AASTMT Stakeholders Engagement Policy

1. Purpose

This policy establishes a standardized and comprehensive framework to govern stakeholder engagement and communication activities across the Arab Academy for Science, Technology and Maritime Transport (AASTMT). In particular, it sets out how AASTMT identifies and engages local stakeholders external to the Academy, including residents and businesses near each campus, local government and civil society organisations.

2. Scope

This policy applies unconditionally to all institutional operations, faculties, administrative directorates, and branches of AASTMT. It governs all formal and informal interaction mechanisms undertaken by university employees, faculty members, and structural entities executing stakeholder engagement on behalf of the Academy.

3. Policy Statement

AASTMT recognizes that strategic stakeholder engagement is foundational to the successful realization of its operational goals and academic mission. The Academy remains committed to developing structured, bidirectional communication paradigms that respect varying levels of stakeholder influence and interest, ensuring institutional activities align with broader societal, economic, and regional demands.

4. Core Guiding Principles

- **Institutional Transparency:** The Academy mandates complete clarity, honesty, and openness across all professional relationships. This involves disseminating verified, contextually relevant, and comprehensive information to minimize data asymmetry.
- **Active Participation:** AASTMT actively promotes and facilitates the systematic inclusion of all qualified stakeholders in relevant academic, advisory, and community development frameworks.
- **Effective Communication:** All communication pathways must prioritize clarity, cultural compliance, and institutional accuracy to ensure alignment across internal and external networks.
- **Active Listening:** Engagement initiatives must utilize structured feedback systems that encourage bidirectional dialogue, ensuring that external critiques or concerns are methodically registered.

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- **Consensus Building:** The Academy endeavors to construct collaborative agreements with local communities and external cohorts, integrating local perspectives and institutional expectations ethically.
- **Systematic Feedback Loops:** Feedback from stakeholders is acknowledged within 10 working days and answered within 30 working days.
- **Data-Driven Auditing:** Results of surveys, focus groups and consultations are analyzed and reported to the responsible unit at least once a year.
- **Continuous Optimization:** Mechanisms for stakeholder engagement will undergo routine evaluation and modernization to dynamically adapt to evolving operational landscapes.

5. Operational Procedures & Methodology

To optimize resource utility, AASTMT utilizes a tiered stakeholder engagement model managed across distinct operational phases:

5.1 Stakeholder Identification: Stakeholders log for each campus, will be reviewed every year by recording each engagement activity.

AASTMT stakeholders are classified to:

- Residents near each campus
- Neighborhood associations near each campus
- Local community
- Governorate authorities
- District authorities
- Local NGOs (Non-Governmental Organizations)
- Local community organizations

5.2 Stakeholder Mapping & Matrixing: The Academy mandates a systematic mapping matrix to cross-examine stakeholder interest against operational influence. This mapping helps the Academy choose the right level and method of engagement for each group.

5.3 Communication Standard Operating Procedures: AASTMT uses surveys, satisfaction surveys, focus groups and public meetings to understand stakeholder views and identify actions.

5.4 Engagement Tiering & Scaling: The precise depth of engagement (Informing, Consulting, Involving, or Partnering) must be explicitly derived from the program's underlying timeline, financial allocation, and structural significance.

5.5 Action Planning & Continual Improvement: Operational managers are structurally responsible for identifying operational optimization opportunities surfaced during stakeholder consultations. These insights must be transcribed into official institutional action plans, setting target metrics and continuous milestones for regional tracking.

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6**. Community Advisory Board**

Academy hereby establishes a dedicated **Community Advisory Board** for each campus. This board serves as a formal participatory body composed of external local residents, local government authorities, and civil society representatives. The Board shall convene ordinary sessions at least twice per academic year to review ongoing community integration, localized urban impacts, and strategic collaborations.

Document control	
Policy title:	AASTMT Stakeholders Engagement
Version:	5
Last Review Date:	2026
Next review date:	2027
Policy owner:	SDG committee
Summary of Changes	- Adding stakeholders feedback timeframe - Changing in data driven auditing - Changing in stakeholders mapping - Changing in Communication Standard Operating Procedures - Adding section 6 “Community Advisory Board”
Lead contact:	**Head of the Legal Affairs**
Approval Signature	Dr. Yasser Gaber **Dean of Scientific Research and Innovation**

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