Local External Stakeholder Identification and Engagement Policy

Item	Details
Proposed Document Code	IMC-THE-POL-08
Version	1.1
Policy Owner	Unit Responsible for Partnerships and Community Service, in coordination with the Office of Institutional Effectiveness
Approving Authority	College Board of Directors
Issue Date	December 2025 15
Review Cycle	Every three years or as needed, including when relevant legislation or regulations are amended or introduced
Indicator	THE 16.2.3

Revision History

Date and Status	Revision	Rationale
December 2024 16 Version 1.0	First version of the Local External Stakeholder Identification and .Engagement Policy	Documented the initial community engagement framework. Historical approval is .verified against the document register
December 2025 15 Version 1.1	Clarified stakeholder identification .criteria and methods of contact Proposed description for comparison .with the archived version	Broadened coverage of affected local organisations and groups and selected .appropriate means of engagement
	Specified the feedback response register and follow-up on decisions and actions, and clarified publication .and the review cycle	Linked consultation to decisions, documented its impact and made evidence publicly .available under THE 16.2.3

Purpose and Scope .1

Imam Malik College for Sharia and Law identifies local external stakeholders and engages them in initiatives, plans, services and decisions that affect them or would benefit from their expertise. The .College documents feedback and its response within its decision-making authority

Legal and Institutional Framework .2

The policy is based on the objectives of community service and scientific and academic cooperation in Article (5) of Law No. (10) of 2011 Establishing the College, its Internal Regulations, the approved .Strategic Partnerships Classification Guide and the information governance framework

Partnership classification tools are used where applicable. The stakeholder register includes relevant .organisations and individuals regardless of whether they have an existing agreement with the College

Stakeholder Identification and Engagement Priorities .3

Each unit identifies local organisations and individuals who affect or are affected by its work. Depending on the topic, groups include local residents, government and judicial bodies, Sharia, professional and .educational institutions, associations, employers, suppliers and service users

The unit responsible for partnerships and community service updates a register showing each group, its connection to the topic, level of impact, interest and influence, barriers to participation, contact method .and responsible officer. Priority is given to the most affected groups and those least able to participate The register is reviewed annually and when an initiative with local impact is launched or its scope .changes

Planning and Implementing Engagement .4

The responsible unit works with relevant units to prepare an annual plan specifying the engagement topic, target groups, method, timing, owner and expected outputs. Methods are chosen to suit the topic and may include meetings, surveys, discussion groups and advisory committees. Accessible channels are .provided

Before consultation, participants are told its purpose, which decisions their views may help shape and how information will be used. Conflicts of interest are managed under approved procedures, and contact details and individual views are kept confidential. When advisory bodies are established, their .membership, powers and term are approved by separate decisions

Response and Follow-up .5

The unit records participation, topics and feedback in the response register. For each recommendation it identifies the owner and deadline and records the decision and resulting action or the reason for declining it. It provides participants with an appropriate summary of outcomes and follows actions .through to closure

The annual review examines coverage of affected groups, the proportion of planned activities completed and proposals receiving a reasoned response, and resulting actions and their closure. Dated versions of the classification register, plan, consultation minutes, response register and decisions are retained under .the information governance framework

Publication and Review .6

The approved version is published in the Knowledge Management System (KMS) archive accessible to employees and on the College website through a direct public link. Engagement summaries and .outcomes are published after clearance, with personal or confidential data withheld

The policy is reviewed every three years or earlier as needed, including when relevant laws, legislation or .regulations are amended or introduced

Responsibilities .7

Responsible Unit	Responsibility
Unit Responsible for Partnerships and Community Service	Manage the stakeholder register and engagement plan, coordinate .consultation and document responses
Academic and Administrative Units	Identify stakeholders affected by each initiative, conduct consultation .and refer recommendations to the authorised decision-maker
Authorised Decision-Maker	Decide on recommendations and record reasons, and approve .advisory arrangements within its remit
Publishing Unit	Make the approved version and cleared summaries available and .verify that the public link works
Office of Institutional Effectiveness and Strategic Planning	Monitor coverage of groups, responses to feedback, indicator .evidence and improvement outcomes