Inventory and Ranking of Stakeholders

Objectives
• Running projects: inventory, ranking and classification of stakeholders
• Planned projects: criteria for choosing a partner

Materials
A flipchart or blackboard that is visible to all participants; small pieces of card or post-its for each stakeholder that may easily be attached to and detached from the flipchart.

Time
1 hour.

Procedure
You should establish the inventory and discuss the ranking of stakeholders in a small focus group with important resource persons.

First step: Structured brainstorming with all participants

Who are the most important stakeholders in the chosen field (disability, PRSP, others)? Use the following list to complete the brainstorming session if necessary:

- **Associations of people with disabilities:** _____
- **Associations for people with disabilities:** _____
- **Associations of professionals:** _____
- **Governmental structures:**
  - Ministry 1 — Politics: _____
    Technical/executing: _____
    Technical/decision: _____
  - Ministry 2 — …
- **Decentralised governmental structures/services:** _____
- **Community-based organisations:** _____
- **International organisations:** _____
- **Religious authorities:** _____
- **Private sector: enterprises and private businesses:** _____
- **Resource persons/individuals:** _____
- **Others:** _____

Second step: What are the *criteria* for deciding *on the importance* of a stakeholder/organisation for the national disability movement/field of disability? Use the following list to complete the possible criteria:

- Implemented activities/projects: history and experiences of past cooperation and project implementation
- Size: human, physical and financial resources
- Legitimacy: number and level of satisfaction of members
- Relationships: connections with key persons in politics, the media, etc.
- Type of organisation: identity (vision, ambitions, motivation, etc.), its mission (mandate), its internal structure, staff (permanent staff, volunteers, etc.), and so on
- Others

Third step: Establish a ranking of stakeholders/organisations according to the criteria fixed in step 2.