

Bounds Green Low Traffic Neighbourhood Project Communications and Engagement Plan

1. Communications and Engagement Plan

1.1 Aim

The aim of this plan is to outline the communications and engagement strategy for the Haringey Low Traffic Neighbourhood programme, including the management of communications with stakeholders and planned engagement activities.

1.2 Objectives

The overarching objective is to provide informative, relevant and engaging information to stakeholders through a variety of communication and engagement methods including the vision and benefits of the project as a whole and our programme of activities.

1. To list and prioritise stakeholders within the key audiences and user groups to be identified by Haringey Council.
2. To ensure stakeholders are kept informed and are invited to relevant planned engagement activities, both online and on-site.
4. To inform and engage the wider public about the Haringey LTN proposals, and get their feedback via the Commonplace map and survey, and a series of engagement activities, ensuring a two way flow of information.
5. To establish clear communication pathways with Haringey Council, necessary for partnership working.

1.3 The Benefits of Stakeholder and Community Engagement

Undertaking effective engagement with stakeholders will allow us to:

- Develop a design that is, at least in part, shaped and developed by local communities and stakeholders.
- Gain advocates for the scheme.
- Ensure the programme is understood by stakeholders and residents.
- Highlight potential disruption so that positive relationships are maintained.

- Provide feedback from stakeholders on the project design.
- Help ensure the reputation of Haringey Council is safeguarded.
- Manage the expectations of stakeholders throughout the programme.
- Utilise the networks of stakeholders to reach wider audiences.
- Strengthen existing stakeholder relationships and facilitate new relationships, which can benefit all organisations after the project

2. Roles and Responsibilities

2.1 Key Personnel

The key personnel with roles and responsibilities or closely related to this stakeholder plan are outlined below.

TITLE	ORGANISATION	NAME	CONTACT DETAILS	ROLE
Project Manager (PM)	Haringey Council	Neil Goldberg	Neil.goldberg@haringey.gov.uk	Overall responsibility for all strategic communications and updates regarding the scheme in general, and identifying key audiences. Initial sign off of stakeholder list and engagement plan.
Project Sponsor (PS)	Haringey Council	Maurice Richards & Simi Shah	Maurice.richards@haringey.gov.uk Simi.Shah@haringey.gov.uk	Overseeing and revising initial drafts of strategic communication, information

				and reports made by PM
Project Coordinator	Sustrans	James Taylor	James.Taylor@sustrans.org.uk	Overseeing Sustrans engagement, design and monitoring throughout the project.
Collaborative Design Senior Project Officer	Sustrans	Ami Udeshi	Ami.Udeshi@sustrans.org.uk	Project lead for engagement.
Collaborative Design Project Officer	Sustrans	Irene Tortajada	irene.tortajada@sustrans.org.uk	Support engagement.
Head of Built Environment	Sustrans	Giulio Ferrini	giulio.ferrini@sustrans.org.uk	Lead on Design.
Engineer	Sustrans	Zeina Hawa	zeina.hawa@sustrans.org.uk	Deliver Design.
Senior Evaluation Officer	Sustrans	Will Wright	Will.Wright@sustrans.org.uk	Lead on Research and Monitoring.

3 Communication and Engagement Process

3.1 Project Delivery Communications and Strategic Communications

- Sustrans and Haringey Council will meet weekly, at least in the initial stages, to discuss engagement and comms. A standing agenda item will be a review of enquiries, issues and upcoming activities.
- **A single point of contact** from Haringey Council to be updated and provide sign-offs about the engagement side of things is needed in order to ensure an easy flow of communication and enable partnership working (Neil and Dorota for now)
- Sustrans takes responsibility and ownership for the planning and delivery of **Project Delivery Communications** (communications relating to the engagement activities and online engagement proposed)
- This means Sustrans will own a separate stakeholder list, and is to **have the autonomy** to contact stakeholders in this list regarding engagement activities, provided an initial approval of the engagement plan and stakeholder list by Haringey Council.
- Haringey Council is to lead and have ownership of **Strategic Communications** regarding the scheme. This includes updates about the scheme in general, key messages, FAQs about the scheme, implementation notices, press around the scheme, etc. These high level strategic comms are to be shaped and delivered by Haringey Council with input and support from Sustrans as required.
- Haringey Council to help define key audiences and own the **Equalities Impact Assessment** exercise that we propose in order to identify how groups with protected characteristics will be impacted by the scheme and how they are to be involved.

4. Strategic Communications Plan

To be completed by Haringey with Sustrans support:

- Websites that will be used to communicate about the scheme.
- Commonplace plan - what information will be on it, how regularly it will be updated, how it will be managed.
- Your list of stakeholders and what communications are you planning for them, which method and timeline.

- Email inboxes, phone numbers and how they will be managed, how often they'll be checked etc.
- Mail-outs that will inform the general public or specific stakeholders about the scheme.
- Implementation notices and how they will be managed.
- FAQs document.
- Key messages document.
- Use of social media (i.e. Twitter, Facebook).

3.2 Engagement Activities

Sustrans have been commissioned to deliver a range of stakeholder, cabinet member and councillor briefings, online drop-ins and communications across the Haringey LTN areas. The aim of these engagement activities will be to inform people living, working and travelling through the area about the proposals, and invite their comments and feedback. The activities below will be designed to reach as wide an audience as possible, and will include particular efforts to reach user groups that tend to be excluded from consultations, to be identified by Haringey Council. The events will utilise tools such as information boards, online workshops, and creative/interactive engagement methods such as an on-street post box. Below is the engagement plan for Haringey.

We will provide costs for the additional activities suggested.

Inception January / February 2021

Online Councillor Briefings x2

Owner: Haringey Council

Online meeting with relevant ward Councillors to inform them of the scheme and the engagement process and gather their feedback. Sustrans to provide tailored Councillor briefing notes if required.

Cabinet member briefing x1

Owner: Haringey Council

Online meeting with relevant Cabinet members to inform them of the scheme and the engagement process and gather their feedback. Sustrans to produce briefing notes if required.

Tailored FAQs

Owner: Haringey Council with Sustrans support

Strategic Comms

Owner: Haringey Council with Sustrans support

Sustrans to provide support as required with strategic communications about the LTN (social media, press releases, etc.)

Pre-engagement February/ March 2021

Mail-out to residents

Owner: Haringey Council with Sustrans support if required

Initial mail-out to inform residents of the LTN scheme and upcoming co-design process, and invite them to initial Public Meeting and Q&A

Public Meeting and Q&A

Owner: Haringey Council with support from Sustrans

Online drop-in for residents to ask general questions about the scheme and the engagement process. Sustrans have supported and produced Q&A write-ups

Comms Equality Impact Assessment

Owner: Sustrans with support from Haringey Council

Identify potential impacts of the scheme and the engagement process on groups with protected characteristics and plan for their inclusion and to minimise negative impacts

Here is the first draft, awaiting feedback from Haringey:

https://docs.google.com/document/d/14-WjcOUGrfhIEOi8Vg1Zv0wkd-Xrf_eq3lj9TJgUkrU/edit

Stakeholder listing and mapping

Owner: Sustrans with support from Haringey Council

List and prioritise stakeholders to involve, based on the key audiences and user groups identified. See the list produced by Sustrans in section 5.

Promotional materials - Posters

Owner: Haringey Council with support from Sustrans

Help produce on-street posters promoting the initial Public Meeting and Q&A

Engagement with residents April and May 2021

Strategic comms support

Owner: Haringey Council with support from Sustrans

Sustrans to support with creating social media content, press release write ups, posters and any other engagement materials, as needed.

Mailout to residents

Owner: Haringey Council with support from Sustrans

Informing residents of Engagement phase, feedback gathered in the Pre-engagement phase, community board and post box installation, and inviting them to general meetings.

Email to groups representing those with protected characteristics and those whose voices are heard less often, as identified in comms EqIA

Owner: Sustrans with support from Haringey Council

Asking for their feedback and also inviting them to the General Meetings.

Councillor Briefing

Owner: Haringey Council with Sustrans support

Sustrans to support with facilitation and producing briefing notes and any follow up documents.

Enfield and Haringey General Meeting x2

Owner: Sustrans with support from Haringey Council

Details of its structure and content below.

Meeting with stakeholders

Owner: Sustrans with support from Haringey Council

Local faith groups, schools, nurseries, grassroots groups. Present designs and ask for their feedback.

Meeting with disability access groups

Owner: Sustrans with support from Haringey Council

About all the Haringey LTNs, to identify key accessibility issues.

- Ensure tailored, accessible ways for people with different disabilities to contribute, according to their advice. This might involve calls and adapting engagement materials, on top of the workshop
- Organise a walkabout of the LTN once it is installed

Meeting with Emergency Services

Owner: Haringey Council with support from Sustrans

Meeting to identify any impact on Emergency Services.

Consultation phase June 2021

Third letter drop to the residents (notification of scheme implementation and phasing)

Owner: Haringey Council with support from Sustrans if required

Face to face business engagement and online survey

Owner: Sustrans with support from Haringey Council

Pre-LTN implementation Business Surveys

Owner: Sustrans with support from Haringey Council

Include business walk-about as part of this - asking for feedback in person.

Workshop with schools and young people

Owner: Sustrans with support from Haringey Council

- If restrictions allow and we have capacity, organise a an **in-school workshop**

Councillor Briefing

Owner: Haringey Council with Sustrans support

Sustrans to support with facilitation and producing briefing notes and any follow up documents.

Community Board - Updated

Owner: Sustrans

Sustrans to update Community Board with design being consulted on

On-street posters

Owner: Sustrans with support from Haringey Council

Production of posters promoting consultation phase

Implementation phase July and August 2021

Post-implementation business survey

Owner: Sustrans with support from Haringey Council

Fourth letter drop to the residents (notification of scheme implementation and phasing)

Owner: Haringey Council with support from Sustrans if required

3.3 Timeline of engagement activities

Activity	Start date	Owner
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<u>Mail-out to residents</u>	05/02/2021	Haringey Council
<u>Tailored FAQs</u>	w/c 25/01/2021	Haringey Council
<u>Online Councillor Briefings x2</u>	Feb	Haringey Council
Pre-engagement		
<u>Comms Equality Impact Assessment</u>	March 2021	Sustrans
<u>Stakeholder listing and mapping</u>	March 2021	Sustrans
<u>Public Meeting and Q&A</u>	February 2021	Haringey Council
<u>Support for strategic communications</u>	Throughout	Haringey Council
Engagement with residents		
<u>Second letter drop to residents</u>	April 2021	Haringey
<u>On street posters</u>	May 2021	Sustrans
<u>Councillor briefing</u>	April 2021	Haringey
<u>Email to other groups as identified in comms EqIA</u>	April 2021	Sustrans

<u>Email or letter to businesses inviting them to general meetings</u>	April 2021	Sustrans
<u>Meeting with Emergency Services</u>	28th April 2021	Haringey
<u>Enfield and Haringey Public Meeting x2</u>	18th and 20th May 2021	Sustrans
<u>Meeting with stakeholders</u>	11th May 2021	Sustrans
<u>Meeting with disability access groups</u>	13th May 2021	Sustrans
Consultation Phase		
<u>Third letter drop (design consultation)</u>	June 2021	Haringey
<u>Councillor Briefing</u>	June 2021	Haringey
<u>Pre-LTN implementation Business Surveys</u>	June 2021	Sustrans
<u>On-street posters</u>	June 2021	Sustrans
<u>Workshop with schools and young people</u>	June 2021	Sustrans
<u>Community Board - Updated</u>	June 2021	Sustrans

<u>Design Equality Impact Assessment</u>	June 2021	Sustrans
Implementation		
<u>Fourth letter drop (6 months review)</u>	July 2021	Haringey Council
<u>Post-implementation business survey</u>	July 2021	Sustrans

3.4. Public meeting structure (Engagement Phase)

- **Facilitators needed:** 4 - 10, depending on attendee numbers (min. 1 facilitator for every 7 people)
- **Duration:** 1h 30 min
- **Platforms used:** ZOOM and Miro Board
- Cap number for each area?
- **Potential workshop dates and times**
 - **Haringey and Enfield x2** 18th and 20th May, 6pm - 7:45pm

1. Welcome everyone - Cabinet Member from Haringey

Explain the format for the evening, etiquette, including when and how people can speak (e.g. attendees can speak in breakout rooms only but can use the chat function throughout)

10 mins

2. Introduction - Sustrans

Sustrans will introduce their team and their role in the project

3 mins

3. Project Overview and pre-engagement feedback summary - Sustrans

Sustrans will introduce the project including background and wider policy context, and will summarise feedback gathered in the pre-engagement phase

12 mins

- Broad overview of project and what we have done so far - recap why this is happening
- **Cover workshop objectives:**

1. Share information about the types of interventions being considered. We will be presenting the three different design options based on the Commonplace / looking at Enfield LTN options and want to get an understanding from people about what their preferred option is and any issues that they may foresee arising in terms of local travel.
2. Generate informed debate about the different options available
3. Understand and gather info about preferences for different options (this will include different filter plan options).

4. RMU Executive Summary and Design options

Sustrans (Design Team)

10 mins

- Sustrans will share the main highlights from the Commonplace.
- Sustrans will then go through the three design options and talk through the rationale for each one.

5. Activity 1 breakout - **Sustrans and Haringey** Sustrans introduce the first activity and put attendees into breakout rooms - divide by area. Assign Sustrans and borough officers to breakout rooms to facilitate **(5 mins to intro the activity)**

- Each room facilitator goes over filter options briefly to remind people what they are. Then begin a discussion about how people feel the different options would work for them. People can speak or put comments in the chat. **15 mins**
- At the end of the breakout session the facilitators of each room will feedback the main points to the whole group **10 mins**

30 mins total

6. Activity 2 breakout - **Sustrans and Haringey** Sustrans put attendees into breakout rooms - divide by area (same groups as Activity 1). Assign Sustrans and borough officers to breakout rooms to facilitate. Continue to discuss options, focussing on design areas which had not been discussed. People can speak or put comments in the chat **20 mins**

- At the end of the breakout session the facilitators of each room will feedback the main points to the whole group **10 mins**

30 mins total

7. Next steps - **Sustrans and Haringey** Inform attendees of next steps e.g. consultation etc. and explain how the workshop will be used to feed into designs.

10 mins

7.

4. Stakeholder Management & Messaging

4.1 Identifying and managing stakeholders

Identifying and managing stakeholders is key to success of the communication and engagement activities undertaken. Sustrans has produced their own stakeholder list (see below) in the “Pre-engagement phase” of the project. This list is based on an initial [Equality Impact Assessment](#) that has been produced by Sustrans. The stakeholder list will be continuously updated.

4.2 Key messages and branding

Haringey Council to identify and produce the key messages and branding for the project including:

- Branding guidelines for promotional and comms materials. For promotional materials regarding engagement activities, Sustrans branding can be used if preferred by the Council.
- Clarify which logos are to be included in all promotional and comms materials
- Key messages document outlining the vision, benefits and reasoning behind the scheme, aligning them with overall goals and aims that Haringey Council is committed to, to be produced by the Council with the support of Sustrans as required.

5. Stakeholder List

EqIA STAKEHOLDER LIST				
Characteristic	Group name	Website	Contact	Postcode
Age	Haringey Over 50s	https://ho50s.org.uk/doc-3/	advice@independentage.org	EN1 1TG
	Bounds Green School	https://boundsgreenschool.co.uk/	Will Wawn – Headteacher – head@boundsgreen.haringey.sch.uk	N11 2QG
	Alexandra Park School	http://www.alexandrapark.school	office@alexandrapark.school	N11 2AZ
	Ashmole Academy	http://www.ashmoleacademy.org	office@ashmoleacademy.org	N14 5RJ
	Belmont Junior	http://www.belmontjunior.org	office@belmontjnr.haringey.sch.uk	N22 6RA

	Coldfall Haringey	http://www.coldfall.haringey.sch.uk/	office@coldfall.haringey.sch.uk	N10 1HS
	Coppetts Wood Primary	http://www.coppettswoodprimary.org.uk/	office@coppettswood.barnetmail.net	N10 1JS
	Fortismere school	http://www.fortismere.haringey.sch.uk	office@fortismere.org.uk	N10 1NS
	Harris Primary Philip Lane	http://www.harrisprimaryphiliplane.org.uk	info@harrisprimaryphiliplane.org.uk	N15 4AB
	Age UK Enfield	https://london.cylex-uk.co.uk/compare/age-uk-haringey---wood-green-ia-outreach-23728950.html	admin@ageukenfield.org.uk	N22 6XD
	The Fer View Care Home	https://www.carehome.co.uk/carehome.cfm/searchazref/10001010FERB	020 8881 4602	N11 2ED
	Noble Lodge Residential Care Home	https://www.cqc.org.uk/location/1-117269466/contact	020 8245 7560	N11 2ED
	North London University of the Third Age	https://haringey.haringey.gov.uk/adults/care/vendor/214	info@nlu3a.org.uk	
Disability	Disability Action Haringey	https://www.inclusionlondon.org.uk/directory/listing/disability-action-haringey/	disabilityactionharingey@gmail.com	N22 5RP
	Haringey Learning Disabilities Centre	https://www.w hittington.nhs.uk/default.asp?c=20404		
	Haringey Autism	http://haringeyautism.port5.c	HLDP@haringey.gov.uk	N22 8HQ

		om/parentspack/chapter8.htm		
	The Alzheimer's society Enfield	http://n21online.com/business-directory/item/the-al.html	enfield@alzheimers.org.uk	N21 1RJ,
	Enfield Disability Action	http://n21online.com/business-directory/item/enfield-disability-action.html	eda@e-d-a.org.uk	N9 0PZ
	Enfield Vision	http://n21online.com/business-directory/item/enfield-vision.html	info@enfieldvision.org.uk	EN3 4DW
	Markfield Together for Inclusion	https://markfield.org.uk/sendjass-2/	familyadmin@markfield.org.uk	N15 4RB
	Jackson Lane	https://haringey.gov.uk/adults/catalog/vendor/379	admin@jacksonslane.org.uk	N6 5AA
	Mind Haringey	https://haringey.gov.uk/adults/catalog/vendor/363	admin@mih.org.uk	N4 3QF
	HAIL's autism club	https://haringey.gov.uk/adults/catalog/product/920	admin@hailtd.org	N15 4RY
	JDA - deaf and hard of hearing	https://haringey.gov.uk/adults/catalog/vendor/385	mail@jdeaf.org.uk	N12 8RP
	Venture Club for the Blind and Partially Sighted	https://haringey.gov.uk/adults/catalog/product/809	Library.Service@haringey.gov.uk	N15 5PU
Ethnicity	Turkish Cypriot Community Centre	http://www.tcca.org/	info@tcca.org	N8 0SD
	Haringey Chinese Centre	http://www.haringeychinese.org.uk	haringeychinese@outlook.com	N15 3LH

		entre.org.uk/		
	Turkish Cypriot's Womens Project	https://haricare.haringey.gov.uk/adults/cat/vendor/755	info@tcwp.org.uk	N8 0NP
	Haringey Irish Centre	https://haricare.haringey.gov.uk/adults/cat/vendor/864	info@haringey-irish.com	N17 8DX
	African Caribbean Leadership Company	https://haricare.haringey.gov.uk/adults/cat/vendor/2641	info@aclc.org.uk	N8 0DJ
	Community development association for minority communities	https://haricare.haringey.gov.uk/adults/cat/vendor/320	communityassociation@hotmail.com	N17 8AQ
	Asian Centre	https://www.haringey.gov.uk/locations/asian-centre	info@asiancentre.co.uk	N22 6TB
Gender	Middle Eastern Women Society and Organisation	https://haricare.haringey.gov.uk/adults/cat/vendor/266	office@mewso.org	N7 7DT
	Haringey Women's Forum	http://www.hwfonline.org.uk/	info@hwfonline.org.uk	N8 8AE
	Turkish Cypriot's Womens Project	https://haricare.haringey.gov.uk/adults/cat/vendor/755	info@tcwp.org.uk	N8 0NP
	Greek Cypriot Women's Organisation	https://www.facebook.com/gcwort/	GREEKCYPRIOTWOMENSORG@GMAIL.COM	N8 0NA
	IMECE Women's Centre	https://imece.org.uk/about-us/	info@imece.org.uk	N1 4RX
Gender reassignment	Wise Thoughts	https://wisethoughts.org/	info@wisethoughts.org	N22 6XD
	Haringey LGBT Forum	https://lgbthistoryuk.org/wiki/Haringey_LGBT_Network	info@wisethoughts.org	N22 6XD
Pregnancy / maternity	Gingerbread Haringey	https://fisd.haringey.gov.uk/families/cat/vendor/529	info@gingerbread.org.uk	NW5 2LX

	Haringey Families	https://www.singleparents.org.uk/organisation/haringey-families	membership@haringeyfamilies.co.uk	N4 4PH
	Co-op Childcare Bounds Green	https://www.littlepioneers.coop/find-your-nursery/bounds_green_nursery/?utm_source=gsearch&utm_medium=maps&utm_campaign=local	info@littlepioneers.coop	N22 7EU
Religion / belief	London Islamic Cultural Society	https://www.bggp.co.uk/london-islamic-cultural-society-group/	bibifamily@btinternet.com	N8 0NA
	St James Musswell Hill	https://st-james.org.uk/	churchoffice@st-james.org.uk	N10 3DB
	Musswell Hill Synagogue	https://haricare.haringey.gov.uk/adults/catalog/vendor/3103	office@muswellhillssynagogue.org.uk	N10 1ND
	The Salvation Army Haringey	https://haricare.haringey.gov.uk/adults/catalog/vendor/14	paula.knight@salvationarmy.org.uk	N22 6JA
	Caris Haringey	https://www.carisharingey.org.uk/	info@carisharingey.org.uk	N15 4HJ
Sexual orientation	Wise Thoughts	https://wisethoughts.org/	info@wisethoughts.org	N22 6XD
	Haringey LGBT Forum	https://lgbthistoryuk.org/wiki/Haringey_LGBT_Network	info@wisethoughts.org	N22 6XD
Other marginalised groups	All people all places	https://www.allpeopleallplaces.org/	info@allpeopleallplaces.org	N8 7EL
	North London action for the homeless	https://www.nlah.org.uk/	nlah_uk@nlah.org.uk	N16 7UE
	The Community Hub	https://haricare.haringey.gov.uk/adults/catalog/vendor/3224	office@thecommunityhub.org.uk	N11 2QH

	The Bridge Renewal Trust	https://haricare.haringey.gov.uk/adults/catering/vendor/2669	admin@bridgerenewaltrust.org.uk	N15 5AZ
	Bounds Green Foodbank	https://www.boundsgreenfoodbank.org/about-us	boundsgreenmutualaid@gmail.com	N22 8HE
	Bounds Green Mutual Aid	http://fgbg.org.uk/groups/	boundsgreenmutualaid@gmail.com	
	Carers First Haringey	https://www.carersfirst.org.uk/haringey	hello@carersfirst.org.uk	

GENERAL STAKEHOLDER LIST

Community	Bowes and Bounds Green connected	http://www.bowesandboundsgreen.org/group/steeeringgroup	admin@bowesandboundsgreen.org	
	Bowes Park Community Association	http://fgbg.org.uk/groups/	info@bowespark.org.uk	
	Three Avenue's Residents' Association	http://fgbg.org.uk/groups/	jjsbeazley@yahoo.co.uk	
	Friends of the Green Bounds Green	http://fgbg.org.uk/about/	friendsofthegreenboundsgreen@gmail.com	
	Bounds Green Window Show	https://www.boundsgreenwindowshow.com/about	boundsgreenwindowshow@gmail.com	
Environment	Friends of Springfield Community Park Nature Area	https://www.springfield-community-park-nature-area.com/	n11.springfield.communitypark@gmail.com	
	Waste Not Bounds Green	https://www.wastenot.info/about	hello@wastenot.info	
	Bounds Green North Community	https://www.facebook.com/groups/bgnorthcomm/		
	Alexandra Low Traffic Group	https://alexandraparkneighbours.org.uk/local-groups/alexandra-low-traffic-	aparklowtrafficgroup@gmail.com	

Draft mailout to residents	WC 12/04								
Mailout to residents advertising online workshops (puurah ends 07/05)				On 07/05	WC 10/0 5				
Email to community groups in EqIA stakeholder list				On 07/05					
Online workshops with residents (X2 evening sessions)						WC 17/0 5			
Workshop for schools (X2 - 1 during a weekday for children, 1 during a weekend for parents)					WC 10/0 5				
Online workshop with local disability group (X1 day session)						WC 17/0 5			
Online stakeholder workshop						WC 17/05			
Install community post box and engagement board (<i>in for 3 weeks for people to post feedback</i>)					WC 10/05	WC 17/05	WC 24/05		

ENGAGEMENT WITH STAKEHOLDERS									
Develop business survey		WC 19/04	WC 26/04						
Online workshops with Councillors (X2)					WC 10/05				
Face to face business engagement with survey						WC 24/05	WC 31/05		
Online workshops with stakeholders (X2)						WC 24/05	WC 31/05		
REPORTING									