

STAKEHOLDER SURVEY (ANNEX B)

This Survey is part of a study within the Interreg-Dialog project. It aims at defining forms, methods, techniques and tools that stakeholders consider efficient for their **active involvement in social innovation projects**.

You are kindly asked to answer all the questions following the instructions.

The information collected will be analyzed on an aggregated basis and used only for research purposes in full compliance with the privacy policy (General Data Protection Regulation - GDPR n. 2016/679).

Before starting you have to give consent for your data processing.

Data processing consent

- I agree
- I do not agree (*end of the survey*)

SECTION A - PROFILE OF THE INTERVIEWED PERSON

1. Gender:

- Male
- Female
- I don't want to say

2. Age:

- 18-24 yrs
- 25-34 yrs
- 35-44 yrs
- 45-64 yrs
- over 65 yrs

3. Education:

- None/elementary
- middle school
- secondary school
- university
- post university

4. Role:

- Administrative representative (specify) _____
- Local body representative (specify) _____
- Employers' representative (specify) _____
- Association/trade union representative (specify) _____
- Research centre representative (specify) _____
- Representative of a civil society organization (specify) _____
- Representative third sector organization (specify) _____
- Expert
- Citizen

- International network (EEN, Europe direct, etc.)
- Other (specify) _____

5. Sector:

- Industry (specify) _____
- Construction (specify) _____
- Commerce (specify) _____
- Tourism (specify) _____
- Transport (specify) _____
- Business services (specify) _____
- Health (specify) _____
- Education/Training (specify) _____
- Public Administration (specify) _____
- Other (specify) _____

6. Have you ever had any experience in 'participatory' processes? *(only one response)*

- Yes, some
- Yes, many
- No *(go to question 8)*

7. If yes, specify

SECTION B – PARTICIPATORY PROCESS

8. In your opinion, how useful can be a multi stakeholder collaboration strategy in order to identify possible solutions for economic, social and environmental problems? *(only one response)*

- Very useful
- Fairly useful
- Not very useful
- Not useful

9. In which process phase should stakeholders be involved? *(multiple responses are allowed)*

- Project design
- Operational planning
- Implementation/Monitoring
- Assessment

10. With reference to the different Action plan phases (project design, operational planning, implementation, assessment) which is the most suitable level of stakeholder involvement considering the 4 following forms (inform, consult, involve, collaborate)? Indicate in the corresponding box values from 1 to 4 (1 Not appropriate; 2; Inappropriate 3 Fairly appropriate; 4 Very appropriate)

		Level of stakeholder involvement			
		Inform: Provide information to help stakeholder understand problems, alternative opportunities and / or solutions	Consult: Gain stakeholder feedback on alternative analysis and /or decisions	Involve: Work directly with stakeholders during the entire process so that parties' claims can be understood and considered	Collaborate: Collaborate with stakeholder in each decision-making aspects, as well in the development of alternatives and solution identification
Process phases	Project design				
	Operational planning				
	Implementation/ monitoring				
	Assessment				

11. If you have already managed participatory processes, which main problems/difficulties did you face?(max 500 characters including spaces)

12. From your point of view, how important are the following criteria to be used in the stakeholder selection from the administration responsible for a programme/project design/planning or implementation? Express a score from 1 (little importance) to 5 (high importance) (one response each line)

	Score
Stakeholder ability to involve other stakeholders	
Representative level in relation with the specific category belonging	
Capacity to start and boost changes	
Stakeholder 'recognition' level from the targeted population/actors of reference	
Capacity to influence the labour market	
Capacity to influence the resources allocation	
Capacity to provide with an in-kind support	
Specialist knowledge and competences	
Capacity to maintain discussion and public dialogue	
Participation experience in other similar experiences	

Capacity to communicate through a wide media variety	
Level of interest and interest of being involved	
Recognition and trust level by the administration responsible of the project	
Capacity to influence the public opinion	
The capacity of stakeholder to affect the project activities and influence their outcome;	
Participation in previous networks and projects	
The negative effect of a stakeholder non participation in the derail and/or delegitimation of the procedures and/or the project outcomes.	

13. In your opinion and according to your experience, are there any further relevant criteria that have not been mentioned in the previous question?

Yes

No *(go to question 9)*

14. If yes, specify:

SEZIONE C – METHODS and TOOLS for the PARTECIPATORY PROCESS

15. According to your experience and in relation with the different levels of stakeholder involvement (Inform; Consult; Involve; Collaborate) what is your opinion on the potential effectiveness of the methods, tools and techniques listed below, refer to the project design/planning phase (Answer to each item with a score from 1 - not very effective to 5 - very effective)

Project design/operational planning phase				
Methods, techniques and tools	Level of involvement			
	Inform	Consult	Involve	Collaborate
Production of booklets and posters				
Specific information in the field of belonging - interest of the stakeholder				
Publication of agendas, reports and other relevant materials				
Web site				

Dedicated platforms / Apps				
Mailing list				
Newsletter				
Social media				
Events/seminars/conferences physical and online				
Common methods physical workshops, informal setting events - like World Café - district walk etc.				
Common methods online (seminars, workshops, etc.)				
Physical methods with qualitative techniques for working group (focus group, brainstorming, etc.)				
Interactive methods with individual qualitative techniques (surveys)				
Interactive methods with individual qualitative techniques (interviews)				
Research-action				
Group techniques based on: simulation/role play/Open Space Technology etc. . (testing of a product with stakeholders)				
Negotiation techniques (distributive, positional, integrative (or creative)				

Techniques for conflict change/management				
Set up of multi-stakeholder committees set up				
Participatory budgeting				

16 In addition to the technical methods and tools listed above, do you know others that you consider effective in the project design/operational planning phase to ensure the involvement of stakeholders? If yes, list which ones and indicate their potential effectiveness in the following levels of involvement: information, consultation, involvement, collaboration.

17 According to your experience and in relation with the different levels of stakeholder involvement (Inform; Consult; Involve; Collaborate) what is your opinion on the potential effectiveness of the methods, tools and techniques listed below, refer to the project implementation phase (Answer to each item with a score from 1 - not very effective to 5 - very effective)

executive/and implementation phase				
	Level of involvement			
Methods, techniques and tools	Inform	Consult	Involve	Collaborate
Production of booklets and posters				
Specific information in the field of belonging - interest of the stakeholder				
Publication of agendas, reports and other relevant materials				
Web site				
Dedicated platforms/ Apps				

Mailing list				
Newsletter				
Social media				
Events/seminars/conferences in presence and online				
Common methods in presence workshops, informal setting events - like World Café - district walk etc.				
Common methods online (seminars, workshops, etc.)				
Physical methods with qualitative techniques for working group (focus group, brainstorming, etc.)				
Interactive methods with individual qualitative techniques (surveys)				
Interactive methods with individual qualitative techniques (interviews)				
Research-action				
Group techniques based on: simulation/role play/ Open Space Technology etc. (testing of a product with stakeholders)				
Negotiation techniques (distributive, positional, integrative (or creative)				
Techniques for conflict transformation/management				
Set up of multi-stakeholder				

committees set up				
Participatory budgeting				

18 In addition to the technical methods and tools listed above, do you know others that you consider effective in the executive / implementation phase to ensure the involvement of stakeholders? If yes, list which ones and indicate their potential effectiveness in the following levels of involvement: information, consultation, involvement, collaboration.

19. Stakeholders can be actively involved, if communication is:

- a constant flow of information and exchanges
- an established flow of information and exchanges
- other (specify)

Thank you for your collaboration