

Resilient Puerto Rico Advisory Commission Revised Draft Engagement Plan

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I. INTRODUCTION

A. Purpose of Engagement Plan

The Resilient Puerto Rico Advisory Commission (RPRAC) Engagement Plan helps to ensure that the recommendations arising from the RPRAC process reflect input from a variety of stakeholders. The plan establishes goals for the outreach effort and describes the overall approach, as well as efforts specific to a variety of key groups, such as Commissioners, Working Group members, community groups, etc. The plan also addresses scheduling, engagement, and coordination elements. The purpose of the plan is to weave various outreach activities into a coordinated process in support of the RPRAC recommendations. The plan also identifies roles and responsibilities for the various actors involved in executing the RPRAC process, providing a clear roadmap for implementation of the engagement strategy. The core engagement team is identified below.

Engagement Role	Organization
Engagement Co-Lead	Espacios Abiertos (EA)
Engagement Co-Lead	Instituto Nueva Escuela (INE)
Supporting Partner	Rockefeller Foundation / 100 Resilient Cities (100RC) / Rebuild by Design
Supporting Partner	Open Society Foundations (OSF)
Supporting Partner	AECOM

In addition, EA and INE will coordinate with several local and community organizations for implementation of the engagement plan. The Engagement Co-Leads will work with funding organizations to attempt to secure funding for any local organizations that provide support to this effort.

B. Resilient Puerto Rico Overview

The following paragraph provides a working draft project overview written in plain language, intended to be used in communications with the general public and easily understood by the layperson.

All communities rely on basic services and systems including infrastructure, housing, health, and education to go about their daily lives. Puerto Rico's systems and services were devastated by Hurricane Maria and need to be rebuilt. The purpose of the Resilient Puerto Rico Advisory Commission is to work with leaders, communities, and experts to create a set of recommendations that can help guide use of recovery dollars so that Puerto Rico is built back stronger and more resilient - physically, economically, and socially - over the long run.

What is Community Resilience?

Generally, resilience is thought of as the capacity of individuals, communities, institutions, businesses, and systems to survive, adapt, and grow no matter what kinds of chronic stresses and acute shocks they experience. Chronic stresses are factors that pressure a community on a daily or recurring basis, such as high unemployment, inequality or rolling black-outs. Shocks are typically considered single event disasters, such as floods or hurricanes.

To work with leaders, communities, and experts to create recommendations for a more resilient island, the Commission will ask questions like the following:

- Can systems be rebuilt to avoid similar failure when faced with the next hurricane? For example, can wetlands that have been degraded over time be rehabilitated to provide protection from storm surge?
- How can we all afford to continue to live here?
- Are people able to get around if they don't have a personal car?
- Do water systems provide clean water for everyone, and do they take into account projected climate impacts?
- Are communities working together and supported by long-range planning efforts?

II. ENGAGEMENT ISSUES

The team’s collective knowledge of current circumstances and engagement issues in Puerto Rico should drive RPRAC engagement goals, and subsequent engagement strategy. Key preliminary engagement issues include:

Issue	Notes
Engagement is always scalable	We can do as much or as little as we deem appropriate. What is the appropriate extent of outreach for this particular process?
Aggressive schedule	Be thoughtful in terms of how/when/who we engage given the nature of RPRAC and aggressive timeline. If RPRAC engagement cannot be as inclusive as we would like given timing, identify specific strategies in RPRAC to encourage engagement during implementation of RPRAC.
Engagement fatigue, frustration	<p>Present our understanding of resilience and planning issues based on Puerto Rico Climate Change Council State of the Climate document, the Land Use Plan, San Juan Preliminary Resilience Assessment (100 RC), economic development plans and policies and review of other docs.</p> <p>Be sensitive to the fact that there has been significant previous input from a variety of stakeholders in developing the aforementioned plans and documents. Acknowledge that we might be asking some of the same questions as before but are making every effort to not repeat previous exercises.</p> <p>Be sensitive to rural community issues and/or geographic needs for engagement. Ensure discussion/ideas are not dominated by urban, coastal centers. Identify gaps in knowledge/input and craft engagement strategy to fill them.</p>
Basic needs still need to be addressed in the island	<p>During engagement, short-term improvement needs (e.g., street repairs, home rehabilitation, water service, etc.) will likely come up. Our team needs a coordinated, consistent plan for how we deal with it. To be discussed further during logistics planning.</p> <p>Online/cell participation may not be available still to many communities/geographies and we need to take that into consideration in the recruitment tactics for our meetings.</p>
Representation	<p>Often it is only the same handful of people who show up to meetings/workshops. Make efforts to include a fully representative group of perspectives.</p> <p>Respect existing community capacities and identify productive partnerships for engagement, building on the networks already established by, and working through, local organizations.</p>

Stakeholders	Given that we need to target engagement due to time restrictions, there is a question of who to reach out to. We will begin with the network of partner organizations that EA, INE, 100RC, and OSF have identified.
Messaging of Report	Clearly communicate the purpose of commission report to set expectations and note that although focused opportunity for input at this stage, report will outline framework for longer-term community input into recovery and resilience, and how community priorities feed into future actions.

III. ENGAGEMENT GOALS

Preliminary working draft engagement goals for feedback from the group are provided below. The goals should drive engagement strategy.

Working Draft Goal	Notes
Provide multiple ways to engage diverse audiences that represent a cross-section of perspectives	Engage as many people as possible given the compressed schedule for report preparation and current conditions on the island. A meaningful process is needed that is finished in time to inform the plan. We will aim for a multi-pronged engagement process that includes technical input on the working group topics from working group members, as well as community input from as many relevant stakeholders through the community meetings.
Be sensitive to current conditions. Clearly communicate what RPRAC will achieve, why it is important, and how input will inform the RPRAC process.	<p>Be respectful of current struggles in all aspects of engagement. Include protocols for connecting distressed/upset individuals with resources (cheat sheet? Community leader present to help make those connections?). To be firmed up following focus groups.</p> <p>Identify immediate unaddressed needs that stakeholders/community may raise during RPRAC engagement and map out a plan for how we deal with them (e.g., Espacios Abiertos documents needs raised and follows-up to address them through their existing centers; develop comment sheets for immediate needs that can get forwarded to appropriate entities easily, identify point person(s) at meetings to record these comments?). To be firmed up during focus groups.</p> <p>Be able to communicate concisely how the immediate challenges people are facing are connected to the structural issues that RPRAC is trying to address. Stakeholders should be able to understand how the longer-term focus of RPRAC will help ensure that the immediate challenges they currently face</p>

	will not occur to the same magnitude if resilient rebuilding is effective.
Make it easy for people to participate.	Go to them, provide child care, provide food, provide kits/training to NGOs (Non-Governmental Organizations)/NPOs (Non-Profit Organizations) community groups to carry out parallel engagement, etc.
Use simple, clear language to ensure that engagement materials are understandable (avoid jargon).	All materials in Spanish. Bilingual versions can be made available, as needed.
Build off of previous engagement to be respectful of participants' time. Do not duplicate previous efforts.	Summarize what we know and validate.
Prioritize meaningful engagement. Identify implementable actions to support a long-term engagement framework.	Use this engagement to identify actions that will help develop a sustained engagement process through recovery and rebuilding.
Clearly explain purpose of RPRAC Report, role of Commission and Working Groups, and how these were selected.	Be able to explain what is to be achieved through the report. Explain the purpose for setting up the Commission and Working Groups and the roles they serve.

IV. FUNDAMENTALS OF ENGAGEMENT APPROACH

Based on the preliminary engagement issues and engagement goals, the following have been identified as potential fundamentals of an engagement approach:

- **Build off of what we know:** Much is known about planning/recovery/resilience issues in Puerto Rico.
- **Go to them:** Use engagement resources to go to areas with topical/geographic gaps in knowledge of issues. For example, do we need to know more about infrastructure needs in Toa Alta? Online/mobile participation may be difficult given spotty recovery of networks.
- **Partner with known leaders/established community organizations, e.g., churches:** Provide trainings, kits, resources to work with community groups/NGOs.
- **Build local capacity for community engagement:** to the degree that non-locals engage in the outreach process, ensure that part of their role is to build local capacity to run engagement processes in the future.
- **Align engagement program with local capacity:** Coordinate proactively with local leaders/groups to ensure engagement program (number, location, timing of engagement events) does not overburden groups that are currently supporting recovery efforts.

V. COMMUNICATIONS

The communications strategy will be fundamental for the success of the project and will be detailed in a separate document. However, any communications undertaken to implement this engagement plan, such as community meeting invitations or social media posts, among other items, will be consistent with the Commission Communications Strategy. Moreover, community engagement collateral, such as exhibits, PowerPoint presentations, fact sheets, among others, will utilize the branding and key messages established for the Commission process through the Communications Strategy. Specific engagement collateral will be identified in format and logistics plans as preparations for engagement activities get underway.

VI. ENGAGEMENT PROGRAMS

A. Co-chairs

Five Commission Co-Chairs were identified by the project proponents to lead the Commission process. These co-chairs are recognized leaders in Puerto Rico and represent civil society, the private sector, academia and non-governmental organizations and are representative of the diversity of interests and sectors of Puerto Rico.

Co-Chairs are expected to lead at least one, up to three, high-level commission meetings, provide strategic guidance, represent the Commission publicly, and work to focus the group to achieve the goal. All five co-chairs are expected to endorse the final recommendations of the Commission.

With guidance from the secretariat, Co-Chairs will select mechanisms for deliberation and decision making.

B. Commissioners

Commissioners are civic, community, and business leaders appointed by the Co-Chairs. As a group, the Co-Chairs will appoint approximately 20 commissioners, aiming for diversity and balanced representation.

Commissioners are responsible for the following tasks:

1. Attend all Commission meetings convened by the Co-Chairs.
2. Contribute their knowledge and technical expertise to the substantive development of the recommendations for recovery through their participation in sectoral working groups and the deliberative processes of the Commission.
3. Support the stakeholder engagement and outreach process throughout the project.
4. Serve as the de-facto project ambassadors for a broader audience and help shape public perception of the project.
5. Provide feedback on the engagement and outreach approach prior to implementation.

C. Secretariat

With support from a consultant (AECOM), the Secretariat of the Commission will be responsible for:

1. Organizing, scheduling, and facilitating Co-Chair, Commission and Working Group meetings;
2. Supporting a communications effort to ensure that the activities of the Commission are transparent, and that the process is credible;
3. Managing the community engagement effort with partners in a way that is constructive and inclusive.
4. Undertaking research in support of the Working Groups.

5. Writing and producing technical memos for each of the Working Groups and a final report containing recommendations, which the Commission will consider, edit, as appropriate, and endorse.

A project Executive Director will provide strategic guidance and coordinate and oversee all work performed by the secretariat. The Executive Director will be supported by a team of technical and management professionals.

D. Public Sector Advisory Group

Given their unique and pivotal roles in the recovery effort of Puerto Rico, the Public Sector Advisory Group will be comprised of designated representatives from the following local agencies and organizations:

1. The Governor of Puerto Rico
 - a. Governor Authorized Representative (GAR)
 - b. Representative to the Fiscal Oversight Board
2. The Puerto Rico Planning Board (PRPB)
3. The Puerto Rico Department of Natural and Environmental Resources (DNER)
4. The Puerto Rico Energy Commission (PREC)
5. The Puerto Rico Department of Transportation (PRDT)
6. The Puerto Rico Department of Housing (PRDH)
7. The Puerto Rico Department of Health (PRDHe)
8. The Puerto Rico Institute of Statistics (PRIS)
9. The Puerto Rico Port Authority (PRPA)
10. The Puerto Rico Telecommunications Regulatory Board (PRTRB)
11. The Puerto Rico Department of Economic Development and Commerce (DEDC)
12. The Puerto Rico Federation of Mayors
 - a. Urban municipality
 - b. Rural municipality
13. The Puerto Rico Association of Mayors
 - a. Urban municipality
 - b. Rural municipality
14. Federal Government representation
 - a. Federal Emergency Management Agency (FEMA)
 - b. Department of Housing and Urban Development (HUD)

The GAR is the hands-on figure addressing emergency management and the recovery process in Puerto Rico, while the Representative to the Fiscal Oversight Board can provide input on the fiscal possibilities in the island. The PRPB is the agency in charge of planning future infrastructure investment, as well as overseeing all land use planning in Puerto Rico. The DNER was included because it is the policy-enacting agency regarding all natural resources in Puerto Rico (including water resources), while it is also responsible for all the flood control projects in the island. PREC has the responsibility of enacting energy policy for the island; given its relatively recent creation, including this agency in the project can strengthen their roles in leading a new direction in energy policy for Puerto Rico. DTPW,

PRDH, and PRDHe are the agencies that oversee all policy pertaining to transportation, housing, and health, respectively.

To avoid any perception of political bias, municipal representation will be requested from the Puerto Rico Association of Mayors (which is adhered to the pro-commonwealth party) and the Puerto Rico Federation of Mayors (adhered to the pro-statehood party). Both organizations will be requested to submit representation from urban and rural municipalities.

Understanding that the structure of the recovery is dynamic, the five co-chairs collectively have the ability to designate additional public-sector representatives over time. In order to best consider current institutional capacity in Puerto Rico, The Public Sector Advisory Group will provide timely input to the secretariat and working groups regarding the implementation and feasibility of the recommendations for recovery.

E. Working Groups

The purpose of the Working Groups is to convene technical experts and other key stakeholders, such as professional organizations, to provide input to the Commission for developing recommendations, taking into account input received through the community meetings, described below. Working Group members will be identified by the Commission, with the support of the secretariat, and appointed by the Commission. Commissioners with expertise in one or more of the aforementioned sectoral areas will be asked to participate in the respective Working Group(s). The secretariat will support all technical and drafting work of each Working Group. Each Working Group will be led by co-chairs that liaise closely with the secretariat.

The Working Groups will focus on key sectors that are not mutually exclusive in their scope, but are sufficiently discrete to warrant a stand-alone group. The Working Groups will cover:

- Energy
- Economic Development
- Housing
- Physical Infrastructure
- Natural Infrastructure
- Health, Education and Social Services

There are three cross-cutting issues that stem from Arup & Rockefeller Foundation City Resilience Framework. Working Group discussions within all six themes must address and reflect the main principles presented on each issue. The cross-cutting issues will strengthen the discussions and recommendations resulting from each Working Group.

- Leadership
- Equity and Empowerment
- Acute and Chronic Risk Reduction

Working Groups will convene three times, as described in the table below.

Meeting	Convening	Anticipated Topic
#1	Working Groups convene individually for day-long meetings, with breakouts for specific sub-topic areas as needed.	Confirm WG charge, objectives, tentative meeting schedule. Presentation of issues for feedback and identification of goals and priorities. What are opportunities and what are potential funding sources for these opportunities?
#2	Working Groups meet individually for second time.	Feeding from the recommendations and input provided by community engagement activities, refine opportunities through a resilience lens to develop Draft Recommendations.
#3	Working Groups convene individually for final meetings.	Review Final Draft Report

Working Group Roles and Responsibilities

Responsibility	Party
Finalize Working Group selection criteria and composition. Identify perspectives that should be considered (social services, housing, etc.) and consider equity in terms of gender, age, educational level, ethnicity, geographic representation, among others.	Co-chairs and Commission
Set meeting agendas and devise format for productive discussions	Secretariat with Working Group Co-chairs
Facilitate meetings	Secretariat and Local Supporting Organizations, with AECOM assistance
Note taking during meetings	Secretariat
Prepare equipment and technology for meetings	Secretariat
Meeting materials: boards, presentations, exhibits, handouts, maps	AECOM, with review and comment by Secretariat.

Registration Table/Participant check-in and assistance	Secretariat, EA and INE
Meal/snacks	Secretariat
Facility reservations and coordination	Secretariat
Post-Meeting Debriefs	Secretariat and Local Supporting Organizations, with AECOM assistance
General support of the broader community engagement events, such as Participatory Photography and Listening Sessions. Coordination with community groups and schools to help schedule engagement activities and identify local partner organizations.	Secretariat, INE, EA

F. Three Rounds of Community Engagement Events

It is anticipated that three rounds of community outreach events will be held in 6 distinct locations across the island, within each of the regions identified in the map below. Activities will be planned to promote welcoming, inclusive environments, encouraging participation from a diversity of perspectives. Materials and discussion guides will be presented in a simple, easy-to-understand manner and participants will not be expected to digest jargon or technical concepts as a prerequisite to providing input.

Prior to initiating any engagement activities, a simple fact sheet will be developed that includes the following:

- Purpose of the RPRAC process; overview of concepts such as rebuilding, recovery, and resilience
- Opportunities for community input
- How community input will inform the recommendations of the RPRAC
- Graphic timeline depicting the technical steps of the RPRAC process and the associated engagement steps, and how the engagement input will inform decision-making

Functional Regions in Puerto Rico Outreach and Engagement

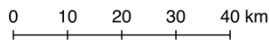
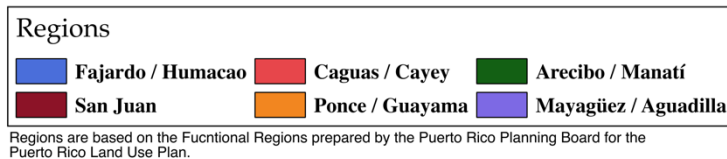
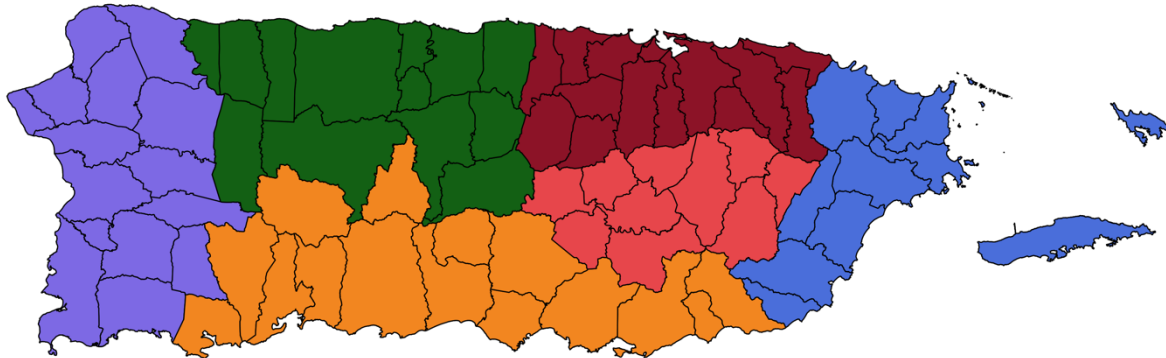


FIG. 2017.

Round 1 Community Engagement Activities

Youth Participatory Photography – Part I

This activity is loosely based on Community-Based Participatory Research (CPBR) and participatory photography frameworks, which are intended to empower communities to identify and frame the issues most relevant to them without using technical jargon.

It is anticipated that the Part I of the Youth Participatory Photography activity would touch on the following:

- Introduce RPRAC and why it is relevant to students
 - How can students be involved and how will the outcomes inform RPRAC recommendations?
- Introduce Participatory Photography activity – distribute guides and digital cameras
 - What is participatory photography?
 - What is planning? What is rebuilding? What is recovery? What is resilience? [Provide these definitions, but also ask students to think about how they would define these terms for their community.]
 - Keep these questions in mind as you take photos with your friends, teachers, family, etc.:
 - What do you **like** about your community, and Puerto Rico?
 - What aspect of your community are you **most proud of**?

- What should there be **more** of?
- What should there be **less** of in your community?
- What is rebuilding in your community? What is recovery in your community? What is resilience in your community?
- Take photos over the next 2 weeks and we will display them during our second Participatory Photography session. Please ask your family, friends, and neighbors to join you in taking the photos and/or thinking about what the photos mean to your community. And note that the second session will be a forum presenting and discussing your photos, so we hope your parents and/or other family members can attend with you.
 - Label your photos with answers to the questions above.

It is anticipated that the participatory photography activity will be carried out at 1 school within each of the 6 regions, with approximately 60 students participating at each school. However, this approach will be refined during logistics planning. The activity will be organized in a manner that maximizes the diversity of ages and socioeconomic backgrounds of participants. If possible, the activity will be carried out throughout elementary, middle, and high schools.

In addition, EA, INE, and AECOM will coordinate to see if the participatory photography program can be expanded and led by other potential engagement partner organizations.

Video Diaries/Community Storytelling

Video diaries will capture additional perspectives of people that may not be inclined and/or able to participate in formal outreach events. Video diaries provide community members a relaxed opportunity to express what is important to them about their community. Through posting the videos to the project website, video diaries also provide a creative platform for community members to share their stories and capture key messages in a way that is appealing to a broad audience.

The videos will likely be created by interviewing participants in community gathering places, schools, markets, EA distribution centers, and other high-traffic locations; however, the details will be refined when logistics planning gets underway. Interviewers will use their own words to engage participants and ask follow-up questions in an effort to tease out as much input as possible from participants. The discussion topics below are meant to be used as a loose guide for informal conversations about recovery and resilience.

- What are you most proud of when you think about your community or Puerto Rico?
- Please tell us about your community's experience following the hurricane. How have you and/or your organization been involved?
- How could your community be better prepared for a natural disaster in the future?
- In thinking about rebuilding, recovery, and resilience, what is important to you and your community?

Round 2 Community Engagement Activities

Community input provided during the Round 2 Engagement Activities, described below, will be summarized and presented to the Working Groups during the second round of Working Group meetings. The Working Group members will consider this community input as they provide feedback on RPRAC draft recommendations.

Focus Groups “Grupos de Voces”

The purpose of the focus groups is to efficiently understand recovery, resilience, and engagement issues and opportunities. The engagement activities for Rounds 1 and 2 may be modified based on the outcomes of the Focus Groups.

It is anticipated that one focus group will be held in each of 6 regions across the island. An additional focus group would convene organizations that provide an island-wide reach and/or perspective (examples of such organizations include Agenda Ciudadana, Red de Fundaciones, La Red de Solidaridad, Para la Naturaleza, Movimiento de Una Sola Voz, among others). It is anticipated that approximately 15 to 20 participants will attend each of the focus group meetings. EA will work with local partner organizations to lead the meetings, with support from AECOM as needed. In addition, EA will partner with organizations with strong networks, such as IDEBAJO, PECES, and G-8, to help maximize participation in the focus groups. Focus group participants should represent a diversity of perspectives, such as youth, seniors, social service providers, recovery workers, educators, among others.

Guiding questions for the focus groups will be refined through discussions between EA, AECOM, and local partner organizations, but could touch on the following:

- Please tell us about your community’s experience following the hurricane. How have you and/or your organization been involved?
- There is still much work to be done to rebuild the community, and Puerto Rico. What needs to happen to rebuild your community better, and make it more resilient to potential future natural disasters? How could the community be better prepared for a natural disaster? How can the community be rebuilt in a way that makes it less likely to be impacted as severely by disasters and how could it be rebuilt better (more resilient)?
- What do you like about your community?
- What needs to be improved?
- What challenges do you experience taking care of yourself and your family?
- Is there anything else you would like us to keep in mind as we move forward?

Youth Participatory Photography – Part II

During Part II of the Youth Participatory Photography activity, the engagement team will return to the 6 schools to hold a forum discussion and photo exhibit. Parents and other family members will be invited to this session to obtain input from them as well. Two options for the forum are presented below and one option will be selected as logistics planning gets underway.

Option 1: The engagement team will review photos with groups of students and hold a discussion regarding why they chose certain photographs. Notes will be taken on key discussion themes. If feasible, the photos will be displayed at the location of the Listening Sessions/Interviews to prompt additional discussion by the community.

Option 2: Students label their photos with responses to the guiding questions and the photos are exhibited in a community space, such as the location of the interviews. (See Quick Hit Engagement notes below for additional detail.) Group discussions will be held regarding what the photos mean to students, family members, and the community more broadly.

Quick Hit Engagement Activities

These activities are designed as opportunities for people to provide quick, easy input on their terms in a relaxed environment. The Quick Hit Engagement Activities will be refined during logistics planning, but could include activities such as the following:

- Have photos from participatory photography activity on display sheets, organized by major themes (such as need for housing that is more resistant to hurricane impacts, storm-water systems with greater capacities, etc.) and ask people to indicate with dots what is most important to them, or add to the list if they think something is missing. The display sheets could be included in the appendices to the engagement summaries and the relative dot placement would provide a quick visual summary of the themes of most importance.
- Have large maps of communities, and the island, available and have sharpies and post-its for people to jot down their concerns and ideas. Also have a big sheet of paper with one prompting question, such as, “What do you want your community to be like in 5 years?” OR “Resilience is typically defined as the capacity of individuals, communities, institutions, businesses, and systems within a city to survive, adapt, and grow no matter what kinds of chronic stresses and acute shocks they experience. What would resilience look like in your community?” People can write their ideas on post-its and stick them to the paper.

Round 3 Community Engagement Activities

Resilience Planning Toolkit for Community Groups and Local Engagement Entities

A Resilience Planning Toolkit will be prepared as part of the RPRAC process. The toolkit could be used by EA and INE, and other partner organizations or community groups, to help guide communities in implementation of the RPRAC recommendations and to ensure sustained, meaningful community participation following completion of the RPRAC Report. The toolkit would be prepared by AECOM, under the direction of the Secretariat and engagement partners. The desired contents of the guide would be identified during Round 1 and Round 2 engagement activities, but it is anticipated to identify a process for further community input into the recovery process, the framework by which that information gets to decision-makers and funders, a framework for policy updates, and the process by which recommendations get implemented. It could also include models for neighborhood community preparedness for consideration for use by communities, if desired by EA. It may not be contained within the Commission’s report, but created as a separate document for use by

communities following completion of the report. Citizen participation training could be conducted in association with the delivery of this guide, if desired.

“Report Back” Town Hall Meetings

AECOM will provide materials (exhibits, such as PowerPoints and/or display boards) that can be used by EA and local engagement partners in leading “Report Back” meetings in 6 communities across the island, potentially including the schools that participated in the participatory photography activities. Commissioners will play an active role at these meetings.

The following topics are anticipated to be discussed at the meetings:

- Thank communities for their involvement.
- Reporting back on what was heard during Round 1 and 2 engagement activities, what the recommendations are that came out of RPRAC, and how communities’ input informed the recommendations.

These are the next steps for rebuilding, recovery, and resilience, and the associated citizen participation. How would you like to be involved over the long-term? How can your involvement be supported? The format of these meetings would be determined following Round 2 engagement activities.

G. Summary of Community Input

A Community Input Summary will be prepared following completion of the Round 2 engagement activities. The Community Input Summary will identify major discussion themes from all Round 1 and Round 2 engagement activities, and all the specific community input (such as focus group notes and student photos from participatory photography) will be included in appendices for easy reference. Community input will not be analyzed quantitatively since the engagement is a snapshot of input from particular communities and should not be extrapolated out broadly as being representative of Puerto Rico as a whole as you might with a statistically valid survey, for example. It is anticipated that community engagement summaries would address the following topics:

- Summary Organization
- Brief Overview of RPRAC
- Brief Summary of Previous RPRAC Community Engagement, as appropriate
- Description of Engagement Activities: objectives, communication and notification, schedule and attendance, event format and activities
- Community Input / Major Themes
- Appendices: verbatim community input (interview notes, photos with labels, marked up maps, individual projects/improvements, etc.), meeting materials

H. Process for Documenting Projects/Immediate Needs

Immediate community needs and/or suggested community projects that are identified by participants at community meetings will be recorded on maps and/or interview notes and included in Community Input Summaries so that these requests can be directed to the appropriate entity. However, it will be clearly communicated at engagement events that the

Commission process will not address or implement individual projects, but that the lists will be maintained and made available to the appropriate entity once funding becomes available for individual projects/improvements.

In addition, it is anticipated that meeting participants may still be struggling with the impacts of the hurricane. The engagement team will coordinate to have points of contact present at engagement events to assist participants with disaster recovery paperwork and access to resources, and will track these items in a separate log. These requests for recovery assistance would not be part of the Community Meeting Summaries.