COMPETITIVENESS AND INNOVATION FRAMEWORK PROGRAMME

ICT Policy Support Programme (ICT PSP)

THEME 3: ICT FOR GOVERNMENT AND GOVERNANCE

Grant Agreement No. 256244
Contract Duration: 26 months (1st September 2010 – 31st October 2012)

Electronic Participation Tools for Spatial Planning and Territorial Development (PARTERRE)

Deliverable D4.2
Training material for PARTERRE Pilots

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D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

Abstract:

This deliverable aims to depict the necessary steps of the community building phase and towards the creation of the dissemination/training materials for the PARTERRE pilots.
This document will also introduce the training/communication tools (namely the DEMOS-Plan user manual and the e-TM discussion guide) that should be produced and adopted by every project partner.
In the Conclusion, a recommended timeline of preparatory activities is provided for each e-TM pilot, which has been previously agreed upon with the partners in charge.

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Document History

Version	Issue Date	Stage	Content and changes
#1.0	18.03.2011	Draft	Table of Contents prepared by Avventura Urbana
#1.1	20.05.2011	Draft	Draft, issued for comments and contributions
#1.2	21.06.2011	Draft	First edition, with Annexes
#1.3	30.09.2011	Final	Revision done at RT before delivery to the EC

Executive Summary

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

Workpackage:	WP4
Workpackage leader:	TRAIL (Ulster University)
Task:	T4.2 – Community Building and Training
Task leader:	Avventura Urbana

The first step of the overall pilots organization within the PARTERRE project is the involvement of local stakeholders in the identification of the issues to be discussed.
This deliverable aims to depict the necessary steps of the community building phase and towards the creation of the dissemination/training materials for the PARTERRE pilots.
This document will also introduce the training/communication tools (namely the DEMOS-Plan user manual and the e-TM discussion guide) that should be produced and used by every project partner, firstly to "build" the pilot contents and secondly to promote the respective event in order to reach the highest possible share of the adult and young population and engage them in the participatory organization of the pilots.
In the Conclusion, a recommended timeline of preparatory activities is provided for each e-TM pilot, which has been previously agreed upon with the partners in charge.
This deliverable will be continuously updated with the documents produced during the development of the project pilots (see the table on pp. 15-16).

Statement of originality:

This deliverable contains original unpublished work except where clearly indicated otherwise. Acknowledgement of previously published material and of the work of others has been made through appropriate citation, quotation or both.

Table of Contents

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

ICTPSP

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

1 Introduction and aim of this deliverable

As described in Deliverable 2.4 "Market Validation Approach", the first step of the overall pilots organization within the PARTERRE project is the involvement of local stakeholders and the identification of the issues to be discussed within the 6 pilots (in some cases, depending on the degree of difficulty in the technical set-up as well as the specific aims of each organization, partners will run potentially more than one single pilot).

In particular, this deliverable aims to depict the necessary steps of the community building phase and towards the creation of the dissemination/training materials for the PARTERRE pilots.

Throughout the document, the importance of process design in the organization of the PARTERRE pilots will be underlined, in particular during the first (Outreach) phase of stakeholders' involvement. There, each partner shall build an informed and deliberative process before the pilot event, in order to reach the following goals:
- To create a structured and "informed confrontation";
- To enable an "informed discussion" among the involved stakeholders;
- To analyze the discussion's results;
- To create the opportunities to express individual preferences.

This document will also introduce the training/communication tools (namely the DEMOS-Plan user manual and the e-TM discussion guide) that should be used by every project partner, firstly to "build" the pilot contents and secondly to promote the respective event in order to reach the highest possible share of the adult and young population and engage them in the participatory organization of the pilots.

Contents are based on the methodology employed[1] for the first time by the Tuscany Region together with Avventura Urbana during its experience of citizens' involvement in the context of a law drafting on e-participation in 2006.

Below is an overview of the methodological steps developed by Avventura Urbana:

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[1] More information (available only in Italian) can be found at the following links:
http://www.regionetoscana.it/partecipazione; http://www.avventuraurbana.it

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244
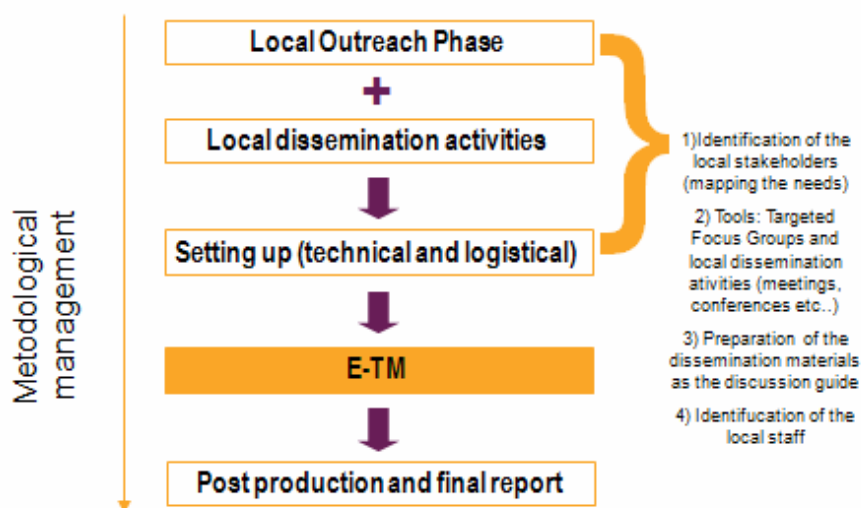
Outreach and dissemination activities will be performed by the local partners through building a stakeholders panel - with the aim of:

- defining the issues to discuss and build the contents of the discussion guide for the pilots events
- recruiting participants for the pilots (foreseen from August 2011 to February 2012)
- recruiting the local staff for running the pilots (as the Theme Team members).

Community building shall be performed with the support of each partner's network of relations and reputation.

This deliverable will be continuously updated with the documents produced during the development of the project pilots (see the table on pp. 15-16).

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

ICTPSP

2 Identification of the local stakeholders and definition of the pilot issues

2.1 E-TM (Avventura Urbana)

During the planning of the pilots, the partners in charge shall conduct various preparatory activities, with the aim of deeply investigating the topic of discussion and narrowing the deliberative arena, to underline the problematic issues through the simulation of alternative scenarios.

One of the aim of the e-TM is to create a confrontation among the participants on controversial issues, in order to verify if, through a deliberative discussion and by the acquisition of up-to-date information, the participants' opinions can find a common ground whereby to identify potentially shared conclusions.

This preparatory (Outreach) phase will end up into building two fundamental tools of the pilots:
- the discussion guide layout, and
- possible questions for the polling phase that concludes the e-TM

This phase will be an incremental activity, in that it shall take place as a participatory investigation through specific tools, typical from the participatory and social research literature, among which focus groups and in-depth interviews.

The potential participants in the Outreach phase will be all the stakeholders involved in the definition of the issue under discussion and the representatives of different interests at stake.

It is fundamental that all potential stakeholders are defined at the beginning and very well selected in order to represent all the voices in the arena.

The Outreach phase will also be the occasion for starting the selection of participants and volunteers for the support of e-TM organisation. Both actions shall be conducted in simultaneity by the partners.

The meetings with local stakeholders (regardless if conducted by interviews or using Focus Groups or other outreach tools) will be set up at a local level by each partner in the months prior to the pilot.

In the Conclusion, a recommended timeline of preparatory activities is provided for each e-TM pilot, which has been previously agreed upon with the partners in charge.

2.2 DEMOS-Plan (TUTECH)

In Germany, where DEMOS-Plan has been used in the past, stakeholders are easy to identify because local authorities have to conduct consultations with them already. In other countries, this may not be the case so it may be necessary for the local authority to consider whom it needs to consult and how to reach them most effectively.

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

DEMOS-Plan is designed to deal with spatial planning consultations, meaning that the stakeholders will need to have some interest in the physical environment that is affected. In Germany, the law sets out that "public stakeholder organisations" (PSOs) have to be consulted; this can be anything from political advocacy organisations (such as Greenpeace or a local environmental interest group) to the water board that has an interest in developments affecting land under which its pipes run.

Likewise, in Germany there is not a problem identifying an issue because DEMOS-Plan is designed to deal with a specific type of consultation that is laid down by law. However, DEMOS-Plan can deal with any kind of consultation with a spatial planning element because it is flexible in the type of cartographic information it can display and is can host a variety of documents.

It should be noted that it is essential that the subject matter involve spatial planning in order that DEMOS-Plan be subjected to a real test of its capabilities and not be used for a purpose for which it was not designed. Ideally, DEMOS-Plan should be used to consult with stakeholder organisations as well as the public. TuTech has an interest in obtaining test information from the pilots that relates to all of the features that DEMOS-Plan has to offer rather than information about DEMOS-Plan's suitability for a purpose for which it was not intended to be used.

In the following table, a preliminary stakeholder list is shown for each PARTERRE pilot. These are presented in (reverse) order of temporal manifestation.

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

	Pilot domain	Country (Partner)	Timeline	Stakeholders involved
1	Spatial planning and strategic programming in the cities of Salo and Länsi-Turunmaa	Finland (Turku University of Applied Sciences)	Up until February 2012	Students and teachers in TUAS 2 cities, Salo and Länsi-Turunmaa, (mayors, architects, developing managers, city board, planning board) 6-8 civil servants and 12-20 politicians Local newspapers 2-3 journalists
2	The renewal of Maredolce Castle in the Brancaccio District of Palermo	Italy (Palermo University, the Faculty of Architecture)	Up until February 2012	Students SMEs Associations and institutions for cultural heritage, Local citizen groups, incl. disadvantaged Social services Anti-mafia groups and services
3	Strategic Development Plan for the district of Larnaca	Cyprus (Voroklini Community Council)	Up until February 2012	In the Town meeting: about 80 representatives including citizens and stakeholders In DEMOS-Plan: All District Municipalities, the Voroklini Community Council, the Larnaca District Development Agency and the Planning Bureau
4	Uptake of SMEs in National R&D and Innovation Programmes (RESERVE pilot)	UK (TRAIL Living Lab at the University of Belfast)	Up until January 2012	In the Town meeting: about 50 representatives from Economic Development agencies, SME associations, SMEs, Innovation Policy academics
5	Health issues in the remote, rural or border areas in	UK (TRAIL Living Lab at the University of	Up until January 2012	In the Town meeting: about 50 representatives from Patient Client Council Stakeholders

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

		Ireland	Belfast)		
6	Standardization of planning processes throughout the city districts	Germany (City of Hamburg)	Up until December 2011	Up to 200 (70 stakeholders will be involved in all of the plans, the rest will only be involved in plans they are particularly affected by) only by the use of DEMOS-Plan	
7	Waste management policy planning	Italy (Tuscany Region)	Up until November 2011	In the Town meeting: about 100 participants (Regional and Local Government Officials, Industry Specialists, public agencies, citizens and associations)	
8	North and west Belfast Cross Community Engagement	UK (TRAIL Living Lab at the University of Belfast)	Up until November 2011	North Belfast Partnership and older people from the area	
9	Take-up of Open Government & e-participation in North and South Ireland	UK (TRAIL Living Lab at the University of Belfast)	Up until September 2011	In the Town meeting: about 50 participants (Regional Govt. Officials; Local Council Business Development Officers; Academia; Industry Specialist Interest Groups such as Digital Circle and Mobile Mondays; Citizen Action Groups and Charitable Organisations)	
10	Sustainable Tourism policy planning	Italy (Tuscany Region)	Up until June 2011	In the Town meeting: about 100 participants (Regional Govt. Officials, Industry Specialists, Food and entertainment companies, tour operator, museum, tourism development agencies, associations, events organizations)	

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

3   Participants selection

Not only does the community building phase constitute the first step for building the contents and define the issue of discussion, but it will also set the fundamental step for the initial participants recruitment in the pilots.

3.1   E-TM (Avventura Urbana)

The e-TM events should take place in one single day in one or more venues. The event will not be open to public, but only to registered participants, that will be different according to the local decisions:
– a group of randomly selected participants;
– a group of participants interested or involved in the same issue, e.g. stakeholders, simple citizens, experts, technicians etc. – selected by invitation
– a mix of both.

3.2   DEMOS-Plan (TuTech)

In the case of mandatory participation – like in Hamburg – the platform is open to the designated parties (by the City management) only.
In the case of informal participation – like in Turku and Voroklini - the platform can be made accessible to all citizens wanting to engage on discussion and deliberation concerning the issues proposed by the Administration. Usually, registration on the platform is required, by means of a valid email address.

The following table outlines the strategy that each partner plans on adopting during the preparation of the respective pilots.

	Pilot domain	Country (Partner)	Selection strategy
1	Spatial planning and strategic programming in the cities of Salo and Länsi-Turunmaa	Finland (Turku University of Applied Sciences)	Registered participants in the e-TM Controlled access to DEMOS-Plan
2	The renewal of Maredolce Castle in the Brancaccio District of Palermo	Italy (Palermo University, the Faculty of Architecture)	Registered participants in the e-TM (free access to the TLL Sicily Ning forum)
3	Strategic Development Plan for the district of Larnaca	Cyprus (Voroklini Community Council)	Registered participants in the e-TM Controlled access to DEMOS-Plan
4	Uptake of SMEs in National R&D and Innovation Programmes (RESERVE pilot)	UK (TRAIL Living Lab at the University of Belfast)	Registered participants in the e-TM
5	Health issues in the remote, rural or border areas in Ireland	UK (TRAIL Living Lab at the University of Belfast)	Registered participants in the e-TM

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

6	Standardization of planning processes throughout the city districts	Germany (City of Hamburg)	Controlled access to DEMOS-Plan (mandatory participation)
7	Waste management policy planning	Italy (Tuscany Region)	Registered participants in the e-TM
8	North and west Belfast Cross Community Engagement	UK (TRAIL Living Lab at the University of Belfast)	Registered participants in the e-TM
9	Take-up of Open Government & e-participation in North and South Ireland	UK (TRAIL Living Lab at the University of Belfast)	Registered participants in the e-TM
10	Sustainable Tourism policy planning	Italy (Tuscany Region)	Registered participants in the e-TM

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

4 The e-TM Discussion Guide

Considering that one of the fundamental aims of the pilots will be to assure the participants a high level of information on the key discussion topics, allowing an "informed" debate at least along general lines, the outreach phase will not only be useful to start the community building, but also to define the contents of the discussion guide. During the PARTERRE project, a discussion guide for each of the e-TM events shall be edited, translated in local languages and sent (2 weeks before the pilots) to the recruited participants.

Discussion guides will be edited in native languages accordingly to local pilots, published and sent to participants 15 days earlier before the event. In the Annex 2. it is possible to go through the discussion guide of the Tuscany Pilot on new sustainable tourist policy planning (Italian version). This deliverable will be updated with pilot's documents produced during the development of the project pilots (see the table on pp. 15-16).

The following table contains the general layout elaborated with the aim of preparing participants for discussion (for more information please refer to Annex 2 that includes the discussion guide edited for the Region of Tuscany's first pilot):

Chapter	Text	N° of characters
Introduction	text from the political sponsor of the initiative	around 2.600 characters- 1 page- photo portrait)
The Pilot for the PARTERRE Project	What is this event and what are its features" by Avventura Urbana for the e-TM and Tutech for Demos-Plan	Around 5.000 characters plus pictures
The Town Meeting contents	description of the issue	from 5000 to 15000 characters plus questions +pictures
Credits and thanks	including project data	According to the needs
Images And Graphics	pictures from Avventura Urbana/Tutech archives will be used to illustrate the methodological features of the event together with the visual material of each local partner	According to the needs

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

5 Communication Plan

5.1 e-TM (Avventura Urbana)

The community building phase during the pilot initiatives shall be carried out within a local communication campaign, the intensity and means of which will depend on the number of contacts the local partners have the intention to reach.

Starting from the current dissemination material (that is part of the PARTERRE project's communication kit), the communication campaign will contain the vision and goals of the initiative, an invitation to participate in the different events (focus groups, meetings and pilots), and the public information, direct to all inhabitants and stakeholders, to spread the message of the project, independently of the participation of the communication's receivers in the scheduled event.

Partners will decide how to shape and adopt, according to their needs, the local communication plan.

Useful tools may also include:

– a power point presentation featuring the main information related to the electronic Town Meeting (see a template in Annex 1). This ppt can be used by the partners for the early meetings with potential stakeholders
– a website of the project
– leaflets for local pilots
– electronic invitation forms for local pilots
– a discussion guide in native languages for local pilots

For more information, please refer to the dissemination material of the project as a whole.

5.2 DEMOS-Plan (Tutech)

In Germany there is a standard procedure, laid down by law, which dictates who has to be informed about proposed changes to a local plan (Bebauungsplan) and how. Even where DEMOS-Plan is used, the existing requirement to display the plans in the district office of the area affected has to be adhered to and citizens have to be informed through local newspapers and the official journal of the local authority in question.
Beyond merely adhering to statutory requirements, there are other measures that can be taken to publicise online consultations effectively. The planning authority should use as many channels as possible in order to publicise the consultation, including post, email and Internet. Depending on the size of the consultation, working together with established media such as radio stations and newspapers can help to spread the word and raise interest. The new media can also be effective in extending the reach of the publicity, as can other multipliers such as voluntary organisations that represent interested parties.
The following resources have been used in the past or will be prepared ad hoc for the PARTERRE pilots:

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

ICTPSP

- PowerPoint slides explaining the process and the advantages of the formal participation procedure
- Leaflets with information about DEMOS-Plan and the particular consultation at hand
- A website explaining how the consultation works and how to get involved, for example the (German language) website http://www.bob-sh.de/
- The Demos Plan manual translated in native languages according to local pilots.

Following is a list of potential resources that the partners may use for local pilots and the corresponding key outputs provided by the assistance of the PARTERRE project consortium.

Pilot domain (PARTNER involved)	Potential Instruments	PARTERRE Outputs
Spatial planning and strategic programming in the cities of Salo and Länsi-Turunmaa (TUAS)	o Cities www-pages o TUAS www-page o Local newspapers (Turun Sanomat, Salon Seudun Sanomat, Åbo Underrättelser Länsi-Turunmaa tiedotuslehti Aurinkolaiva) o Conference papers	Discussion guide for the e-TM in native language (FINNISH-SWEDISH) DEMOS-Plan manual in native languages (FINNISH-SWEDISH)
The renewal of Maredolce Castle in the Brancaccio District of Palermo (UNIPA)	o Stakeholder meetings and events o City of Palermo web site o TLL-Sicily forum o Local media o National fora (e.g. INU)	Discussion guide for the e-TM in native language (ITALIAN)
Strategic Development Plan for the district of Larnaca (VCC)	o Stakeholder meetings o Official letters o Printed press o Local TV o ANETEL / VCC sites o Other public entities	DEMOS-Plan manual in native languages (GREEK-ENGLISH) Discussion guide for the e-TM in native languages (GREEK-ENGLISH)
Uptake of SMEs in National R&D and Innovation Programmes (RESERVE pilot - TRAIL)	Project website; University website; TRAIL Living Lab website; local press media; MAPEE SME Project Website and MAPEER SME Newsletter; case studies on undergraduate and postgraduate courses	Discussion guide for the e-TM in native language (ENGLISH)
Health issues in the	Project website; University	Discussion guide for the e-

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

remote, rural or border areas in Ireland (TRAIL)	website; TRAIL Living Lab website; local press media; case studies on undergraduate and postgraduate courses; dissemination through Patient Client Council as well as Health Board, local Health Trusts and BCS Health NI	TM in native language (ENGLISH)
Standardization of planning processes throughout the city districts (HAMBURG)	Local and regional press, official public notices, public administration conferences, flyers, direct contact with public stakeholder organisations	DEMOS-Plan manual in native language (GERMAN)
Waste management policy planning (RT)	Regional website, regional press, direct contact with public stakeholder organisations, local media and institutional communication	Discussion guide for the e-TM in native language (ITALIAN)
North and west Belfast Cross Community Engagement (TRAIL)	Project website; University website; TRAIL Living Lab website; North Belfast Partnership website; local press media; case studies on undergraduate and postgraduate courses.	Discussion guide for the e-TM in native language (ENGLISH)
Take-up of Open Government & e-participation in North and South Ireland (TRAIL)	Project website; open-ni, openireland and OpenIsland websites; University website; TRAIL Living Lab website; Digital Circle and Mobile Monday Websites; local press media; Local govt. and local council websites; local media; case studies on undergraduate and postgraduate courses	Discussion guide for the e-TM in native language (ENGLISH)
Sustainable Tourism policy planning	Regional website, regional press, direct contact with public stakeholder organisations, local media and institutional communication	Discussion guide for the e-TM in native language (ITALIAN)

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

6 Identification of local coordinators and general staff (mostly volunteers)

6.1 e-TM (Avventura Urbana)

One of the key outcomes of community building will be the involvement of unpaid volunteers. These people are key in supporting the organisation of an e-TM dealing with most of the organization tasks.

The main actors of an e-TM are:
– the Theme Team members
– the Table facilitators
– the Venue's coordinators
– the Venue's assistants
– the Technical staff
– the Operational staff

The search, selection and recruitment of the volunteers - including the Theme Team members and particularly the Table Facilitators - will be conducted by the partners at local level in parallel to the other activities.

For all volunteers, a specific training program shall be defined, together with an experienced coordinators' staff.
Two special categories of the volunteers' team, the Theme Team members and the Table Facilitator will be carefully selected, because of the strategic role they will be in charge of.

6.2 DEMOS-Plan (TuTech)

Where DEMOS-Plan is used, the following actors need to be identified and contacted so that they can be actively engaged in the process and be invited to offer their feedback in order to ensure that it is properly tailored to local circumstances:

- Planning authority staff, who will have to deal with the information that is gathered through the consultation
- Staff from the planning authority who will train others within their organisation and be available to provide a support service
- Staff from public stakeholder organisations, who are the primary participants in the consultation
- In Germany, the planning authority's tasks are often contracted out to a private service provider; where this is the case, these service providers need to be identified
- The public, who are invited to submit their comments through DEMOS-Plan

It is important for TuTech to establish a working relationship with the staff who will be setting up the consultations in order to understand their requirements and be able to adapt DEMOS-Plan to local circumstances.

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

ICTPSP

7 Staff Organization and Training

7.1 e-TM (Avventura Urbana)

The training activity before the pilot events will be specific for each key resource and it will be conducted in the weeks before the pilots will take place. Training meetings will last approximately 2 to 4 hours for the theme Team and the Table Facilitator (including an e-TM software simulation).
Volunteers with management tasks will follow a separate training regarding the general organizational tasks.

Each local pilot coordinator shall work out a detailed training plan and will prepare the training materials. Some meetings will involve the overall staff.

Training will take place in properly equipped venues, especially for the Theme Team, while the Table Facilitators training will take place in the pilot's venue (the day before the pilot).

The following table depicts a model – plan for the volunteers' training

	During the week before			On the day Before	Pilot Day
9.00-13.00		Venue operative staff	Area facilitator and report team	Theme team and table Facilitators	Event
14.30-18.30	Technical staff			General rehearsal	Event

7.2 DEMOS-Plan (TuTech)

Where DEMOS-Plan has been used in the past, the approach to providing training and support has been to train some staff within the planning authority to act as trainers and pass on their knowledge of the system to other employees, ensuring a larger reach. A support service is provided, meaning that a first level of support is offered within the local authority in the form of a telephone number and a contact form on the website. For enquiries that cannot be solved by staff within the authority, TuTech will investigate in co-operation with the first level support.

As far as the public stakeholder organisations are concerned, they are offered some outreach events, which they can attend to test the online system and find out how to use it. Once they have attended one of these events, they can access the information about the system through a dedicated website and also have access to the support detailed above.

TuTech is able to help partners that conduct pilots produce training materials in English for them to translate into local languages and in some cases to send

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

personnel to train local authority staff in order to help us build a working relationship with the staff who will be using the product.

In the Annex 3, it is possible to go through the Demos Plan manual in German. This deliverable will be updated with Demos Plan manuals in native languages during the development of the project pilots (see table on pages 16-17)

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

8 Conclusion

The following tables provide a potential time plan for the pilots' organization among partners, with recommended actions displayed in temporal order. The time plan was agreed with the partners in charge. Due to its particular features, the pilot of the City of Hamburg is not included in the following GANTT charts.

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

ICTPSP

Tuscany pilot 1: Regional tourism policy (100 participants - 2 months)								
	May				June			Event Day – June 30th 2011
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	
Definition of the e-TM issues and Discussion Guide								▓
Definition of the contents	▓	▓	▓	▓	▓			▓
Logistics								▓
Set up executive planning			▓	▓	▓			▓
Staff Organization and training								▓
Identification of local coordinators			▓	▓	▓			▓
Local staff identification training and selection			▓	▓	▓			▓
Local volunteers identification and selection			▓	▓	▓			▓
Technical testing						▓		▓
Participants selection								▓
Identification and selection			▓	▓	▓	▓		▓
Technical set up								▓
Planning and execution			▓	▓	▓			▓

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

ICTPSP

Tuscany pilot 2: Regional waste management policy (100 participants - 2 months)								
	October				November			Event Day – December 1st 2011
	Week 1	Week 2	Week 3	Week 4	Week 1	Week 2	Week 3	
Definition of the e-TM issues and Discussion Guide								■
Definition of the contents	▨	▨	▨	▨	▨			■
Logistics								■
Set up executive planning			▨	▨	▨			■
Staff Organization and training								■
Identification of local coordinators			▨	▨	▨			■
Local staff identification training and selection			▨	▨	▨			■
Local volunteers identification and selection			▨	▨	▨			■
Technical testing							▨	■
Participants selection								■
Identification and selection			▨	▨	▨	▨		■
Technical set up								■
Planning and execution			▨	▨	▨			■

Finland pilot: Spatial planning and refinement of an implementation plan for a business academy studies in TUAS Salo Campus (150 participants - 4 months)

	November	December	January-February	Event Day – February 29th 2012
Definition of the e-TM issues and Discussion Guide				■
Definition of the contents	■	■		■
Logistics				■
Set up executive planning			■	■
Staff Organization and training				■
Identification of local coordinators	■	■		■
Local staff, facilitators identification and selection		■	■	■
Local volunteers identification and selection		■	■	■
Technical and general testing			■	■
Participants selection				■
Identification and selection	■	■		■
Technical set up				■
Planning and execution	■	■	■	■
Shipment of voting kit (from Tuscany Region)	■			■
Testing of the voting tools	■			■
Setting up and check up		■	■	■

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Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

Sicily pilot: the urban development of the Brancaccio Area, Palermo (100 participants - 10 months)	June	July	August	September	October	November	December	January	February	Event Day – February 4th, 2012
Focusing-in phase (June 28th workshop)	■	■	■	■	■		■			▦
Public announcement			■		■		■			▦
Definition of the e-TM issues and Discussion Guide			■				■			▦
Definition of the contents	■	■	■	■	■	■	■			▦
Logistics			■				■			▦
Set up executive planning			■				■	■		▦
Staff Organization and training			■				■			▦
Identification of local coordinators			■				■	■		▦
Local staff identification training and selection			■				■	■	■	▦
Local volunteers identification and selection			■				■	■	■	▦
Technical testing			■				■	■	■	▦
Participants selection			■				■			▦
Identification and selection			■				■			▦
Technical set up			■				■			▦
Planning			■		■	■	■			▦
Shipment of voting kit (from Tuscany Region)			■			■	■			▦
Testing of the voting tool			■				■	■		▦
Setting up and check up			■				■		■	▦

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

ICTPSP

UK Pilot 1 (consultation) - Allied Health Professionals Strategy (30 participants - 2 months)						
	July			August		Event Day – August 11th 2011
	week 2	week 3	week 4	week 1	week 2	
Definition of the e-TM issues and Discussion Guide						
Definition of the contents	yellow					
Staff Organization and training						
Identification of local coordinators	yellow	yellow				
Local staff, facilitators identification and selection			yellow	yellow		
Local volunteers identification and selection			yellow	yellow		
Technical testing					yellow	
Participants selection						
Identification and selection of the relevant stakeholders		yellow	yellow	yellow		
Technical set up						
Planning	yellow					
Shipment of voting kit (from Tuscany Region)	yellow					
Testing of the voting tool and video conference		yellow	yellow	yellow	yellow	
Setting up and check up					yellow	

D4.2
Training material for PARTERRE Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

ICTpsp

UK Pilot 2 - Take-up of Open Government in North and South Ireland (50 participants – 4 months)												
	June	July				August				September			Event Day - September 23rd 2011
		week 1	week 2	week 3	week 4	week 1	week 2	week 3	week 4	week 1	week 2	week 3	
Definition of the e-TM issues and Discussion Guide													
Definition of the contents	�	▓	▓	▓	▓								
Staff Organization and training						▓	▓	▓	▓				
Identification of local coordinators						▓	▓	▓	▓				
Local staff, facilitators identification and selection						▓	▓	▓	▓				
Local volunteers identification and selection						▓	▓	▓	▓				
Technical testing										▓	▓		
Participants selection						▓	▓	▓	▓	▓	▓		
Identification and selection of the relevant stakeholders													
Technical set up													
Planning and execution	▓	▓	▓	▓	▓	▓	▓	▓	▓				
Setting up and check up										▓	▓	▓	

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Version 1.3

PARTERRE Project
Grant Agreement No. 256244

ICTPSP

UK Pilot 3 - North and West Belfast Cross Community Engagement (100 participants - 4 months)													Event Day - November 18th 2011
	August	September				October				November			
		week 1	week 2	week 3	week 4	week 1	week 2	week 3	week 4	week 1	week 2	week 3	
Definition of the e-TM issues and Discussion Guide													
Definition of the contents	■	■	■	■	■								
Staff Organization and training						■	■	■	■				
Identification of local coordinators						■	■	■	■				
Local staff, facilitators identification and selection						■	■	■	■				
Local volunteers identification and selection						■	■	■	■				
Technical testing										■	■		
Participants selection						■	■	■	■	■			
Identification and selection of the relevant stakeholders													
Technical set up													
Planning	■	■	■	■	■	■	■	■	■				
Setting up and check up										■	■	■	

D4.2
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Version 1.3

PARTERRE Project
Grant Agreement No. 256244

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UK Pilot 4 - Health and Well-Being in remote rural or peripheral areas (50 participants - 4 months)

	October	November				December				January			Event Day - January 20th 2012
		week 1	week 2	week 3	week 4	week 1	week 2	week 3	week 4	week 1	week 2	week 3	
Definition of the e-TM issues and Discussion Guide									█				(blue)
Definition of the contents	▓	▓	▓	▓	▓	▓	▓		█				(blue)
Staff Organization and training					▓	▓	▓	▓	█				(blue)
Identification of local coordinators					▓	▓	▓	▓	█				(blue)
Local staff, facilitators identification and selection					▓	▓	▓	▓	█				(blue)
Local volunteers identification and selection					▓	▓	▓	▓	█				(blue)
Technical test									█	▓	▓		(blue)
Participants selection					▓	▓	▓	▓	█	▓	▓		(blue)
Identification and selection of the relevant stakeholders									█				(blue)
Technical set up									█				(blue)
Planning		▓	▓	▓	▓	▓	▓	▓	█				(blue)
Setting up and check up									█	▓	▓	▓	(blue)

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

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UK Pilot 5 (RESERVE) - Uptake of SMEs in National R&D and Innovation Programmes (50 participants – 4 months)													
	October	November				December				January			Event Day - January 20th 2012
		week 1	week 2	week 3	week 4	week 1	week 2	week 3	week 4	week 1	week 2	week 3	
Definition of the e-TM issues and Discussion Guide													
Definition of the contents													
Staff Organization and training													
Identification of local coordinators													
Local staff, facilitators identification and selection													
Local volunteers identification and selection													
Technical test													
Participants selection													
Identification and selection of the relevant stakeholders													
Technical set up													
Planning													
Setting up and check up													

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

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Cyprus Pilot: The strategic development plan of the District of Larnaca (80 participants – 4 months)

	October	November				December				January			Event Day - January 25th 2012
		week 1	week 2	week 3	week 4	week 1	week 2	week 3	week 4	week 1	week 2	week 3	
Definition of the e-TM issues and Discussion Guide									■				(blue)
Definition of the contents	Y	Y	Y	Y	Y				■				(blue)
Staff Organization and training					Y	Y	Y	Y	■				(blue)
Identification of local coordinators					Y	Y	Y	Y	■				(blue)
Local staff identification and selection									■				(blue)
Local volunteers identification and selection					Y	Y	Y	Y	■				(blue)
Technical testing									■	Y			(blue)
Participants selection					Y	Y	Y	Y	■	Y			(blue)
Identification and selection of the relevant stakeholders									■				(blue)
Technical set up									■				(blue)
Planning	Y	Y	Y	Y	Y	Y	Y	Y	■	Y	Y	Y	(blue)
Shipment of voting kit (from Tuscany Region)	Y								■				(blue)
Test of the voting tool	Y	Y	Y	Y	Y	Y	Y	Y	■				(blue)
Setting up and check up									■	Y	Y	Y	(blue)

D4.2
Training material for PARTERRE
Pilots
Version 1.3

PARTERRE Project
Grant Agreement No. 256244

9   Annexes

9.1   Annex 1 - PPT short summary for local stakeholders

The following presentation intends to help assess the added value of the e-TM participatory instrument and ultimately give benefit to the stakeholders' involvement process.

9.2   Annex 2 - Tuscany e-TM Pilot Discussion Guide, Italian Version

"Toscana turistica, sostenibile e competitiva. Un Town Meeting per la formazione del piano regionale di sviluppo economico"

9.3   Annex 3 - Demos Plan Manual, German Version

Currently being translated into other languages (English, Finnish, Greek, etc.).