DIMEC™ Instructions
Interaction Documentation Form

Get your glasses- there is a lot of information here and we have squeezed it onto one page. Writing fields are in bold font and are in the order they appear in the Interaction Documentation Forms. Contact us at info@dimec.ca if you have any questions about filling out a form. We would be happy to schedule a no-charge 15-minute call with you to ensure you are properly documenting your engagement and consultation efforts.

Interaction Date and Time: If a multi-day event, select the first day and indicate the number of days within the Additional Notes section. The time of an interaction is important so multiple interactions in one day can be shown chronologically. **Method of Interaction:** Phone, Text, Video Conference, In-Person, etc. Do not use this form to document emails. The emails themselves can be used as documentation. **Purpose of Interaction:** A brief description of why this interaction occurred. For example, "To review the draft project application" or "To follow up on their email from that morning." **List of Documents Provided:** The titles of all project-related documents provided by the team member. **General Topics of Discussion:** Very high-level descriptions of what was discussed in the interaction. For example, "Caribou migration, the benefits agreement, and a community open house." **Location of Interaction (if in-person):** Can be an address, the name of a restaurant, the business or community office, or coordinates. **Additional Notes on the Interaction (not covered within Notables below):** The notable section has every relevant project-related comment and response from the interaction. This field is used to record anything that cannot be recorded in that manner. For example, "There was no answer and Bob was unable to leave a voicemail." **Stakeholder Individual and Group Names:** Names of all stakeholders involved in this interaction. Also, indicate which group(s) each of them was representing during the interaction. If using the Macro form, enter one individual at a time and double click on the "Add Another Stakeholder" text to create new rows and add another stakeholder. **Contact Information of Stakeholders:** Only add contact information if it has not been previously recorded, or if the stakeholder has provided new contact information. **Legal Land Description(s):** Only provide these if they have not been previously recorded. Be sure to indicate the stakeholder's representation with each parcel. For example, "Owner", "Renter" or "Caveator". **Team Members Involved:** Names of all team members involved in this interaction. If using the Macro form, enter one at a time and double click on the "Add Another Team Member" text to add new rows. **Team Member Email Address:** Only add this if it has not been previously recorded. **Notables:** A notable is any project-related statement- everything that is said by the team member or stakeholder, and every response by the opposite party. Note that discussions not related to the project do not need to be recorded. Also, it is a safe practice to assume everything recorded in this form could become public, so don't record something you wouldn't want the stakeholder to see. **Notable Type:** "Comment", "Compliment", "Concern", "Condition", "Grievance", "Interest", "Inquiry" or "Request". Please note that concerns carry a heavy weight through the regulatory process. Unless the stakeholder uses the term "concern", or unless you would like to escalate a comment to a Concern status, mark the notable as a "Comment". **Previously Recorded?:** "Yes", "No" or "Unknown". If the conversation of this notable is a continuation from when it was previously raised, it will be linked to that existing record in your database. **Current Status:** "Unaddressed – Unresolved", "Unaddressed – Resolved", "Unaddressed – On Hold", "Addressed – Unresolved", "Addressed – Resolved", "Addressed – On Hold", "No Action Required" or "Unknown". **Raised By:** Notables are typically raised by only one person because they are a specific statement made by someone. Notables are raised by either a team member or a stakeholder. Put only the first name of who raised the notable (unless multiple participants in the interaction have the same name). **Location Description or Coordinates for Notable:** If a specific location was used to indicate a location for a notable. For example, an address of a house they rent out, the coordinates or description of a location of a gravesite, or a land parcel that team members are not permitted to access. **Notable Description:** This is a description of what the stakeholder or team member said. It can be a direct quote or a summary that captures the essence of the notable. **Response Given:** If there was a response given to the notable by the opposite party (I.e., if the notable was raised by a stakeholder, this field would capture what was said in response by the team member). It can be a direct quote or a summary that captures the essence of the response. If the team member said they would follow up with an action item or committed to doing something, put that only in the Action Item and/or Commitment fields. **Resulting Action Item and Commitment for Team Member:** Did the team member say they would do something in response to a stakeholder's notable? Commitments carry a much heavier weight than an action item. If this is not a commitment that would be documented in project documents and applications, mark it as an action item. **Action Item and Commitment Due:** What date, project phase or approximate time frame is it due? **Team Member Responsible:** Which team member is responsible for making sure the action item or commitment is performed? If it is the same sole team member as is linked in the Team Member section above, leave this field blank.