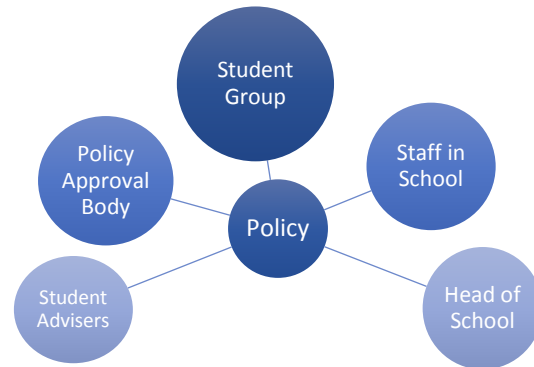# Policy Toolkit: Policy Stakeholders

1. Identify Stakeholders

A stakeholder is a person, group or organisation affected by or involved in any decision or action related to the policy.

Involving the right stakeholders in policy development/review ensures buy-in from key groups, promotes cooperation and makes approval, communication and implementation easier.

2. Engage Stakeholders

Stakeholders can be:
- Actively involved in developing the policy
- Consulted during the development
- Informed or educated about the policy
- Collaborate in the implementation of the policy

The following identifiers help determine the key stakeholder groups who should be actively involved in developing the policy and/or consulted throughout the process. Answering yes to any of the questions below signifies a key stakeholder:
- Does the stakeholder have major impact on the decisions, systems or other implementation related to the policy?
- Can the stakeholder be replaced by another or is their input indispensable?
- Is it easy to identify what you want from this stakeholder?

3. Some examples of UCD Stakeholder Groups

Students	Students' Union
	Undergraduate Students
	Graduate Students
	Taught/Research Programme students
	Graduates
	Applicants
Faculty and staff	College Principals
	Heads of School
	Professors
	Lecturers/Senior lecturers
	Heads/Directors of Area/Unit
	Graduate School Directors
	Graduate School Managers/School Office Managers
	College Office Managers
Student Services and other Support Units	Registry
	Student Advisers
	Access Centre
	Student Residences
	Quality Office
	Graduate Studies
	UCD Teaching and Learning
	Estate Services
	Library
	UCD Security
	IT Services
	Finance Office
	Human Resources
	Campus Services
	Alumni Services
	UCD Foundation
Committees and Boards	Governing Authority and subcommittees
	University Management Team and sub groups
	Academic Council and subcommittees
	Programme Boards
	Graduate School Boards
	Examination Boards

www.ucd.ie/governance/resources/policytoolkit