

PROJECT PARTNER QUESTIONNAIRE (ANNEX A)

This survey aims at defining forms, methods, techniques and tools that may produce social innovation with relation to the **action plan/s** to be experimented within the Interreg- DIALOG project.

Please 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. Name of the interviewed person _____
2. Gender :
 Male
 Female
 I don't want to say
3. Body/Organisation of reference : _____
4. Role within the body/organisation : _____
5. Tasks/role within the Action Plan(s) _____

SECTION B - STAKEHOLDER IDENTIFICATION

6. Indicate on which basis you will select the stakeholders considering the following set of different elements and using the following scores from 1 (low)- to 5 (very high) (*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 i	
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 processes	
Capacity to communicate through a wide media variety	

Level of interest and interest of being involved	
Recognition and trust level from the administration involved	
Capacity to influence the public opinion	
Stakeholder capacity 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.	

7. 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)

8. If yes, specify :

9. Role and function of each stakeholder to be involved

Stakeholder n.	Role	Function
1		
2		
3		
4		
...		

SECTION C – THE PARTICIPATORY PROCESS

10. Specify for each Action Plan its intervention sector (max 3 each)

	Action Plan 1	Action Plan 2	Action Plan 3
Enterprises support			
Environment			
EU Funds planning			
Social dialog			
Health			
Welfare and social cohesion			
Local Development			
Research & Innovation			
Active labour policies			
Education			
Other (specify)			

11. Short description of the Action plan (max 400 characters including spaces)

12. In your opinion, how useful could be the adoption of a multi-stakeholder collaboration strategy in order to implement the Action Plan(s)? *(only one response)*

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

13. Explain your Action plan assessment expressed at point 10 *(max 300 characters including spaces)*

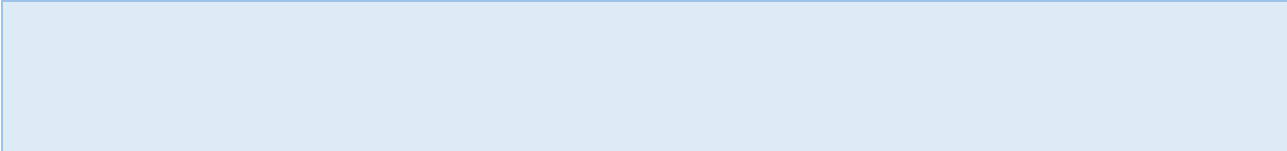
14. During which process phase should stakeholders be involved, according to your opinion? *(multiple responses are allowed)*

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

15. 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 Very appropriate; 2 Fairly appropriate; 3 Inappropriate; 4 Not 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				

16. Have you already managed participatory processes with stakeholders? If yes, which main problems/difficulties did you face?*(max 400 characters including spaces)*



SECTION D – METHODS AND TOOLS FOR THE PARTICIPATORY PROCESS

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? Specify if you refer to a project design/planning or implementation phase (Answer to each item with a score from 1 - not very effective to 5 - very effective)

Project design/operational planning				
	Level of involvement			
Methods, techniques and tools	Inform	Consult	Involve	Collaborate
Production of booklets and posters				
Information on the specific interests of the interested parts				
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 .)				
Auditive methods with qualitative techniques for working group (focus group, brainstorming, etc.)				
Auditive methods with individual qualitative techniques (surveys)				
Auditive methods with individual qualitative techniques (interviews)				
Research-Action				
Group techniques based on simulation/role play/ open space technology etc.				
Negotiation techniques (distributive, positional, integrative (or creative)				
Techniques for conflict transformation/management				
Set up of multi-stakeholder				

committees set up				
Participatory budgeting				
Other (specify)				

Implementation phase				
	Level of involvement			
Methods, techniques and tools	Inform	Consult	Involve	Collaborate
Production of booklets and posters				
Information on the specific interests of the interested parts				
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 (seminars, workshops, etc..)				
Auditive methods with qualitative techniques for working group (focus group, brainstorming, etc.cc..)				
Auditive methods with individual qualitative techniques (surveys)				
Auditive methods with individual qualitative techniques (interviews)				
Research-Action				
Group techniques based on simulation/role play				
Negotiation techniques (distributive, positional, integrative (or creative)				
Techniques for conflict transformation/management				
Set up of multi-stakeholder committees				
Participatory budgeting				
Other (specify)				

18. 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