

Activity 1: Using the USEPA Public Participation Toolkit

You have just learned about the USEPA Public Participation Toolkit. A copy of the Toolkit is in your workshop folder, and you also should have received a USB drive with an electronic copy of the Toolkit. The objective of this activity is to use the Toolkit to design several key components of a possible public participation project.

Working in groups of 3-4, follow the instructions below. Use the Toolkit as a reference. When you are done with the activity, we will come back together as a large group. Each of the small groups will give a 3-5 minute presentation that summarizes their case study and approach to public participation.

Select a Case Study. Identify a project or program that someone in your group is currently facing for which public input could be important for overall success:

- Pick a project/program that can be easily described
- Make sure the public has an identifiable opportunity to influence the outcome of the decision
- Describe the project to your entire group so everyone can understand the scope.

Task 1. Situation Assessment

Discuss the case study to identify:

- What opportunities exist for public input to the decision?
- What are the constraints and limitations of the agency in working with the public?
- What key stakeholder groups and perspectives need to be involved?

Where to Look in the Toolkit: Situation Assessment, Planning Steps 1 and 2, pages X-X

Task 2. Level of Participation

Identify the appropriate level of public participation for this project:

- Select the level that best fits the expectations for public participation on this project/program
- What kinds of messages should you use in your promise to the public to help establish clear expectations?

Where to Look in the Toolkit: Selecting the Right Level, Planning Step 3, pages X-X

Task 3. Plan an Activity

Select an activity to communicate an important part of the project/program to the public:

- Identify an important communication objective of the project/program
- Look for an appropriate tool to engage the public
- Discuss how you would apply that tool to this situation and the key messages you would seek to communicate

Where to Look in the Toolkit: Tools to Inform the Public, pages X-X

Presentation. Select 1-2 members of your group to give a 3-5 minute presentation on your case study and approach to public participation. You will make this presentation to all of the workshop participants. Include the following information in your presentation:

- Description of your case study project or program
- Opportunities and constraints for public input on your project/program
- Range of stakeholders you will need to engage
- Expected level of public participation
- Key messages you want to communicate to the public