4.2.3. Tools and techniques to use in a co-creation process

Name of the technique: **Stakeholder mapping**
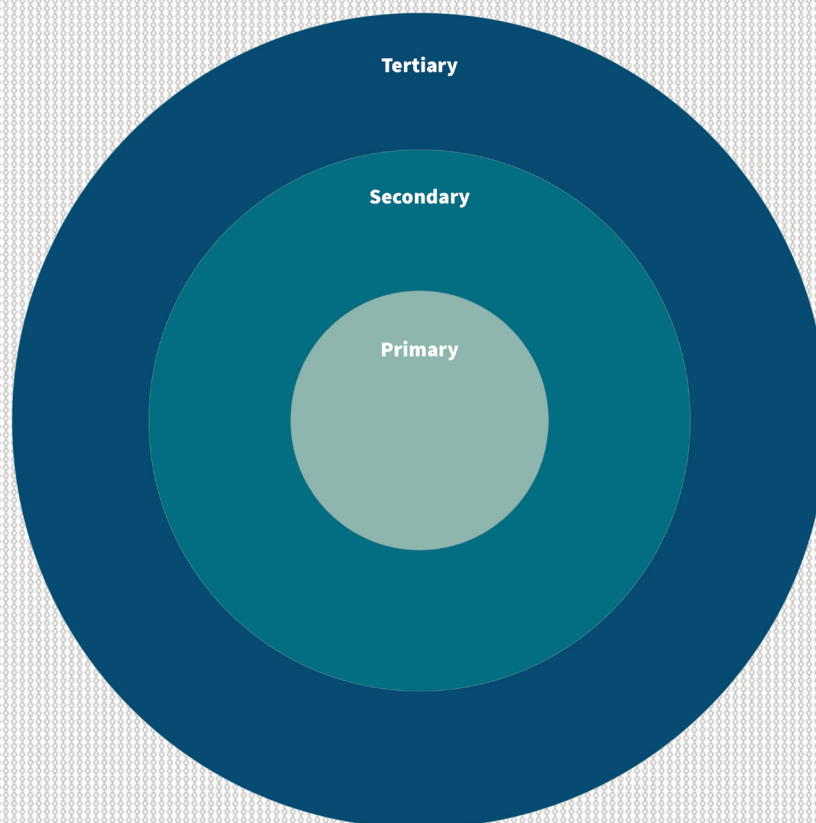
Minimum number of participants:	3
Maximum number of participants:	8

What is a stakeholder mapping?

A stakeholder mapping is a tool that allows to visualize not only who are the various stakeholders involved in the gender equality related issues, but also how these relate to each other and to the institution or department / faculty.

How to use a stakeholder mapping?

Use this tool in the first step of the GEP process to make an inventory of and classify the various stakeholders.

Write in the inner circle who are directly involved with the future GEP. In the second circle, the stakeholders are listed who are less directly involved with the service. This may include different teams within the organization, but possibly also external people or organizations. The third circle will identify the stakeholders that are only indirectly involved.

What to do with a stakeholder mapping?

This stakeholder mapping is important as a tool to prepare the setting-up of the GE Hub, and later to identify allies for implementation. Make sure there is a full inventory of all stakeholders involved. Their mapping will help in identifying links between stakeholders. It is therefore best to work with sticky notes so that stakeholders can be moved and clustered.