

Participatory Appraisal

Guide













WHAT:

- Tool used to give the public significant influence during the process of decision-making.
- Participants provide their opinion, review, and suggestions on policy, budget, plans, or any activity relevant to the Public Participation and Community Engagement activity.
- Can be combined with focus groups or interviews or other evaluation methods to collect more data.

WHY:

- Enables the evaluator to collect data while also engaging the participants in the decision-making process.
- May be more accessible for individuals due to the use of visual activities and methods, and the ability to host the meeting at places most convenient to the public.
- Can help to build trust and better relationships with participants.

HOW:

 Determine the goals of the participatory process.	 Design visual tools like mapping, pictures, drawings, if they make sense.
 Identify the participant selection strategy.	 If applicable, use polling tools, such as MS Forms, Google Forms, Survey Monkey, etc.
 Identify alternative methods of engagement if there are barriers to internet access.	 Establish the guidelines and rules for participating in the appraisal process.
 Build any relevant informational materials needed for the public to understand the topic being discussed.	 Provide clear guidelines on the accountability strategy and how the information will/will not be used.
 Determine format (i.e. web-based, in person, asynchronous, live, etc.).	 Clarify how decisions/results will be shared with participants after the process ends.



OPTIONS TO EMBED EVALUATION:

Level of Engagement	Key PPCE Activities	Options to Embed Evaluation	Analysis
Consult	<ul style="list-style-type: none"> • Leaflets, posters, other informational items • Social media postings • Presentations or exhibitions • Meetings or workshops 	<ul style="list-style-type: none"> • QR code on flyer to track use of the informational materials • Website/social media analytics • Counts of informational materials distributed • Flip charts/virtual white boards • AI assisted notes from meeting/interview • Participant worksheets • Short meeting polls conducted in real-time 	<ul style="list-style-type: none"> • Simple dashboard with counts displayed on agency webpage or intranet • Summary of key themes • Dashboard of relevant meeting metrics • Dashboard of poll results displayed on agency webpage or intranet
Collaborate	<ul style="list-style-type: none"> • Web-based and asynchronous collaboration platforms • Photo voice 	All items from Consult plus: <ul style="list-style-type: none"> • Web analytics • Collaborative document • Pictures/video/drawing/map themes 	<ul style="list-style-type: none"> • Summary of key themes • Journey map/photo montage • Dashboard of relevant meeting metrics
Empower	<ul style="list-style-type: none"> • Community forums and action planning sessions 	All items from previous levels of engagement, plus: <ul style="list-style-type: none"> • Action plan document 	<ul style="list-style-type: none"> • Completed action plan • Journey map/photo montage • Dashboard of relevant meeting metrics



OUTPUTS AND OUTCOMES:

Outputs	Outcomes
<ul style="list-style-type: none"> • Clear understanding of how the agency is defining the problem. • Individuals and communities were clear about their role. • Identification of “who” has the final say or deciding authority. • List of individuals who may be affected by the decision. • Number of individuals participating in the activity. • Identification of the resources needed to conduct public participation. • Clear understanding of how the information will be used. • Identification of the level of participation. • List of relevant groups/individuals who need to be engaged. • List of relevant groups who are already engaged and can be a resource for the agency. • Any barriers to access were addressed by the agency. • Number of suggestions, recommendations, opinions included. • Understanding how communities/individuals feel about the federal government. • Understanding the reason behind unfavorable or favorable views. • Understanding if there are differences in perception based on demographics. 	<p>Short-term:</p> <ul style="list-style-type: none"> • All relevant groups and communities agree on the problem. • Meetings are accessible to all. • All communication material is accessible to all. • Resources are allocated equitably. <p>Medium and Long-term:</p> <ul style="list-style-type: none"> • Buy-in from public and relevant groups. • Agency does not overpromise participants about the influence they have on final decisions. • Agency is better prepared to conduct the participatory process. • Effective public participation process is designed. • Participants are satisfied with the process and outcomes. • The full range of perspectives needed to conduct meaningful public participation is achieved. • Changing perception of federal government. • Participants are fully aware of and understand what is being communicated. • Effective participation by individuals and community members. • Increasing trust in federal institutions. • Barriers to public participation are alleviated. • Participatory process enables people/communities to influence the decisions and actions that affect their lives.

ADDITIONAL RESOURCES:

- [Involve: Participatory Appraisal](#)