

DELIVERABLE D3.1 AND D4.1 (PRELIMINAR)

FRAMEWORK FOR THE CONSTRUCTION OF PARTICIPATORY ACTION PLANS FOR GREEN AND DIGITAL TRANSITION TO BOOST TERRITORIAL RESILIENCE

VERSION 1.0 (PRELIMINARY TO DIGITAL TOOLKIT)

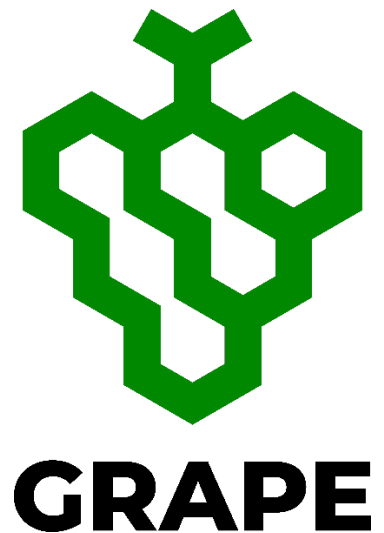


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INTRODUCTION

The present guiding document, elaborated by REVES AISBL on the basis of the discussions carried out during the first two mission of the “GRAPE” project, aims at providing partners with directions to help the identification of main objectives and step-by-step support for the realisation of key actions to design and implement a participatory local action plan for green and digital transition.

It provides a framework to the partners, while at the same time including the architecture of the “digital toolkit” that will result from the experience of the partners in using it.

It is composed by 5+1 main tasks and a series of subtasks to be accomplished and duly reported by the partners.

Task 0: Looking around

Starting from the exchanges of experiences during the GRAPE missions, and based on your knowledge of other relevant practices, have you identified particularly inspiring examples of policies/measures/practices in the three priority pillars (Protection and promotion of local culture; Efficient and sustainable use of resources; Healthy and ecologically sustainable agro-food system)? Please describe them and shortly explain to your local colleagues why it would be a good idea to use them as a point of reference (or, in other words, as the “optimal situation” to reach). Describe how such actions should ideally be implemented in your city/region.

Description (What are the inspiring practices? how did you find them? Why do you think they are relevant for your local context?):

What was the result of the exchanges you had with your colleagues/peers? Did they share your views concerning the possibility to use the inspiring initiatives as term of reference? Did an updated vision come out of discussion?

When was this task completed (please provide a date)?:

Task 1: first step towards defining an “optimal situation”

The results of the task 0 should have given inspiration – and thus a certain vision - on what could be done. But this is still not the optimal situation, because that vision was not discussed locally, and checked against the actual local reality. In order to do this, you should:

- a. Share the results of task 0 with locally elected and representative bodies.

Please report which bodies were consulted and which were the results of these exchanges, in terms of contributions provided by the consulted:

When was this sub-task completed? (Please provide a date):

- b. Check the legislative framework, to verify in how far the vision/initial idea elaborated on the basis of “inspiring” experiences could be replicated in your territory. This includes identification of the different levels of competences.

Please report the results of this check:

When was this sub-task completed (please provide a date)?:

- c. In case the check under point b) unveiled limits to the possibility to implement the vision/initial idea elaborated on the basis of similar experiences, you should discuss with local representative and governing bodies what could be done to address those limits.

Please report the results of this discussion:

When was this sub-task completed (please provide a date)?:

- d. Provided that the previous points were positively solved (which means that there are no fatal constraints to realising your ideas/the vision, apart – maybe - from slight adaptations), which financial resources would you be able to mobilise?

Need for knowledge resources? Maybe you could find inspiration here:
<https://cohesiondata.ec.europa.eu/stories/s/4jua-76d5>
<https://cohesiondata.ec.europa.eu/stories/s/2021-2027-EU-allocations-available-for-programming/2w8s-ci3y>
<https://philea.eu/how-we-can-help/collaboration-and-networking/>

Please report the results of this analysis:

When was this sub-task completed? (please provide a date):

e. Do you feel it could be of added value to have an exchange with other municipalities that already tried something similar, in order to learn more about how they did it?

Please report the results of this check (specify with which municipalities you would like to connect):

When was this sub-task completed? (please provide a date):

Task 2: Checking actual demands from local inhabitants (including stakeholders)

Once you have carried out tasks 0 and 1, you should know what is feasible and what representative bodies think that should/could be done. However, this is still not the complete vision/idea, as local inhabitants and stakeholders were not directly involved in the discussion. This passage is particularly important, as it allows to achieve a greater ownership of the future action plan, from the side of inhabitants and stakeholders.

- a. Carry out a mapping of local formally organised stakeholders (e.g. public authorities, training agencies, companies, NGOs, associations, etc.) as well as of those non formal groupings that bring together citizens and civil society entities (e.g. local committees, spontaneous non-registered associations, clubs, etc.).

Please include also non-organised citizens. You should map them and put them in a ranking according to their likelihood to be involved/touched by the pursuit of the realisation of the “optimal situation”.

You could use a scheme like the following one:

	Heavily touched (specify why)	Marginally touched (specify why)	Potentially able to contribute (specify how)	Likely to be a net beneficiary (specify how)
Stakeholder category 1.....(specify)					
Stakeholder category 2.....(specify)					
Inhabitants from a specific area					
Inhabitants from the town in general (not from specific area)					

When was this sub-task completed (please provide a date)?:

- b. Presentation to the wide public (stakeholders, inhabitants) of the results of task 1 (the “optimal situation” that the local government would like to reach, without necessarily going into too much detail, at this stage)

Please report the results of this communication phase, specifying at least: 1. How many stakeholders/households were reached; 2. Through which means; 3. Which and How reactions were collected:

When was this sub-task completed (please provide a date)?:

- c. Mobilisation of the local community (inhabitants + stakeholders) in order to collect their reactions, their different views, their proposals.

This phase is crucial and consists in a large participatory process during which as many persons/players as possible are involved in discussing: 1. The definition of the objective to reach (the optimal situation according to them); 2. The reasons for which it is relevant to reach such a situation (including the consistency with the local context); 3. Some preliminary actions that should be realised.

To carry out this sub-task, a preliminary work of capacity-building with potential “mobilisers” or (other members of) the local community on the use of participatory techniques might be needed. In this context, repositories of user-friendly participation techniques and existing models of citizen involvement might be helpful. Examples:

- <http://www.revesnetwork.eu/tsr/tsr-2/>
- <https://decidim.org/>
- <https://molo.news/en/>

Please report the results of this phase, specifying at least: 1. How many stakeholders/households were involved; 2. Through which means; 3. How were contributions collected; 4. a summary of the contributions:

When was this sub-task completed (please provide a date)?:

Task 3: Definition of a shared “optimal situation”

This task is based on the results of the previous two tasks and should allow for a better understanding not only of what is possible in terms of improvement towards an optimal situation, but also what local inhabitants and stakeholders *expect*, in the relevant fields and in how far they are ready to contribute to the pursuit of a common objective.

The task is mainly a desk exercise, but it requires a dialogue with all the different players involved in the realisation of the previous steps.

a. Defining priorities.

An optimal situation will probably not be reached at once. A series of priorities – priority actions - to move towards it should be defined. These priorities are a main result of the participatory phase, that should here be systematised in order also to provide feedback to those who participated in the different phases of discussion and exchange.

Please report the results of this phase, specifying at least: 1. A list of ranked priorities actions, supported by explanation of the ranking; 2. How these priorities/priority actions were presented to stakeholders and inhabitants:

When was this sub-task completed (please provide a date)?:

b. Deep analysis of feasibility, including the definition of minimum requirements necessary to improve in the priority areas.

This subtask should include a technical aspect and a participatory aspect. Under the technical aspect, a group of experts (coordinated by the local authority) should analyse the margins of improvement in the priority areas given the context (legal, societal, political) and the availability of resources. The results of the work of the experts should then be presented and discussed with local inhabitants/stakeholders (either in a large context or through delegated groups created to the purpose). The result of this cross-analysis will allow to define what can be called a “consolidated vision of the optimal situation”, that is a shared vision of what is desirable and how far this could be achieved through action.

Please report the results of this phase, specifying at least: 1. The results of the technical (expert) analysis; 2. The results of the discussion with stakeholders and inhabitants; 3. the final synthesis

When was this sub-task completed (please provide a date)?:

Task 4: Predefinition of local actions to be carried out

The work under tasks 2 and 3 should lead to a shared view of what is *desirable* and *possible* to achieve in terms of “optimal situation”. The following step is to translate this vision into concrete actions to be carried out by local communities (involving under this definition both political bodies, decision-makers, public administrations, stakeholders, inhabitants...) for the implementation of the planned initiatives.

- a. The first subtask is the definition of a participatory programme aimed at involving local players into the definition and implementation of the actions.

To do this, the following actions could be foreseen:

- Creation of an information tool (or process)
- Creation of an “involvement roadmap”, including
 - o the areas in which different players could/should be involved,
 - o the kind of involvement (consultative, operational, for assessment...),
 - o the timeframe for involvement of the different players.
- b. Elaboration of a set of ex-ante and process evaluation indicators, using the involvement of players both for their definition and their measurement, together with a monitoring procedure.
- c. Definition of an ongoing revision process to accompany the implementation of the local action plan.

Please report the results of this phase attaching the products resulting from accomplishment of sub-tasks a) to c):

When was this task completed (please provide a date)?:

Task 5: Drafting of the local strategic plan

The final task (before implementation) consists in the drafting of a plan that should include the following chapters:

CH.1. Identification of the optimal situation reachable in the given context.

This chapter should include the results of the context analysis and the contextualisation of the vision deriving from the accomplishment of tasks 0 to 3.

CH.2 Definition of the objectives and priority areas

The contents should result mainly from task 3.

CH.3 Definition of actions to pursue the different objectives.

Each action should include the identification of a) the players in charge of the action and those contributing to the action; b) the means to realise the action; c) the resources needed to pursue the action and their origin; d) the (participatory) means of evaluation of the actions; e) the time-frame of the action; f) the overall communication strategy.

Please report the results of this phase attaching the action plan and specifying how the results of previous tasks contributed to the definition of it:

When was this task completed (please provide a date)?: