



## The Stakeholder Analysis Tool Handout

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**Appendix** The Stakeholder Analysis Tool (modified from Enhancing stakeholder participation in national forest programmes: Tools for practitioners (FAO, 2009))

**Step 1.** Prepare a big sheet of paper with the list of steps to be followed and draw a matrix/grid with four quadrants on the bottom right hand quarter of the big sheet. Beside the 'x' and 'y' axis label the grid as seen on the figure below. Place an 'X' above the grid.

**Step 2.** Ask the participants for the names of stakeholder groups that are affected by the EAF planning process. They should number and list these along the left hand side of the big sheet with space in between for circles that will be added in the next step.

**Step 3.** Then ask the participants to assign how affected each stakeholder group is likely to be from 0 nil, up to 4 (maximum impact). The bigger the number, the more affected the stakeholder group may be by any changes in fishery management decisions arising from the EAF process.

**Step 4.** Write the appropriate stakeholder's number onto a sticky note or piece of paper which can then be placed onto the large matrix in relation to their influence on management decisions – again using four level scale from 0 (no influence) up to 4 (total control). They should position their number closer to or further from the depending on their perceived influence of that stakeholder over fisheries decisions.

**Step 5.** Use this information to assist consider such items as the likely attitudes of the various stakeholders to the project, their attitude to the project team and any risks associated with their involvement in the project (Figure 2). It then asks you to consider what changes may be required in how you engage with them to minimize any risks and/or to increase their appreciation of, and commitment to, the project.



**Figure 1. Stakeholder Matrix**

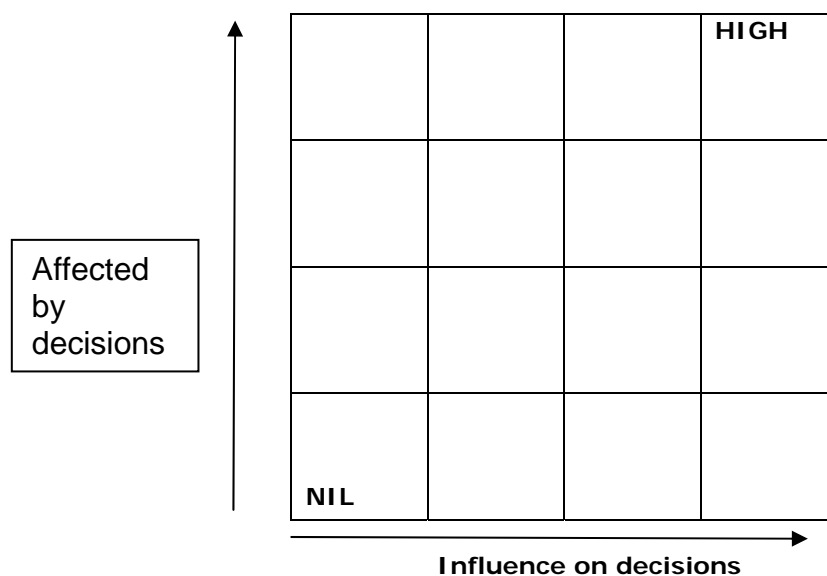


Table 1 - Use this table to outline the characteristics of the main people or groups who are involved in the fishery or who need to be involved in discussion on the management of the fishery

Name	Role	How are they important?	Where do they fit in the matrix?	Current attitude	What we would like them to do?	Key Messages	How (Tactics)	When	Who

