

D3.1 – Stakeholders and Key Actors’ Database (2023)

Report /
Working document updated annually

RIA-CL₂-DEMOCRACY FAIRVILLE

GA N° 101094991

Work Package:

WP₃: “Fairville Labs” / Co-production Pilots

Lead beneficiary: Commonsplace

Due date: Month 8

Submission date: 26/08/2023

Revision history

Authors

Sylvain Adam and Eleni Mougiakou (commonspace).

Contributors

Agnès Deboulet (CNRS); Barbara Lipietz and Alessio Kolioulis (UCL/ DPU); Alfonso Alfonsi and Maresa Berliri (K&I); Paloma Anger, Ahmed Zaazaa and Kawkab Tawfik (NSCE); Mae de Monchy (EGEB); Giuseppe Faldi (ULB); Claire Benit-Gbaffou and Camille Floderer (AMU); Romain Leclercq (Appuii); Richard Lee (Just Space); Papa Keita and Magatte Diouf (UrbaSen); Ben Kerste (Appuii) Hélène Froment, Patrick Lacoste (CVPT), Catalin Berescu (Frontal); Anna Steigemann (UR).

Revisors

Giorgos Velegarakis (commonspace), Agnès Deboulet and Audrey Debargue (CNRS).

Table of contents

Context	3
1/ Who are the stakeholders?	4
2/ Potential utilisations of the database	6
3/ Common working documents.....	8
4/ Coordination and iterative process	10
5/ Database structure	12
6/ First iterations of FVlab databases	15
7/ Concluding observations.....	19

Context

Deliverable 3.1, "Stakeholders' database" is part of Work Package 3, "Fairville Labs, Co-production Pilots". It is linked to both tasks T3.1 "Taking stock of on-going co-production" and T3.2 "Launch and operation of eight Fairville Labs (FVlabs)". According to the Grant agreement, the database "will be updated annually and based on local stakeholders round tables, Fairville Labs activities/workshop, multi-actor meetings" (Fairville's Grant agreement, p.22).

As a reminder, there are nine Fairville Labs (not eight as initially planned), which are:

- Berlin FVlab (Germany),
- Bruxelles FVlab (Belgium),
- Călărași FVlab (Romania),
- Dakar FVlab (Senegal),
- Giza FVlab (Egypt),
- London FVlab (UK),
- Marseille CVPT FVlab (France),
- Marseille Studio 4-5 FVlab (France),
- West Attica FVlab (Greece).

The database structure is shared among all Fairville Labs. Each Fairville Lab team completes, updates, and utilizes it according to their specific requirements. A shared goal is the gradual expansion of the audience and the promotion of stakeholder's involvement in co-production processes.

The deliverable has been renamed as "Stakeholders and Key Actors' Database" to accommodate the diverse needs and aspects of all FVlabs. This deliverable functions as a dynamic document and will evolve in response to the necessary actions.

1/ Who are the stakeholders?

There exist numerous definitions of the term "stakeholder." A classical interpretation originates from the field of strategic management: "any group or individual capable of influencing or being influenced by the accomplishment of the organization's objectives."¹

In the context of the Fairville project, our consideration of stakeholders and key actors involves the following criteria:

- It must maintain a comprehensive and inclusive scope, as specified in the Grant agreement (p.10) understood as "all stakeholders," which includes those "most excluded from democratic participation" (p.11), "encompassing public authorities, decision-makers, public officers, and local organizations" (p.12).
- It encompasses various levels, as outlined in the document: "both at local and international levels" (p.17), "at the local, regional, and national tiers" (p.35).

In our specific scenario, stakeholders and key actors are defined as follows:

- Any organization or individual that is currently or potentially involved in the primary challenge, issue, or problem addressed by the co-production process within the Fairville Labs. This perspective is challenge oriented.
Example: The primary issue of "flood," which incorporates multiple factors of inequality and involves diverse stakeholder relationships such as "directly or indirectly affected by," "holding power over," or "possessing expertise in"...
- Any organization or individual currently or potentially engaged in the co-production process itself. This perspective is process oriented.
Example: Engaging in activities to "combat flooding," with a wide array of potential stakeholder relationships, including "participation in," "interest in," "influence on," "distrust toward," or "ability to obstruct"...

¹ R. Edward Freeman, *Strategic Management: A Stakeholder Approach*. Cambridge University Press, 1984.

This extensive and inclusive understanding of stakeholders ensures that the database is not confined solely to current participants in a given co-production process. It encompasses a broader scope, incorporating the dual perspectives of challenge-oriented and process-oriented considerations. It brings together a diverse array of potential relationships to the primary challenge addressed and/or the co-production process, all within the context of the Fairville Labs.

2/ Potential utilisations of the database

2.1/ At the local level: Documenting each Fairville Lab's operational processes

Tailored to the specific requirements of each Fairville Lab, the database holds the potential to:

- Assist the coordination team in managing the co-production process effectively.
For instance, it provides a centralized and up-to-date repository for reaching out to involved parties across various actions.
It facilitates an encompassing view of the diverse stakeholders and actors who are currently or potentially associated.
- Serve as a strategic instrument to guide actions.
For example, it aids in the identification and engagement of particular stakeholders (those significantly impacted or possessing substantial influence) at particular stages of the process.
It functions as a tool to pinpoint any stakeholders that might be absent but should be engaged.
- Act as a shared and discussed resource utilized in multi-actor gatherings; it becomes a means to examine existing disparities critically.

Therefore, as a partner pointed out: "This tool will serve as a reference point for stakeholders and as a foundational resource for project activities. It will play a crucial role in strategic mapping exercises and, as the co-production process unfolds, will assist Fairville Lab in ensuring the seamless integration and consideration of pertinent stakeholders."

2.2/ At the European network level: Sharing data for cross-analysis and co-production process typology

Upon establishing the data intended for dissemination within the Fairville consortium (as outlined in the section "Data Sharing and Ethical Concerns" below), the database can be harnessed to:

- Identify distinct categories of actors, delineating their roles and involvement across individual pilot case studies.
- Streamline comparisons among case studies through a standardized framework, fostering an exchange of insights across different experiences.

3/ Common working documents

3.1/ A table and a text document

The database frame consists of two complementary documents:

- An excel table as a common frame for all Fairville Labs, to be filled in by each FVlab coordination team. The table contains 39 column headings (A to AM), formulas and four example rows. It has been designed by commonspace and has been amended by the FVlab coordination teams.
- A text document with two sections:
 - o A/ About the key actors and stakeholders' database, 1/ What for > Objectives 2/ What > Content 3/ How > Proposed steps and
 - o B/ Explanatory note for the database) and an Appendix (Examples of graphs made form stakeholders' databases, transmitted by Fairville partners).

These documents are available here: <https://www.fairville-eu.org/library/d733d9d3-9eb9-4b31-811d-e7c4aa6e5442>

3.2/ Link with WP₃ operational plan

The database frame was produced and submitted for collective work together with the operational plan. This simultaneous work has enabled the database to be aligned with the broader framework proposed by the operational plan for each Fairville Lab: coordination team and partners (APPUII, Paris 8 and NSCE for task 3.1), schedule of FVlab actions, goals and objectives, methods, governance rules, resources and tools.

3.3/ Link with other WPs

Beyond WP₃, the database holds potential utility for the operations of other work packages, particularly WPs 4, 5, and 6.

One of the FVlab coordination teams proposes that "the database could facilitate the ongoing evaluation of stakeholder's engagement, and support the documentation of the process. As a result, it proves to be a valuable resource and information repository for WP₄ assessment (e.g.,

serving as a tool for T4.2). Furthermore, it can also be employed for the dissemination objectives of WP6 tasks, particularly concerning organizations that publicly share contact information in subsequent phases.”

4/ Coordination and iterative process



- Fairville Berlin Workshop

The working documents for the key actors and stakeholders' database and the operational plan have been designed by commonspace, presented and discussed with all the Fairville partners during Berlin Workshop, held on 25-26 May 2023.

- Coordination emails

Several emails concerning the database and more broadly task T_{3.1} and WP₃ were sent to all the partners involved during June and July 2023. The working documents were modified according to the remarks made.

- Fairville Labs Thursday Support Meetings

A common online meeting time for all WP₃ partners has been set up: it takes place on the first and third Thursdays of each month and provides support for the launch and operation of Fairville Labs. The first two meetings took place on 6 and 20 July 2023. They were attended by 14 and 15 participants respectively from the Fairville partners involved in WP₃. Part of their

agenda was devoted to the database: presentation of the latest updated version of the frame documents, suggestions from the FVlab coordination teams and support/guidelines for filling in the database.

- **Personalised meetings at the request of Fairville Labs leaders**

Commonspace, as WP3 leader, offered individual online meetings to all FVlab coordination teams who wished to attend. The aim of these meetings is to help FVlab leaders to use the WP3 common tools, share knowledge on the pilot case studies, work together to clarify and improve the database, anticipate their possible uses and clarify expectations on both sides. Four FVlabs wished to benefit from these personalised meetings. Commonspace will be assisted in this task by APPUII, Paris 8 and NSCE.

5/ Database structure

Lines: one line per stakeholder

Columns A to B: Basic information

Column A: Number, for anonymisation and/or graphic processing.

Column B: Organization/ Individual/ Informal collective. A stakeholder can be an individual, an organization or an informal collective (e.g., residents of Z street). If someone is involved in a personal capacity "individual" should be picked up. On the other hand, if this person involves his/her organization in some way, "organization" should be picked up and then the "contact person" section (column N) should be documented.

Columns C to J: General data

Column C: Name. If it's an organization: complete name/ if it's an individual: surname (family name).

Column D: Acronym or first name. If it's an organization: acronym/ if it's an individual: first name.

Column E: Legal status. For an organization: Informal collective (no legal status)/ International organization/ Public institution or entity/ Academic and research actor/ Private sector company/ non-governmental organization (NGO)/ Civil society organization (CSO)/ Grass-root organization/ Network of organizations/ Trade union (or additional category if these ones don't fit).

Column F: Field of activities. For an organization or an individual, e.g. "health", "environment".

Column G: Type of activities. Kind of action the organization or the individual have in this field, e.g. documentation, awareness.

Column H: Website. URL if it exists.

Column I: Geographic scale. Relationship to a specific territory/ impact of the current activities, e.g., multi-scale/ local/ regional.

Column J: City. The territory where the actor is mainly based, head office if it's a big organisation.

Columns K to Q: Extra personal data

This section is mainly for internal use of each Fairville Lab (e.g., to contact a specific key actor or stakeholder), not to be shared among partners.

Columns R to Y: Relevance to the co-production process

Columns R and S: Relevance to the main thematic of the Fairville Lab (e.g., "housing").

Column R: Relevance of the stakeholder to this main thematic: Very low/ Low/ Moderate/ High/ Very high.

Column S: Specify this relevance, e.g. expertise, influence, affected.

The combination of R and S: indication of the relevance of the actor to the main thematic of the Fairville Lab.

Columns T, U, V: Involvement in the Fairville Lab activities. "Current" and "expected": to integrate notions of time (evolution, trajectories).

Column T: Level of current involvement, now that the database is filled.

Column U: Level of expected involvement (strategic use of the database, e.g., to reach a stakeholder, not involved yet or left behind so far).

Column V: Specify this involvement (or its evolution if relevant).

Column W: Interest in the Fairville Lab (benefit). Supposed interest or benefit to be evaluated, e.g., an actor directly affected by flood, involved in a process aimed at combating flooding, link with the global attitude towards the co-production process.

Column X: Capacity to block the Fairville Lab. Also linked to global attitude towards the co-production process, it mainly refers to notions of power/ influence of the given stakeholder.

Column Y: Type of resources dedicated to the Fairville Lab. None so far/ Material/ Financial/ Human/ Multiple.

Columns Z to AF: Relevance to Fairville main issues, inequalities, and democratic issues.

Columns AE and AF: Legal competence. To indicate if a given stakeholder is in charge/responsible/suited or skilled for certain actions in field of Fairville interests, e.g., a public authority (institutional role) in charge of the allocation of several social services.

Columns AG to AL: Relevance to Fairville's WPs

To link a stakeholder to one or more WPs in the Fairville project. E.g. the involvement of an identified stakeholder could be of particular interest at the WP5 "scaling up" stage.

Column AM: Comments

For internal use, not to be shared, e.g., to indicate how and why to contact a given stakeholder at a specific stage of the project or to consider how to involve this stakeholder in the co-production process if the database is used as a strategy tool.

6/ First iterations of FVlab databases

6.1/ Initial version of the database for each Fairville Lab

Building on the process elucidated in a previous section of this report, the coordination teams of Fairville Labs completed a table with stakeholders identified within their respective pilot case studies. These preliminary versions of the database for each FVlab were transmitted to commonspace by the end of July 2023.

Currently, the count of stakeholders identified by FVlab coordination teams varies from 1 to 32. Most of the columns in the shared framework are filled.

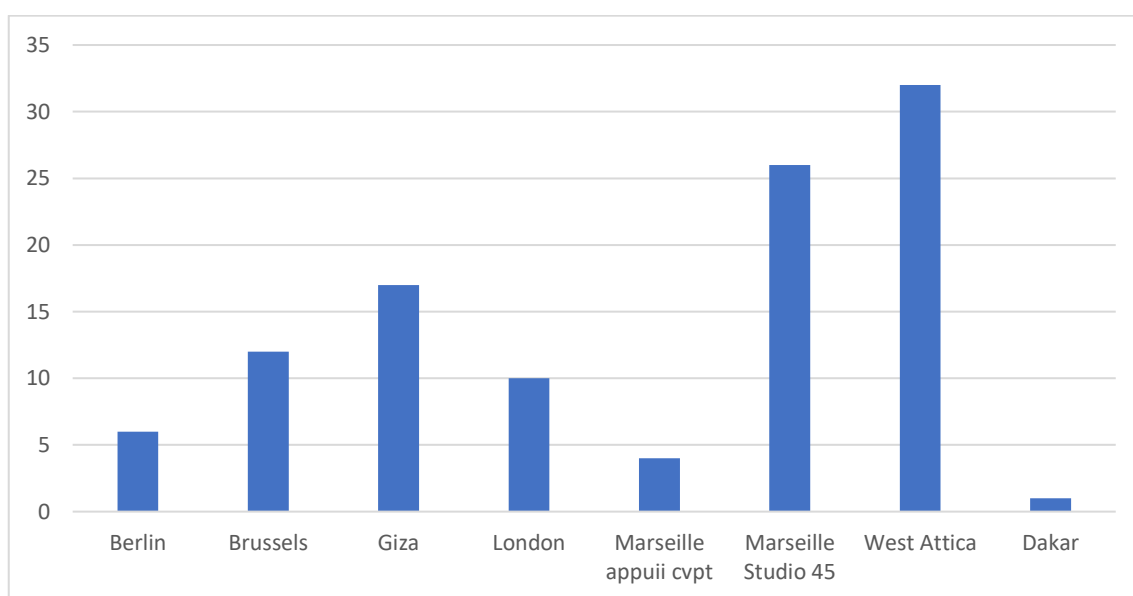


Figure 1: Stakeholders and Key Actors per FVlab (initial phase)

These initial versions are linked to the first phase, with the overarching objective of progressively broadening the audience and stimulating stakeholder involvement in the co-production processes. The dynamics will be chronologically documented for each case through the annual updates to the database.

6.2/ Data transmission and production

Completing the database has already sparked the initial sharing of information and numerous internal exchanges within the coordination teams. Two Fairville partners highlighted the advantages of this process; experienced members are disseminating their knowledge of the

region and local actors, which was often previously unarticulated, to newcomers or those with limited field expertise. In turn, this knowledge is being re-evaluated, considering the issues brought forth by the Fairville project.

This database-filling process serves to clarify and disseminate knowledge—a pivotal step for co-production—while also generating novel data. The qualitative data presented, particularly within the "Relevance to the Co-Production Process" (R) and "Relevance to Fairville Main Issues" (AF) columns, result from negotiated internal assessments within the coordination teams.

6.3/ Two complementary approaches to stakeholder identification

With the inaugural versions of the Fairville Labs' databases, two complementary approaches to launch stakeholder identification have surfaced.

The first approach involves initiating database entry by including partners and stakeholders already known to the coordination team. This tactic is feasible when the FVlab coordination team possesses a robust understanding of the stakeholder network and key actors within the region where the co-production process is underway or when the co-production process is an extension of prior actions closely aligned with the FVlab's theme and approach.

The second approach to populating the database entails identifying a set of actors and stakeholders deemed pertinent due to their affiliation with the FVlab's primary theme, the broader Fairville project, or the region where the co-production process transpires. Some of these identified stakeholders are currently in the process of being contacted for the forthcoming community-building phase.

In several instances, Fairville Lab coordination teams are employing both approaches in tandem to create an initial version of the database. Some FVlab teams have already established distinct circles of stakeholders, contingent upon their relevance to the addressed challenges and anticipated levels of future involvement, as part of a progressive mobilization and community-building strategy.

6.4/ Characteristics of identified stakeholders

A diverse array of stakeholders has been identified, varying according to the specific FVlab and the project's overall scope. The following characteristics are noteworthy:

- Most of these stakeholders and actors are collective entities, encompassing established organizations and informal groups. Some FVlab coordination teams have identified a subset of individual stakeholders.

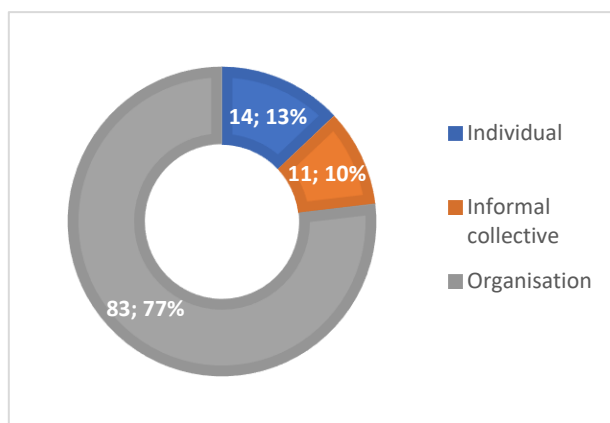


Figure 2: Stakeholders and Key Actors per Category (Individual, Informal Collective, Organization)

- A broad spectrum of statuses is evident across most FVlabs and from one FVlab to another:
 - o Public institution or entity
 - o Civil society organisation (CSO)
 - o Other or unknown
 - o Academic and research actor
 - o Informal collective (no legal status)
 - o Non-governmental organisation (NGO)
 - o Private sector company
 - o Trade union
 - o Limited company
 - o Informal coalition
 - o Inhabitant
 - o Public company
 - o Unincorporated association

- Grassroot organisation
 - Network of organisations
 - Registered charity
 - Registered cooperative
 - Registered society
- Certain cases identify groups and sub-groups, particularly in the realm of public authorities, where distinct thematic departments are delineated, or when a community organization is structurally networked or federated.
 - While the scope of action for these stakeholders is local and/or regional, some stakeholders are recognized at the national level. Also, the partners included “city wide” and “Metropolis” as important geographical scales that are included in the final version of the database.

Table 1: Stakeholders and Key Actors per Geographical Scale

Scale	% of stakeholders & key actors
City	5.56%
Local	48.15%
Local and regional	9.26%
Metropolis	5.56%
Multiple scales	3.70%
National	9.26%
Regional	11.11%
Regional and national	3.70%
Other or unidentified	3.70%
Grand Total	100.00%

- These stakeholders are frequently deemed highly relevant to the FVlab's central theme and the core issues of the Fairville project. Even when a stakeholder's relevance is evaluated as moderate or low, their inclusion in the database is substantiated by other factors, which may vary from case to case, such as robust local involvement, legal authority, the potential to obstruct the co-production process, and more.

7/ Concluding observations

7.1/ Significance of stakeholder relationships

The process of characterizing each stakeholder in isolation, allocating one line per stakeholder, constitutes a vital step. However, several Fairville Lab coordination teams emphasize the subsequent critical phase of characterizing the interrelationships among these stakeholders within the co-production process and in relation to it. These relationships span a spectrum from trust to mistrust, mutual unfamiliarity to conflicting dynamics, and various forms and degrees of cooperation. These relationships are dynamic and subject to evolution over time. They exert pivotal influence over the co-production process and its distinct phases.

7.2/ Diverse nature of collective entities

Collective bodies, formal or informal, institutional or grassroots, are distinguished by their inherent heterogeneity. Within these bodies, even in the absence of a pre-existing organizational structure to reflect it, inequalities often emerge, rooted in hierarchies, dominance, leadership, power dynamics, or the impacts of internal competition. Their engagement with the co-production process is also notably variable, marked by disparities, tensions, contradictions, fleeting equilibriums, and deliberations within an organization. It becomes imperative to consider pertinent scales of analysis beyond individual or group relationships. Innovative narratives and suitable representation tools must be devised to capture the intricacies of the involved processes and relationships.

Contemplating the aspect of "capacity to obstruct the co-production process," a FVlab coordination team observes that according to their previous experience "As a grassroots organization, we are attuned to the potential of local authorities, especially, to create obstacles. Moreover, we have encountered barriers from universities and registered societies. However, equally noteworthy is the potential of dominant voices within community organizations to impede progress. Initiating a partnership with such a perspective could prove discouraging."

7.3/ Connection to future mapping endeavours

Certain FVlab coordination teams already envision a direct correlation between the stakeholders and key actors' database and upcoming mapping activities. Collaborative efforts with local partners to enhance and update the database could potentially lead, if the group deems it pertinent to the issues at hand, to a mapping project founded — at least partially — on the database. This might involve co-producing mapping endeavors such as stakeholder mapping, community mapping, ecosystem mapping, or power mapping.

One FVlab coordination team underscores: "Geographical information is highly advantageous and significantly aids future mapping endeavors. Incorporating more indicators for power mapping, rather than solely text-based entries, would facilitate the swift generation of graphs and figures outlining the stakeholders our lab intends to engage with throughout the project."

The following steps for the FVlabs, adapted to their needs and phase are:

- More inputs for the database in order to discuss links and correlations at the project level
- Discussions, visits, or meetings with local stakeholders and key actors linked to mapping activities
- Share and discuss the operational plans, discuss and peer-to-peer support regarding the implementation phase for the first year of action

The FV partners will reflect and discuss the first inputs during the Brussels meeting in November 2023. The database is updated annually.