



# Stakeholder Engagement

Version: 1.0

Updated: 05.03.2022

External

1	MISSION.....	2
2	GAPC CONTENT FOR ENGAGEMENT .....	2
3	STAKEHOLDER ENGAGEMENT PRINCIPLES.....	2
4	IDENTIFYING STAKEHOLDERS.....	2
5	STAKEHOLDER ENGAGEMENT METHODS .....	3
6	NOTICES.....	4
7	ANNUAL SCHEDULE .....	5

## 1 MISSION

- 1.1 Connecting farmers and buyers through environmentally and socially sustainable good agricultural practices. GAP Connections provides leadership, education, and resources for the adoption and promotion of standards and practices which produce a quality crop while protecting, sustaining or enhancing the environment, ensure the safety and rights of farm laborers, and recognize those producers who are committed to a higher standard.

## 2 GAPC CONTENT FOR ENGAGEMENT

- 2.1 The information and material that GAPC will publish for public comment as needed or as requested by the Board of Directors will be referred to as “GAPC’s activities” in this document and will include items such as the following:
  - Standards
  - Training topics
  - Monitoring activities
  - Programs and services
  - Policies
  - Organizational goals, purposes, and values

## 3 STAKEHOLDER ENGAGEMENT PRINCIPLES

- 3.1 Stakeholder engagement is a critical part of the success of GAPC and GAPC’s activities as it is ultimately the stakeholders that determine the success, or not, of our efforts.
- 3.2 The principals of GAPC’s stakeholder engagement include:
  - 3.2.1 **Inclusive:** GAPC strives to be inclusive to allow all stakeholders the opportunity to voice their opinions, concerns, and questions by evaluating the environment in which we operate and identifying existing and new stakeholders.
  - 3.2.2 **Trustworthy:** GAPC strives to be trustworthy by planning engagements with purpose and sincerity to collect feedback from a variety of stakeholders and by building and maintaining trusting relationships.
  - 3.2.3 **Transparent:** GAPC strives to be transparent with stakeholders by sharing proposed changes to GAPC activities with stakeholders.
  - 3.2.4 **Responsive:** GAPC strives to be responsive by updating stakeholders when GAPC is reviewing feedback with GAPC decision-makers and providing updates on any actions related to feedback.

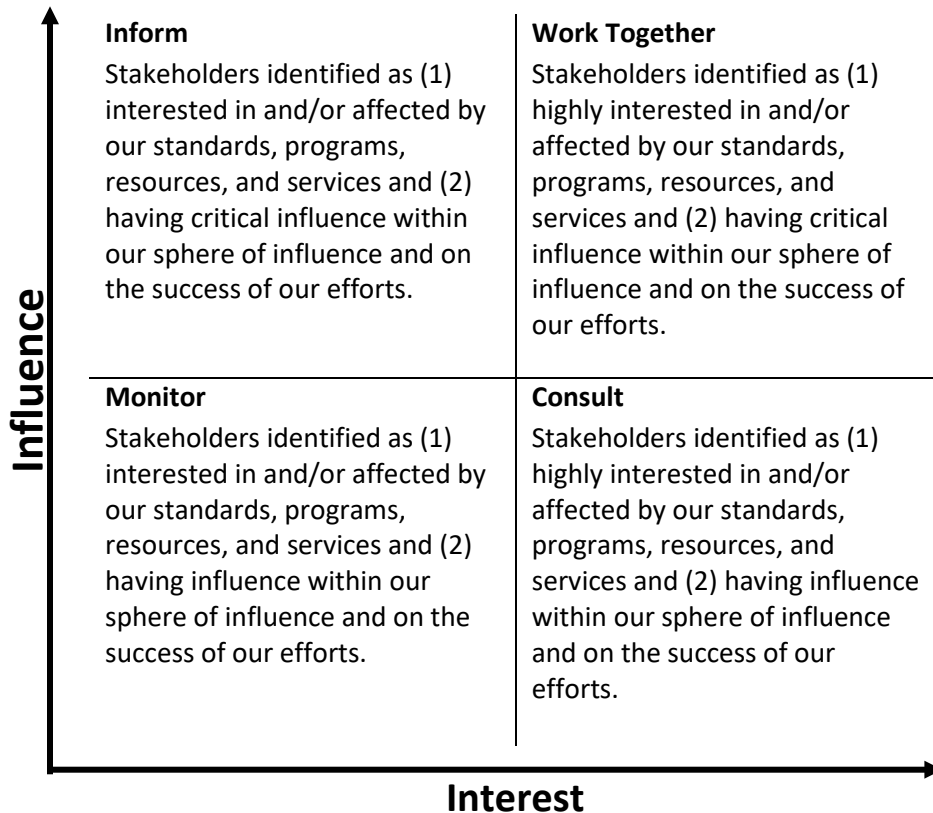
## 4 IDENTIFYING STAKEHOLDERS

- 4.1 Each year GAPC in consult with the Board and Advisory Committees will assess its sphere of influence, review the list of stakeholders, and identify any new stakeholders that need to be added to the list.

4.2 Stakeholders are listed in one of four categories listed below and defined in the stakeholder matrix:

- 4.2.1 Work Together
- 4.2.2 Consult
- 4.2.3 Inform
- 4.2.4 Monitor

**Stakeholder Matrix of Categories**



## 5 STAKEHOLDER ENGAGEMENT METHODS

5.1 **Direct Engagement** includes the following activities:

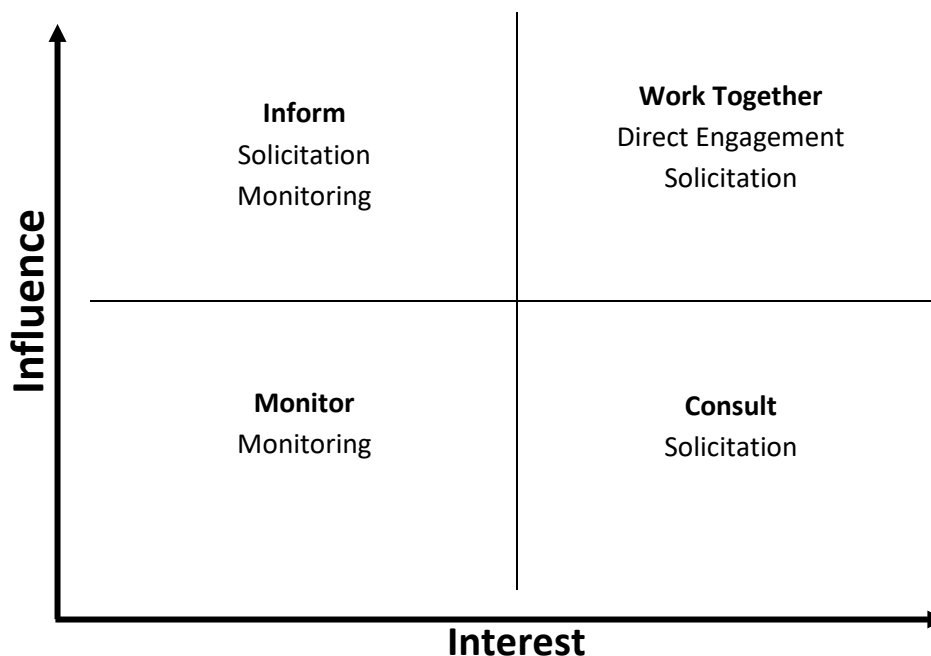
- 5.1.1 Serving on the GAPC Board which is a multi-stakeholder board of directors including buyers, manufacturers, producers, and producer associations.
- 5.1.2 Asking stakeholders to participate in Working Advisory Committees (such as the Grower Advisory Committee and the Farmworker Advisory Committee) to participate in regularly scheduled meetings to advise GAPC's activities.
- 5.1.3 Meeting directly with stakeholders to share and ask for feedback, concerns, or questions about any existing or proposed GAPC activities.

5.1.4 After these direct engagements GAPC will share the collected information with the Board of Directors and prepare any needed responses to address the stakeholder’s feedback, concerns, or questions.

5.2 **Solicitation** includes releasing information about GAPC’s progress or challenges in the previous year and asking stakeholders to submit feedback on existing or proposed GAPC activities during public comment periods. Comments provided during a Public Comment period will be shared with the Board of Directors and any needed responses to address the stakeholder’s feedback, concerns, or questions will be prepared.

5.3 **Monitoring** includes keeping stakeholders informed and updated on GAPC’s activities, ensuring they have access to information on our public website, calendar of events, and can register to receive our monthly newsletters.

**Stakeholder Matrix of Categories and Engagement Method**



## 6 NOTICES

6.1 The schedule and notices for public comment periods will be posted online at [www.gapconnections.com](http://www.gapconnections.com). GAPC will also communicate to the membership and stakeholders through electronic newsletters, emails, and social media.

6.2 GAPC will give no less than 5 days’ notice for all Public Comment periods unless an exception is approved by the Board of Directors to address more immediate needs.

6.3 Public Comment periods will be open for at least 15 business days.

## **7 ANNUAL SCHEDULE**

GAPC has continuous stakeholder engagements through Board meetings, working committees and one-on-one meetings with stakeholders. GAPC will continue these direct engagements throughout the year and will begin to incorporate a schedule to allow for more open comment to demonstrate our efforts to comply with Stakeholder Engagement Principles identified above.

### **7.1 Throughout the Year**

- Direct Stakeholder Engagement
- Working Advisory Committees
- Public comment periods as needed or scheduled.

### **7.2 January – March: 1<sup>st</sup> Comment Period**

- GAPC prepares summaries and reviews of previous and current year activities.
- GAPC notifies all stakeholders within the “Solicitation” category of the release of the summaries and reviews and invites them to comment on requested items, allowing no less than 15 business days for comments.
  - Solicitation of Feedback: Instructions on how to participate in the open comment period on current year activities will be available online at [www.gapconnections.com](http://www.gapconnections.com) and included in the notifications to stakeholders.

### **7.3 September – October: 2<sup>nd</sup> Comment Period**

- GAPC releases approved, draft proposals for revisions or additions to GAPC activities for next year.
- GAPC notifies all stakeholders within the “Solicitation” category of the release and invites them to comment, allowing no less than 15 business days for comments.
  - Solicitation of Feedback: Instructions on how to participate in the open comment period for proposed changes or additions to GAPC activities for next year will be available online at [www.gapconnections.com](http://www.gapconnections.com).

### **7.4 Review and Response to Feedback**

After stakeholder engagements, including public comment periods, GAPC will review feedback with GAPC decision makers and decide on appropriate responses.

