Tool
Stakeholder Analysis

Background Information

Developing and implementing an effective tsunami early warning system requires the contribution and coordination of a range of diverse individuals and institutions on the international, national and local levels. The following chapter provides a brief explanation of the organizations and groups from international to local levels that are involved in the Indonesian Tsunami Early Warning System (InaTEWS).

International Level

The Intergovernmental Oceanographic Commission (IOC), established in 1960, is the commission for ocean sciences and ocean services and facilitates the international cooperation. IOC is coordinated by UNESCO and cooperates with the World Meteorological Organization (WMO), United Nation International Strategy for Disaster Reduction (UN-ISDR) and other key partners in contributing expertise and exchange of data and knowledge between individual countries and regions. The International Coordination Group (ICG) as a subsidiary body of UNESCO-IOC promotes, organizes and coordinates regional tsunami mitigation services including issuances of warnings.

The Japan Meteorological Agency (JMA) and the Pacific Tsunami Warning Center (PTWC) provide warning services for the Pacific Ocean and on a temporary basis also for the Indian Ocean Area. Seismic and Ocean Monitoring requires international networks and cooperation. Several countries and international institutions including the United States Geological Survey (USGS), Japan Meteorological Agency (JMA) and the German Geoscience Research Centre Potsdam (GFZ) are involved.

International cooperation supports Indonesia with advisory information, technical assistance, and policy and organizational support to develop InaTEWS and strengthening capacities of the involved institutions to operate the system.

National Level

Stakeholders involved at the national level are the national government, national leaders, the private sector, academic institutions and national associations as well as NGOs.

National government institutions are responsible for:

1. **National policies** (disaster management bill, national action plan on disaster management, decrees) and the **framework** ("Grand Scenario") for early warning
2. **Technical systems** (risk assessment, seismic and ocean monitoring, modeling, analysis of data and generation of warning and dissemination to media and interface institutions)
3. **Support** to local communities (capacity building, access to warning)
4. **Coordination and partnership** between national governments, regional and international organizations

Local Level

Local communities are at the center of effective early warning systems. Important stakeholders are local governments, private sector, community leaders, academic institutions and NGOs. Participation of the local organized population, particularly those most vulnerable, is fundamental to people-centered early warning systems. They should be actively involved in risk assessment, be aware of the hazards and potential impacts of the dangers to which they are exposed, understand the warning message, and be able to take actions to minimize the threat of loss or damage.

Each of the local stakeholders has different roles and responsibilities:

The **local government** is the key actor responsible for:

1. **Local-level policies** (Perda, Decrees), **guidelines** (Protap, SOP, scenarios) and **plans** (evacuation, emergency, contingency) for tsunami early warning and response
2. Development and maintenance of **technical systems** for dissemination of warning and response guidance to the local stakeholders and the local public
3. **Knowledge, awareness raising** and **exercises** on the local level (capacity building, dissemination of knowledge about hazards, early warning and response) with special attention to the education sector
4. **Coordination and partnership** among local stakeholders and the national level

Non-governmental organizations play a role especially in building knowledge and awareness regarding community reaction to warning and response to disaster at all levels of society. NGOs are usually the ones, who advocate that tsunami preparedness stays as the agenda of policy makers and facilitate emergency and preparedness planning at the grass root level. They also can play a role in the implementation, monitoring and evaluation of local tsunami early warning mechanism.

The private sector has the responsibility to develop preparedness measures for their own safety. This includes developing early warning and response facilities and procedures as well as raising awareness among their personnel, managers and customers. As part of their corporate social responsibility (CSR) they can provide support to neighboring communities with expertise, skilled services and economic resources.

The local science and academic community provides specialized scientific and technical input to assist governments and communities related to risk assessment, planning, design of warning services, data exchange and translation of scientific or technical information into simple and clear messages.

The **population in risk areas** is the main actor to save lives and assets. This requires sound knowledge about hazard and risks, the warning signals and messages and how to react appropriately and in a timely manner. Local wisdom on tsunami should be explored, evaluated and used if appropriate.

Matrix for stakeholder analysis

Roles & Responsibilities							
Actors	Risk analisys		Monitoring & Warning		Dissemination of Warning		
Key Actors	Topic	Role	Topic	Role	Topic	Role	T
Other actors	Topic	Role	Topic	Role	Topic	Role	T

Roles:
DM – Decision Maker
IM – Implementer
KT – Knowledge Transfer

Evacuation		Response		Awareness Raising		Planned activities 2010
Topic	Role	Topic	Role	Topic	Role	
Topic	Role	Topic	Role	Topic	Role	

How to do: Stakeholder Analysis

Developing and implementing an effective tsunami early warning system requires the contribution and coordination of a range of different actors. Stakeholder analysis is a tool that helps to identify the roles and responsibilities of each actor involved.

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Objectives of Stakeholder Analysis

1. Identify the key actors & other actors involved,
2. Identify their roles & responsibilities in accordance to the key elements of the TEWS,
3. Identify institutional gaps for TEW,
4. Generate basic information for stakeholder coordination.

Proceedings

Stakeholder analysis should be applied as a participatory tool involving all mayor players related to the TEWS. Participants should be familiar with the design of the Indonesian Tsunami Early Warning System and the key elements of early warning.

The moderator should explain the objectives of the stakeholder analysis, the methodological approach and the matrix to be applied. The stakeholder analysis is a simple three-step exercise. The time required is between two to four hours depending on the number of actors involved and depth of discussion during the last step.

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FIRST STEP: Identification of actors

- Identification of actors (brainstorming)
- Selection of key actors
- Ensuring that all actors are identified

SECOND STEP: Documentation of Roles and Responsibilities

- Participants fill in the matrix for the institutions they represent, describing briefly the aspects covered by their institution.
- Additionally for each identified topic they indicate their role (decision making, implementing, knowledge transfer)
- For all remaining institutions listed which are not represented during the analysis, the participants should identify topics and roles as far as possible (distinguishing this information by using a different color). This information should be validated later on.

THIRD STEP: Analysis of Matrix

- Revision and discussion of the filled matrix by key element: conformity of described roles and responsibilities, double functions and/or gaps
- Document any conclusions and recommendations
- Define follow-up activities

Matrix for Stakeholder Analysis
With example

Roles & Responsibilities

Actors	Risk analisys		Monitoring & Warning		Dissemination of Warning		Evacuation		Response		Awareness Raising		Planned activities 2010
Key Actors	Topic	Role	Topic	Role	Topic	Role	Topic	Role	Topic	Role	Topic	Role	
BPBD	X	IM			X	IM	X	DM	X	DM			Development official hazard map
RAPI					X	IM	X						
Marine & Fishery	X	KT											
NGO	X												School education
Indonesian Red Cross	X				X	IM	X	IM					Community Preparedness
Other actors	Topic	Role	Topic	Role	Topic	Role	Topic	Role	Topic	Role	Topic	Role	
BAKOMINFO													
Dinas Pendidikan													Development Perda tata ruang
Dinas Kimpraswil	X												
TAGANA							X						
WALHI	X												
TNI & POLRI							X	IM	X	IM			

example

Roles:
DM – Decision Maker
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