

PROCEDURE AND GUIDELINES FOR STAKEHOLDER PARTICIPATION IN PARTNERSHIP DECISION-MAKING

Urdaneta City University

Effective Date: April 2, 2023

Review Date: April 16, 2024

1. Purpose

This procedure provides a structured mechanism that allows stakeholders to meaningfully participate in Urdaneta City University's (UCU) partnership decision-making process. It ensures that stakeholder insights, needs, and expertise are considered and that partnership decisions support UCU's mission, strategic goals, and community values.

2. Scope

These guidelines apply to UCU administrators, academic units, and external stakeholders such as local government agencies, private and industry partners, non-government organizations, community groups, residents, and other individuals or entities involved in or affected by proposed partnerships.

3. Objectives

- To ensure transparency and inclusiveness in partnership decision-making.
- To gather diverse perspectives from various stakeholders.
- To ensure partnerships offer mutual benefit and align with UCU's priorities and community impact goals.

4. Guidelines for Stakeholder Participation

4.1 Identification of Relevant Stakeholders

Stakeholder Mapping

- Identify individuals, organizations, or groups with relevant expertise or interest in the potential partnership (e.g., community leaders, industry experts, local government representatives, faculty, students, alumni).
- Prioritize stakeholders based on strategic relevance and potential contribution.

Stakeholder Criteria

- Stakeholders must have relevant influence, resources, knowledge, or expertise that can meaningfully contribute to the decision-making process.

4.2 Establishing Communication Channels

Formal Invitations

- Send official communication to identified stakeholders, informing them of partnership discussions and how their input will contribute to the decision.
- Provide background information—objectives, anticipated benefits, expected outcomes, and alignment with UCU's mission.

Communication Plan

- Identify communication platforms to be used (emails, meetings, online platforms, etc.) and establish schedules for updates and engagement.

4.3 Stakeholder Engagement Mechanisms

Consultation Workshops

- Conduct workshops or meetings where stakeholders can express insights, recommendations, and concerns regarding the proposed partnership.
- Facilitate open and participatory discussion.

Advisory Committees

- Form an advisory committee composed of representatives from key stakeholder groups.
- Committee members serve as a consultative body throughout the partnership proposal and planning phases.

Feedback Collection

- Collect feedback through surveys, focus groups, or interviews.
- Ensure confidentiality and transparency during the feedback process.

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4.4 Decision-Making Process

Evaluation Criteria Development

- Establish evaluation criteria such as strategic alignment, impact on students and community, resource requirements, and risk assessment.
- Present the criteria to stakeholders to ensure transparency.

Stakeholder Input Integration

- Review and document stakeholder insights and categorize them into recommendations.
- Integrate relevant feedback into the partnership proposal.

Decision Review and Approval

- Present the proposal, including documented stakeholder contributions, to the University's leadership or governing body for approval.
- Inform stakeholders how their feedback influenced the decision.

4.5 Communication of Final Decision

Decision Announcement

- Notify stakeholders once a decision has been made and present the rationale and final outcomes.

Acknowledgment of Contributions

- Acknowledge stakeholder participation through letters, announcements, or reporting.

Ongoing Engagement Opportunities

- For approved partnerships, establish opportunities for continued stakeholder involvement through meetings, updates, or participation in monitoring activities.

4.6 Monitoring and Evaluation

Regular Partnership Review

- Conduct periodic assessments of partnership progress and solicit stakeholder feedback.

Continuous Improvement

- Use insights from stakeholder feedback to improve future partnership processes and engagement mechanisms.

5. Roles and Responsibilities

External Affairs Office

- Leads stakeholder identification, engagement, and management.
- Consolidates feedback and documents all stakeholder involvement.

Academic Affairs Committee

- Serves as a consultative group and reviews proposals with consideration of stakeholder contributions.

University Administration

- Approves partnership proposals and ensures stakeholder input is considered.

Stakeholders

- Participate actively in consultations, workshops, advisory committees, and feedback activities.

6. Review and Amendment

This procedure shall be reviewed annually to ensure continued effectiveness and to maintain meaningful participation mechanisms for local stakeholders, including residents, local government, and civil society organizations, in university decision-making.

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