

RESPONSE Citizen Guideline Sheet

How to engage stakeholders in marine pollution preparedness and response

About the RESPONSE project

RESPONSE brings together partners from across the Black Sea region with the aim of strengthening preparedness and response to marine pollution. Through stakeholder collaboration, RESPONSE develops and tests practical training programmes, tools and guidelines to help organisations develop skills, share knowledge and respond more effectively.

Who is this guideline sheet intended for?

Organisations, local authorities, NGOs, researchers, educators, and community groups seeking to develop or improve training in marine pollution preparedness and response.

How can stakeholder engagement help you?

Involving people who are affected by marine pollution, who have relevant knowledge, or who are responsible for taking action helps you to understand the real needs and develop practical solutions. These seven steps can help you bring together different perspectives and gain support for joint action.



1. Define your purpose

Decide what you want to achieve and how participants can influence the outcome. Explain clearly what is open for discussion and how their input will be used.



2. Identify who should be involved

Identify relevant authorities, organisations, businesses, researchers, and community groups. Include people affected by the issue and seek perspectives that may otherwise be overlooked.



3. Make participation easy

Send clear invitations explaining the purpose, expected contribution, and time required. Choose accessible venues or online formats, use plain language, and consider language and other participation needs.



4. Prepare a focused discussion

Share a short introduction and a few clear questions in advance. Choose a suitable method, such as interviews, surveys, small-group discussions, or an interactive workshop.



5. Listen and develop ideas together

Give everyone space to contribute and use a moderator to keep the discussion focused and balanced. Explore needs, barriers, and possible solutions, recording both shared priorities and different views.



6. Use the input and report back

Review participants' contributions and use them to improve your training, plan, or proposed actions. Share a short summary explaining what changed, what could not be included, and why.



7. Agree on next steps and stay connected

Decide what you want to achieve and how participants can influence the outcome. Explain clearly what is open for discussion and how their input will be used.

Get started!

Choose a specific issue, identify who needs to be involved, and prepare a few targeted questions. Start with something easier to manage and use the feedback to plan your next steps.

Explore the RESPONSE Replication Guide and Regional Action Plan at www.response-project.com for further guidance and examples.



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