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MS2 Project-wide published stakeholder engagement plan

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MS2 Stakeholder Engagement Plan

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Summary

This document outlines the Stakeholder Engagement Plan for the Biodiversity Meets Data project. The project is committed to delivering a Single Access Point underpinned by data resources and Virtual Research Environments that are co-produced with stakeholders to ensure that these products meet end-user needs and capacities. This document provides detailed guidelines on stakeholder engagement processes, principles and practices that will be applied across project teams. The guidance and methods outlined in this document will be mobilised to ensure that the project maximises stakeholder involvement in the co-design of the project and its outputs, while minimising the likelihood of stakeholder fatigue.

List of Abbreviations

BMD	Biodiversity Meets Data
DEI	Diversity, Equity & Inclusion
EU	European Union
KPI	Key Performance Indicator
MS	Milestone
PCT	Project Coordination Team
RBGE	Royal Botanic Garden Edinburgh
RRI	Responsible Research & Innovation
SAP	Single Access Point
SEP	Stakeholder Engagement Plan
VRE	Virtual Research Environment

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Biodiversity Meets Data: About the Project

Biodiversity Meets Data (BMD) will develop a cutting-edge, advanced Single Access Point (SAP) that operates as an in-depth digital toolbox for managers of natural resources, policy-makers and the wider stakeholder landscape. BMD provides access to these tools for high-throughput biodiversity mapping (status), monitoring (trend analysis) and projection (future outcome) of species and habitats across the terrestrial, freshwater and marine realms, plus tools for the mobilisation of base-line and legacy biodiversity data to FAIR data aggregators. The toolbox is equipped with a suite of Virtual Research Environments (VREs) that are co-designed with the stakeholder community to deliver biodiversity assessments, biodiversity change analyses, identification of drivers of change, and projections to future climatic and land cover scenarios at local, regional, national and European scales. The tools are essential for the planning and expansion, management and restoration of protected areas as they provide near real-time biodiversity monitoring data to assess the conservation status of species and habitats.





MS2 Stakeholder Engagement Plan

1. Introduction

This report outlines the Stakeholder Engagement Plan (SEP) for the Biodiversity Meets Data (BMD) project. Building on the stakeholder mapping and analysis work to date, the SEP details the approach to identifying, selecting and engaging with stakeholders and the underpinning principles that will inform all engagement activities through the project lifecycle. With this in mind, the SEP acts not only as a record of the stakeholder engagement methodology being applied by BMD, but also acts as a set of guidelines that the BMD team will utilise to ensure that good practice is maintained and that the active involvement of relevant parties is prioritised throughout the duration of the project. The BMD team is committed to using a participatory ‘co-design’ approach for the delivery of the project objectives and outputs (as highlighted in the project grant agreement). The SEP will therefore be a ‘living document’, with updated versions produced where appropriate to reflect the incorporation of new knowledge, feedback and insights from stakeholders.

The SEP aims to provide clear guidance on how BMD will mobilise an ethical, participatory and adaptive approach to stakeholder engagement. The structure of the document is as follows:

- **Introduction:** details the purpose of the SEP, the rationale for engaging stakeholders in the BMD project, and a note on terminology, ethics and GDPR.
- **Stakeholder Mapping & Analysis:** summarises the stakeholder mapping methodology that underpins the creation of the stakeholder database, and the project’s tailored stakeholder typology.
- **Principles of Engagement & Communication Plan:** outlines the good practice principles for engaging with stakeholders, the Diversity, Equity and Inclusion (DEI) considerations, and a description of the relevant modes and channels of engagement.
- **Engagement Activities & Timeline:** outlines the planned co-design activities in which stakeholder participation will be facilitated.
- **Monitoring, Evaluation & Adaptive Management:** details the approach to tracking and improving stakeholder engagement using a set of bespoke key performance indicators (KPIs) and reflects on engagement-related risks and mitigation strategies.
- **Conclusion:** reflects on the project’s adaptive approach to stakeholder engagement, highlights related project documentation and provides details on who to contact for queries relating to this document.

Rationale for Engaging Stakeholders in BMD

Effective stakeholder engagement is essential throughout all stages of the BMD project. The project grant agreement emphasises that stakeholder participation will be facilitated from the early stages of the project and throughout the design and delivery of the Single Access Point (SAP) and the underpinning Virtual Research Environments (VREs): *“For maximum impact the project is co-designed with stakeholders, embedding their active participation throughout the project lifecycle”* (BMD Project, 2024, p21). In other words, the SAP and VREs are not produced by the BMD team in isolation but are “co-designed with the stakeholder community” (BMD Project, 2024, p2) to ensure that the designed functionality and user interfaces align with the needs and capabilities of those intended to apply the





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tools in their work (see Table 1 for further details on the engagement criteria and objectives as outlined in the grant agreement).

As understanding stakeholder knowledge, priorities and capabilities is essential to determining the design and successful implementation of the SAP and underpinning VREs, the project's approach to engaging with stakeholders must create the basis for a "long-term relationship where the parties develop mutual trust and respect as they learn from each other to negotiate potential solutions" (Reed, 2008, p.6). Ensuring an ethical, effective and consistent approach to engaging with stakeholders across project teams from the start is therefore critical to fostering lasting and meaningful dialogue between stakeholders and the project. Establishing such an approach to engagement is also beneficial for the following reasons:

- Minimising a sense of pressure, obligation and fatigue while maximising meaningful, voluntary and lasting participation
- Maintaining research integrity and building trust with stakeholders
- Ensuring accurate and clear communication with stakeholders and within project teams
- Ensuring Diversity, Equity and Inclusion (DEI) is fostered throughout engagement activities
- Managing expectations
- Monitoring and evaluating successful engagements and challenges faced
- Ensuring a non-extractive and participatory approach to involvement in the project

Table 1: Scope, Rationale & Criteria for BMD Stakeholder Engagement Activities (adapted from Wooldridge et al. (2025, pp. 10) & BMD Project, 2024, pp. 21-22)

Scope (Who)	<p>The project will engage stakeholders with:</p> <ul style="list-style-type: none"> • "direct and immediate responsibilities for protected site management" • "direct requirement to meet (inter)national obligations under the European regulatory framework, including the EU Biodiversity Strategy for 2030, the Nature Directives, and including Natura 2000 reporting (SACs, SPAs and Emerald Network sites)"
Rationale (Why)	<p>The project seeks to generate impact for stakeholders and incorporate stakeholder participation and insights throughout its lifecycle. The rationale for engaging stakeholders is underpinned by the following priorities:</p> <ul style="list-style-type: none"> • "stakeholders actively contribute from the design to delivery" • "the project's main outcomes fulfil the needs and expectations of communities of practice and wider groups of interest"
Criteria (How)	<p>The project grant agreement outlines 5 necessary criteria that the stakeholder engagement work will adhere to:</p> <ul style="list-style-type: none"> • "an ethical commitment to diversity and inclusivity" • "a stakeholder engagement plan that maximises co-design and minimises fatigue" • "a focus on stakeholder-led user stories to shape project delivery" • "maximised opportunity for stakeholder contributions to data harvesting and





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	<p>analytical solutions for problem-solving”</p> <ul style="list-style-type: none"> • “a Single Access Point that is designed around stakeholder requirements and capabilities”
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Note on Terminology & Definitions

“Stakeholders”

There are many definitions of “stakeholder engagement” and “stakeholders” with varying histories, contexts of use, disciplinary preferences, and associated socio-political implications that should be acknowledged by researchers in any participatory process (Reed et al., 2024). “Relevant parties” is one possible, more neutral, alternative term to “stakeholders” (Reed et al., 2024). For the time being, the BMD project will use the terms ‘stakeholders’ and ‘relevant parties’ interchangeably due to the interdisciplinary nature of the BMD team. Stakeholders, or relevant parties, can be understood as “persons or groups who are directly or indirectly affected by a project, as well as those who may have interests in a project and/or the ability to influence its outcome, either positively or negatively.” (Sequiera and Warner, 2007, p.10).

“Stakeholder Engagement”

Stakeholder engagement can be described as “efforts to ensure that individuals and groups and organisations have the opportunity to take part in the decision-making and implementation processes that affect them or in which they have an interest” (OECD, 2015, p. 32).

“Users”

Additionally, the project grant agreement frequently mentions the term “users” when describing the project’s primary target stakeholder group: site managers and policy-makers. “Users” or “end-users” are the stakeholders that are envisioned to utilise and apply the SAP and underpinning VREs in their management practices and decision-making. It is envisaged that most of the BMD stakeholders will be potential end-users of the SAP, but there may be other beneficiaries and SAP users (e.g. third-party academic researchers, private enterprise) that are not part of BMD’s stakeholder-led project-design.

Technical Terminology

The BMD team recognises that terminology is often saturated with multiple meanings, histories and interpretations. Additionally, the BMD team recognises that terms such ‘Single Access Point’ and ‘Virtual Research Environment’ while serving the technical design purpose may not be well understood or received by stakeholders in the project. The BMD team will actively work to foster a culture of respect, adaptability and open dialogue to ensure that all project activities are both ethical and inclusive, and are open to moving away from these working definitions and terms in order to best suit the needs and capacities of stakeholders.





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Note on Ethics & GDPR

This document provides formal guidance for stakeholder engagement in the BMD project, and outlines a set of good practice guidelines for engaging with stakeholders. This document is informed by the ongoing iterative stakeholder mapping and analysis work (MS1), the BMD Project Handbook (D8.1), the project's Code of Conduct, and the Royal Botanic Garden Edinburgh (RBGE) Research Ethics Policy.

The stakeholder engagement work will uphold EU standards for research ethics and is under review by RBGE's Ethical Review Committee. The SEP upholds the same Ethical and GDPR standards as outlined in the BMD Project Handbook (D8.1).





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2. Stakeholder Mapping & Analysis

Stakeholder mapping and analysis involves a series of activities through which stakeholders are identified, categorised, and selected for participation in defined project activities. The BMD project implements stakeholder mapping and analysis as a deliberative, systematic and iterative process. Through this process the representation of stakeholders is regularly evaluated to make visible any emerging biases or gaps in the group of relevant parties the project engages with.

The stakeholder mapping task commenced as part of MS1 “Initial Phase of Stakeholder Mapping”, and the findings from this task and further iterations of mapping and analysis inform the stakeholder engagement approaches outlined in this SEP. This mapping work resulted in a large stakeholder database composed of a range of individuals and organisations that are Natura 2000 site managers, therefore reflecting the stakeholder network that the project seeks to engage with (i.e. pan-European natural site managers working in or across the terrestrial, freshwater and marine realms). A milestone report (Wooldridge et al., 2025) and summary infographic were produced describing the findings from the initial phase of stakeholder mapping, followed by an additional infographic summarising the second iteration of mapping and analysis. A brief overview of the stakeholder mapping process and the key findings are described in this section. Further information on the stakeholder mapping methodology and findings can be found in the MS1 report (Wooldridge et al., 2025).

BMD’s stakeholder mapping and analysis process aimed to:

- Outline a deliberative, systematic and iterative approach to identifying and selecting stakeholders for inclusion in co-design activities, in line with the project objectives and outcomes as defined by the grant agreement.
- Foster a culture of participation, ensuring decisions are transparent and collaborative, utilising the expertise and experiences from all teams in the BMD consortium.
- Produce a comprehensive stakeholder database drawing on existing networks associated with BMD consortium members (e.g. Eurosite, LTER sites) and available data on target stakeholders (Natura 2000 site managers).
- Produce a stakeholder typology for the categorisation of relevant parties into 2 groups: referred to in the grant agreement as “Tier 1” and “Tier 2”.
- Create a baseline understanding of the composition of the potential stakeholder network across realms, geographies and organisation types to inform future evaluation and reporting of KPIs.

Stakeholder Mapping Process

The BMD stakeholder mapping process consists of 6 steps (see Figure 1), which have been adapted from the Reed et al. (2025) “3i Framework” for stakeholder selection and analysis. Reed et al.’s (2025) framework includes five steps for stakeholder mapping and analysis: define, identify, rate, discuss, and categorise. For the purposes of the BMD project, this framework has been simplified and an additional “snowballing” step has been included to reflect the iterative nature of the project’s approach to stakeholder engagement which is informed by the fields of participatory research, design thinking and adaptive management. It is anticipated that due to the large number of stakeholders the project seeks to engage across multiple geographies, scales, realms and organisational domains, the stakeholder network

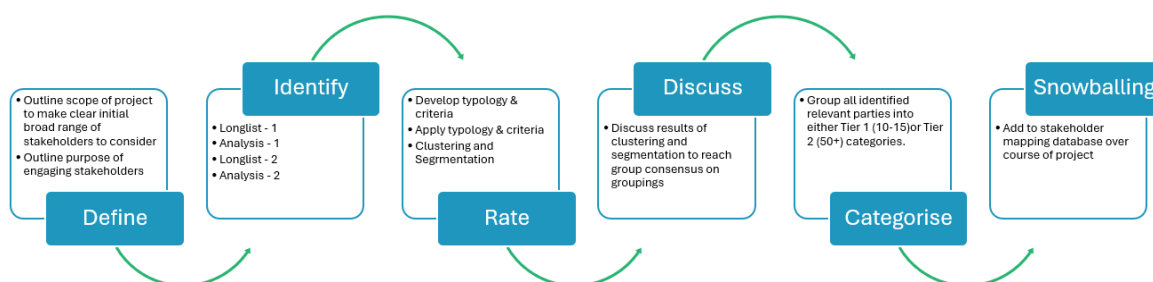




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will change over time as the capacity and availability of stakeholders to participate in activities will vary significantly. “Snowballing” will therefore occur at multiple stages throughout the project lifecycle, allowing for additional stakeholders to be incorporated into the network as a result of new connections that emerge via BMD workshops, events and activities.

Figure 1: Stakeholder Mapping Process Overview (adaptation of Reed et al. (2025) “3i” Framework)



The stakeholder mapping work is summarised below:

- **Define:** the rationale (why engagement is necessary) and the scope (who to engage) was determined by the project grant agreement. The BMD project aims to facilitate “a more functional, intuitive and efficient biodiversity monitoring leading to a better implementation of the nature directives by the implementation of high-throughput methods” (BMD Project, 2024, p.2). The primary stakeholders for the BMD project are therefore broadly identified as Europe’s natural resource managers, with a particular focus on Natura 2000 site managers due to their reporting and management roles and responsibilities under the EU Nature Directives.
- **Identify:** a longlist of stakeholders in the broad category of “Europe’s Natural Resource Managers” and the more specific subcategory of “Natura 2000 site managers” was produced in a shared Excel file (see Annex for more details). *Longlisting 1* and *Analysis 1* involved creating an initial longlist of potential BMD stakeholders based on Eurosite’s network of natural site managers, and analysing this list to explore the overall representation across geographies and organisation type. *Longlisting 2* and *Analysis 2* involved inviting colleagues across the BMD consortium to add to this initial list based on their own networks and known Natura 2000 site managers, followed by a second round of analysis to explore the representation of stakeholders in the list across geographies, organisation types and realms.
- **Rate:** a small group of representatives from different work packages across the BMD project were invited to participate in an internal deliberative workshop to agree clear criteria for categorising stakeholders into the Tier 1 (Stakeholder Panel) group or Tier 2 (Stakeholder Community) group. Following the creation of this typology, the criteria were applied to each stakeholder recorded in the database, and each stakeholder was assigned a “Tier 1” or “Tier 2” tag. The composition of these two groups was analysed, to highlight any emerging biases or gaps in representation such as relating to geography, realm, and organisation type.
- **Discuss:** Following the clustering of the stakeholders in the database into the Tier 1 and Tier 2 groups, another internal meeting took place to discuss the representation, biases and gaps present in the groups. This discussion also involved refining the groups to appropriate sizes and





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balancing the representation where necessary to allow for a range of experiences and voices present in each group.

- **Categorise:** Consensus on stakeholder groupings was reached and the Tier 1 and Tier 2 lists were finalised. The representation in each group was recorded to measure future KPIs against as a baseline.
- **Snowball (ongoing):** additional stakeholders will be onboarded to the project via participation in events, workshops and other project activities. The Tier 1/Tier 2 stakeholder typology will be applied to all new participants in the project.

Stakeholder Typology

Stakeholder typologies are used to organise large networks of stakeholders into defined groups based on project-specific criteria. The categories established in a stakeholder typology shape the rationale for engaging different types of stakeholder, often based on their level of interest and influence in relation to the activities and outcomes of a project. Further, these categories inform the level of engagement and modes of engagement appropriate for different types of stakeholder.

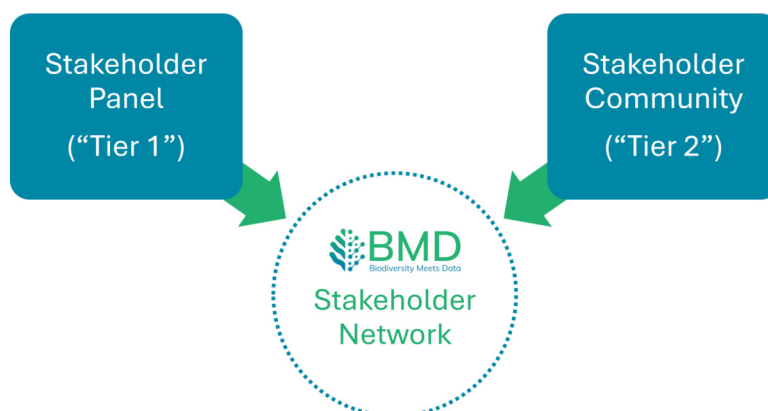
For BMD, a stakeholder typology was developed in collaboration with representatives from across the project work packages and stakeholders representing the policy domain. The typology, based on an influence-interest matrix, outlined in the project grant agreement was used as an initial framework for further development and was adapted based on expertise from across project work packages and stakeholders from the policy domain to ensure alignment with project objectives. Additionally, the stakeholder typology was adapted to ensure that the approach to categorising stakeholders enables representation across realms, organisational domains, biogeography and diversity, equity and inclusion factors. An online internal workshop was facilitated by the project's stakeholder engagement manager to review and adapt the typology outlined in the grant agreement. As a result of this deliberative workshop, consensus was reached on the following points:

- Site managers must be represented in both groups defined in the stakeholder typology.
- The BMD project will organise the *Stakeholder Network* into two groups: "*Stakeholder Panel*" & "*Stakeholder Community*" (see Figure 2). This terminology is preferred over the use of "Tier 1" and "Tier 2" which implies a hierarchical relationship between stakeholders and the project.
- For the overall stakeholder network, it is essential to include stakeholders that represent the following areas:
 - Realms: terrestrial, freshwater and marine
 - Domains: policy, site management, data suppliers, research, other
 - Bio-geographies: different European regions
 - EU and non-EU members
 - Scale of operations: local, national, regional, international
- The project will further group the stakeholder network based on the level of engagement facilitated, to support co-design activities:
 - "Collaborator Group": in-person co-design activities with the Stakeholder Panel (Tier 1) and a regional subset of stakeholders from the Stakeholder Community (Tier 2).
 - "Consultative Group": online co-design activities with the Stakeholder Community (Tier 2)





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Figure 2: BMD Stakeholder Network

The working stakeholder typology for BMD is summarised below (see Table 2), based on the consensus reached in the workshop. This stakeholder typology will be applied to organise longlisted stakeholders into two groups, before their invitation to participate directly in the project.

Table 2: Stakeholder Typology for Biodiversity Meets Data

	“Stakeholder Panel”	“Stakeholder Community”
Previous Terminology	“Tier 1”	“Tier 2”
Definition	A small group of stakeholders the project engages with closely to inform decision making and the design of project methodologies, approaches and outputs.	A growing group of stakeholders that collaborate in the design and delivery of project outputs via participation in online and in person co-design activities.
Target Number in Group	20 (maximum)	50 (minimum)
Target Stakeholders	Policy Domain Site Managers	Site Managers Policy Domain Data Suppliers Researchers Other Relevant Parties
Inclusion criteria	High Influence x High Interest Pan-European reach Hosts an existing network of relevant parties Direct requirement for reporting (e.g. Nature Directives, Natura 2000 reporting)	Low-Medium Influence x High Interest Direct requirement for protected site management (e.g. natural resource managers, government agencies, charities, NGOs, private owners/individuals)





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		Other projects and networks
Level of Engagement	Workshops (in person) Interviews Direct communication (meetings, discussions, email) Feedback & testing	Workshops (in person & online) Online questionnaires Plug-and-play device deployment Discussion forums Webinars Feedback & testing





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3. Principles of Engagement & Communication Strategy

A participatory approach to dialogue with stakeholders requires us to understand “engagement” as a process (made up of multiple activities, interactions, discussions and decisions) rather than as an individual occurrence (Reed 2008). Stakeholder engagement processes should be designed and adapted to the context of the project and the decisions they shape while incorporating a diverse set of values and understandings (Ibrahim et al. 2025). As stakeholder engagement is essential to the delivery of the overall project outcomes, as well as specific tasks across all work packages, it is necessary to have a set of shared principles to guide colleagues facilitating or participating in stakeholder dialogue. Further, the implementation of these principles by all colleagues working to facilitate stakeholder engagement will help to minimise the risk of stakeholder fatigue (see section 5 for more on the project’s approach to mitigating stakeholder related risks). The principles outlined here have been adapted to suit the context and objectives of the BMD project specifically and can be further adapted or amended with input from BMD colleagues where appropriate. The principles suggested below align with adaptive management approaches, participatory research methods and the design of fair and effective stakeholder engagement processes for environmental decision-making (see Reed 2008 and Ibrahim et al. 2025). Additionally, all stakeholder engagement work facilitated within the BMD project will uphold the BMD project’s Code of Conduct which aligns with EU standards for Ethics and GDPR.

Principles of Engagement

Stakeholder engagement is an ongoing practice (Reed, 2008), and anyone facilitating stakeholder dialogue or participation must be open to continually learning, improving their skills and competencies to enable more effective dialogue with lasting positive impacts for stakeholders and the project. The BMD project aims to foster a culture of participation, meaning that colleagues across the BMD consortium and relevant parties are encouraged to take part in either facilitating or contributing to co-design activities. A culture of participation enables deliberative, systematic and iterative decision-making, while valuing a diverse range of voices, ideas and experiences in shaping decisions and outcomes. The good practice principles for engaging stakeholders that underpin this culture of participation (see Table 3) are as follows: Communication, Adaptability, Respect, Research Ethics, DEI, GDPR & Code of Conduct.

Further information on good practice, and additional resources can be found in the Annex of this document. As outlined by the BMD Code of Conduct, it is the responsibility of individuals to ensure that appropriate, ethical practices and conduct are maintained.

Table 3: Good Practice Principles for Engaging with Stakeholders

Communication	<ul style="list-style-type: none"> Communicate clearly with stakeholders about what you are asking of them and why, and be clear about any research objectives and expectations for engagement (e.g. how much input, how frequent, how participation in the project might benefit stakeholders). Communicate clearly within the BMD team about what stakeholder engagement you are initiating and check for any pre-existing connections
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	<p>or engagements in the project.</p> <ul style="list-style-type: none"> ○ Refer to the stakeholder database to check whether a stakeholder has been contacted already, and if so by which BMD colleague. ○ Recognise where there are existing networks and relationships between BMD consortium members and stakeholders you are reaching out to. ○ Ensure transparency and avoid multiple/repeated requests for participation going to the same stakeholder. <p>The WP1 team will work to establish a common approach to dialogue, facilitation and stakeholder engagement. In advance of co-design activities, the WP1 team will host a meeting to provide guidance on practical facilitation techniques and tools.</p>
Adaptability	<ul style="list-style-type: none"> ● Engagement approaches must be adapted to the type of stakeholder, the context in which they work and the objectives of the project and decision(s) at hand. Additionally, we will be considerate of the availability and capacity of stakeholders to participate in the project. ● Use reflexive thinking to shape your approach to engagement (i.e. reflecting on your own experiences and understandings of prior engagements, how this might have shaped the engagement, and incorporating any learnings or feedback to make future engagements fairer and more effective). ● Remember that stakeholder engagement is an ongoing process rather than an occurrence.
Respect	<ul style="list-style-type: none"> ● Respect the time, capacities, capabilities and identities of stakeholders. ● Use considered and appropriate language when speaking with stakeholders. For example, some of the technical language used in the project design may not be well understood or received (e.g. avoid referring to stakeholders as “users”, or classifying them such as “Tier 1” or “Tier 2”). Reed et al. (2024, p.1486) recommend that in ethical participatory processes, we should “design, advocate for, and engage in processes that enable relevant parties to self-identify how they would like to be referred”. ● BMD is a pan-European project with partners and participants from a range of backgrounds, ethnicities and experiences. Cultural sensitivity, intersectionality and positionality are therefore essential in all engagement activities to ensure an inclusive culture of participation.
Research Ethics	<p>All colleagues in the BMD consortium have an organisational and disciplinary research ethics policy that informs their practice. As the stakeholder engagement process will involve the use of social science methods and approaches, we have highlighted below the recommended principles for ethical social research described by the Economic and Social Research Council (UKRI, 2025):</p>





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	<ul style="list-style-type: none"> • “Research should aim to maximise benefit for individuals and society and minimise risk and harm” • “The rights and dignity of individuals and groups should be respected”* • “Wherever possible, participation should be voluntary and appropriately informed” • “Research should be conducted with integrity and transparency” • “Lines of responsibility and accountability should be clearly defined” • “Independence of research should be maintained and where conflicts of interest cannot be avoided, they should be made explicit” <p>Please note that wherever qualitative or quantitative data about/from human participants are being collected or stored, an ethical review may be required in advance of data collection to ensure that ethical research practices are upheld throughout the process.</p> <p>A project-wide Ethical Review and Guidelines document is set to be produced by 31st August 2025.</p> <p><i>*This includes the right to withdraw from participation in the project at any given time without having to provide a reason.</i></p>
Diversity, Equity & Inclusion (DEI)	<p>The BMD project recognises the importance of actively working to enable Diversity, Equity & Inclusion across all project activities. Part of this involves:</p> <ul style="list-style-type: none"> • Recognising and addressing existing biases in the stakeholder network and working to ensure that co-design activities are accessible and inclusive to a range of voices and peoples across Europe. • Embedding flexibility in co-design activities where possible to enable engagement from a diverse range of stakeholders (e.g. a balance of in-person and online activities). • Ringfencing resources to enable underrepresented groups to participate in co-design activities (e.g. covering travel expenses, holding a number of spaces in co-design activities for underrepresented groups). • A commitment to the “Do No Significant Harm” principles to minimise negative direct and indirect environmental impacts as a result of project activities. • Upholding the principles of Responsible Research and Innovation. • A commitment to FAIR data and Open Science. <p>The iterative stakeholder mapping work will provide insights on the representation across geographies and realms, and as stakeholders are invited to get involved in project activities, additional information such as relating to gender and ethnicity will be gathered to allow the BMD team to shape future engagement activities to reach voices that may be underrepresented in the stakeholder network.</p>
GDPR	<p>EU GDPR standards will be upheld and confidentiality and data security maintained. Stakeholders’ personal information will not be shared outside of the</p>





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	project unless informed consent to do so has been given. The BMD project will produce a data management plan that will provide additional information on data protection and security (D8.1, expected publication date 31 August 2025)
Code of Conduct	<p>The BMD Code of Conduct details five core values and five categories of expected behaviour for all colleagues on the project. These values and behaviours should be adopted when engaging with any potential BMD stakeholders. The full Code of Conduct can be found in the shared Google Drive and Teamwork space. As a reminder the values and expected behaviours cover the following:</p> <ul style="list-style-type: none"> ● Values <ul style="list-style-type: none"> ○ Respect & Inclusivity ○ Integrity & Transparency ○ Collaboration ● Expected behaviours <ul style="list-style-type: none"> ○ Communicate respectfully ○ Collaborate effectively ○ Protect confidentiality ○ Attribute work properly ○ Adhere to ethical practices (scientific and professional)

Communication Strategy

The project's WP7 team are responsible for the management of communication, and are set to publish a project-wide communication strategy (D7.2, 31st August 2025) which the SEP will align with upon publication. In advance of the publication of the communication strategy, the modes of engagement and related engagement channels that will be used in co-design activities and broader stakeholder engagement are outlined below. Notably, the SEP makes a distinction between one-way communication via engagement channels to share information and updates with relevant parties, and two-way communication (or dialogue) via more formal modes of engagement that comprise the co-design activities. Both of these aspects of communication with stakeholders will evolve based on stakeholder and project needs, utilising feedback and evaluation to adapt our activities and communications to maximise participation and minimise stakeholder fatigue. Additionally, a range of in person and online modes and channels of communication will be mobilised to enhance the accessibility of co-design activities to a range of stakeholders across Europe.

Table 4: Modes of Engagement & Application in BMD

Mode of Engagement	Description of Application in BMD
Workshop	<p>Workshops will be used to:</p> <ul style="list-style-type: none"> ● Develop stakeholder-defined “user stories” that will inform the development of the VREs and SAP, particularly focussed on data needs and analytical priorities. ● Demonstrate plug-and-play devices, gathering feedback from stakeholders on use and inviting stakeholders to apply these devices in their own site management contexts.





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	<ul style="list-style-type: none"> Test the SAP at various stages to shape its development in alignment with stakeholder needs, preferences and capacities.
Focus Group	Focus groups may be used where in-depth insights from a smaller group of stakeholders is required to shape particular decisions or design solutions. As focus groups involve a maximum of 8 people, this mode of engagement would allow specific questions or aspects of the SAP and VREs to be discussed in detail, and are particularly useful for enabling two-way dialogue between stakeholders and technical teams.
Questionnaire	Questionnaires will be used to gather further data on stakeholder needs, capacities and priorities. This will supplement the data gathered from participatory exercises such as workshops and events, and will enable a wider reach for data collection, allowing input from stakeholders that may not have capacity to join in person or online co-design activities.
Interview	Interviews may be used to gather qualitative insights from particular stakeholders, supplementing the data collected from all other modes of engagement, allowing the BMD team to learn from the expertise of particular stakeholders and tackle key questions in detail where appropriate.
Other	Additional modes of engagement such as virtual meetings, exchange forums and technical demonstration events among others may be used throughout the course of the project. Applying a range of modes of engagement will ensure co-design activities are interesting, accessible and attractive to participants.

Table 5: Engagement Channels & Application in BMD

Engagement Channel	Description of Application in BMD
Newsletter	Will be used to share regular updates on progress, events and activities in the BMD project.
Website	A source of further information relating to the project, and an online form where interested parties can sign up for the newsletter and register their interest in participating in future co-design activities.
Social Media	Will be used to share regular updates on progress, events and activities in the BMD project.
Email	The WP1 team may receive queries via direct email. Some stakeholders may be communicated with by email where follow up questions are to be addressed, or logistics for participation in





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	co-design activities discussed.
Meetings & Events	BMD will have presence at a variety of meetings at events relevant to the project, particularly focusing on the monitoring of biodiversity, mobilisation of high-throughput data and reporting for the EU Nature Directives. Colleagues across the BMD consortium may give presentations and participate in meetings, events and conferences which will not only work to increase the visibility of the project, but also acts as an opportunity for networking and onboarding additional relevant parties to the stakeholder network.
Webinars	Will be implemented to support capacity building, training and the dissemination of knowledge and findings from the project (in collaboration with WP7).
Publications	Publications detailing BMD activities and outcomes will be produced in the form of: reports, articles, academic papers. These publications will communicate key findings and advances made by the project.

Protocol for Contacting Stakeholders

As dialogue with stakeholders feeds into every aspect of the BMD project, with multiple work packages shaping their outputs based on stakeholder input, it is important to adopt a shared approach to contacting stakeholders that is principled and considerate of stakeholder needs and capacities. Over-burdening stakeholders with multiple requests for input or dialogue may result in stakeholder fatigue, a risk that the project is committed to mitigating (see section 5 for more information). With this in mind, colleagues in the BMD project are encouraged to adopt the following protocol when contacting stakeholders (see Figure 3 for an overview of the protocol):

- 1. Refer to the project's Ethical Assessment and Guidelines (D8.7, 31st August 2025).**
 - Check the guiding questions and supporting documentation where appropriate to ensure you are upholding the project's ethical standards for engagement.
- 2. If recording connections with stakeholders that are yet to join the BMD Stakeholder Network via the online registration form, then record basic stakeholder details in the BMD Stakeholder Database.**
 - Ask the individual for permission to record their contact details in the BMD Stakeholder Database. If possible, get written consent by email. Ensure verbal consent is given by the stakeholder, and make a record of this in the BMD Stakeholder Database (Sheet Name: Additional WP Contacts)
 - Record the individual's contact details and information about their participation in the project, in the BMD Stakeholder Database (Sheet Name: Additional WP Contacts)
- 3. If inviting a new stakeholder to join the BMD Stakeholder Network and/or participate in BMD co-design activities, share the registration form (<https://tinyurl.com/whf322d3>) with the stakeholder.**





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- This form outlines the terms of engagement and important information regarding participation in the project.
 - The form consists of the following: an information sheet, a consent form and a brief entry survey that will help the WP1 team monitor the emerging representation across realms, regions, scales and domains in the BMD Stakeholder Network.
 - The data from this form will be collated in the BMD Stakeholder Database for recording and monitoring engagement.
 - All BMD colleagues are encouraged to use clear, considerate language when contacting stakeholders. When describing the purpose of the registration form, the following sample text can be used: *"We are grateful for your interest in joining the BMD Stakeholder Network. To join the network and hear more about upcoming co-design activities that you may wish to get involved in, please complete this registration form. The form is in 3 parts: an information sheet with additional details about the project, a consent form that asks your permissions and preferences for participation in co-design activities and a brief survey that asks some questions about you."*
- 4. If contacting a stakeholder that is already part of the BMD Stakeholder Network, refer to the BMD Stakeholder Database before contacting the stakeholder.**
- Check which work package has been in contact with the stakeholder, and communicate with the colleague listed in the database your intention to contact the stakeholder.
 - Minimise the likelihood of stakeholders being contacted multiple times by different colleagues in the project.
- 5. For all other engagement activity that does not fall within the remit of formal co-design activities, that BMD colleagues feel is important to capture, make a record of this in the BMD Stakeholder Database (Sheet Name: Additional Engagement Activity)**
- For example, supplementary meetings and activities with the Stakeholder Panel or Stakeholder Community

Stakeholder engagement will be recorded and monitored via an online spreadsheet saved on the project's Google Drive, the BMD Stakeholder Database. The BMD Stakeholder Database is a record of the growing Stakeholder Network, and contains data on who is participating in the various co-design activities being facilitated throughout the project. When a stakeholder joins the BMD Stakeholder Network by completing the online registration form, the information will be collated by the WP1 team and stored in the BMD Stakeholder Database. In this database, the Stakeholder Network will be sorted into two groups: Stakeholder Panel and Stakeholder Community. The BMD Stakeholder Database includes the following sections:

- How to use this file
- Stakeholder network (full, with Stakeholder Panel and Stakeholder Community tags)
- Additional WP contacts
- Additional engagement activity
- User-story participants
- Plug-and-play participants
- VRE participants
- SAP participants
- Training materials participants



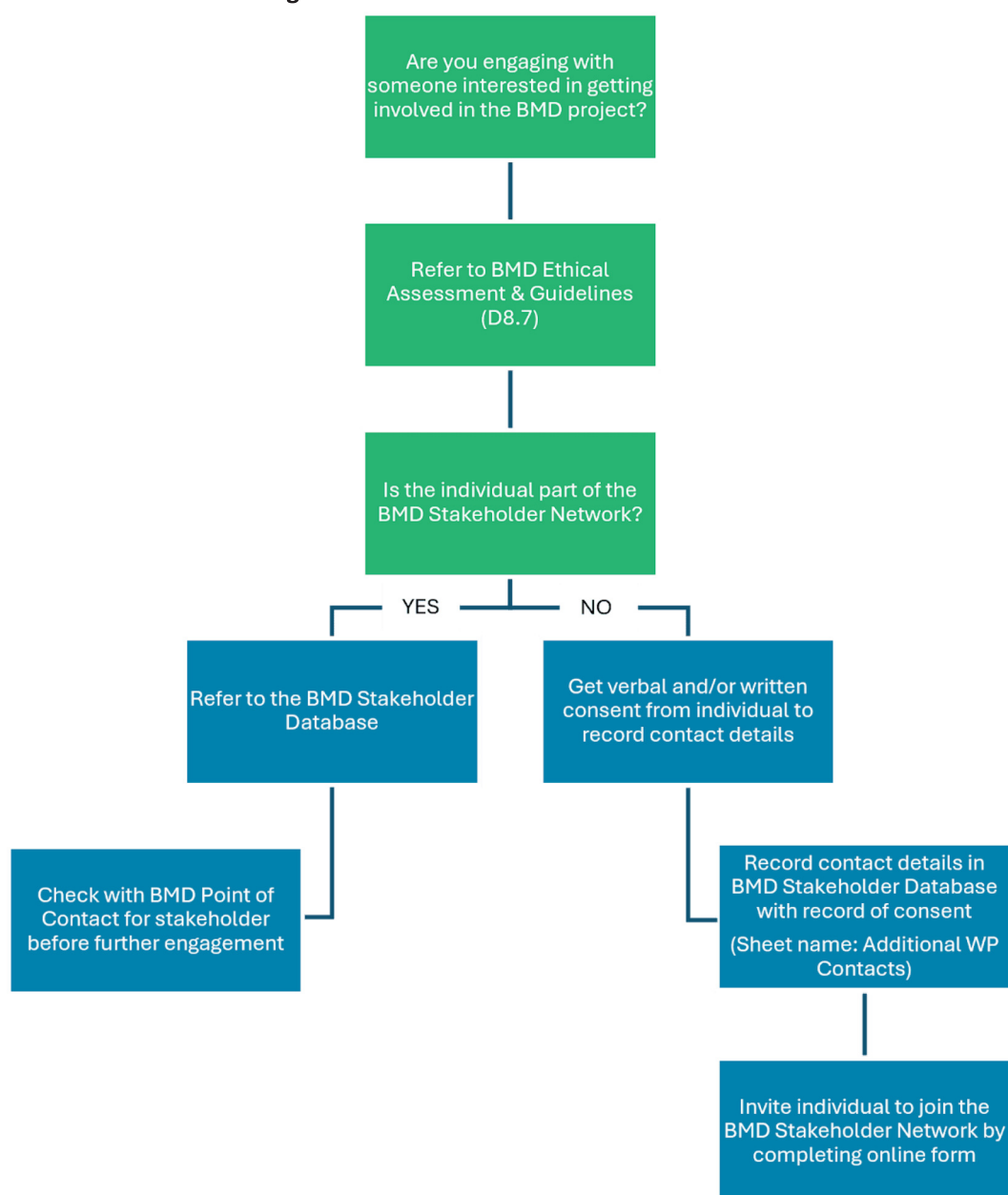


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- Data upload
- Plug-and-Play
- SAP

By following this protocol when contacting stakeholders, the BMD project will reduce the risk of stakeholder fatigue, foster a culture of participation and co-design, and ensure stakeholder engagement is appropriately recorded to allow the WP1 team to monitor and adapt the project's approach to engagement where appropriate.

Figure 3: Protocol for Contacting Stakeholders



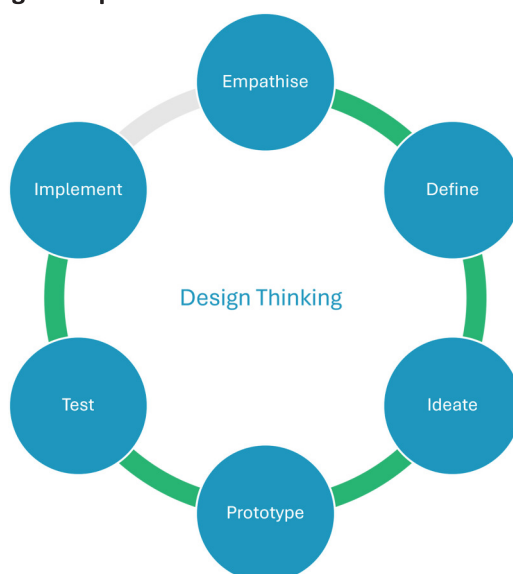


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4. Engagement Activities & Timeline

The BMD project's stakeholder engagement efforts follow an iterative design thinking approach that maximises co-design while minimising fatigue. The field of design thinking outlines 6 key steps to the creation of outputs, which the project has used to guide the coordination and implementation of co-design activities and tasks (see Figure 4). In alignment with the field of design thinking, iterativity and dialogue are key to the project's stakeholder engagement approach, ensuring that the Single Access Point and Virtual Research Environments are produced through regular collaboration between stakeholders and the project's technical teams.

Figure 4: The 6 Design Thinking Principles



Co-design occurs at multiple stages throughout the duration of the project, with stakeholder participation crucial from the design to the delivery of the SAP and the underpinning VREs. The insights from co-design activities necessarily feed into every work package in the project, with co-design activities being facilitated by the WP1 team. The project grant agreement details all co-design activities that require active stakeholder participation. Table 5 provides an overview of all these engagement activities, their target stakeholder groups, mode of engagement and estimated stage of the project in which the activity will be coordinated.

BMD recognises the importance of having regular involvement of stakeholders in decision making and shaping the tools being designed by the project, and therefore multiple avenues for co-design and feedback are incorporated throughout the course of the project, with scope to have additional opportunities for input (particularly in the form of online meetings, workshops, discussions and questionnaires). In line with this approach, an initial series of co-design activities will be implemented in Autumn of 2025, with future co-design activities adapted and coordinated in 2026 and subsequent years based on findings and feedback from stakeholder contributions (see Table 6). These co-design activities form the basis of stakeholder contributions to the Virtual Research Environments and design of the Single Access Point . Further co-design activities will be scheduled throughout the remainder of the





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project to ensure regular stakeholder contributions to the development of BMD outputs in line with stakeholder needs and capacities. Additionally, the stakeholder insights derived from these co-design activities, in the format of “user-stories” will later be developed into case studies to evaluate the project’s integration of stakeholder participation in the co-design of the project outputs.

In summary, the stakeholders will be invited to participate in the co-design of BMD’s outputs in the following ways:

- User story workshops (3 in person, 3 online) supplemented by 1 online questionnaire.
- “Plug and Play” workshops (2 in person).
- Single Access Point workshops (3 in person, additional online workshops where needed).
- Single Access Point early feedback (in person discussions and meetings).
- Virtual Research Environment development (series of online workshops and consultation).
- Co-production of training manuals and tutorials (in person and online workshops and consultation).

Table 6: BMD co-design activities requiring stakeholder participation 2025-2029

BMD MS or Task	Co-design Activity	Stage of the Project (M = Month)*	Stakeholder Group*	Mode of Engagement
MS1.1.3	User Stories	M07	Collaborator Group	Workshop (in person)
MS1.1.3 / T2.3	User Stories / “Plug and Play”	M07	Collaborator Group	Workshop (in person)
T6.1	SAP co-design	M07 - M24	Collaborator & Consultative Group	Workshops, discussions, meetings (in person & online)
MS1.1.4	User Stories	M08	Consultative Group	Workshop (online)
MS1.1.4	User Stories	M01- M09	Consultative Group	Questionnaire (online)
MS1.1.3 / T2.3	User Stories / “Plug and Play”	M13 - M14	Collaborator Group	Workshop (in person)
T2.3	“Plug and Play”	M14	Collaborator Group	Workshop (in person)
MS1.1.4	User Stories	M15	Consultative Group	Workshop (online)
MS1.1.4	User Stories	M16	Consultative Group	Workshop (online)
MS1.2.1 & MS1.2.2	VRE Co-design	M10 - M36	Consultative Group	Workshops, webinars, exchange forums (online)





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MS1.3.1	SAP Co-design	M24 - M36	Consultative Group	Workshops (online)
MS1.3.1	SAP Co-design	M24 - M36	Collaborator Group	Workshop (in person)
MS1.3.1	SAP Co-design	M24 - M36	Collaborator Group	Workshop (in person)
MS1.3.1	SAP Co-design	M24 - M36	Collaborator Group	Workshop (in person)
T7.4	Capacity building and training materials	M8 - M42	Collaborator & Consultative Group	Workshops (in person & online)

*Collaborator group = engagement with Stakeholder Panel and regional selection of Stakeholder Community, Consultative group = engagement with Stakeholder Community.





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5. Monitoring, Evaluation & Adaptive Management

The BMD project employs regular monitoring, evaluation and adaptation of the stakeholder engagement approach to ensure that co-design activities appropriately meet the multiple needs of participating stakeholders and are implemented in such a way that benefits both the stakeholder network and the project. The Work Package 1 team will actively monitor both the composition of the growing stakeholder network and the efficacy of the co-design activities based on project-level (quarterly reporting of KPIs) and stakeholder-level feedback (which will be integrated within co-design activities to ensure feedback is gathered at the time of participation). This section outlines the rationale for monitoring and evaluating the stakeholder network, the definition of engagement-specific Key Performance Indicators (KPIs), and how adaptive management will be applied to mitigate risks and respond to regular feedback and evaluation.

Monitoring & Evaluation

Stakeholder Network Composition

The BMD project is actively working to ensure that the growing stakeholder network incorporates a range of perspectives from different countries and communities across Europe. By capturing data on individual stakeholder attributes as the network expands, the BMD team will be able to monitor the composition of the stakeholder network and make targeted efforts to engage with underrepresented groups. The stakeholder mapping work carried out in advance of the publication of the SEP gave an early indication of the likely composition of the stakeholder network, and highlighted groups which may require additional effort from the project team to increase their representation and enable participation in co-design activities. These evaluations were reflected in the MS1 report and supporting infographics for both Phase 1 and Phase 2 of the stakeholder mapping work.

To enable monitoring of the stakeholder network's composition, upon invitation to join the stakeholder network and/or participate in co-design activities, individuals will complete a short registration form which will include: an information sheet, consent form (see Annex for example statements) and entry survey. The information sheet and consent form were reviewed by the Royal Botanic Garden Edinburgh's Research Ethics Committee, and meet industry standards for research involving human participants. The consent form will request permission to gather data in the form of verbal and written contributions in the range of co-design activities implemented by the project. The short entry survey will gather: socio-demographic information, communication and engagement preferences, and responses to project-specific questions that give an indication of the stakeholder's primary realm of operations (terrestrial, freshwater, marine) and form of expertise (policy, site management, research etc.). The combined registration form for the stakeholder network will be available online (using Google Forms, and made available on the project website), and all data will be stored securely on the BMD project's Google Drive. This will form the basis of the stakeholder database, which is a live record of the BMD's stakeholder network.

This monitoring of the network aligns with the project's wider commitment to support Diversity, Equity and Inclusion (DEI) throughout all project activities.





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Efficacy of Co-design Activities (Project-level Evaluation)

Key Performance Indicators (KPIs) are defined in Table 7, which will allow the WP1 team to track the progress of co-design activities, measure the level of stakeholder participation across key co-design dependent tasks, and evaluate which approaches are most effective in enabling stakeholder participation. KPIs will be recorded on a structured database (xls. file) stored on the project Google Drive. KPIs will be reported quarterly by the WP1 team, and submitted to the project's coordination team for review, as outlined in the project grant agreement. The KPI data will be supported by brief co-design activity logs, which the WP1 team will produce to make a record of key observations and findings from such activities, which in turn feed into the production of the Deliverable "D6.1 Report on the Key-Stakeholder Engagement".

Table 7: Stakeholder Engagement KPIs

Related Task	#KPI	KPI Description	Volume (minimum)
1.2	1	Number of stakeholders registered in the BMD network	100
1.1 / 1.2 / 1.3 / 6.1	2	Number of co-design workshops implemented (in person)	8
1.1 / 1.2 / 1.3 / 6.1	3	Number of co-design workshops implemented (online)	4
1.1 / 1.2 / 1.3 / 6.1	4	Number of attendees present at co-design workshops (total)	60
1.3	5	Number of user stories produced	10
1.1	6	Number of responses to co-design questionnaire(s)	100*
1.1 / 1.2 / 1.3 / 6.1	7	Number of co-design activities (other) implemented (including a list of the different activity types)	8

*based on an estimated response rate of 10% of unique Natura 2000 site managers.

In addition to the tracking of KPIs, members of the Stakeholder Panel will be invited for an optional "Feedback Check-in" with the project's DEI champion. This will be an opportunity for stakeholders that are regularly collaborating on project activities to give feedback on the engagement approaches mobilised by the project. The DEI champion will act as an objective mediator of this feedback, and will offer members of the Stakeholder Panel the opportunity to reflect on their experience working with the project. These reflections will be anonymised (i.e. not attributable to individual stakeholders and only known by the DEI champion) and will enable the project to adapt engagement and co-design approaches accordingly. Optional feedback check-ins with the DEI champion will be offered every 6 months, and will take the format of a 10 minute one-to-one conversation via MS Teams.





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Additional indicators that can be derived from the primary KPIs, supplemented by available data from the registration forms and optional check-ins with the projects DEI champion, include:

- Stakeholder retention rate (tracking the number of stakeholders that have remained actively engaged in the Stakeholder Panel over a 6 month period)
- Stakeholder coverage across geography, realm, ethnicity, gender

Efficacy of Co-design Activities (Stakeholder-level Evaluation)

To minimise the risk of stakeholder fatigue, stakeholder-level feedback will be gathered at the time of co-design activity implementation. A short amount of time will be reserved at the end of each co-design activity to gather stakeholder feedback. Feedback will focus on the co-design activities: relevance, alignment with stakeholder needs and priorities, accessibility, suitability of the methods used within the co-design activities, and attractiveness of the approach. Open-ended questions will also be included to gather more specific comments from stakeholders if they wish to do so. Stakeholders will also be invited to self-assess the extent to which they are interested in the ongoing work of the project, the extent to which they feel they can influence the direction/outcomes of the project, and the extent to which they feel the project can impact their own work. Feedback will be gathered online using MentiMeter (or similar virtual polling tools where appropriate) and will be reviewed by the WP1 team and summarised for the project's Executive Board. Stakeholder-level evaluation will inform the design of future co-design activities to ensure they are engaging, beneficial and accessible to stakeholders.

The BMD project is committed to ensuring that the activities facilitated and outputs delivered by the project provide a range of benefits for stakeholders throughout the course of the project and its legacy. The project has identified some initial anticipated benefits for stakeholders such as knowledge exchange, peer-to-peer learning, networking, field visits, and practical training and development. These benefits in turn might create positive effects for individual stakeholders' professional development. Stakeholder-level evaluation will be essential for informing the design of activities in such a way that added benefits for stakeholders occur as a result of getting involved in co-design activities.

Adaptive Management

The findings derived from the monitoring and evaluation of the stakeholder network composition and co-design activities will be used to:

1. Shape subsequent co-design opportunities to ensure they meet the needs and preferences of the stakeholder network, to maximise participation co-design while minimising stakeholder fatigue.
2. Shape the project's approach to the creation of the Single Access Point and Virtual Research Environments.

The project is committed to incorporating stakeholder contributions not only to the design of the SAP and underpinning VREs but also to the processes that contribute to the creation of those end-products. The above section on monitoring and evaluation describes routes for stakeholder feedback. The project is open to additional alternative modes of evaluation that focus on creating a dialogue between





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stakeholders and the technical teams (e.g. via discussion forums, meetings). However, the project is also aware that many of the target stakeholders will have limited availability and capacity to contribute due to their pre-existing commitments and responsibilities. With this in mind the project has reflected on some of the key risks below and outlined mitigation steps to ensure stakeholders are encouraged to participate in co-design activities, while minimising the likelihood of fatigue as a result of participation in the project. The project has a live risk register that is actively monitored and actioned to ensure these risks are sufficiently mitigated. Notably, the stakeholder engagement work impacts all work packages in the project, and so there is clear justification for the prioritisation of stakeholders due to their significance across the project's lifecycle and legacy.

Table 8: Risks & Mitigation related to stakeholder engagement

Risk	Description	Mitigation
Bias	The disproportionate weighting of contributions or perspectives from a particular group (e.g. in composition of stakeholder network and resulting contributions to co-design activities).	<p>Active monitoring and evaluation of stakeholder network composition to identify any biases in the network and inform targeted efforts to increase representation from particular groups/areas.</p> <p>The project will be transparent about any emergent biases and make concerted efforts to engage a range of voices, particularly from underrepresented groups.</p>
Fatigue	Reluctance, lack of incentive, interest or motivation to participate in activities despite relevance to the stakeholder.	<p>Stakeholder feedback will inform the design and delivery of co-design activities to ensure they align with stakeholder needs and preferences.</p> <p>Incentives and rewards may be mobilised to ensure the benefits are not solely centred around knowledge-sharing and networking.</p> <p>The project maintains a flexible approach to engagement, and stakeholders have no obligation to participate in all/any activities unless it is relevant, accessible or interesting to them.</p> <p>The project will work to ensure that communications relating to co-design activities and the stakeholder network are regular enough to enable meaningful</p>





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Risk	Description	Mitigation
		participation, without overburdening stakeholders with requests to contribute to the project.





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5. Conclusion & Next Steps

This Stakeholder Engagement Plan has outlined the Biodiversity Meets Data project's iterative design-thinking approach to engaging with stakeholders. The plan has outlined key principles and processes that have informed the project's approach to engagement, and is importantly informed by the fields of design thinking, participatory research, research ethics and adaptive management. The BMD project is committed to actively engaging stakeholders throughout the entire lifespan of the project, ensuring that multiple meaningful routes to shaping and informing the project's activities and outputs are created. Additionally, the project will mobilise adaptive management principles in response to new knowledge, and regular feedback, monitoring and evaluation. Further, the engagement schedule and activities outlined in this plan may change over time, however BMD will maintain a commitment to ethical and deliberative dialogue with stakeholders to ensure co-design occurs throughout all stages of the project.

This plan is a 'living document', meaning that updated versions will be produced in response to new knowledge and learnings. For example, the project's upcoming Data Management Plan, Ethical Guidelines, and Communication and Dissemination Plan will provide important and relevant information that shape how BMD project partners engage with stakeholders.

As reiterated throughout this plan, the BMD project aims to maximise co-design while minimising stakeholder fatigue. The publication of this plan acts as the foundation for the project's approach to enabling effective stakeholder participation in the co-design of the project processes and outputs. Following the publication of this plan, the WP1 team will actively work to foster the good practice principles and a culture of participation across BMD project teams in order to mitigate engagement related risks while amplifying the benefits of the co-design process for both the project and stakeholders.





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7. Annex

Contact details for Stakeholder Engagement Queries

If you have any questions about the Stakeholder Engagement Plan, or suggestions for additions or amendments, please contact the RBGE WP1 team via any of the following email addresses:

twooldridge@rbge.org.uk	Tami Wooldridge (Stakeholder Engagement Manager)
cellis@rbge.org.uk	Christopher Ellis (WP1 Lead)
ebush@rbge.org.uk	Emma Bush (DEI Champion)

If you wish to raise any concerns about how the stakeholder engagement work is being conducted, please contact the BMD Ombudsperson Ana Casino (ana.casino@cetag.org).

Additional Resources on Good Practice for Stakeholder Engagement

Further information about engaging stakeholders in participatory research and using ethical research practices when working with human participants can be found in the papers by Ibrahim et. al (2025), Reed (2008), and Reed et al. (2024) noted in the list of references. The following resources may be helpful for learning more about inclusive engagement and ethical participatory processes:

- [Social Research Association](#)
- [Dialogue Matters](#)
- [Economic and Social Research Council \(ESRC / UKRI\)](#)
- [The British Sociological Society](#)
- [The TRUST Code \(A Global Code of Conduct for Equitable Research Partnerships\)](#)

Stakeholder Mapping Database

The stakeholder mapping database includes personal information about the stakeholders such as name and contact details* if available, alongside BMD specific categorisations applied to each stakeholder record (e.g. terrestrial, freshwater or marine realm). Additional columns, categories and sheets can be added to the database based on the evolving needs and priorities of both the project and stakeholders. These additions will be determined as and when needed, and will be agreed within the WP1 team before incorporation in the stakeholder mapping database. The information included at the time of writing covers the following:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Stakeholder Name • Email Address* • Stakeholder Role <ul style="list-style-type: none"> ○ Natura2000 Site Manager ○ Policymaker ○ Researcher ○ Data Supplier • Organisation/Affiliation (or Occupation) • Type of Organisation | <ul style="list-style-type: none"> • Realm <ul style="list-style-type: none"> ○ Terrestrial ○ Freshwater ○ Marine • MultipleSite Name (if applicable) • Website • Contact Found Via (source) • Realm Expanded • Date added to list |
|---|--|





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- Governmental
- Research / Institute
- NGO
- Private (business)
- Private (individual)
- Country
- Suggested by WP
- Proposed Tier
 - Tier 1
 - Tier 2
- Name of BMD Point of Contact
- Notes / Additional Details

*Email addresses are saved in a separate copy of the database in a secure folder accessible to only a limited team within the BMD project. All databases containing stakeholder details are stored securely on the shared BMD Google Drive.

Example Consent Form Statements

The online registration form that stakeholders will be asked to complete upon joining the BMD Stakeholder Network will include the following statements to which individuals will be asked to agree or disagree:

1. I have read the information sheet [link] and have been given the opportunity to ask further questions.
2. I understand that participating in the project involves in-person and/or online activities such as events, workshops, focus groups, discussion forums, interviews and questionnaires. I understand that I am not obligated to participate in all/any project activities, but may participate in the activities that are most relevant, interesting and accessible to me (e.g. for in person activities I may attend the activities that are closest to me geographically).
3. I have read the privacy statement (found here) and understand how my data will be stored and used during and after the end of the project.
4. I understand that my words may be quoted in outputs such as academic publications, articles, books, reports, and web sites related to the research project and that my personal details will be anonymised in any project outputs (i.e. my name, occupation, organisational affiliation will be assigned a generic descriptor). I understand I can ask for specific quotes or statements not to be used (or to be redacted from the data) if I wish.
5. I understand that the project team may be taking photographs/videos during events and activities (e.g. workshops and demonstrations) and I give my consent for these photographs/videos to be reproduced for educational and/or non-commercial purposes, in educational materials, publications, advertising and promotional materials, social media platforms, websites and press releases.
6. I understand that some project activities (e.g. interviews, focus groups) may be audio/visually recorded in full for the purpose of supplementing notetaking and/or the creation of transcripts for analysis by project researchers to inform the development and publication of project outputs.
7. Please choose one of the following two options:
 - I agree for the data I provide to be retained by the research team in secure storage for the requirements of funders
 - OR





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- In order to promote open and public research, I agree for the data I provide to be shared openly and I understand that other researchers and members of the public will have access to this data, under the original consent conditions e.g. use anonymised.
- 8. I agree that members of the project team can re-contact me at a future date should they wish to follow up on this research.
- 9. I understand that my taking part is voluntary; I can withdraw from the project later, and I do not have to give any reasons for why I no longer want to take part (and this will be without any impact on any related services I am using). I understand the implications of withdrawing at different points during the life of the project, and understand that it may not be possible to withdraw my data following anonymisation, publication of outputs or if my data is part of a group activity. I understand that if I want to withdraw from the project, I can contact Tami Wooldridge (twooldridge@rbge.org.uk) who will discuss with me how existing data will be managed, as outlined in the Participant Information Sheet.
- 10. I agree to take part in the Biodiversity Meets Data (BMD) project.

