Stakeholder Analysis Workshop Incorporating Aspects of MLP - Runsheet

Date:

Location:

Time:

Attendees:

Purpose(s) of the workshop:
List purpose from perspective of different groups involved in the workshop, e.g. what the facilitators hope to get out of it and what the participants hope to gain.
Could also include 'experiential aims', e.g.:

- For workshop participants to be engaged and think beyond 'the usual suspects' when consider stakeholder involvement
- For facilitators to gain confidence in facilitating this type of workshop

Outputs from workshop:
[May include information; templates for use by others; field notes and reflective summaries for the facilitators]

Agenda: [Example for a 1.5 hour online workshop]

Time	Activity
9:00	Welcome
9:05—9:10	Introductions and outline workshop purpose
9:10—9:30	Current system stakeholder brainstorm
9:30—10:00	'System layers' including brainstorming the disruptors or edge thinkers
10:00—10:20	Prioritisation using alignment - interest matrix
10:20—10:30	Reflection and wrap up
10:30	Close

Time	Purpose	Instructions	Who	Resources
8:50	Call open	Facilitators on-line 10 minutes early		
9:00	Welcome and purpose	Welcome everyone on the call, confirm the purpose and expectations of this session. Introduce facilitator(s).		
9:05—9:10	Introductions Outline process	Lead round of quick introductions. Outline process – what will be worked through, approach to sharing ideas (everyone adding information to shared document vs. facilitator or scribe recorded shared ideas). Outline any 'house rules', e.g. around needing to be brief, 'share the air', facilitators may ask people to move on if needed.

Mention how the system focus of these templates will add value to the process. | | |
| 9:10—9:30 | Brainstorm - current system | Outline first template and planned process (indicate desired level of specificity, process for brainstorming, if individuals should focus on different areas). Focus on identifying people or groups that define the dominant system.

Give participants time to brainstorm individually, then go around and ask each one for top two. Then will fill in who is missing/ collect more names. | | Template 1 – Current System (Stakeholder analysis workshop – MLP light touch. pptx) |

(Run Sheet continues on next page)

Time	Purpose	Instructions	Who	Resources
9:30—10:00	Layers in the system	Outline the template, explain process and terminology. Note that this template gives an opportunity to look at things from a different perspective. Start with the '**beneficiaries**' circle, get group to offer thoughts directly. [5 minutes] Explain that won't revisit '**incumbent stakeholders**' here, as was covered in first template. Focus on **niche players/ disruptors/ edge thinkers** - those outside of the current system but with opportunity to change/ disrupt the system. Give a minute to think about this, then get top ideas. [15 minutes] If time, consider **policies or institutions** that could influence change (supporting status quo or encouraging change). [5 minutes]		Template 2 – Layers in the System (Stakeholder analysis workshop – MLP light touch. pptx)
10:00—10:20	Alignment – interest matrix	Introduce third template and outline process. Note that this template provides a way to categorise the stakeholders we've identified already and to help with prioritisation. Give participants a minute or so to think about specific people and where they would be placed before getting suggestions. It may be helpful to flick back to previous slides or copy some of the previous suggestions over.		Template 3 – Alignment interest matrix (Stakeholder analysis workshop – MLP light touch.pptx)

Note: blue words feature in the glossary at the end of the document

Time	Purpose	Instructions	Who	Resources
10:20—10:30	Wrap up and reflection	Wrap up and take participants through a few reflection questions, e.g.: • Has the workshop allowed you to think about different stakeholders and/or consider existing stakeholders in a different way? • Is there anything still missing from our analysis? Who might assist us to complete it? If not enough time, put up questions, ask people to comment in chat so thoughts are captured. Email or survey follow-up could be used as a backup.		
10:30	Close session	Close workshop and note next steps		

Notes on 'layers in the system':

Beneficiaries - people or more abstract things (e.g. environment, animals) that may be positively or negatively impacted by the research.

Incumbent stakeholders - those who form part of the current dominant system/ ways things are normally done currently

Niche players/ disruptors/ edge thinkers - those outside of the current system, using new and emerging practices, that may have opportunity to change/ disrupt the system.

Policies, institutions, systems, practices – things that could influence change (either status quo or encouraging change). Institutions here refers to ways of doing things, not just organisations.