

## 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	
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 (if you foresee to develop more than 1) its intervention sector (max 3 answer each, mark with a X)

	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 by writing)			

**11. Short description of the Action plan**

**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**

**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 Not appropriate; 2 Inappropriate; 3 Fairly appropriate; 4 Very appropriate)*

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

16. Have you already managed participatory processes with stakeholders? If yes, which main problems/difficulties did you face?

**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, referred 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				
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 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 Report if you use other methods, tools and techniques for the stakeholder involvement different those listed above in the project design/operational planning phase. Therefore, indicate its potential effectiveness in the following levels of involvement: information, consultation, involvement, collaboration.**

**19 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 )**

<i>Implementation phase</i>				
	<b>Level of involvement</b>			
Methods, techniques and tools	<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>
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 (seminars, workshops, etc..)				
Physical methods with qualitative techniques for working group (focus group, brainstorming, etc.cc..)				
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				
Participatory budgeting				

**20 Report if you use other methods, tools and techniques for the stakeholder involvement different those listed above in the implementation project phase. Therefore, indicate its potential effectiveness in the following levels of involvement: information, consultation, involvement, collaboration.**

**21 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***