

GPP2ADRION

WPI: State of the Art of Public Procurement procedures and GPP procedures in the regions for circular economy

Stakeholder Mapping and Interview Reporting

Guidelines and Instructions for Partners on Stakeholder Mapping, Conducting Interviews

What is the goal of stakeholder participation, particularly interviews with stakeholders in WPI?

- To develop a comprehensive understanding of the current landscape, state of play, and specific needs related to Public Procurement (PP) and Green Public Procurement (GPP). This will be achieved through targeted document reviews, stakeholder inputs, and structured reporting, with a particular focus on Circular Public Procurement (CPP).
- To establish a network of stakeholders within the GPP2ADRION project who will actively participate, foster, and adopt GPP principles, criteria, and procedures, while also contributing to the project's communication efforts.
- To identify gaps, barriers, and opportunities to inform the creation of a capacity-building plan in subsequent phases and periods of the project.

How will this be achieved?

- By fostering dialogue with key stakeholders involved in GPP national frameworks through targeted communication activities.
- By identifying stakeholders relevant to the project's theme, current state, future activities, and overall goals (WPI).
- By conducting interviews with stakeholders to assess the current landscape and state of play regarding PP, GPP, and CPP.
- By compiling the outputs and findings from stakeholder mapping and interviews into the Stakeholder Report template.

Steps to Conduct interview and Expected Outputs:

1. Country map and list of stakeholders in each partner country:

- Based on ***the metrics/maps provided in the next chapter of this document***, start identifying and mapping stakeholders with regards to their influence and interest. There are instructions and templates available in the

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following chapter: Guidelines for STAKEHOLDER IDENTIFICATION, MAPPING AND PRIORITIZATION

- **Create a list of stakeholders with identifying their role (interest, influence), contacts and information** that would support understanding of the role and possible engagement of a stakeholder.
- Use the template/file: **“WPI_Stakeholders list.xls”**

2. Stakeholders' selection for interviews:

- Select stakeholders for interviews (8) and share the list of selected stakeholders with WPI team before conducting interviews
- For selection: Each partner conducts interviews with selected stakeholders from different sectors (public, private, type of organizations) as well as from different group (with regards to their influence and interest)
- Each interview consists on sections: 1) State of the Art, 2) Benchmark Analysis, 3) Gaps, Barriers, and Challenges 4) Opportunities

3. Conducting interviews in each partner country:

- Address selected stakeholders:
 - Informal: make an informal/first contact by a phone call and explaining them the project and the purpose of the questionnaire.
 - Formal: send an invitation with a questionnaire in advance, files: **GPP2ADRION_An invitation to participate_stakeholders.doc** and **GPP2ADRION_GPP-CPP_Questionnaire for Stakeholder Interview.doc** to conduct interviews.
 - Ask them to fill in a questionnaire in advance or to prepare in advance
 - Define the date for online interview (could be already during the phone call) – don't wait for their answer as this make prolong the process
- Target number of interviews: 5 (different stakeholders)

4. Reporting on the interviews:

- Ensure for each stakeholder – interview:
 - Create the final version of each questionnaire with answers
 - Collect all questionnaires.
 - Recap key points and main insights at the end of each questionnaire/interview.



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- Create a summarized feedback of all interviews in English on a template:
WPI_INTERVIEWS WITH A STAKEHOLDER – REPORT template.doc

5. Interview follow-up / Knowledge Base for Future Project Activities:

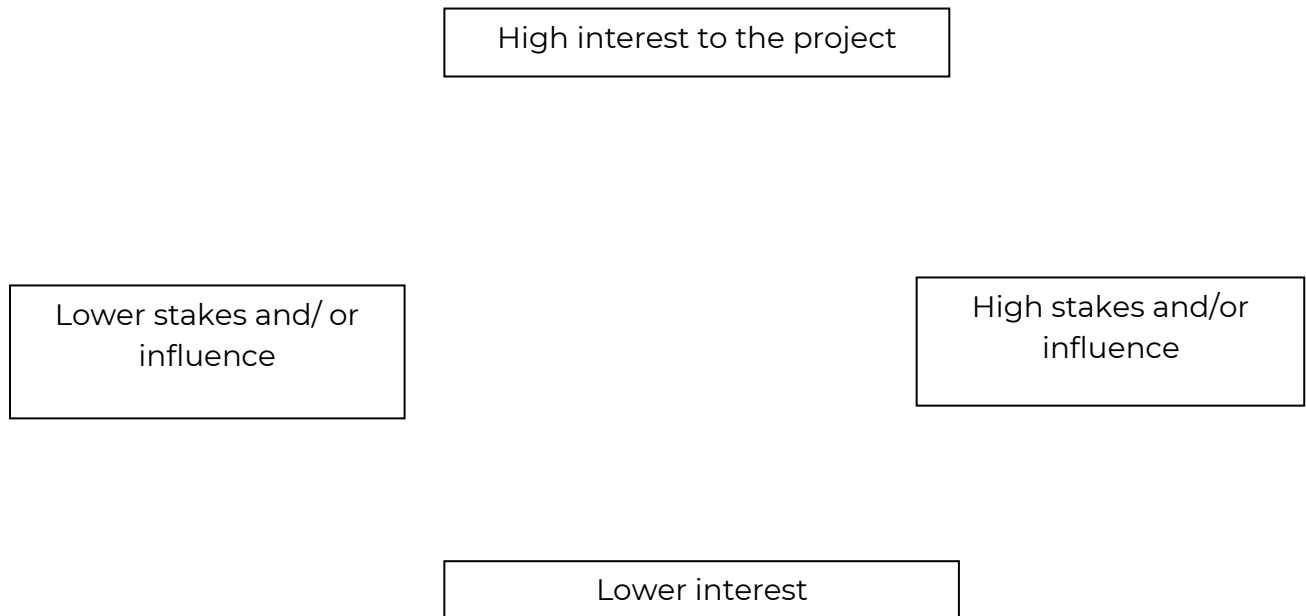
- Express Gratitude: Thank the stakeholder for their time and valuable insights.
- Inform the stakeholder about how their input will be used in the project and any potential follow-ups.



Guidelines for STAKEHOLDER IDENTIFICATION, MAPPING AND PRIORITIZATION

A metrics for identification and categorization of stakeholders

Make the initial list of stakeholders with a reference to their engagement at the current state as well as the future prospects.





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A description of metrics for identification and categorization of stakeholders

HIGH INTEREST - LOW INFLUENCE	HIGH INTEREST - HIGH INFLUENCE
<p>Group 2: Keep informed</p> <p>Very interested in the GPP and its successful implementation. However, they have limited power to influence the GPP framework directly.</p> <p>Their role is more about participation, feedback, and compliance rather than shaping policies. They may serve as advocates or important implementations.</p>	<p>Group 4: Manage closely</p> <p>Highly invested in the success and outcomes of GPP and hold significant power to shape, enforce, or change GPP policies and procedures.</p> <p>Their involvement is essential for driving the project's objectives, as they are both motivated and capable of influencing the program's direction and effectiveness.</p>
LOW INTEREST - LOW INFLUENCE	LOW INTEREST - HIGH INFLUENCE
<p>Group 1: Monitor and inform</p> <p>Minimal interest in GPP and limited ability to influence its outcomes.</p>	<p>Group 3: Inform and engage</p> <p>Authority and power to impact the GPP but may not be highly interested in it or directly affected by it.</p> <p>Their support is important to removing potential obstacles or securing necessary resources</p>



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Template:
STAKEHOLDERS IDENTIFICATION AND MAPPING

COUNTRY:

HIGH INTEREST - LOW INFLUENCE	HIGH INTEREST - HIGH INFLUENCE
LOW INTEREST - LOW INFLUENCE	LOW INTEREST - HIGH INFLUENCE

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Template: STAKEHOLDERS PRIORITIZATION - SELECTION

Once you finish your stakeholder identification and mapping, select a list of stakeholders for interviews.

COUNTRY:

Stakeholder type	Stakeholders / institutions	Stakeholders/contacts
Public Authorities	At least 1 Ministry Representative 1 PPP Commission/Office or equivalent institution/agency	
Businesses and business organisations	1 National Chamber of Commerce and/or 1 Regional/Local Chamber of Commerce (relevant for Italy and Greece). 1 Business actively engaging with PP	
Civil Society	If present and applicable 1 representative	
Research and Academia	1 representative	