

This starter pack is a preparation aid for community engagement and consultation records. It is not a statutory approval, legal opinion, land-title confirmation, or proof of FPIC by itself. Use it to prepare a disciplined record before deeper field engagement or formal processes.

Purpose

ConsentTrack helps GAB and potential clients prepare for community-facing work where land access, natural resources, livelihoods, traditional authority, grievance handling, or benefit-sharing questions may affect a project decision. This first version is deliberately a template pack, not a sensitive evidence database.

When To Use This Pack

- A SiteSense or BioMainstream review flags community governance, resource-use, access, livelihood, customary-land, grievance, or FPIC questions.
- A farm, conservation, carbon, infrastructure, or natural-resource activity needs early stakeholder preparation before site visits.
- A client needs a simple record structure before GAB scopes a paid ConsentTrack Evidence Pack or wider Consultancy engagement.

Template 1: FPIC And Consultation Readiness Checklist

Check area	Questions to answer before field engagement	Status / notes
Mandate and purpose	Why is the engagement needed? Who is requesting it? What decision may be affected?	
Site and boundaries	What land, water, forest, farm, settlement, or resource area is being discussed?	
Stakeholders	Which communities, traditional authorities, MMDAs, agencies, users, women, youth, or vulnerable groups may be affected?	
Information disclosure	What information must be shared before views or consent can be meaningful?	
Language and access	Which language, meeting format, venue, and timing will allow fair participation?	
Grievance pathway	How will questions, objections, complaints, and follow-up commitments be recorded?	
Decision limit	What can be decided in this meeting, and what cannot be decided yet?	

Template 2: Attendance Register

Name	Community / institution	Role	Phone	Signature / mark

Name	Community / institution	Role	Phone	Signature / mark

Template 3: Meeting Minutes

Field	Record
Meeting date, time, and venue	
Site / project reference	
Purpose of meeting	
Information disclosed	
Main questions raised	
Concerns, objections, or conditions raised	
Decisions made, if any	
Items requiring follow-up	
Next meeting or action date	

Template 4: Questions, Concerns, And Response Log

Issue raised	Raised by	Response / action owner	Due date	Status

Template 5: Grievance Log

Reference	Date received	Complainant / group	Issue	Resolution path	Status

Template 6: Consent / Consensus Decision Record

Use this only when the engagement has reached a decision point. If no decision has been reached, record that clearly and list the next information or engagement needed.

Decision field	Record
Decision or position stated	
Who participated in the decision	
Conditions or reservations	
Evidence reviewed before decision	
Who recorded the decision	
Follow-up commitments	
Limitations / unresolved matters	

GAB Follow-Up Pathway

- Free use: download and use this pack to prepare a basic engagement record.
- SiteSense handoff: if a SiteSense review flags community governance risks, GAB can create a ConsentTrack follow-up task inside the EIRAS/AIOPS workflow.
- Paid service: GAB can scope a ConsentTrack Evidence Pack covering stakeholder registers, disclosure records, attendance, minutes, grievance tracking, consent/consensus record, and reviewed evidence.