projects (onshore and offshore);
- All project phases, from early planning through to decommissioning;
- Stakeholders such as developers, contractors, financiers, host governments, regulators, and community representatives.

WWEA invites authorities and regulatory institutions to consider integrating these provisions into their permitting, licensing, and incentive frameworks. Projects endorsed or supported by WWEA are expected to demonstrate alignment with these guidelines, particularly where engagement processes are linked to access to funding, public support, or technical collaboration.

1.3 Alignment with International Standards

These guidelines are informed by and supportive of leading global frameworks on stakeholder engagement and human rights, including:

- The World Bank Environmental and Social Framework (ESF), notably ESS10;

- The IFC Performance Standards, especially PS1 and PS4;
- The UN Guiding Principles on Business and Human Rights (UNGPs);
- The UN Declaration on the Rights of Indigenous Peoples (UNDRIP), and where applicable, ILO Convention 169.

These guidelines are complementary to national laws and policies and are intended to strengthen—not replace—local legal obligations, particularly in regions where regulatory frameworks are still evolving.

1.4 Applicability to Onshore and Offshore Projects

These guidelines are applicable to both onshore and offshore wind projects, acknowledging that engagement needs and community dynamics vary significantly by geography and context.

- Onshore projects typically involve engagement with landowners, adjacent communities, local authorities, and Indigenous Peoples.
- Offshore projects require special attention to marine-dependent communities (such as fisherfolk), coastal authorities, maritime stakeholders, and where relevant, transboundary or cross-jurisdictional entities.

Developers are encouraged to carry out tailored stakeholder mapping and inclusive engagement planning that reflects the specific social, cultural, and environmental context of each project.

SECTION 2: FOUNDATIONAL PRINCIPLES OF COMMUNITY ENGAGEMENT

All wind energy projects seeking to align with these guidelines are expected to uphold the following core principles. These principles represent the **minimum threshold** for responsible community engagement and are designed to be integrated throughout the project lifecycle. Their adoption signals a developer's commitment to international best practice and may be referenced by financiers, regulatory bodies, and civil society in their assessments.

2.1 Transparency and Disclosure

Project stakeholders should ensure timely, complete, and accessible communication about the project—covering environmental and social impacts, anticipated benefits, risks, timelines, and affected rights.

Information should be shared in **local languages** and through culturally appropriate formats (oral, written, visual, or digital), with disclosures made **early in the process** and updated regularly as the project evolves.

2.2 Early and Continuous Engagement

Community engagement should begin at the earliest stages of project exploration—prior to site selection and design decisions—and continue consistently through construction, operation, and decommissioning.

Engagement is a **process, not an event**. All consultations should be documented, including how local input has shaped project decisions or been respectfully considered.

2.3 Inclusivity, Gender Equality, and Protection of Vulnerable Groups

Engagement must strive to be inclusive of all community segments—especially women, youth, the elderly, Indigenous Peoples, and persons with disabilities.

Developers are encouraged to carry out **gender and vulnerability assessments** to inform engagement strategies that accommodate diverse needs and ensure equal participation in decision-making and benefit-sharing.

2.4 Respect for Local Cultural, Social, and Political Contexts

Stakeholders should undertake a **socio-cultural baseline assessment** to understand and respect local values, land use traditions, community leadership structures, and cultural heritage.

Where Indigenous Peoples are involved, developers are expected to follow the principle of **Free, Prior, and Informed Consent (FPIC)** in alignment with global standards and national frameworks.

2.5 Fair and Equitable Benefit-Sharing

Projects should prepare a transparent and collaboratively designed **Community Benefit Plan**, outlining both financial and non-financial benefits.

Benefit-sharing mechanisms may include community investment programs, co-ownership options, local employment strategies, infrastructure development, preferential electricity tariffs, or social services support. Communities should be actively involved in identifying priorities and tracking outcomes.

2.6 Grievance Redress Mechanism (GRM)

A formal, accessible, and **culturally appropriate** GRM should be established by the feasibility phase, offering a respectful and confidential channel for addressing concerns.

Grievance systems should include timelines for resolution, opportunities for appeals, and options for anonymous reporting. Independent review and regular public reporting are encouraged for transparency and trust-building.

2.7 Monitoring, Reporting, and Accountability

Projects are encouraged to adopt a **Community Engagement Monitoring Framework**, with clear indicators, reporting cycles, and methods for incorporating community feedback.

Stakeholders should publish periodic summaries of engagement activities, issues raised, actions taken, and benefits delivered. External reviews or third-party audits may be employed where required by financiers or authorities

SECTION 3: COMMUNITY ENGAGEMENT PROCESS REQUIREMENTS (PROJECT LIFECYCLE)

Community engagement should be integrated across the entire wind project lifecycle, from early planning through to decommissioning. At each stage, developers are encouraged to undertake specific actions, maintain documentation, and provide transparency on decision-making and outcomes. While WWEA does not serve as a regulator, alignment with these expectations may influence lender due diligence, host community support, and project credibility.

3.1 Pre-Feasibility and Planning Stage

Recommended Actions:

- Conduct initial stakeholder mapping to identify potentially affected communities, landowners, Indigenous Peoples, marine users, and other interest groups.
- Initiate early outreach through public notices, introductory meetings, and informal community interactions.
- Undertake a social baseline assessment, including local priorities, existing vulnerabilities, and community governance structures.

Illustrative Deliverables:

- Stakeholder Register and contact engagement log
- Socioeconomic and Cultural Baseline Report
- Initial Community Concerns Summary

3.2 Environmental and Social Impact Assessment (ESIA) Stage

Recommended Actions:

- Facilitate structured consultations in accordance with national law and international guidance (e.g., ESS10).
- Use culturally appropriate methods such as town halls, participatory mapping, and focus groups.
- Integrate community feedback into ESIA findings and demonstrate how concerns have been addressed.

Illustrative Deliverables:

- Community Consultation Summary linked to ESIA

- Public Disclosure and Engagement Plan
- Documentation of Free, Prior, and Informed Consent (FPIC), where applicable

3.3 Permitting and Design Stage

Recommended Actions:

- Disclose final project layout—including turbine siting, access roads, and buffer zones—in user-friendly formats and set a sufficient time frame for comments.
- Present mitigation and benefit-sharing measures for community input and validation.
- Establish a formal Community Liaison Committee (CLC) or appoint a full-time Community Liaison Officer (CLO) as the focal point for dialogue.

Illustrative Deliverables:

- Community Benefit Plan and supporting documentation (e.g., draft agreements or CBAs)
- Permitting Engagement Report
- Terms of Reference and meeting records for the CLC/CLO

3.4 Construction Stage

Recommended Actions:

- Provide timely updates on construction activities, traffic disruptions, and health and safety measures using agreed community channels.
- Operate an active, transparent grievance mechanism and ensure responsiveness to community concerns.
- Prioritize local employment and subcontracting opportunities where feasible and fair.

Illustrative Deliverables:

- Monthly Community Information Bulletins
- Grievance Log and Response Tracker
- Local Hiring and Procurement Summary

3.5 Operational Stage

Recommended Actions:

- Maintain open communication through annual forums, newsletters, and/or digital dashboards and provide a permanent contact point.
- Report on delivery of promised community benefits, social impacts, and environmental compliance.
- Conduct periodic community perception or satisfaction assessments to inform adaptive engagement strategies.

Illustrative Deliverables:

- Annual Community Engagement Summary Report
- Community Benefit Disbursement Records
- Independent Review or Compliance Audit (as agreed with financiers or stakeholders)

3.6 Decommissioning and Legacy Management

Recommended Actions:

- Initiate community dialogue around asset retirement, land rehabilitation, and potential reuse (e.g., repowering, community ownership).
- Address expectations regarding continuity or transition of benefit programs.
- Provide closure on commitments and encourage transparent legacy planning.
- End of life recycling of wind turbines

Illustrative Deliverables:

- Decommissioning Engagement Report
- Exit or Legacy Transition Plan
- Final Community Feedback and Satisfaction Summary

Note:

For each project phase, processes should be transparent, traceable, and inclusive. While these deliverables are not binding under WWEA's mandate, they reflect international best practices and may be referenced by financing institutions, permitting authorities, and local stakeholders to evaluate community engagement performance.

SECTION 4: SPECIFIC REQUIREMENTS FOR OFFSHORE WIND PROJECTS

Offshore wind projects present distinct challenges and opportunities due to their complex ecological, jurisdictional, and social dimensions. These additional engagement requirements are designed to ensure inclusive, transparent, and responsible collaboration with marine and coastal stakeholders—particularly those whose livelihoods or cultural practices are directly tied to the ocean.

These provisions are intended to *complement the general guidelines* in this document and reflect internationally recognized good practices for offshore development. They may be referenced by financiers, authorities, and affected communities in assessing project alignment.

4.1 Stakeholder Identification in Coastal and Marine Contexts

Recommended Actions:

- Conduct a dedicated marine stakeholder mapping exercise to identify all users of coastal and marine areas potentially affected by the project, including:
 - Small-scale and industrial fishers
 - Port authorities and shipping operators
 - Indigenous and coastal communities
 - Tourism-based businesses
 - Environmental NGOs and marine research institutions
- Recognize both formal and informal resource users, including customary and unregistered actors.

Suggested Deliverables:

- Marine Stakeholder Register and Engagement Plan
- Coastal Livelihood Assessment Report

4.2 Engagement with Fishing and Coastal Communities

Recommended Actions:

- Engage early and consistently with fishing cooperatives, informal fishing groups, and coastal communities to discuss access zones, livelihood implications, and marine safety.

- Work collaboratively to design transparent, fair compensation or mitigation measures and confirm them with community input.

Suggested Deliverables:

- Fishing Community Engagement Summary
- Marine Livelihood Mitigation Strategy
- Signed Memoranda of Understanding (where appropriate)

4.3 Marine Biodiversity and Cultural Heritage

Recommended Actions:

- Conduct participatory assessments of marine biodiversity, protected areas, and sensitive ecosystems.
- Engage local communities and heritage stakeholders to identify underwater or shoreline cultural sites of importance.
- Align project actions with relevant international agreements and guidelines (e.g., CBD, MARPOL, OSPAR) to ensure environmental responsibility.

Suggested Deliverables:

- Marine Environmental and Cultural Impact Report
- Mitigation and/or Offset Plan
- Ongoing Marine Monitoring Framework with community updates

4.4 Jurisdictional Coordination and Cross-Border Dialogue

Recommended Actions:

- Map the full governance landscape, including national maritime bodies, subnational coastal authorities, and any overlapping jurisdictions.
- Where the project intersects with shared water bodies or ecosystems, initiate dialogue with neighboring states, fishing alliances, and marine coordination entities.

Suggested Deliverables:

- Jurisdictional Mapping Report
- Records of Cross-Border Consultations (if applicable)

- Protocols or Agreements on Marine Navigation, Safety, and Environmental Cooperation

4.5 Offshore-Specific Community Benefits

Recommended Actions:

- Identify and design benefit-sharing programs tailored to marine and coastal communities. These may include:
- Coastal infrastructure improvements (e.g., harbors, storage, docks)
- Provision of marine safety equipment or training programs
- Scholarships or employment opportunities for local youth
- Co-investment in sustainable marine industries (e.g., aquaculture, ecotourism)

Suggested Deliverables:

- Coastal Community Benefit Plan
- Public Benefit Delivery and Monitoring Reports
- Assessment of Impacts on Coastal and Marine Livelihoods

Note:

Developers are encouraged to treat offshore engagement not as a technical compliance item, but as a strategic investment in project stability and local partnership. Early and respectful dialogue in these contexts can help mitigate reputational risks, align with emerging international finance requirements, and build long-term resilience in coastal communities.

SECTION 5: BENEFIT-SHARING MECHANISMS

Wind energy projects should deliver **tangible, equitable, and lasting benefits** to communities directly and indirectly affected by development activities. Benefit-sharing is a cornerstone of responsible project design and may be considered by regulators and financing institutions as a key factor for project approval and community acceptance.

Each project is encouraged to co-develop a **Community Benefit Plan** in partnership with stakeholders. This plan should be context-specific, transparent, and subject to periodic review by relevant authorities and financiers.

5.1 Core Principles of Benefit-Sharing

All benefit-sharing approaches should reflect the following principles:

- **Equity:** Ensure fair distribution of benefits across all affected populations, with particular consideration for vulnerable or marginalized groups.
- **Transparency:** Publicly disclose how benefits are determined, financed, and allocated.
- **Participation:** Engage communities in the co-creation of benefit mechanisms, empowering local decision-making.
- **Sustainability:** Prioritize benefits that support long-term development and resilience, beyond one-time compensation.

5.2 Suggested Community Benefit Mechanisms

Projects are encouraged to implement **a minimum of three benefit-sharing mechanisms**, with at least one drawn from the financial category below:

a. Financial Benefits

- **Revenue Sharing:** Allocate a defined percentage of project revenue or profits to the host community, through formalized agreements.
- **Community Investment Funds:** Establish a dedicated fund governed by community-nominated representatives for local development projects.
- **Equity Participation / Co-Ownership:** Where feasible, offer communities the opportunity to share in the project's financial returns through co-ownership.

b. Employment and Economic Development

- **Local Hiring Commitments:** Set and work toward targets for local employment throughout construction and operation.

- **Local Procurement:** Prioritize service contracts with local businesses, entrepreneurs, and cooperatives.

c. Energy Access and Cost Benefits

- **Preferential Tariffs:** Provide discounted electricity rates to affected communities, where grid connections exist.
- **Community Microgrids:** Develop small-scale renewable energy solutions in partnership with local stakeholders e.g. if there is no grid.

d. Infrastructure and Public Services

- **Transport and Access Upgrades:** Invest in roads, footbridges, or docking facilities that serve both project and public needs.
- **Health and Sanitation Services:** Coordinate with local governments to enhance public health infrastructure.

e. Education, Training, and Capacity Building

- **Scholarships and Fellowships:** Support local students pursuing relevant academic or vocational fields.
- **Technical Training:** Offer skills development and certification in wind power operations and maintenance.

f. Environmental and Cultural Programs

- **Conservation Initiatives:** Support environmental rehabilitation, reforestation, or marine ecosystem restoration.
- **Cultural Heritage Programs:** Promote and protect traditional knowledge, local languages, and sacred sites.

5.3 Governance of Benefit Mechanisms

To ensure trust and accountability:

- Establish a **Community Benefit Committee (CBC)**, with balanced representation from local stakeholders, project staff, and independent observers.
- Define roles, eligibility, and decision-making procedures in a public Charter or Terms of Reference.
- Embed benefit-sharing commitments within the **Community Benefit Agreement (CBA)**, ideally finalized before financial close.

5.4 Monitoring and Oversight

- Projects should publish an **Annual Community Benefit Report**, disclosing all financial and non-financial contributions.
- Where required, third-party audits may be commissioned by lenders or authorities to review allocations.
- In cases of misallocation or unresolved disputes, corrective actions may include fund reallocation or temporary disbursement suspension, in accordance with local protocols.

SECTION 6: GRIEVANCE REDRESS MECHANISM (GRM)

Wind energy projects should establish and maintain a **transparent, culturally responsive, and accessible Grievance Redress Mechanism (GRM)** that is active from the early planning stages through to decommissioning. The GRM serves as a first-level resolution pathway that fosters trust, reduces conflict, and promotes continuous dialogue between project stakeholders and communities.

While WWEA does not enforce compliance, a credible and functioning GRM is considered good practice by regulators and financial institutions and may be a condition for financing, project approvals, or stakeholder support.

6.1 Structure and Operation

Key Features:

- The GRM should be free of charge, publicly accessible, and easy to use for all affected individuals and groups.
- A dedicated **Community Grievance Officer (CGO)** should be appointed with clear responsibilities for intake, tracking, and follow-up.
- The mechanism should offer **multiple submission options**—in-person, written, digital, anonymous—to reflect local access and literacy conditions.
- A **Grievance Committee** is recommended, including representatives from the project, community leadership, and an independent actor (e.g., civil society, local authority).

6.2 Accessibility, Language, and Confidentiality

- GRM processes should be communicated in **local languages** and made understandable through oral, visual, and community-based methods.
- Ensure **equitable access**, with specific accommodations for women, youth, elders, persons with disabilities, and ethnic or linguistic minorities.
- All grievances must be handled with **confidentiality and respect for privacy**, particularly in sensitive or high-risk matters.

6.3 Resolution Timeline and Procedures

Each grievance should follow a clear and standardized procedure:

Stage	Timeline (Working Days)	Action
Acknowledgment	3 days	Acknowledge receipt to complainant
Review & Investigation	15 days	Assess facts and consult stakeholders
Response & Resolution	20 days	Provide formal resolution or mitigation plan
Appeal (if needed)	10 days	Refer to independent mediator or ombudsperson

Urgent matters (e.g., safety, displacement, environmental harm) should be **fast-tracked** and prioritized. A written outcome should be provided in all cases, with follow-up support if appropriate.

6.4 Monitoring, Reporting, and Oversight

- Maintain a **Grievance Register** that logs all submissions, status updates, and final outcomes.
- Share **quarterly summaries** of GRM performance with community members, regulators, and financiers where applicable.
- Consider **annual external audits** of the GRM, with findings disclosed publicly and used to strengthen performance.

6.5 Linkage to Project Risk Management and Financing

- A functioning GRM is often a **precondition for lender disbursement and project risk management strategies**.
- Some financiers may require **access to grievance records** to assess environmental and social performance.
- Repeated unresolved complaints or failure to operate a responsive mechanism may impact a project's eligibility for support or continued operation.

Note: The GRM does not replace judicial or statutory remedies but serves as a **trusted early response mechanism** that can address concerns before they escalate and contribute to ongoing project-community cooperation.

SECTION 7: COMPLIANCE, MONITORING, AND LENDER ALIGNMENT

To promote accountability and trust, wind energy projects are encouraged to implement a robust system of **monitoring, verification, and adaptive learning** in line with these Community Engagement Guidelines. While WWEA does not serve as a regulatory body, alignment with the expectations outlined here can support **project approval, financing decisions, and ongoing stakeholder confidence**.

Establishing credible compliance systems strengthens transparency and creates shared assurance for communities, developers, governments, and financiers.

7.1 Suggested Documentation for Review and Due Diligence

The following materials are recommended for submission at key project milestones to demonstrate proactive engagement and benefit delivery:

Milestone	Recommended Documentation
Feasibility / Pre-Approval	Stakeholder Register, Socio-Cultural Baseline, Early Engagement Summary
ESIA Submission	Public Consultation Records, Feedback Integration Report, FPIC Documentation (if relevant)
Permitting	Community Benefit Plan, Structure of CLC/CLO, Operational Proof of GRM
Financial Close	Signed Community Benefit Agreement (CBA), Summary Checklist for Lenders
Construction Start	Certificate of Community Engagement Preparedness (voluntary or regulatory, as applicable)
Annual Operations	Community Engagement Report, Grievance Log Summary, Benefit Delivery Tracking

Projects that are unable to provide this documentation may face **financing delays or permitting review** until key gaps are addressed. WWEA encourages transparency and early alignment with financing partners.

7.2 Monitoring and Independent Auditing

Monitoring Responsibilities:

- Develop a **Community Engagement Monitoring Framework (CEMF)**, with roles, indicators, and reporting timelines.
- Conduct **regular self-assessments**, incorporating community feedback and third-party input where possible.

Auditing Good Practices:

- Commission **independent audits** at least once every two years—or annually during high-impact phases (e.g., construction).
- Assessments should cover benefit-sharing delivery, GRM responsiveness, and community satisfaction.
- Share key audit findings with stakeholders and encourage **public disclosure** of performance summaries.

7.3 Addressing Gaps and Adaptive Measures

In cases of missed commitments or unresolved grievances, developers are encouraged to undertake:

- **Corrective Action Plans (CAPs)** co-developed with community representatives.
- Temporary suspension of disbursements or subsidies may be instituted by lenders or regulators, depending on context.
- When appropriate, public disclosure of status may be requested by funding bodies or government entities.
- In persistent cases, developers may face regulatory or financial repercussions, per national law or financing agreements.

WWEA's role in such instances is not punitive, but to encourage **learning, redirection, and improved practice** through transparency and dialogue.

7.4 Reporting and Multi-Stakeholder Dialogue

Projects are encouraged to submit a **Comprehensive Annual Community Engagement Report**, capturing:

- Highlights of engagement activities, milestones, and challenges
- Status of benefit delivery commitments
- GRM operation metrics and outcomes
- Gender and inclusion insights

- Reflections, lessons learned, and future improvements

At least once per major project phase, participation in a **multi-stakeholder review forum**—facilitated by WWEA or designated partners—is recommended. These forums provide opportunities for shared learning, cross-project benchmarking, and resolution of persistent concerns.

By supporting these monitoring and reporting practices, WWEA reaffirms its commitment to **responsible, inclusive, and future-ready wind energy development**—where community engagement is not a procedural obligation, but a defining marker of sustainable success.

SECTION 8: APPENDICES

The following appendices are operational tools designed to support the consistent application of these Community Engagement Guidelines. Where indicated, use of these tools is strongly recommended or required to ensure transparency, accountability, and alignment with good international practice. These appendices may be periodically updated by WWEA or its designated Community Engagement Council.

Appendix A: Definitions and Acronyms

This section provides working definitions for key terms used throughout the guidelines to promote shared understanding among stakeholders. A full glossary will be included in the final publication. Selected terms:

- **Community Benefit Agreement (CBA):** A formal agreement between the project developer and the host community outlining roles, benefit-sharing commitments, governance mechanisms, and monitoring provisions.
- **FPIC:** Free, Prior, and Informed Consent—as articulated under the UN Declaration on the Rights of Indigenous Peoples (UNDRIP).
- **GRM:** Grievance Redress Mechanism—a structured process for receiving, addressing, and resolving project-related concerns.
- **ESS10:** Environmental and Social Standard 10 of the World Bank ESF, which mandates stakeholder engagement and information disclosure.

Appendix B: Template – Community Engagement Plan (CEP)

Purpose:

To guide developers in preparing a structured and lender-compliant plan for stakeholder engagement.

Key Elements:

- Stakeholder identification and engagement strategy
- Timeline of engagement milestones
- Methods of communication and outreach
- Gender and inclusion measures

- Linkages to ESIA findings and mitigation strategies
- Indicators, budget, and staffing for engagement

Submission Point: Required at the permitting stage.

Appendix C: Template – Grievance Submission and Tracking Form

Purpose:

To support consistent intake and tracking of complaints received throughout the project lifecycle.

Key Fields:

- Grievance ID and date of submission
- Complainant details (optional/anonymous permitted)
- Description of issue or concern
- Actions taken and outcome status
- Final resolution date and community feedback

Use: Mandatory across all project phases.

Appendix D: Template – Community Benefit Agreement (CBA)

Purpose:

To formalize the commitments between developers and host communities regarding shared benefits.

Suggested Contents:

- Defined benefits (financial and non-financial)
- Payment or disbursement mechanisms and schedules
- Governance structure (e.g., Community Benefit Committee)
- Roles, responsibilities, and grievance linkage
- Terms for monitoring, reporting, and revisions

Submission Point: Prior to financial close.

Appendix E: Offshore Wind Engagement Risk Matrix

Purpose:

To help developers identify, categorize, and respond to stakeholder-related risks specific to marine environments.

Matrix Categories:

- **Stakeholder types:** e.g., fisherfolk, coast guards, marine scientists
- **Impact areas:** e.g., access restrictions, biodiversity effects
- **Risk ratings:** Low / Medium / High
- **Response strategies:** Mitigation actions and engagement plans
- **Responsibility and timeline:** Assigned leads and review frequency

Use: Recommended for all offshore and nearshore wind projects.

Appendix F: Monitoring and Reporting Checklist

Purpose:

To ensure consistent tracking and disclosure of community engagement performance across the project lifecycle.

Project Phase	Key Reporting Requirements
Planning	Stakeholder Register, Baseline Assessment
ESIA	Consultation Records, FPIC Documentation (if applicable)
Construction	Monthly Updates, Grievance Reports, Benefit Distribution Tracker
Operations	Annual CEP Update, Independent Audit Findings, Community Surveys
Decommissioning	Exit Engagement Report, Benefit Legacy Evaluation