| **Add name of Project Stakeholder Engagement and Communication Action Plan (SECAP): ADD Period Covered** |
| --- |
| **Name of Component & Activity** | **Key Stakeholder Groups** | **Purpose & Type of Engagement/****Communication** | **Date(s) of Engagement** | **Persons Responsible** | **Notes** | **Expected Outcomes of Engagement** | **Actual Outcomes, next steps & lesson learned** |
| **Component 1: Add Name of Component** |
| **1.1 Add name of subcomponent** |
|  Name of Activity |  |  |  |  |  |  |  |
| Name of Activity |  |  |  |  |  |  |  |
| **1.2 Add name of subcomponent** |
| Name of Activity |  |  |  |  |  |  |  |
| Name of Activity |  |  |  |  |  |  |  |
| **1.3 Add name of subcomponent** |
| Name of Activity |  |  |  |  |  |  |  |
| Name of Activity |  |  |  |  |  |  |  |
| **Component 2: Add Name of Component** |
| **Subcomponent 2.1: Add name of subcomponent** |
| Name of Activity |  |  |  |  |  |  |  |
| Name of Activity |  |  |  |  |  |  |  |
| **Subcomponent 2.2: Add name of subcomponent** |
| Name of Activity |  |  |  |  |  |  |  |
| Name of Activity |  |  |  |  |  |  |  |
| **Name of Component & Activity** | **Key Stakeholder Groups** | **Purpose & Type of Engagement/****Communication** | **Date(s) of Engagement** | **Persons Responsible** | **Notes** | **Expected Outcomes of Engagement** | **Actual Outcomes, next steps & lesson learned** |
| **Component 3: Add Name of Component** |
| **Subcomponent 3.1: Add name of subcomponent** |
| Name of Activity |  |  |  |  |  |  |  |
| Name of Activity |  |  |  |  |  |  |  |
| **Subcomponent 3.2: Add name of subcomponent**  |
| Name of Activity |  |  |  |  |  |  |  |
| Name of Activity |  |  |  |  |  |  |  |
| **Subcomponent 3.3: Add name of subcomponent** |
| Name of Activity |  |  |  |  |  |  |  |
| Name of Activity |  |  |  |  |  |  |  |
| **Subcomponent 3.4: Add name of subcomponent** |
| Name of Activity |  |  |  |  |  |  |  |
| Name of Activity |  |  |  |  |  |  |  |
| **Component 4: Add Name of Component** |
| Name activities involving project beneficiaries |  |  |  |  |  |  |  |