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Stakeholder Engagement

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S1.D1.2 Stakeholder Engagement

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Publishable Summary

The successful implementation of the DARE project will heavily rely on stakeholder involvement, which calls for close cooperation across the different work packages (WPs) and the concerted efforts of all the consortium members. The above-mentioned complex procedure is not a stand-alone activity but rather is entangled with other aspects of the project, all of which place an emphasis on the synthesis of several viewpoints to realize the project's ultimate objectives. When it comes to reaching out to the right people and achieving the project's strategic goals, the communication team plays a vital role by guaranteeing the message gets out in a way that is both broad and specific.

Stakeholder identification and participation must be carried out in accordance with a set of guidelines. The adoption of such uniform rules promotes the most efficient use of time and resources by eliminating unnecessary duplication and overlapping of tasks. Important aspects of these practices include adherence to applicable rules, protection of sensitive data, and upholding of ethical standards throughout the project's lifetime.



Stakeholder database management is treated as a team effort under the watchful eye of the project manager and the task leader. Additionally, it serves as the foundation for all stakeholder-related tasks. This database is dynamic; it is regularly updated to include new information and adjust to the changing circumstances of the project.

The DARE project's connection with its stakeholders is not meant to be fleeting; rather, it is an opportunity to build long-term bonds with its most important advisors and contributors. Their ongoing participation is focused on complete incorporation of their essential ideas, which have broadened and deepened the project's scope. Constantly reassessing and honing engagement tactics is crucial for keeping interactions flexible and responsive to the shifting demands of a project's environment.

To encourage a constant, strategic and fruitful stakeholder participation through the DARE project, this document proposes a stakeholder engagement plan that is neither static nor prescriptive. It has been carefully crafted to coordinate the activities of the project and its many participants, so that everyone is working together toward the same goals. Proper implementation of this approach is crucial given its focus on the combined efforts of the many organizations involved on a single objective, increasing the chance of success.

In conclusion, the DARE project's careful and flexible approach to stakeholder involvement highlights the value of ongoing communication and coordination with a wide range of interested parties. To ensure a smooth convergence of efforts and knowledge from many sources, the project employs a dynamic stakeholder engagement model that emphasizes openness, flexibility, and compliance. The implementation of this engagement strategy may lead to the growth of a collaborative ecosystem that will help the DARE project achieving its primary objectives by drawing on the knowledge and perspectives of a wide range of stakeholders.



List of abbreviations

WP: Work Package

WU - Typically the project coordinator or a leading partner in the project.

PSC - Project Steering Committee

GDPR - General Data Protection Regulation

GTC - General Terms and Conditions



Summary

<i>Publishable Summary</i>	1
<i>List of abbreviations</i>	6
<i>1. Chapter 1: Introduction to Stakeholder Engagement</i>	9
1.1. Introduction to the Stakeholder Engagement Plan for the DARE Project.....	9
1.2. Four Key Steps in Stakeholder Engagement.....	10
<i>2. Chapter 2: Stakeholder Engagement Plan for DARE Project</i>	11
2.1. Type and Degree of Stakeholder Engagement	11
2.2. Stakeholder Identification and Engagement Methods.....	13
2.3. Engagement Channels	15
2.3.1. Physical Engagement Channels	15
2.3.2. Digital Engagement Channels.....	16
2.4. Stakeholder Engagement Framework: Delphi Method.....	17
2.5. Stakeholder Engagement Platforms	18
<i>3. Chapter 3: Mapping Stakeholders</i>	18
3.1. Identification of Stakeholders	18
3.2. Stakeholder Analysis and Clustering	21
3.2.1. Facilitating Future Efforts in Recruitment.....	21
3.2.2. Keeping an Eye on Involvement from Stakeholders	21
3.2.3. Approach to Verbal Interaction	21
3.2.4. Emphasis on Location and Scale.....	22
3.2.5. Analyzing the Role and Impact	22
3.2.6. Analyzing Data Visually and Regularly.....	22
<i>4. Chapter 4: Preparation and Engagement</i>	23



4.1.	Standardized Rules for Contacting Stakeholders.....	24
4.1.1.	The Initial Phase of Communication (The DARE Network Invitation).....	24
4.1.2.	More Specific Interaction and Message-Sending	25
4.1.3.	Rules of Continuous Participation.....	25
4.2.	GDPR Compliance and Ethical Rules	26
4.3.	Available Stakeholder platforms.....	26
4.4.	Experimental Stakeholders platform requirements	29
5.	Chapter 5: Review and Improvement	31
5.1.1.	Evaluation Criteria.....	31
5.1.2.	Documentation and Progress Report	31
5.1.3.	Feedback Loop and Future Planning	32
5.1.4.	Communication with Stakeholders.....	32
6.	Chapter 6: Conclusions.....	33
7.	References.....	35

1. Chapter 1: Introduction to Stakeholder Engagement

1.1. Introduction to the Stakeholder Engagement Plan for the DARE Project

Through the implementation of technologically-enabled solutions for both prevention and treatment, the DARE (DigitAl lifelong pRevEntion) initiative is ready to completely transform the healthcare industry. [1]

Goals of the initiative include, but are not limited to:

- Reducing the hurdles (i.e., legal, ethical, and institutional) that prevent organizations from using digital solutions.
- Establishing monitoring networks for basic preventive services in local communities.
- Assess and implement technology-based secondary and tertiary preventative measures.

To accomplish such goals, DARE seeks to bring together a wide range of organizations and individuals, from national health ministries to community health centers, technology firms, and patient advocacy groups. Stakeholders are commonly defined as people who have an interest in or a stake in the outcome of a project and who will be consulted at various points in the process, from planning through execution. [2] Therefore, DARE incorporates stakeholder participation as an essential aspect of its methods and goals, rather than as an afterthought.

Work Package 1, Task 1.3 "Stakeholder Engagement" Strategy.

Intent of this work:

- To guarantee a standardized, open procedure where all interested parties may feel comfortable participating.
- To offer a unified approach to locating, mapping, and organizing stakeholder information for use by all work packages.

- To create a set of principles and regulations for communicating with and engaging different types of stakeholders.

1.2. Four Key Steps in Stakeholder Engagement

1. Design of a Stakeholder Engagement Plan: this step involves identifying the type of stakeholders, channels for engagement, and crafting a detailed plan for interacting with them.
2. Stakeholder Mapping: this step identifies who are the main stakeholders, categorizes them based on their level of influence and interest, and decides on the structure or priority of their engagement.
3. Preparation and Engagement: this step covers the logistical aspects of stakeholder engagement, including setting the rules and modes of engagement.
4. Review and Improve: post-engagement; the feedback received will be analyzed to revisit goals and strategies, thereby identifying areas that may need improvement.

Figure 1 depicts the DARE's Four-Step Approach developed to efficiently manage the involved stakeholders.

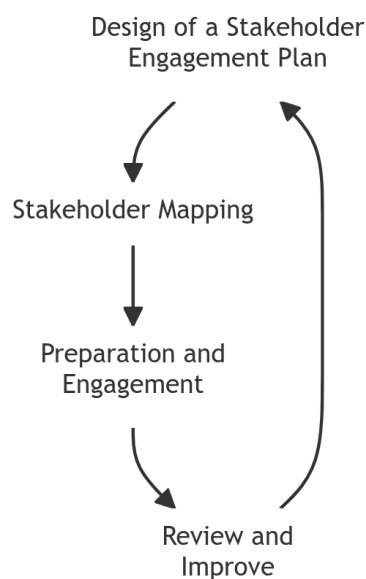


Figure 1. DARE's Four-Step Approach for Efficient Stakeholder Management

DARE seeks to engage experts, include relevant initiatives in reciprocal learning processes, and identify enabling aspects that will help to the effective implementation and scalability of digital healthcare solutions developed by actively involving a broad spectrum of stakeholders.

The Stakeholder Engagement Plan is an essential tool for guaranteeing the project's success by satisfying the wants, needs, and incorporating the ideas of everyone involved.

2. Chapter 2: Stakeholder Engagement Plan for DARE Project

2.1. Type and Degree of Stakeholder Engagement

Involving stakeholders in the DARE initiative, which intends to co-create individualized digital preventive methods, is of paramount importance and involves different steps. An in-depth familiarity with the spectrum of stakeholder contact, from casual communication to in-depth cooperation, is essential for effective involvement.

The stakeholder participation in the DARE project has been divided into three broad categories: informative, consultative, and collaborative. Stakeholder engagement is maximized when various groups are actively engaged during certain phases and work packages (WPs) of the project.

- Informative (Knowledge Diffusion): in this area, the goal is to spread knowledge about the project, its methods, and its findings. At this stage, stakeholders are made aware of the project and its aims for the first time. As an example, as part of WP3, stakeholders might be informed about the intended uses and safeguards for their data through the dissemination of data privacy rules.
- Consultative (Knowledge Utilization): as opposed to just informing stakeholders, consultative (i.e., knowledge utilization) engagement actively seeks out their involvement or comments on certain areas of the project. For instance, under WP2 of Spoke 3, which is dedicated to the DARE Digital Platform, stakeholders may be asked to take part in user testing and offer comments based on their experience.
- Collaborative (Peer-to-Peer Learning & Knowledge Co-creation): this is the highest degree of participation since it requires stakeholders to take part in every stage of the project, from conception to completion. This strategy enables a mutually beneficial exchange of knowledge and fosters a collaborative learning setting. Stakeholders have considerable input on the direction and outcomes of the project through mediums such as workshops and other interactive platforms as well as through the Stakeholder Engagement Platform. By taking this route, the project's solutions will be more effective since they will be more comprehensive, user-friendly, and attuned to actual problems. DARE's dedication to diversity, knowledge-sharing, and creativity are all hallmarks of its underlying spirit of cooperation.

2.2. Stakeholder Identification and Engagement Methods

Finding the proper stakeholders and understanding their unique needs and viewpoints are crucial for the success of the DARE project. The initiative relies heavily on the participation of many different types of people and organizations, such as academics, funders, legislators, health authorities, and others. In addition to contributing unique knowledge and experience, each stakeholder group also represents a distinct part of the healthcare system as a whole. Therefore, everyone needs its own individualized strategy for interaction.

- **Researchers:** academic and research institutes play a crucial role due to the technological and scientific difficulties connected with targeted digital prevention. These participants may provide the project the rigor of academia, translating broad ideas into specific hypotheses and practical takeaways.
- **Funding Agencies:** these contributors are the project's financial backbone. Maintaining productive relationships with funding organizations calls for consistent communication, open bookkeeping, and compelling evidence of project effect and alignment with sponsor goals.
- **Decision-makers:** these stakeholders are vital to the success of the DARE initiative by setting the tone for the future of regulation in this space. Successful lobbying of lawmakers requires explaining how the initiative will help achieve policy goals or fill policy gaps.

The stakeholder analysis is reported in Table 1.

Table 1. Stakeholder Analysis

Stakeholder Group	Role	Interest Level	Engagement Strategy
Researchers	Contribute expertise in digital health, personalized medicine,	High	Collaborate on academic projects; offer access to unique data sets.



	data science, and health informatics		
Funding Agencies	Provide financial support for R&D in digital health	High	Align project goals with agency objectives; demonstrate scalability and sustainability.
Policymakers	Shape policy agendas and regulations	Medium	Engage in policy discussions; highlight alignment with policy objectives.
Health Authorities	Endorse and implement digital prevention strategies	High	Ensure compliance with health guidelines; emphasize public health benefits.
Health Professionals	Implement digital prevention tools in practice	High	Involve in project design; showcase benefits like increased efficiency.
Patients and Citizens	End-users of digital prevention strategies	High	Involve in design process; communicate clear benefits.
Insurance Companies	Invest in digital health	Medium	Highlight potential for reduced healthcare costs and improved outcomes.

Innovators	Develop cutting-edge digital prevention solutions	High	Offer collaboration and pilot testing opportunities.
Data Protection Agencies	Ensure ethical and legal use of health data	Medium	Adhere to data protection regulations; maintain transparent practices.
Healthcare Industry	Influence design and execution of digital prevention strategies	Medium	Offer collaboration opportunities; show alignment with existing products or services.

2.3. Engagement Channels

The DARE project team identified many participation channels, including in-person gatherings and online forums, as part of the planning phase of the endeavor. These avenues aim to facilitate stakeholder engagement in processes of co-creation and reciprocal learning. The following sections give in-depth explanations of the methods of interaction that have been chosen.

2.3.1. Physical Engagement Channels

In-person gatherings are required for a productive DARE program stakeholder engagement. These meetings allow for face-to-face interaction, in-depth examination, and practical application. They provide an accessible means by which people may learn about the project's efforts and work toward its aims. These certain steps are hypothesized for the future:

- Co-Creation Workshops: to include stakeholders in the brainstorming and planning of digital preventive initiatives, co-creation workshops will be held.
- Stakeholder Conferences: there will be Stakeholder Conferences, at the beginning and at the end, with attendance from up to 200 representatives of major stakeholder organizations.
- Data Clinics: there will be Data Clinics where participants may ask questions and get answers about data management and ethics in the context of the project, with the ultimate goal of achieving GDPR and other regulatory compliance.
- Regional Health Forums: these will be held around Europe to debate the viability of digital preventative measures in diverse medical settings.

2.3.2. Digital Engagement Channels

The scope of the DARE initiative may be greatly expanded with the use of digital platforms. Stakeholders who are unable to attend in-person meetings can still provide input thanks to these alternatives. Asynchronous involvement is made possible on the digital platforms, which is very helpful for stakeholders in various time zones. The following online participation strategies will be implemented:

- Virtual Ideation Sessions: to facilitate online brainstorming and gather initial concepts for digital prevention strategies.
- Webinars and Online Training: focused on sharing project results and educating stakeholders on digital prevention tools.
- Stakeholder Interviews: video interviews with key stakeholders will be conducted and shared through the project's online platforms.
- Online Surveys and Feedback Forms: to continuously gather stakeholder opinions and feedback for iterative development.
- DARE Project Website and Social Media: regular updates, publications, and interactive content will be shared to keep the community engaged.
- The DARE Stakeholder Platform described in the following sections.

Table 2 provides an overview of the type and timeline hypothesis for implementing these stakeholder engagement channels.


Table 2. Stakeholder engagement channels hypothesis

Type of Engagement	Description	Timeline (Month of the Project)
Physical	Co-Creation Workshops	M14, M26
Physical	Stakeholder Conferences	M14, M30
Physical	Data Clinics	M18, M27, M40
Physical	Regional Health Forums	M25, M35
Digital	Virtual Ideation Sessions	M15, M26
Digital	Webinars and Online Training	Quarterly
Digital	Stakeholder Interviews	Ongoing
Digital	Online Surveys and Feedback Forms	Ongoing
Digital	DARE Project Website and Social Media	Ongoing

2.4. Stakeholder Engagement Framework: Delphi Method

In order to obtain shared decisions resulting from a collective stakeholders intelligence, the DARE project will employ a structured communication approach called Delphi Method. The aim is to get the most accurate agreement from a group of experts by conducting several



surveys. In case of difficult hurdles with no clear solutions, this method works well since it encourages open discussion while protecting participants' identity. This is particularly pertinent to the DARE project, which addresses sensitive topics including data protection, ethical considerations, and the incorporation of cutting-edge technologies into established healthcare delivery networks.

2.5. Stakeholder Engagement Platforms

The management of stakeholder relationships is a difficult undertaking that calls for the utilization of specialized software in order to simplify communications, plan interactions, and keep track of comments. It is proposed to leverage a wide range of platforms created for project management and stakeholder participation in order to effectively carry out these duties within the DARE project. Each tool has a unique set of capabilities to provide, whether it is for task management, time tracking, or relationship management. For instance, Taiga.io is great for agile project management, but CiviCRM provides comprehensive customer relationship management tools that can be adapted to the needs of stakeholders.

3. Chapter 3: Mapping Stakeholders

3.1. Identification of Stakeholders

Stakeholder analysis is a vital first stage in the DARE project. This initiative involves many different groups since it intends to create and execute solutions for individualized digital prevention. These groups span from academic institutions and politicians to patients and technological developers. These parties represent a diverse set of skills, interests, and

contributions to the project. Correctly identifying the project's stakeholders allows for access to this wealth of information and expertise, resulting in comprehensive and powerful preventative measures.

In the DARE project, identifying stakeholders is a continual, fluid process. Partners in the initiative will provide the primary impetus, with input from a Steering Committee and advice from an Advisory Board with extensive industry connections providing direction. This all-encompassing strategy guarantees the project to continue to welcome new ideas and adapt to changing conditions. The goal of creating the DARE Stakeholder Database is to standardize this procedure. All communications and documentation pertaining to project stakeholders will be stored in this one convenient location.

A set of criteria and categories will be constructed with the aim to determine who should be included in this database and then use that information to populate the database. With these standards in place, it will ensure that the people who matter for tailored digital prevention in healthcare will be involved in the DARE initiative. Stakeholders can be easily identified through this method, and the subsequent procedures of engaging them, such as communication strategies and participation in project activities, can be simplified as a result.

The DARE project will create a comprehensive Stakeholder Database using these processes and standards in order to handle stakeholder information systematically in the following way:

- Stakeholder mapping criteria and categories will be outlined using tools such as spreadsheet.
- Dissemination and Communication experts of the consortium will receive a user guide that explains how to set up and run the database for stakeholder mapping.
- Following the rules outlined in the handbook, consortium members will be required to submit information on possible stakeholders into the provided template spreadsheet.

- The DARE Coordination Team will be in charge of maintaining the master database, into which will be included any contributions made using the aforementioned template.

This database may contain:

- Information on the individuals involved, such as their names, organizations to which they belong, positions within those organizations, countries, and contact details (if they are available to the public).
- Information about the organization itself, including its full name, abbreviation, website, primary area of interest, location within the value chain, primary area of competence, organizational tier, and type. The database will have these categories and their subclasses established for consistent mapping.
- Extra mapping criteria will be added as needed by individual work packages in tandem with the project team.
- All requirements of the General Data Protection Regulation shall be met during data collection. Unless it is already accessible publicly or the stakeholder gives permission, no personal information will be gathered.
- The database will be private and used exclusively for the purpose of facilitating productive stakeholder participation in the project.
- The mapping of stakeholders is not a one-and-done task, but rather will be regularly updated. As more parties are uncovered, they will be included as separate entries.
- The DARE Coordination Group is charged with maintaining and updating the Stakeholder Database.

3.2. Stakeholder Analysis and Clustering

The process of Stakeholder Analysis and Clustering represents a crucial subsequent step after the identification of stakeholders within the DARE project. The information housed within the DARE Stakeholder Database fuels this in-depth examination, facilitating more precise and effective engagement strategies with stakeholders. Various components of this analysis and categorization are customized to address the diverse requirements of the entire project.

3.2.1. Facilitating Future Efforts in Recruitment

The primary purpose of this research is to direct future efforts at recruiting. Using the database, it is possible to find out which stakeholders are missing or underrepresented. For instance, more effort will be made to recruit emergency services stakeholders if there are fewer of them. The reasoning for this is straightforward: including a wider range of stakeholders will help the DARE project in achieving its goal of providing complete coverage of all elements of resilience and public health.

3.2.2. Keeping an Eye on Involvement from Stakeholders

The capacity to keep constant tabs on stakeholder engagement is a major benefit of maintaining a well-organized stakeholder database. Tabs on how often and how actively people participate in online, in-person, workshop, and other settings will be kept. With this information in hand, it is possible to make timely changes to the communication tactics, resulting in increased engagement from all relevant parties.

3.2.3. Approach to Verbal Interaction

Communication techniques may be optimized when a deep familiarity with the various types of stakeholders is obtained. Different audiences get different messages depending on

their shared interests and responsibilities. Messages meant for politicians, for instance, may dive into the policy implications of disaster resilience, while those meant for nongovernmental organizations (NGOs) may center on community-based techniques for disaster management.

3.2.4. Emphasis on Location and Scale

The DARE Stakeholder Database also sorts stakeholders by whether they are local, national, or transnational in scope. This is of paramount importance for worldwide initiatives such as DARE. Additionally, it is possible to locate multipliers, or interested parties who are not just involved in the initiative but are eager to help spread the word to their own personal networks.

3.2.5. Analyzing the Role and Impact

Determining how invested and influential each stakeholder is in the DARE project is a crucial aspect of the study. Groups of stakeholders are formed according to their influence and level of interest in the project's goals. For instance, depending on the political climate, a government agency's level of interest in a certain issue may range from high to low.

3.2.6. Analyzing Data Visually and Regularly

To help the project team better comprehend the intricate interplay of all involved parties, power/interest matrices to graphically represent this grouping will be employed. Steering Committee and Advisory Board members are often selected from groups with significant influence and interest in the topic at hand. This analytical work is crucial because it helps shape future efforts to involve stakeholders in the organization's work.

Table 3 provides an example of Stakeholders clustering based on influence and interests.

Table 3: Sample Stakeholder Clustering based on Influence and Interest

Stakeholder Category	Level of Influence	Level of Interest	Potential Role in the Project

Government Agencies	High	Medium	Policy Formation
Academic Institutions	Medium	High	Research and Development
NGOs	Low	High	Community Outreach
Healthcare Providers	High	High	Implementation
Emergency Services	High	Medium	Crisis Management
General Public	Low	Low	Awareness and Feedback
Media	Medium	High	Dissemination
Technology Partners	Medium	Medium	Technical Support
International Organizations	High	High	Funding and Global Outreach
Private Sector	Medium	Low	Sponsorship and Partnerships

4. Chapter 4: Preparation and Engagement

Stakeholder interaction must be well-planned and executed for the DARE project to be a success. This consolidated effort not only simplifies processes, but also clarifies the many



facets of the job at hand. This chapter explains the overall engagement strategy and lays out the basic standards for engaging with stakeholders, taking into account ethical and data protection regulations.

4.1. Standardized Rules for Contacting Stakeholders

4.1.1. The Initial Phase of Communication (The DARE Network Invitation)

The first step in getting people involved is encouraging them to join the DARE Network, a centralized communications database. Stakeholders will be contacted for the first time through:

- **Publicly Available Information:** a formal invitation will be extended to all interested parties whose contact information is available in the public domain. The project website, social media, newsletters, etc. will all be used to spread the word about this invitation.
- **Private Information:** when the contact details of the stakeholders are confidential, the DARE consortium partner will carry out the outreach on their behalf. Once the interested party has given their word, their information may be included to the consolidated communications system.
- **Standard Invitation:** the project website will have a uniform invitation letter that has been drafted, reviewed, and approved by all consortium participants. A registration form requesting pertinent information will be included in this message.
- **Registration Form:** brief descriptions of the DARE project, the reasons for establishing the DARE Network, and the intended audiences will all be included in the registration form. The purpose of the data collection will also be made clear.

- **Informed Consent:** as part of the registration procedure, participants will be asked to complete an informed consent form. In order to move on, the stakeholders must give their consent.

4.1.2. More Specific Interaction and Message-Sending

Collaboration is a priority for the DARE project, therefore relationships with groups that share goals need to be built. To further guide future recruiting and targeted messaging, the stakeholder database will be continuously analyzed.

4.1.3. Rules of Continuous Participation

By submitting the form, stakeholders provide their consent for their information to be stored in the DARE Stakeholder Database, which will be shared with the consortium members. Individuals who were found but did not sign up will be contacted again by the chosen consortium partner.

The Stakeholder engagement process is synthetized in Figure 2.

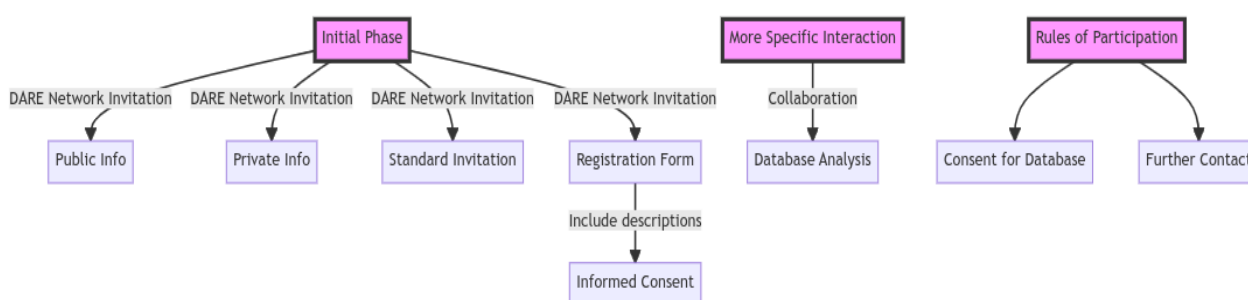


Figure 2. DARE Project Stakeholder Engagement Process

4.2. GDPR Compliance and Ethical Rules

DARE is committed to uphold the General Data Protection Regulation's (GDPR) data protection and ethical standards. The subsequent rules outline the DARE Team's commitment:

- Data Protection Standards: only the bare minimum of personal data will be collected.
- Transparency: stakeholders will be apprised about how their data will be used, and their explicit consent will be obtained.
- Confidentiality of Data: all data collected will be used solely for the DARE initiative and will not be shared with third parties.
- At any time, stakeholders have the option to withdraw out of communication and data storage.
- Voluntary Participation: participation in DARE events is completely voluntary.

Before any engagement, stakeholders will be completely apprised of the event's goals, activities, and data utilization policies.

All stakeholder data will be stored securely using cloud storage systems and databases that are GDPR compliant.

4.3. Available Stakeholder platforms

There are various already available Stakeholder platforms. A comprehensive list of platforms that can be used or customized for DARE project' needs is provided below. This list will be subject to revision and will improve as requisites are provided.

Project Management and Task Tracking:

- Taiga.io. Taiga is an open-source project management tool that can help manage tasks, sprints, and user stories, and includes features such as a backlog, Kanban board, and wiki. Taiga can aid DARE by helping organize work packages and deliverables across stakeholders, and facilitate communication and collaboration between stakeholders.
- OpenProject. OpenProject is a web-based project management system that offers a wide range of features including task tracking, roadmap planning, and time tracking. It can provide a centralized platform for managing tasks and deadlines for the DARE project, ensuring all stakeholders are aligned and informed about project progress.
- Jira. It is an Agile project management tool that can be used for tracking issues and tasks, managing sprints, and planning releases. While Jira is not open-source for all uses, it does have free options for small teams and open source projects. For DARE, Jira could provide a platform for tracking and managing work packages and deliverables across various stakeholders.
- OrangeScrum. OrangeScrum is an Agile project management tool that provides features for task management, team collaboration, and time tracking. It can help the DARE project manage tasks and workloads, improve collaboration between stakeholders, and track project timelines.
- Tuleap. Tuleap is an open-source tool for Agile, software development, and project management. Tuleap can aid the DARE project with its functionalities of issue tracking, version control, and document management, and can be particularly beneficial in managing the development and deployment of predictive models and digital technologies.

Comprehensive Business Management:

- Odoo. Odoo is an all-in-one business management software that provides a range of business apps for project management, CRM, accounting, inventory management, and more. For DARE, it can help manage various project-related activities, from budgeting and finance to stakeholder communication and engagement.

Customer Relationship and Stakeholder Engagement:

- CiviCRM. CiviCRM is a customer relationship management tool that can be used to manage contacts, track communications, and run campaigns. It could be especially useful for DARE in managing relationships with a wide range of stakeholders and tracking engagement activities and outcomes.

Communication and Collaboration Tools:

- Slack. Slack is a collaborative platform that facilitates the communication and file sharing among Stakeholders through the various channels. It is commonly utilized also for feedback gathering, and information exchange.
- Miro. Miro is an online visual whiteboard platform that facilitates team collaboration and promotes innovation. The platform provides tools for brainstorming, diagram creation, and idea mapping, making it suitable for involving stakeholders in co-creative processes. This allows them to visually contribute to project development and problem-solving.

Information Dissemination and Community Engagement:

- Redmine: Redmine is a flexible, open-source project management tool. It can help the DARE project manage and track project tasks, issues, and timelines, facilitate collaboration between stakeholders, and provide a platform for document management and knowledge sharing.
- Cordis. Cordis is the Community Research and Development Information Service. It's not an open-source project management tool like the others but serves as the EU's primary public repository and portal to disseminate information on all EU-funded research projects and their results in the broadest sense. For DARE, Cordis is a valuable platform for disseminating project outcomes and achievements, aligning with EU priorities, and engaging with the broader EU research community.



4.4. Experimental Stakeholders platform requirements

The Stakeholder Platform can be viewed as a specialized web software tool intended to serve as a hub for stakeholder engagement within the DARE project. It is conceived to be a dynamic and interactive platform, used to foster communication, collaboration, and information exchange among stakeholders and the various project members.

The platform is envisioned as a cornerstone for stakeholder engagement, designed with a focus on user experience, interaction, and information dissemination. No less important, it is crucial that the platform remains a living entity, evolving with the project's needs and advancements in technology, ensuring its relevance and utility throughout the project lifecycle and beyond.

The platform requirements from a Stakeholder engagement perspective are the following:

1. **User-Friendly Interface:** the platform will feature a user-friendly and intuitive interface to encourage user participation and engagement, making navigation and interaction seamless for users of varying technical proficiencies.
2. **Multi-Level Access:** different access levels will be assigned to users (external people), stakeholders, and administrators, ensuring secure and appropriate access to various platform features and information.
3. **Interactive Forums & Discussion Boards:** these will facilitate dialogue and exchange of ideas among stakeholders, allowing them to discuss project developments, challenges, and opportunities in a collaborative environment.
4. **Document Repository:** a secure and organized repository will host all relevant project documents, publications, and resources, allowing stakeholders to access and share knowledge easily.
5. **Notification & Alert System:** automated notifications and alerts will keep stakeholders informed about the latest updates, upcoming events, and milestones related to the DARE project.
6. **Feedback Mechanism:** stakeholders will have the opportunity to provide feedback on various aspects of the project through surveys, polls, and feedback forms available on the platform.

7. **Data Visualization Tools:** the platform will integrate advanced data visualization tools to represent project data and progress in an accessible and understandable manner.
8. **Mobile Responsiveness:** the platform will be designed to be fully responsive, ensuring optimal viewing and interaction experience across a range of devices including mobile phones, tablets, and desktop computers.

Technical Details & Development Goals

1. **Scalable Architecture:** the platform will be built on a scalable architecture to accommodate growing numbers of users and increasing data volumes as the project progresses.
2. **Security Protocols:** robust security measures, including encryption and secure sockets layer (SSL) technology, will be implemented to protect user data and prevent unauthorized access such as but not limited to phishing attacks, insider threats and credential theft.
3. **Data Management:** efficient data management systems will be put in place to handle the storage, retrieval, and analysis of large datasets generated throughout the DARE project.
4. **API Integrations:** In case the platform needs to be integrated with Stakeholder Database as well as other solutions, the platform will integrate various APIs to ensure seamless interaction with other software tools, enabling the exchange of data and enhancing the platform's functionality.
5. **Continuous Improvement:** regular updates and enhancements will be made to the platform based on user feedback and technological advancements to ensure it meets the evolving needs of stakeholders and the project.
6. **Development Goals:** the primary goals during development will be to ensure the platform's reliability, usability, and adaptability. It will be developed with a focus on facilitating meaningful engagement and collaboration among stakeholders, disseminating project information effectively, and contributing to the achievement of the DARE project's objectives.

7. **Sustainability:** efforts will be made to ensure the sustainability of the platform beyond the duration of the DARE project, allowing it to serve as a lasting resource for stakeholders and the broader community.

5. Chapter 5: Review and Improvement

Stakeholder engagement is not a one-time event but an ongoing process, especially in a project as dynamic and multifaceted as the DARE project. Once a stakeholder engagement activity is concluded, it is necessary to scrutinize both the process and the feedback received meticulously. This reflective exercise not only gauges the effectiveness of the undertaken stakeholder engagement but also guides future engagements and could potentially even lead to recalibrations in project objectives or methods.

5.1.1. Evaluation Criteria

Key metrics for evaluation primarily include the number of stakeholders engaged and the volume and relevance of the input received from them. These metrics offer a quantitative lens to measure the impact and reach of the engagement activities. However, numbers alone do not provide a comprehensive understanding. Therefore, targeted surveys with carefully crafted questions will also be deployed to capture qualitative aspects, enabling a more nuanced assessment.

5.1.2. Documentation and Progress Report

Each major engagement activity will be followed by a detailed progress report. This report will serve as a formal documentation and will include:

- Objective of the Engagement: what the project aimed to achieve with this specific engagement.

- Methodology: how the engagement was conducted, including the channels and tools used.
- Participants: a list or classification of stakeholders who participated.
- Stakeholder Concerns and Expectations: a summary capturing the primary concerns and expectations voiced by the stakeholders.
- Summary of Discussions: an overview of the main points and themes that emerged during the engagement.
- Outputs and Next Steps: this will list any decisions made, action items identified, and recommendations received.

The responsibility for generating this report lies within the consortium partners who led the specific stakeholder activity, coordinated by the project manager. This report will then be integrated into the DARE Stakeholder Database, including data on the type of interactions with the stakeholders.

5.1.3. Feedback Loop and Future Planning

The insights derived from this reflective exercise will be instrumental for future stakeholder engagement activities. It helps in revisiting and possibly revising the initial plans and strategies since engagement in the DARE project is recurrent and the learnings from one phase can significantly inform the planning and execution of subsequent phases.

5.1.4. Communication with Stakeholders

Transparency is key in stakeholder engagement. After each significant interaction or engagement phase, stakeholders naturally expect feedback on the outcomes of their participation. To facilitate this, a collaborative effort between the Work Package (WP) or task leader involved in the stakeholder engagement and the project's communication and

dissemination team will be initiated. This ensures that the results are not only recorded internally but also communicated back to the stakeholders and the wider public in an accessible and comprehensible format.

By adopting a meticulous review and improved strategy, the DARE project aims to make its stakeholder engagement activities more effective, targeted, and mutually beneficial. It contributes to the project's adaptability and responsiveness, qualities that are essential for the success of a complex and evolving initiative like DARE.

6. Chapter 6: Conclusions

Engaging stakeholders is important to carry out the DARE project effectively. This is not a stand-alone assignment, but rather one that spans many WPs and requires coordinated effort from the whole consortium. The communication group's crucial contribution ensures not only extensive but also highly calibrated outreach, which is crucial for making an impression on the intended audience and achieving the strategy's goals.

There must be strict adherence to a predetermined set of rules for locating and involving relevant parties. By establishing these uniform guidelines, it is possible to ensure that no time or resources are wasted on tasks that are already being completed by other work packages. Importantly, these processes were developed with complete compliance with existing rules in mind to ensure the security of sensitive information.

Under the direction of the project manager and the task leader, the management of the stakeholder database is a joint duty. All other stakeholder-related efforts depend on this database, which is constantly being revised to account for emerging information and shifting contexts.

It cannot be stressed enough that including stakeholders in the DARE project is not a one-and-done deal. The goal is to establish long-term channels of communication and collaboration with the project's most important players and subject-matter experts so that their insights may be fully integrated. Constant evaluation and tweaking of tactics will keep this interaction fresh and in tune with the developing demands of the project.

Finally, the DARE project's stakeholder engagement strategy is an extensive, ever-evolving document with the goal of ensuring strategic and successful stakeholder involvement. Careful execution of this strategy should help the project and its many constituents work together for the greater good, boosting the likelihood of its success.



7. References

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