

Manual for stakeholder mapping workshop 20.03.2017, London

Organized in the framework of the [COST Action CA15212](#)

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Round 0 – Choose CS activities to work on (day before)

Please choose which activity you'll be looking at and describe it briefly.

Name of CS/DIYscience activity:

Short description of activity:

(type of activity, e.g. workshop/event series, duration, number of participants)

Aims of activity:

Anything else you want to remark on activity:

Round 1 – Stakeholders identification (30 minutes)

Please identify stakeholders of the activity – the questions below are meant to help you get creative.

The aim is to identify as many stakeholders as possible first (in a brainstorming atmosphere without valuating), it can be refined later on. Please use a matrix like the one below to write them down.

Who is involved in making the CS activity happen, i.e. initiating project, organizing day-to-day activities, etc.?

What do they contribute to the activity?

How frequently are they involved with the activity?

Have they been involved from the beginning to the end in the same intensity or did this vary?

Why are they involved?

What do they get out of the activity?

Who is funding the activity?

Who will be critical to the final delivery?

Who is responsible for making decisions that might affect the activity?

Which individuals/or stakeholder groups are likely to be affected by the outputs of the activity?

Who, although not directly affected, may be interested in the results of the activity?

Who is not involved? Why not?

Who is not, but should be involved? Why?

Are there stakeholders that have been involved in similar activities on previous occasions?

Which groups or individuals may be able to provide relevant information, equipment or resources?

Who is likely to have a negative view of the activity?

Are there policies emerging or in existence that will benefit from or be affected by the activity?

Is the activity (potentially) relevant to any individuals or groups from the following sectors? If so, to whom and why?

- Local communities
- Non-governmental organisations
- Government departments, politicians, policy makers and advisers (local, national, international); other national or international policy makers or policy groups
- Business and industry
- Landowners and managers
- Professional groups
- Researchers working in relevant disciplines; Researchers working across different disciplines
- Students, educators, schools
- The media
- The general public

Name of stakeholder + short description (NGO/informal group, in what sector, who is contact)	Stakeholder's contribution to activity (what do they contribute, how frequent, during whole project, how do they contribute - by coming to meetings or posting online? etc.)	Stakeholder's motivation to contribute to activity (why do they contribute)	Stakeholder's compensation from activity (what do they get out)	Does stakeholder already contribute to the activity? Or is it a potential stakeholder that does not but could contribute? (already/potential)

Round 2 – Categorising stakeholders

The next step is to categorise stakeholders regarding their importance to, and influence over, the activity. And group them in a matrix with influence (low to high) and interest (low to high). If you feel influence and interest are not the right categories for your activity, please use other ones that make more sense to you.

- What interest does the stakeholder have in the project?
- What influence can the stakeholder have on the project?
- Which parties are likely to be the most influential?
- How may the stakeholder be impacted or affected by the project?
- How beneficial would engagement of the stakeholder be to the project and why?

Round 3 – Finding engagement strategies for stakeholders

The next step is to decide based on the influence/interest matrix whom to engage how, e.g. with whom to work closely in the activity, whom to involve, consult and inform.

- Which stakeholders is it essential to involve?
- Who is preferable to involve?
- Who needs to be consulted?
- Who needs to be informed?
- At which stage of the CS activity does the stakeholder need to be involved/consulted/informed?
- Is there an existing relationship between the activity and the stakeholders?
- Do relationships already exist between stakeholders?
- What knowledge do the different stakeholders possess that may be relevant to the activity?
- What views are the stakeholders likely to hold about the activity and its outcomes, will these views be positive or negative?
- Is there the potential for any conflict arising amongst stakeholders or between stakeholders and the activity?
- What are the appropriate means of communication and will this need to be adapted in order to reach certain groups or individuals?
- Is there a willingness to engage; if not why not, and how could this be overcome?
- Are there any barriers to participation and/or engagement (e.g. technical, physical, linguistic, geographical, political, time, information or knowledge)?