Tool 6: Checklist: Identifying stakeholders for cross-border healthcare collaboration

Stakeholders are people (or groups) who can affect or be affected by the activities carried out during a project’s life cycle and/or by the project’s output(s) and outcome(s). The influence of stakeholders might be positive or negative and their relation to the project might be internally driven (i.e. staff, management) or externally driven (i.e. people, groups, other organisations and institutions). The influence of stakeholders on the project has a key impact on the success or failure of a collaboration project [1]. Such influence ranges from useful support to totally blocking the project.

Depending on their relation to the project, different strategies and ways to manage the project’s stakeholders need to be developed [2].

This checklist is designed to support the identification of potential stakeholders during the stakeholder analysis process. Please put a cross (‘yes’, ‘no’) beside those stakeholders that might play a role in the collaboration and need to be further analysed. In the comment field you can write down their roles and influence on the project.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **Potential stakeholder/key participants** | **Yes** | **No** | **Comments**  ***Role, influence on the project*** |
| **Internal  perspectives** | | Own organisation |  |  |  |
| Project manager |  |  |  |
| Project financier |  |  |  |
| Project staff |  |  |  |
| Potential partner organisation(s) |  |  |  |
| Target group  i.e. patients requiring services/patient organisations |  |  |  |
| **External perspectives** | **Healthcare provider**  *if appropriate, fill in separately for each medical specialty, including dental care* | Public healthcare providers |  |  |  |
| Private healthcare providers |  |  |  |
| (Regional) hospitals |  |  |  |
| (Primary) healthcare centres |  |  |  |
| Ambulatory care centres |  |  |  |
| Diagnostic institutes (radiology, laboratory etc.) |  |  |  |
| Doctors and general physicians  *Inpatient/outpatient* |  |  |  |
| Specialist physicians  *Inpatient/outpatient* |  |  |  |
| Care workers |  |  |  |
| Other healthcare professionals |  |  |  |
| Hospital association(s)  *National, European* |  |  |  |
| Professional association(s)  *National, European* |  |  |  |
| **Healthcare payers** | Public health insurance funds |  |  |  |
| Private health insurance providers |  |  |  |
| **Policy makers** | Local administration/authority |  |  |  |
| Regional administration/authority |  |  |  |
| National administration/authority |  |  |  |
| EU institutions |  |  |  |
| Other public authorities |  |  |  |
| **Others** | Healthcare purchaser (of medical equipment) |  |  |  |
| Medical industry  *Including pharmaceutical industry, medical device suppliers etc.* |  |  |  |
| European associations |  |  |  |
| National Contact Points for cross-border healthcare |  |  |  |

Source: GOE F

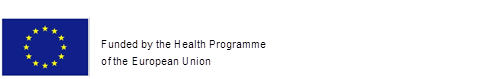
References

[1] European Commission. PM². Project Management Methodology. Guide. Brussels: European Commission, 2016.

[2] Schmeer K. Stakeholder analysis guidelines. Policy toolkit for strengthening health sector reform. 1999: 1-33.

**LEGAL NOTICE**

This document was produced under the Health Programme (2014-2020) in the frame of a specific contract with the Consumers, Health, Agriculture and Food Executive Agency (Chafea) acting under the mandate of the European Commission. The content of this document represents the views of the contractor and is its sole responsibility; it can in no way be taken to reflect the views of the European Commission and/or Chafea or any other body of the European Union. The European Commission and/or Chafea do not guarantee the accuracy of the data included in this document, nor do they accept responsibility for any use made by third parties thereof.

****

Description: \\10.1.0.28\public\Organisation\Standards\Logos_2012\Forschung_Logo.eps

Written by Gesundheit Österreich  
Forschungs und Planungs GmbH

March 2018