





# Co-op Program Committee

## ENGAGEMENT PRINCIPLES

Principles	Co-op Program Committee Role	Outcome
<b><i>We know why we are engaging</i></b>	<ul style="list-style-type: none"> <li>• We are fully briefed on projects</li> <li>• We assess engagement against an agreed set of criteria</li> <li>• We ensure the level of engagement is appropriate</li> </ul>	Engagement is meaningful
<b><i>We engage in ways that are appropriate</i></b>	<p>Our engagement is:</p> <ul style="list-style-type: none"> <li>• Genuine</li> <li>• Inclusive</li> <li>• Timely</li> <li>• Respectful</li> <li>• We acknowledge history</li> <li>• We see co-ops as partners</li> <li>• We use funds efficiently</li> </ul>	Engagement is impactful
<b><i>We learn from ourselves and others</i></b>	<ul style="list-style-type: none"> <li>• We evaluate engagement, building on success and learning from challenges</li> <li>• We reach out to other members based organisations and share learnings</li> </ul>	<p>Engagement is of a high quality.</p> <p>Capacity of CPC members increases.</p>
<b><i>We communicate the outcomes and impact of engagement</i></b>	<ul style="list-style-type: none"> <li>• We communicate with members</li> </ul>	Members know how their feedback has been used.
<b><i>We base our recommendations on evidence</i></b>	<ul style="list-style-type: none"> <li>• We make recommendations based on the findings of engagement</li> </ul>	<p>Engagement leads to better decisions.</p> <p>Member voice has more impact.</p>

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## ENGAGEMENT PROCESS

Phases of engagement	Co-op Program Committee	CEHL	Engagement resource
 <p><b>Scoping</b></p>	<ul style="list-style-type: none"> <li>Identify project that requires input from members</li> <li>Provide feedback and advice on draft Expression of Interest (EOI)</li> <li>Assess against criteria to determine level of engagement needed</li> </ul>	<ul style="list-style-type: none"> <li>Identify project that requires input from members</li> <li>Draft EOI and allocate resources, brief CPC</li> <li>Finalise EOI or project brief</li> </ul>	<ul style="list-style-type: none"> <li>Internal resources are mobilised</li> <li>Respond to EOI (external)</li> </ul>
 <p><b>Design</b></p>	<ul style="list-style-type: none"> <li>Assess engagement plan against agreed principles</li> <li>Provide feedback on draft engagement plan</li> <li>Consider how CPC can support or participate in engagement delivery</li> </ul>	<ul style="list-style-type: none"> <li>Assess EOIs and appoint engagement resource</li> <li>Provide feedback on draft engagement plan</li> </ul>	<ul style="list-style-type: none"> <li>Prepare draft engagement plan</li> <li>Present engagement plan to CPC</li> <li>Finalise engagement plan based on feedback received from CEHL and CPC</li> <li>Share final engagement plan with CEHL and CPC</li> </ul>
 <p><b>Delivery</b></p>	<ul style="list-style-type: none"> <li>Support delivery of engagement i.e. promotional video or attending sessions as support facilitator or participant</li> </ul>	<ul style="list-style-type: none"> <li>Support delivery of engagements as needed i.e. promotion</li> </ul>	<ul style="list-style-type: none"> <li>Deliver engagement in line with plan</li> <li>Report delivery progress to CEHL and CPC</li> </ul>
 <p><b>Reporting + Recommendations</b></p>	<ul style="list-style-type: none"> <li>Assess engagement deliver against agreed principles and record process improvement opportunities</li> <li>Provide feedback on engagement findings report</li> <li>Make recommendations to CEHL Board if required</li> </ul>	<ul style="list-style-type: none"> <li>Provide feedback on engagement findings report</li> <li>Make recommendations to CEHL Board based on final report</li> </ul>	<ul style="list-style-type: none"> <li>Prepare draft engagement findings report</li> <li>Present draft engagement findings report to CPC</li> <li>Finalise draft engagement findings report based on feedback received</li> </ul>