

Strategic partnership funded by Interreg Baltic Sea Region  
Programme  
Project: “Empowering Participatory Budgeting in the Baltic Sea  
Region – EmPaci”

## Documentation of 1<sup>st</sup> PB pilots

### GoA 2.3 Output 2

Responsible Partner: University of Rostock

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**EmPaci**

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## List of abbreviations

AFLRA	Association of Finnish Local and Regional Authorities
BSR	Baltic Sea Region
CP	Citizen participation
EmPaci	Empowering Participatory Budgeting in the Baltic Sea Region (Interreg Baltic Sea Region funded project)
ETLA	Research Institute of the Finnish Economy
EUR	Euro
ICT	Information and communication technology
ID	Identification card
NGO	Non-governmental organisation
PB	Participatory budgeting
PLN	Polish Złoty
RF	Russian Federation
RUB	Russian Rubles
VCP	Vidzeme Cultural Programme
VPR	Vidzeme Planning Region

## Introduction

Workpackage 2 of the EmPaci project represents the core of the project and runs throughout the entire project duration. Out of an analysis of existing experiences and a determination of the preconditions in the pilot municipalities, it focusses on the preparation, implementation and enhancement of participatory budgeting (PB) in these the municipalities. A strong focus is laid upon the work with the municipalities and involvement of citizens here. With increasing project term, more responsibilities are given to the local authorities in order to build their capacities step by step and qualify them for an autonomous further operation of the established methods, tools and principles. The Workpackage aims to build up a knowledge base for municipalities to inform how to set up PB for their conditions and how they best involve a broad citizen base.

This document presents the 1<sup>st</sup> PB concepts in the pilot municipalities: As a tangible output, descriptions on the implementation and success of the pilot have been developed in order to firstly inform the pilot municipalities on best practices and ways on how to improve and secondly for external municipalities to inform themselves about the application of PB concepts. This document aims to provide an insight into the experiences of the EmPaci pilot municipalities and to build upon lessons learnt. The document is structured according to the different pilot municipalities and it delivers comparable information on the implementation steps of the PB process: For every pilot municipality, first the situation before the PB pilot will be described, second the development of the PB process is explained followed by thirdly giving insights on the implementation of the 1<sup>st</sup> PB pilots. This is following as a fourth point, by the results of the PB process and as fifth and last point, the assessment of the 1<sup>st</sup> PB pilot and the plans for improvement for the second round. To allow comparability, the reporting is structured according to questions answered by the pilot municipalities. As such, question number contains the same type of information. In case a numbering is left out for a specific pilot municipality, it is not applicable for this pilot.

The 1<sup>st</sup> PB pilot was conducted in the year 2020 in nine different pilot districts/municipalities/regions (see Map below):

- City of Bützow / Germany
- Municipality of Rietavas / Lithuania
- Vidzeme Planning Region / Latvia
- Municipality of Bielsko-Biała / Poland
- Municipality of Telšiai / Lithuania
- Gatchina Municipal District, Leningrad Region / Russia
- Municipal District Moskovskaya Zastava, Moscow region of St. Petersburg / Russia
- Municipality Suoyarvskoye Urban Settlement, Republic of Karelia / Russia
- City of Lahti / Finland.



Figure 1: Location of pilot municipalities

In seven of these places, the PB process will be repeated in a 2<sup>nd</sup> PB pilot in the year 2021. For two pilot places, for various reasons (among others the COVID-19 pandemic), the PB pilots are not completed a second time. This refers to Gatchina Municipal District, Leningrad Region/Russia and the City of Lathi/Finland. A comparison of the pilot municipalities and their implementation of PB is presented [here](#).

## Bützow/Germany

### 1. Situation before the PB implementation

#### Municipality-related factors

##### 1. The PB is implemented for

- District
  Municipality
  Planning region

##### 2. The budget cycle of the public authority is

- Annual
  Bi-annual

##### 3. The financial situation of the public authority characterised by

- Excess revenues
  Nearly balanced revenues and expenses
  Excess expenses

##### 4. With respect to the repayment of incurred debt, the public authority is confronted with

- No difficulties
  Difficulties to repay debts over an extended period of time

##### 5. In the public authority, the council always has the final decision right about the implementation of voted PB projects (by local/national) laws and regulations:

- Yes
  No

#### Citizen-related factors

##### 6. The citizenry is composed as follows:

6a. Number of citizens:	7.800
6b. Share of females (% of citizens):	51 %
6c. Share of persons aged below 18 (% of citizens):	13 %
6d. Share of persons aged 66 and above (% of citizens):	32 %
6e. Share of unemployed persons (% of citizens):	8 %
6f. Share of unemployed females (% of unemployed persons):	not specified

##### 6g. Particularities of the population are the following

The unemployment rate is about 6 %. Bützow offers approx. 2 500 jobs subject to social security contributions, excluding mini-jobs. Since 2014 there has been a significant surplus of commuters for Bützow. Bützow registers approx. 1 300 – 1 400 commuters, who leave Bützow to work in the direction of the district of Rostock, the Hanseatic City of Rostock or with a share of 18% beyond the state border of Mecklenburg-Western Pomerania and approx. 1 600 commuters, who come from the district and

predominantly Rostock to work in Bützow. Added to this, there are approx. 15 % civil servants, doctors and freelancers who are not subject to social security insurance and are calculated separately.

30 % of the jobs are in the health and social sector. Bützow has a hospital, various day care facilities, and apartments for the elderly and five nursing homes. Another 25 % of jobs are in the repair, motor vehicle trade, transport and freight forwarding sectors, followed by 10 % construction and 10 % education. The disposable income of the population is around EUR 19 200. This value applies to the District of Rostock. This is 54 % of the available income of the richest administrative district and 18 % more than the average value of the poorest administrative district in Germany.

## PB process-related factors

### 7. PB is prescribed by law in the country / public authority:

Yes  No

### 8. PB was implemented before the EmPaci PB pilot:

Yes  No

## 2. Development of the 1<sup>st</sup> PB pilot

### Citizen- and PB process-related factors

#### 9. PB is implemented to realize the following objectives:

The idea of implementing a participatory budget/an attractive form of citizen participation arose in discussions between the mayor of the city of Bützow and the project members at University of Rostock. The project members at University of Rostock developed the project idea of PB for several years, writing the project outlines and applications. Together with the project partner PferdemarktQuartier (a voluntary citizens' association), the city's project team implemented what is currently the only participatory budget in the German federal state Mecklenburg-Western Pomerania under the leadership of the University of Rostock project partners.

PB as a form of direct citizen participation was implemented in order to find a practicable and implementation-strong format in which the numerous ideas and visions of citizens find space and justification. In addition to the direct participation and realization of projects, the PB format serves further downstream goals: 1. increasing the transparency of municipal processes and responsibilities, 2. creating a perceptible value of a local government for the citizens, and 3. strengthening the cohesion and value of the individual citizen.



The outstanding advantage of PB is that it is binding and easy to use. The statute of PB stipulates that the citizens' vote on the proposals is binding and final. There is no need for approval and decision-making by the city council and/or the mayor. Consequently, only the citizen's votes decide on the realization of ideas. One of the goals is that the proposals submitted and the projects to be implemented after voting appeal to as many generations of the city's society as possible. With the projects of the 1st participatory budget, we can consider this goal achieved. We also set the goal of a 10% participation rate. This goal was not achieved. Just less than 6% of citizens participated in the vote. For the 2nd participatory budget, we will continue to pursue the goal of a 10% participation rate.



**10. The following target groups are aimed to be involved in PB:**

- Children till 12 years
- Teenagers till 18 years
- Young adults up to 25 years
- Young families
- Couples in best age
- Seniors
- Volunteers

**10a. Reasons, why these specific target groups were selected:**

The diversity of a city is based on the diversity of generations and interest groups. In order to make this diversity visible in PB, it is necessary to define and specifically address the relevant target groups. The first six target groups (children till 12 years, teenagers till 18 years, young

adults up to 25 years, young families, couples in best age and seniors) have been included, since the citizens' needs analysis conducted previous to the 1<sup>st</sup> PB pilot showed that citizens of these age groups and/or family status have specific needs for the implementation of PB (more online vs. offline formats, specific topics such as leisure and sports). Volunteers have been specifically addressed since these are seen as important multipliers in the city.

**11. Based on the analysis of the citizen survey, the following needs of citizens were taken into account for PB implementation:**

To make the possible variety of topics visible, categories were assigned on the proposal cards and in the online form: New construction, order and safety, planting, events, tourism, streets and roads, projects and equipment city. This bandwidth can open the space for ideas and meet the wishes of the citizens. It was also created as desired in each case an online possibility and offline possibility for the submission of proposals as well as for the vote.

**PB process-related factors**

**12. The following steps were undertaken to develop ideas and concepts for the PB process:**

The design of the first participatory budget and the design of the process steps for the best possible implementation took place in the first step in the team of the city administration of Bützow. With the experiences from other cities in connection with the individual goals and the goals of the project, the process steps were suggested in common rounds and the periods and involved persons were determined, in order to discuss these afterwards with PP1 and PP3 on feasibility, logical sequence and meaningful regarding the goals. At the same time, the City of Bützow administration produced a draft statute that was closely oriented to successful PB. This draft was discussed in the committees and in the meeting of the city representatives, changes were incorporated and the final version was presented for decision and resolution. A separate statute was adopted: Every citizen has the opportunity to submit proposals for the participatory budget throughout the year. The deadline for the participatory budget is 30. April in each year. All proposals submitted by 30. April will be considered for the current year. After the deadline, all proposals are checked for compliance with the statutes, commented on and budgeted by the administration, and then published in a proposal booklet. After publication of the proposals, there are two election phases. An online election and an offline election in the city hall. It is expected that these two phases will last 2 - 3 weeks each. After the voting, the winners will be announced and the implementation of the proposals will start.

**12a. Internal training activities were organised:**

Yes  No

**13. Citizens were involved in the development of the PB cycle the following way**

No.

**14. Citizens were informed about PB initiation in the following way:**

After the resolution of the statute and the parallel resolutions of the budgets for the participatory budget in the biannual budget of the city, the announcement took place in the official announcement organ the "Bützower Landkurier". Since January 2020, a report on the progress of the project and the participatory budget has been published every month. Also the supporting distribution of the proposal cards took place through the monthly newspaper. The first proposal phase was exceptionally extended by six weeks due to the pandemic last year. We hung highly visible banners in the downtown area to promote participatory budgeting due to the lack of events. Everyone, who drove through Bützow, could see at least two banners for the participatory budget. In May and June, there was also intensive reporting in the daily newspapers. For animation and ease of use, PP3 distributed suggestion cards to almost every one of the 4 000 households. After the end of the proposal phase, the number of proposals was published on banners and, from August until the voting phase, it was reported intensively on the available proposals and their classification and evaluation. In the course of the preparation of the voting phase, all proposals were printed in a proposal booklet, which was published in high quality. It included information about information events organized by PP3, a map of the city of Bützow showing where the proposals are highlighted and a greeting from the mayor. In preparation for the voting, each proposer was directly and personally contacted, pointing to the voting procedures. Also during this period (mid to late October) there was close coverage of the daily press. Also social media campaigns were initiated and the status of the project and the participatory budget in committees and the city council was reported on.

**14a. An own dissemination & communication plan was developed for this:**

Yes  No

**15. These were the (internal and external) main promoters and success factors in the development of PB:**

The successful development of the PB process is largely due to knowledge of the networks and structures of urban society. In addition, existing and successful participatory budgets were analyzed and adapted to the city of Bützow. The city administration basically has tried and tested channels for distributing information that are regularly used and satisfactorily consumed. Thus, with the results of the citizen survey evaluated by the university (PP1) and the project partner PferdemarktQuartier, the internal team of PP2 was able to adapt the processes to Bützow and implement them successfully.

Also, the success factors are based on the high penetration of the population. The population was divided into target groups and defined according to corresponding channels and locations on how these can be reached most appropriately and comprehensively. Reaching them by means of addressing, personal invitations, distribution of products and talks was supported by the PferdemarktQuartier association. Due to the many networks in the urban society, many generations can be reached easily.

The organized and well-used communication culture via social media, print media, the municipal announcement organ and a present public relations work in the form of posters and banners are also to be named as success factors. Last but not least, demand itself is of course also a success factor. Co-determination and co-design are a real concern for many citizens.

**16. These were the main opponents and hindrances in the development of PB and it was coped with these in the following way:**

The main difficulty were the restrictions imposed by the pandemic. Meetings in both private and public spaces were heavily regulated, so that conversations to develop ideas and disseminate PB could hardly take place. Above all, the intensity of education for this new possibility of direct participation with alternative communication channels had to be maintained in order to clarify the benefits and advantages for citizens. In addition, there was the inexperience of the PB processes about the time frames necessary to get the necessary attention and enable participation but without becoming arbitrary and uninteresting.

The constitutionally assured right of the City Council to have the last say on all budgetary affairs and the two year budget cycle of the city were coped with by the release of a Participatory Budget statute.

**17. A project team for the PB development was formed:**

Yes  No

**17a. The project team was composed of the following functions and it was organized as follows:**

The City of Bützow's project team consists of the mayor Christian Grünschow, who is involved in the project and the participatory budget on a pro-rata basis, and Katja Voß as a consultant, who also works on and is responsible for the project and the participatory budget on a pro-rata basis.

**17b. When and where are different types of resources (people, knowledge, funding) needed and made available in the pilot cases:**

Human resources and financial budgets were provided from the city administration. The work force is coordinative and executive provided by the project staff. At this position the planning and implementation of the participatory budgets as well as the work in the project takes place. The implementation includes the design of the formats for publication and participation in the participatory budget, communication, the placement of this format of citizen participation in the form of banners, postcards, articles, homepage publication and social media. The project work and the work on the participatory budget are done with an average of 20 hours a week. The city of Bützow bears a proportion of the costs for the staff position as its own contribution. The costs for the formats and purchases are currently still borne by the project.

**18. For the IT part / online implementation of the PB, the following considerations and steps were taken:**

IT tools have been implemented for two different functions:

1. The presentation of the participatory budget and the project on the homepage including the suggestion system: The presentation was done in the existing Content Management System (CMS) and also the form system for submitting the proposals was created from existing resources.
2. The voting tool: There was a lively exchange with the staff of the Chair of Business Informatics of the University of Rostock and the development of a concept within the framework of a student research project for the requirements, prerequisites and technical components as well as the data protection requirements of a voting tool. After evaluating the concept and with regard to data protection requirements and ensuring the validity of the election/vote, it was decided that the two voting processes (online and offline) should be carried out separately in terms of time in order to prevent from double voting.

Voting via online tools was carried out in the first participatory budget with an external partner. Due to the short time available and the lack of capacity on the part of our system provider, it was not possible to implement our own solution. This year, it is planned to implement our own website, including reporting on past participatory budgets, the proposal forms and the voting tool.

**20. The following documents, manuals, regulations were developed and used during the development of the PB process:**

- Statutes
- Decision of the city council / budget for budgets
- Proposal card 1st participatory budget
- Posters 1st participatory budget
- Banner 1st participatory budget
- Design for announcement newspaper "Bützower Landkurier"
- Proposal booklet
- Design on website [www.buetzow.de](http://www.buetzow.de)
- Sketches for project implementation
- Proposal card for 2nd participatory budget
- Posters 2nd participatory budget
- Banner 2nd participatory budget
- Design for announcement newspaper "Bützower Landkurier"
- Design for website [www.buetzow.de](http://www.buetzow.de)
- [Video informing about the 2nd participatory budget](#)

### 3. Implementation of the 1<sup>st</sup> PB pilot

**21. These are the general steps of the PB process after final approval:**

- Information phase/preparation
- Proposal phase
- Check for compliance with the statutes
- Cost estimate
- Commenting and summary
- Publication of proposals
- Voting phase
- Implementation phase for the projects (including feedback reporting on status/progress)

**21a. Total annual PB budget** (city + district projects)

2020: 30 000 EUR      2021: 40 000 EUR

**21b. Annual PB budget per citizen:**

2020: 3,85 EUR      2021: 5,13EUR

**21c.** If applicable, **budget earmarked for related internal work, communications** etc.: /

**21d. The PB has been designed as direct democratic tool** (citizens' vote = final decision):

Yes  No

**21e. The PB is designed for**

Region/City projects only  District projects only  Both

**21f. Persons eligible participating in the PB:**

Age limits:

Definition of:

Proposals: Participation without age restriction, only residents of Bützow admitted

Number of persons (in total): about 7 800

Number of person (% of citizens): 100 %

Votes: Participation from 12 years onwards, only residents of Bützow admitted

Number of persons eligible to vote (in total): about 7 100

Number of persons eligible to vote (% of citizens): 91 %

**21g. The following actions were taken to ensure that only eligible persons made proposals / voted:**

In the online voting, citizens were asked to provide relevant data for unique assignment (first and last name, address data, date of birth and place of birth). With the sum of this information, the participants could be clearly assigned to the data from the residents' registration office. Duplicate voting (e.g. online and offline) could be ruled out by almost 100 %. In case of doubt, a manual reconciliation of the data could be performed downstream.

In the context of offline voting, reconciliation was carried out directly with the reported data and, if approved, the citizen received a ballot paper.

**22. These were the specific dates planned for the PB process after final approval of the PB development:**

05.06.2020 End of the proposal phase

19.10.2020 Start of online voting

26.10.2020 Start of offline voting

02.11.2020 Announcement of the winning projects

15.01.2021 Start of implementation of the winning projects

30.04.2021 End of the proposal phase 2nd participatory budget

31.07.2021 Publication of proposal booklet

01.08.2021 Start of online voting

15.08.2021 Start of offline voting

01.09.2021 Announcement of winning projects with handover of winning projects from 1st PB process

**23. These amendments were made to the plan due to the COVID-19 pandemic:**

The plan was already designed having the constraints of the pandemic in mind.

**24. For citizen involvement in the PB-phases (e.g. information, proposal, co-creation, voting phase), the following steps were taken and events organized:**

During the coordination phase, only three events could be offered due to the pandemic. The events were organized and carried out by a NGO/the citizen association PferdemarktQuartier.

The events took place on the following dates: 19.10.2020, 22.10.2020, 26.10.2020

Additionally, we held an online event for interested citizens on 31.03.2021 together with the project partners from University of Rostock and the citizen association PferdemarktQuartier. In this event we informed about the 1st participatory budget, about the realization of the projects as well as about the planning for the 2nd participatory budget. It was recorded for further dissemination.

**25. For the activation of specific target groups of the PB, the following steps were taken and events organized:**

In order to specifically address children and young people, we published information on PB directly in the facilities. Also schools were approached directly. In order to address residents who generally like to get involved, information was sent directly by mail and e-mail to the local associations and via the association network.

In addition, we always displayed up-to-date information, posters and, during the proposal phase, proposal cards in the foyer of the town hall.

**25a. For the activation of women into the PB, the following steps were taken and events organized:**

No explicit steps have been taken to activate women. The gender mix in volunteer work and in the associations is at a good level, so that the participation of women in the participatory budget was acceptable to good.

**26. The following actions were taken to provide information about PB in a citizen-friendly manner:**



Basically, we have designed the products (posters, banners, cards and proposal booklet) to be as simple and clear as possible. The products contain the essential information. The rules for PB are easy to grasp and the design appeals to many generations. We have also placed posters in many public areas and large banners in the city center. Regular coverage in the newspaper and also in the social media channels as well as monthly in the announcement magazine kept the threshold and hurdle for citizens relatively low.

## Projekthintergrund - EmPaci

Das Projekt wird gefördert im Interreg - Baltic Sea Region Programm der EU

**EmPaci - Empowering Participatory Budgeting in the Baltic Sea Region bedeutet: Stärkung der Bürgerhaushalte im Ostseeraum**

Die wichtigsten Fakten im Überblick:

**Projektdauer:** 01.01.2019 - 31.12.2021

**Partner:** 16 aus Deutschland, Polen, Litauen, Lettland, Russland und Finnland **unter Leitung der Universität Rostock, Lehrstuhl für Unternehmenscontrolling mit Prof. Dr. Peter C. Lorson + 6 assoziierte Partner**

**Förderung:** 1,96 Mio. EUR

**Gesamtbudget:** 2,42 Mio. EUR

Ziele des Projektes sind die Erarbeitung eines Status Quo in den teilnehmenden Ländern, die Erforschung der Prozesse zur Einführung von Bürgerhaushalten in den Pilotgemeinden sowie die Qualifizierung von Kompetenzen und Trainern, die nach Projektende interessierte Kommunen hinsichtlich der Einführung eines Bürgerhaushaltes beraten können.



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**27. The following actions were especially taken to achieve a high participation rate:**

Directly addressing target groups, using a wide variety of channels and formats to enable the visibility of participatory budgeting to all segments of the population.

**28. The following steps were taken to train the own actors for PB**

No training of other actors from the participatory budget took place.

**29. If applicable, the following steps were taken to train actors in other municipalities (outside EmPaci-project):**

No steps were taken to train staff in the communities.

**4. Results of 1<sup>st</sup> PB pilot**

**Proposal phase:**

**32a. The proposal phase was implemented in the following way:**

Every citizen has the opportunity to submit proposals for the participatory budget throughout the year. The deadline for the participatory budget is 30th of April in each year. All proposals submitted by the 30th of April will be considered for the current year. Delayed proposals were assigned to the next PB cycle. Proposals could be submitted online via a form placed on the city’s homepage but also offline in written on “proposal cards” or by telephone calling the city administration.





## Ergebnisse Bürgerhaushalt 2020

30.000 EUR stehen in diesem Jahr für die Umsetzung der Vorschläge aus dem Bürgerhaushalt zur Verfügung.

1921 Stimmen wurden im Rahmen der Abstimmung für die Vorschläge vergeben und die meist gewählten Vorschläge sind:

Vorschlag 1	"Verkehrskonzept Wallstraßen"	5.000 EUR	357 Stimmen
Vorschlag 10	"Skateranlage Bützow"	10.000 EUR	157 Stimmen
Vorschlag 11	"Ein Ort in Bützow,...."	10.000 EUR	154 Stimmen
Vorschlag 52	"Ausbau eines Wanderweges..."	5.000 EUR	70 Stimmen

Der Vorschlag 52 wird umgesetzt werden, da das Budget für diesen Vorschlag dem Restbudget entspricht.

Die komplette Übersicht finden Sie [hier](#).

Und wenn Sie bereits Ideen für den nächsten Bürgerhaushalt haben, reichen Sie sie gerne jetzt schon mittels unseres Formulars ein --> [hier geht's zum Formular](#)



## Kontakt

**Katja Voß**  
Referentin Projekte und Öffentlichkeitsarbeit

Raum: 1.04  
**Telefon:** 038461 50-113  
**Fax:** 038461 50-101  
[E-Mail](#) oder [Kontaktformular](#)

### Feasibility check:

#### 33a. A feasibility check of proposals or voted projects was implemented:

Yes, of the proposals     Yes, of the voted projects     No

#### 33b. The feasibility check was implemented in the following way

The feasibility study was conducted in two stages. In the first step, the proposals were examined with regard to the following criteria:

1. Compliance with the applicable law/Participatory Budget statute
2. No double funding
3. Benefiting the general public
4. Multiple submissions
5. No follow-up costs

After this first step, the proposals were partly summarized and concretized (Among other things, with consultations with the proposing persons). Subsequently, the proposals were assigned to the departments.

In the second step, the assessment was carried out in cooperation with the departments with regard to the following points:

1. Cost estimation
2. Assessment of follow-up costs
3. Assessment of responsibility
4. Examination of whether resolutions oppose the proposal
5. Check if proposals are already planned in the administration

With this information, the proposals were commented and published accordingly.

**33d. If applicable, citizens making specific proposals were involved in the following way:**

In some cases, proposers were consulted to clarify outstanding issues.

**33e. The difficulties that became apparent through the feasibility check:**

Essentially, no difficulties have been encountered or have occurred.

**33f. As a result of the feasibility check, the PB process should be changed as follows:**

Changes not necessary.

**33g. Ratio of ideas given vrs. plans that make it to voting stage: 40 %**

**Voting phase:**

**34a. The voting phase was implemented in the following way:**

The voting phase has already been announced in the proposal booklet, accompanied by the daily press, announced in the announcement magazine, and promoted via social media. In addition, we encouraged and motivated citizens directly and also networks and associations to vote. The information was also distributed via various private WhatsApp accounts.

The link to the online tool was published on the home page of the municipal website. The voting period was one week. Afterwards, citizens could vote offline in the city hall. The proposal period was also one week.

**34b. Each citizen was given the following number of votes: 3**

**34b. Number of citizens voting: 399**

**34c. Participation rate (% of citizens):** 6,4 %

**34c. Number of votes received in total:** 500 votes were received, but 101 had to be counted as invalid. Each citizen had 5 votes at their disposal. The total number of votes cast is 1 921

**34d. Results of the votes (which projects with which amounts and votes were winning):**

Proposal 1 "Traffic concept Wallstraßen"	5 000 EUR	357 votes
Proposal 10 "Skater park Bützow"	10 000 EUR	157 votes
Proposal 11 "A place in Bützow,...."	10 000 EUR	154 votes
Proposal 52 "Extension of a hiking trail..."	5 000 EUR	70 votes

**34e. Total PB budget realized / implemented:** Not yet final

**34f. Was part of the total PB budget unused?**

No     Yes, unused

**34g. Information provided to citizens after completion of the voting phase:**

Immediately after the voting phase, the winning projects were announced and published on the website [buetzow.de](http://buetzow.de).

**34h. Extent to which the approved projects can be realized:**

Three projects can be implemented as proposed or as planned. One project has the challenge that the city is responsible but approval of another authority is required as prerequisite of implementation. Thus, the degree of feasibility is not yet known.

### 34i. Timeframe planned to realize the approved projects:

#### The Skater park

The idea for a Skater park was submitted three times as a proposal. The open space of the basketball area at the youth club “Domizil” is well suited for the installation of various skating elements such as a half pipe, a quarter and others. The selection of the best possible elements took place together with the young people.

Currently the offers are being compared so that it is planned that the elements can be built up in summer 2021.

**Wie Ideen des Bürgerhaushaltes wahr werden...**


Vier spannende Ideen wurden von den Bützower\*innen gewählt. Hier finden Sie den aktuellen Stand der Umsetzung dieser Ideen:

**Der Skatepark**

Die Idee für einen Skatepark wurde dreimal als Vorschlag eingereicht. Das **Freigelände der Basketballfläche am Jugendclub Domizil** eignet sich gut für das Aufstellen verschiedener Skatingelemente wie z.Bsp. eine Half-Pipe, ein Quarter und andere. Die Auswahl der bestmöglichen Elemente erfolgte gemeinsam mit den Jugendlichen.

Aktuell vergleichen wir die Angebote und planen, dass die Elemente im Sommer aufgebaut werden können.

**So kann der Skatepark dann aussehen:**



Verkehrskonzept Wallstraßen

#### Hiking trail Vierburg

The “Vierburg”, a well-known and popular local recreation area, is being made usable again with the expansion of the hiking trail. Benches will be placed along the circular trail and new nature trail signs will also be installed. The hiking trail will be completed in May 2021.

**A place to arrive - the "Elephant Square".**

The Elephant Bridge is already almost legendary, but a place of a former garden at the bridge was still without an idea. Now, we implement the idea of the "Elephant Square" and develop a place to arrive.

In the first step the square will be levelled, filled up and grass will be sown. Trees will be planted, a bicycle stand and an information board will be installed, as well as rotating sun loungers and benches.

The project is to be completed in summer 2021.

**34j. Extent to which citizens were involved in the realization of the approved projects:**

Residents, who submitted proposal were involved to seek further input during the preliminary design of projects.

**35. Citizens were informed about the completion of the 1<sup>st</sup> PB pilot in the following ways:**

Please post link to accountability report: Not yet finished.

**36. Other actors involved (e.g. local council) were informed about the completion of the 1st PB pilot in the following ways:**

Not yet finished.



## 5. Assessment of 1<sup>st</sup> PB pilot and enhancement for 2<sup>nd</sup> PB pilot

### **37. Objectives for PB as specified in Question 9 were reached as follows:**

The target of 10 % participation in the voting process was not achieved, since the participation rate was 6.4 %. This was probably due to the effects and restrictions of the COVID-19 pandemic, but also to the short timeframe for the voting process.

The goal of reaching as many of the aforementioned target groups as possible is considered to have been achieved. The analysis of the age groups of the proposers but also the contents of the proposals as well as the analysis of the data of the voters showed a distribution across all age groups and it can also be assumed that groups like engaged citizens were also reached.

### **38. Besides the objectives for PB as specified in Question 9, the following additional issues can be seen as a success for the PB pilot:**

The diversity of ideas can definitely be considered a success, as well as the individual opinions and feedback from citizens, which were consistently positive. Also, the general communication between the city and its residents has been increased as well as the citizen's awareness and understanding of budgetary restriction of the city. Participatory budgeting enables uncomplicated participation. Regardless of how long one has lived or will live in Bützow, ideas and suggestions for improvement can be contributed. The transparent communication and the reliability of the statements or the power of a statement in the format of the participatory budget can strengthen the identification with the city and the administration.

### **39. Some objectives for PB as specified in Question 9 were not reached due to the following reasons:**

See 37.

### **40. To our knowledge, the following elements of the PB process are innovative compared to other PB initiatives in the BSR:**

This is the first kind of direct democratic PB process in the German federal state of Mecklenburg Western Pomerania.

### **41. The PB benefitted from the transnational approach of the EmPaci project in the following way:**

The pool of ideas and the different approaches, the exchange of the project partners from the participating regions repeatedly were input and possibility to be inspired.

### **42. These changes are already planned for the 2<sup>nd</sup> PB pilot to better reach objectives of PB:**

We plan to give citizens more time to select proposals and to better prepare, communicate and also allow more time for voting. In addition, we hope that with more time available, more citizens will be encouraged to vote, thus achieving the goal of a 10 % participation rate.

**43. These changes are already planned for the 2nd PB pilot to better involve target groups:**

Eventually it will be possible to realize face-to-face events again to reach residents, who are not actively involved in PB yet, but are not hostile to this type of citizen participation. In personal conversations it can be possible to talk about doubts and to convey further information in conversation.

## Rietavas/Lithuania

### 1. Situation before the PB implementation

#### Municipality-related factors

##### 1. The PB is implemented for

- District
  Municipality
  Planning region

##### 2. The budget cycle of the public authority is

- Annual
  Bi-annual

##### 3. The financial situation of the public authority characterised by

- Excess revenues
  Nearly balanced revenues and expenses
  Excess expenses

##### 4. With respect to the repayment of incurred debt, the public authority is confronted with

- No difficulties
  Difficulties to repay debts over an extended period of time

##### 5. In the public authority, the council always has the final decision right about the implementation of voted PB projects (by local/national) laws and regulations:

- Yes
  No

#### Citizen-related factors

##### 6. The citizenry is composed as follows:

6a. Number of citizens:	7 400
6b. Share of females (% of citizens):	51,7 %
6c. Share of persons aged below 18 (% of citizens):	16 %
6d. Share of persons aged 66 and above (% of citizens):	22 %
6e. Share of unemployed persons (% of citizens):	7,4 %
6f. Share of unemployed females (% of unemployed persons):	55,46 %

#### PB process-related factors

##### 7. PB is prescribed by law in the country / public authority:

- Yes
  No

##### 8. PB was implemented before the EmPaci PB pilot:

- Yes
  No

## 2. Development of the 1<sup>st</sup> PB pilot

### Citizen- and PB process-related factors

#### 9. PB is implemented to realize the following objectives:

In the 1<sup>st</sup> simulation Pilot the community of Rietavas Laurynas Ivinskis Gymnasium participated. The idea was to have the school as a hub to anchor the PB process in the community. Another task was to empower teachers and let them adapt PB to their context (e.g. Civil education). Besides, to collect information for the application (i.e. the submission of proposals), the school learners started partnerships with public library, culture centre and etc. Bearing in mind, that recently only 11 schools of 2 Municipalities in Lithuania took part in PB at schools, it was a perfect opportunity for a small town school to experiment and share experience being together with the front runners. Finally, 5 best project ideas that collected most of the votes go to the 2<sup>nd</sup> Pilot. Those applicants are awarded with valuable prizes and also are offered free consultations from experts for further submission, improvement of the application (budget issues, timeline, work packages etc.) respectfully to their ideas.

#### 10. The following target groups are aimed to be involved in PB:

The school community consisting of 600 school learners aged 7-18, incl. 42 children with special needs, not motorically impaired, and 60 teaching staff members (56% over 50 years old, 10% male, 90% female) were aimed as the target group. There were no restrictions for anyone at school to develop project ideas and submit the proposals on Microsoft Teams platform. Two teachers were appointed as direct contact since they had daily online classes and were easy to reach for an advice. Not just the school community but also all inhabitants of Rietavas Municipality had the right to vote online. The task of 1<sup>st</sup> PB Pilot was to inform and attract adults through the initiatives of young active people thus forming the background for the 2<sup>nd</sup> Pilot in the community.

#### 10a. Reasons, why these specific target groups were selected:

Facing Covid19 pandemic situation it was less complicated to run the 1<sup>st</sup> PB Pilot with the limited target group. As it was a start level of PB, it was easier to arrange consultations at school. Teachers and learners have daily online contact and it was quite handy to get in touch with the applicants in case they needed information or reminds. The idea was to have the school as a hub to anchor the PB process in the community. The applicants learnt about PB and shared that information, discussed their ideas and how to implement them with the parents, classmates, neighbours, relatives and friends, requested assistance from public institutions, thus, developing partnerships and disseminating PB ideas around and accelerating PB process in the Municipality, building substantial base for the 2<sup>nd</sup> Pilot and further continuous PB process.

#### 11. Based on the analysis of the citizen survey, the following needs of citizens were taken into account for PB implementation:

The citizen survey analysis provided information on the priority areas of Rietavas Municipality, namely, Tourism, Social Environment, Health Care, Education. School learners and teaching staff actively participated in the citizen survey, Education and Social Environment became the priority areas to be

improved and were included in PB topics. The submitted project proposal ideas very much reflected the needs defined. The citizen survey analysis indicated that PB was an unknown issue for 65% of Rietavas Municipality population. Bearing this in mind, 1<sup>st</sup> simulation Pilot with school learners was a starting point to educate young people on PB and with their assistance to spread the knowledge within the rest of community. Rietavas Municipality planned a mixed way of voting – online and offline, however, the quarantine forced to implement only online voting. Besides, it is more popular and favourable among young people. The 1<sup>st</sup> Pilot advisory group (2 EmPaci team members, 2 teachers, 2 school learners) suggested to vote on Facebook as it was a familiar and easy to use, besides free of charge platform and quite relevant for the simulation pilot. The number of voting persons was not large and it was not complicated to post the project ideas, to track the voters and calculate votes. Although, for the 2<sup>nd</sup> Pilot the platform that can provide a more detailed information and proper security is preferred.

## PB process-related factors

### 12. The following steps were undertaken to develop ideas and concepts for the PB process:

Population's participation in the Citizen Survey, its analysis and facts highlighted about the needs of Rietavas Municipality inhabitants encouraged the Administration to include PB issue in the Strategy Development Plan for the years 2021-2027. The Concept for the local PB process was developed by the Administrative staff of the Municipality - the Director, the financial manager, IT specialist, the lawyer, public procurement officer, EmPaci project administrators. The Regulations and Statute were approved by the Council in the second year of EmPaci project implementation on 29-10-2020.

Rietavas Municipality, Rietavas Tourism and Business Information Centre project teams, including the Mayor and a few Council members, facilitated by Klaipeda University had an online meeting on 2020-09-17 and elaborated the PB process for Rietavas case.

Participation in the online project partner meetings on 19-20 October and 27 November 2020 was helpful to learn about the PB experiences in partner countries as well as identifying own risks and potential opportunities.

Municipality Administration staff raised awareness through PB training process. Online training on 23 October 2020 „Alytus and Kretinga Best PB Cases“, on 17 November 2020 participation in the International Forum of PB hosted by Transparency International added valuable knowledge about PB process and community involvement.

**12a. Internal training activities were organised:**  Yes  No

- Introductory training 2020-06-18 – workshop on understanding PB and starting to design Rietavas PB concept, based on the PB practice in the world. 17 attendees: 11 municipality administration, 2 RTVIC, 4 Associations and other organisations. Different target groups: Women Occupancy Center, Youth Association, People with Disabilities Association, III Age University (Seniors).
- Training on raising awareness in PB implementation 2020-12-14 – workshop with PB managers from Alytus and Kretinga municipalities in LT who presented PB

implementation process in their municipalities. 12 attendees: 3 RTVIC, 7 municipality administration, 2 associations and Cultural Center.

- Networking event 2020-11-17 - attending ‘Participatory Budget Forum 2020’, learning about PB implementation aspects and making contacts with PB community. 7 attendees from Rietavas: 2 RTVIC, 5 municipality administration.
- 2020-11-25 – training on performing PB 1<sup>st</sup> simulation round. 14 attendees: 3 EmPaci staff, 11 teachers and pupils from Rietavas Laurynas Ivnskis Gymnasium.



**13. Citizens were involved in the development of the PB cycle the following way:**

- Participated in PB training process
- Citizens were provided with the information about the EmPaci project, PB cycles, values and opportunities on 26 September, 2020 during annual festivity of Rietavas Municipality “Mykolines”. Over 200 people from Rietavas and surrounding villages, both young and senior people attended the event.



- Invitation to vote was posted in the popular sites used by Rietavas community on Facebook/Instagram and official Municipality webpage [www.rietavas.lt](http://www.rietavas.lt)

#### 14. Citizens were informed about PB initiation in the following way:

- Firstly, the learners and teachers of Rietavas Laurynas Ivinskis Gymnasium were invited to participate in the Municipality Welcome Day on 25 September 2020 running the campaign for the youth involvement „I Live in Rietavas Municipality“. After discussions with the top management of Rietavas Gymnasium, basic info about PB and EmPaci tasks were presented.
- On Microsoft 365 Teams platform, widely applied by the Gymnasium community, the group „ Ideas for Rietavas“ was formed which united active learners and teachers that shared the information about the PB Initiative with the classmates and colleagues.
- Online webinar hosted by Empaci Rietavas Municipality, Rietavas Tourism and Business Information Centre administrators on 25 November 2020 helped the learners to clarify and better understand PB process and how to submit the application forms.
- On the 26 November the call for ideas for Rietavas was announced on Facebook > RLIG bendruomene , Mano Miestas Rietavas and [www.rietavas.lt](http://www.rietavas.lt)

#### 14a. An own dissemination & communication plan was developed for this:

- Yes  No

Rietavas Municipality followed the [EmPaci dissemination and communication plan](#).

#### 15. These were the (internal and external) main promoters and success factors in the development of PB:

In a small municipality like Rietavas, majority of the population, especially the active part, meet in the common municipality events, participate in different project activities together, work and discuss on the same issues, thus building the contacts and trust which is appreciated in a small community. People get involved in the activity if the promoters are known for them, if they can trust, contact and discuss the subjects without delay or feeling awkward. Rietavas Municipality, Rietavas Tourism and Business Information Centre teams have implemented a considerable number of European projects together with other community members, including Rietavas Laurynas Ivinskis Gymnasium as well. Thus, initially the management staff of the school and the teachers were informed about EmPaci project and the simulation Pilot informally, during short face-to-face meetings. Then, EmPaci and the simulation Pilot activities were included in the presentation by the Project Manager at school (Rietavas Municipality administrator) during the official annual teaching staff meeting in June 2020.

The Headmistress and teaching staff were eager to participate in EmPaci 1<sup>st</sup> simulation Pilot and to educate schoolchildren on PB and active citizenship. 2 teachers of Civil Education and History subjects volunteered in becoming contact points for school learners having daily contacts with the learners as potential

applicants. Administrators of Rietavas Municipality, Rietavas Tourism and Business Information Centre had continuous contacts with the teachers. It was very efficient to have online meetings and updates with the Mayor of Rietavas Municipality and the Administration Director (Rietavas Municipality), the Director from Rietavas Tourism and Business Information Centre and the Headmistress of Rietavas Gymnasium. The two teachers played a highly efficient role as the school learners were continuously encouraged, reminded and advised by the persons they know, rely and trust.

**16. These were the main opponents and hindrances in the development of PB and it was coped with these in the following way:**

As described above, face-to-face meetings are still appreciated in a small rural community. Unfortunately, because of the COVID 19 pandemic situation and restrictions to meet people, no classes at school, only online communication was applied. Happily, we had a target group that was online active.

**17. A project team for the PB development was formed:**

Yes  No

**17a. The project team was composed of the following functions and it was organized as follows:**

The team had a communicator for organizing online meetings, a councillor for unclear issues and advising, administrator for registering project proposals and preparing them to post for public voting. Apart from that the advisory committee of 6 persons was formed for the review of the submitted proposals and advice.

**17b. When and where are different types of resources (people, knowledge, funding) needed and made available in the pilot cases:**

During proposal submission stage consultations played very important for the applicants. Close contact was maintained between administrators of EmPaci project Rietavas Municipality, Rietavas Tourism and Business Information Centre and 2 teachers of Civil Education/History regarding information on PB, updates. The teachers, on their way, were coaching schoolchildren in proposal descriptions. Schoolchildren felt comfortable to communicate with the teachers they know well and trust.



**18. For the IT part / online implementation of the PB, the following considerations and steps were taken:**

Rietavas asked for coaching assistance by EmPaci project partners and received plenty support, valuable information and links (see below). It was helpful to learn about PB tools applied in other countries and adapt for the own case, although, for the 1<sup>st</sup> Simulation Pilot Office 365/Teams and a free common popular Facebook platform were applied.

Options suggested: Belgian PB Platform and Citizen Lab Beginners Guide to Participatory Budget <https://www.citizenlab.co/>

Bielsko-Biala Citizens Budget with all the info: <https://www.obywatelskibb.pl>

[\(http://consulproject.org/en/\)](http://consulproject.org/en/) which has a very active community with implementations in over 33 countries and is open-source. The whole project is well documented.

<http://consulproject.org/en/#documentation> [The citizens foundation https://www.citizens.is](https://www.citizens.is)

**(19. question non-relevant)**

**20. The following documents, manuals, regulations were developed and used during the development of the PB process:**

Rietavas Municipality Council issued the resolution for the PB process implementation in the Municipality, approved PB regulations that were developed within the second year of EmPaci project implementation. For the 1<sup>st</sup> Pilot implementation those regulations and PB process description were followed with a slight amendment of the Proposal Form: simplified budget part in the Proposal Form, indicating an expected overall amount for the project implementation and because of the quarantine and restrictions it was not obligatory to provide Annex 1 with a signed list of 10 idea supporters'. Communication/dissemination plan created by international EmPaci team was a helpful guidance in simulation Pilot 1 implementation.

### 3. Implementation of the 1<sup>st</sup> PB pilot

**21. These are the general steps of the PB process after final approval: -**

**21a. Total annual PB budget** (city + district projects): n/a simulation

**21b. Annual PB budget per citizen:** n/a simulation

**21c. If applicable, budget earmarked for related internal work, communications etc.:** /

**21d. The PB has been designed as direct democratic tool** (citizens' vote = final decision):

Yes (simulation)  No

**21e. The PB is designed for**

Region/City projects only  District projects only  Both

**21f. Persons eligible participating in the PB:**

- no age limits for writing proposals
- no age limits for proposals for voting 16 and over
- Definition of persons: official residents of Rietavas Municipality
- Number of persons (in total): 7 400 in Rietavas Municipality but in the 1<sup>st</sup> Pilot 660 persons (RLIG community) participated in proposal submission process.
- Number of person (% of citizens): 100% proposal submission, voting 84 % of citizens (16% of Rietavas Municipality population under 16 years old)

**21g. The following actions were taken to ensure that only eligible persons made proposals / voted:**  
Names, residence, age were checked by the administrator as the data is open on Facebook.

**22. These were the specific dates planned for the PB process after final approval of the PB development:**

DATE	MILESTONE
Nov.25	Start
Nov.26	The Call
Dec.21	End of the call
Jan.6	Proposals adapted for voting
Jan.14	Voting starts
Jan.31	Voting is over
Feb.2	The winners announced
Feb.16	Awards
March	Work on application improvement

Years 2020/21

**23. These amendments were made to the plan due to the COVID-19 pandemic:**

Proposal submission procedures were simplified (authors did not need to collect 10 signatures from persons supporting their idea proposal (face-to-face meetings forbidden because of the quarantine)

**24. For citizen involvement in the PB-phases (e.g. information, proposal, co-creation, voting phase), the following steps were taken and events organized:** (see question 23)

**25. For the activation of specific target groups of the PB, the following steps were taken and events organized:**

- the learners and teachers of Rietavas Laurynas Ivinskis Gymnasium were invited to participate in the Municipality Welcome Day on 25 September 2020 running the campaign for the youth involvement „I Live in Rietavas Municipality“. After discussions with the Municipality Administration Director and Head of Education, Culture and Sport Department, schoolchildren were told about

importance of being socially active, Empaci project, PB and their possible involvement in the PB activities. Over 300 attendees aged 9 – 18, 60%, 40 male.

- On Microsoft 365 Teams platform, widely applied by the Gymnasium community, the group „ Ideas for Rietavas“ was formed which united active learners and teachers that shared the information about the PB Initiative with the classmates and colleagues.
- Online webinar hosted by Empaci Rietavas Municipality and Rietavas Tourism and Business Information Centre administrators on 25 November 2020 helped the learners to clarify and better understand PB process and how to submit the application forms: 18 attendees.



**25a. For the activation of women into the PB, the following steps were taken and events organized:**

Women are rather active in Rietavas community starting new businesses, accepting challenges, participating in life-long learning activities or any other social, innovative initiatives. Simulation Pilot at school proves that as well. 24 proposals incl. 7 male, 17 female; 2430 votes: 300 male/2100 female.

**26. The following actions were taken to provide information about PB in a citizen-friendly manner:**

During the popular traditional event on 27 September 2020 where people from the town and villages around gather for the shows and local producers' market, information about PB process and planned actions was presented using spoken language and telling about the PB achievements in other municipalities. People were encouraged to express their ideas in the proposal forms in an easy way, using plain language as well as they were provided with Empaci project local team's assistance (emails and telephone numbers given for contacting). It would have been a good idea to show the online tool in public, however, the tool had not been selected at that time yet.

**27. The following actions were especially taken to achieve a high participation rate:**

The application process was clearly explained, easy process to apply and to vote, awards for participants and winners, respect and publicity. Due to COVID 19 pandemic restrictions it was not possible to arrange visits and discussions with various local communities.

**28. The following steps were taken to train the own actors for PB:**

Mayor, Director of Administration, Project administrator, Chief Accountant, IT specialist, Head of the Youth Affair Department, financial manager, Head of Education Department, Head of Legal Department, Internal FLC, Public Procurement officer representing Rietavas Municipality, Director, Administrator, IT specialists representing Rietavas Tourism and Business Information Centre, heads of 3 village communities took part in local meetings and trainings

- On 2020-02-17 17 attendees: 11 municipality administration, 2 RTVIC, 4 Associations and other organisations. Different target groups: Women Occupancy Center, Youth Association, People with Disabilities Association, III Age University (Seniors)
- Training on raising awareness in PB implementation 2020-12-14 – workshop with PB managers from Alytus and Kretinga municipalities in LT who presented PB implementation process in their municipalities. 12 attendees: 3 RTVIC, 7 municipality administration, 2 association and cultural centre.
- Networking event 2020-11-17 - attending “Participatory Budget Forum 2020”, learning about PB implementation aspects and making contacts with PB community. 7 attendees from Rietavas: 2 RTVIC, 5 municipality administration.
- Training on performing PB 2020-11-25 – training on performing PB 1st simulation round. 14 attendees: 3 EmPaci staff, 11 teachers and pupils from Rietavas L.Ivnskis Gymnasium.
- The Subjects of training:
  - Empaci Rietavas Citizen Survey Analysis;
  - Sharing good practice examples: Alytus and Kretinga cases.
  - PB In Municipalities: Experiences from Gulbene;
  - Participatory budgeting in Sweden, Takeaways from Your Idea 2020 in Lundby, Göteborg
  - Advantages of PB, Siauliai Municipality Case; Alytus Municipality PB success story; Klaipeda PB case.
  - How to involve schoolchildren into PB during pandemic? Vilnius Simonas Konarskis Gymnasium case;
  - PB Tendencies in Lithuania. Best cases. Transparency International.
  - What can we achieve through PB Initiatives? Transparency International.

**29. If applicable, the following steps were taken to train actors in other municipalities (outside EmPaci-project): -**

## 4. Results of 1<sup>st</sup> PB pilot

### 31. The PB was limited to certain areas of the budget or priorities of programmes only:

Yes  No

#### Proposal phase:

#### 32a. The proposal phase was implemented in the following way:

The proposals were sent online using Teams platform which is a part of Microsoft Office 365, officially used by Rietavas Laurynas Ivinskis Gymnasium for education purposes. The general information on the PB and EmPaci project, proposal forms were placed in the Share point reachable by the school learners and teachers of Rietavas Gymnasium (Office 365).

For the 1<sup>st</sup> Simulation Pilot the Regulations, PB Process Description and the Proposal Form, approved by the Council on 29-10-2020, were followed. Anyway, age of the applicants was taken into consideration and the Proposal Form was simplified e.g. budget part in the Proposal Form indicating an expected overall amount for the project implementation and because of the quarantine and restrictions it was not obligatory to provide an Annex 1 with a signed list of 10 idea supporters.

In Facebook, widely used by Rietavas inhabitants, Rietavas 17 400 members, Mano miestas Rietavas 3 979, RLIG Bendruomene 2 100 and Municipality webpage rietavas. It the posts were published several times repeatedly about PB Simulation Pilot going on in Rietavas Gymnasium with the information about the awards, voting time and final results.



**Turi šaunių idėjų Rietavui? Gimnazijai?**  
**Dalyvauk projektų konkurse ir laimėk vertingų prizų!**

*Jei turi puikią idėją Rietavui ir jo gyventojams, aprašyk tai idėjas pasiūlymo formoje, rask 5 tavo idėjai pritariančius asmenis ir pateik paraišką platformoje office 365 mokytojoms Dianai Liutkuvienei ir Raimondai Katauskienei iki gruodžio 21d.*

Nuo sausio 14d. iki sausio 31d. Facebook platformoje vyks atvira balsavimo / autorit / nebus skelbiami). Laimėtojas taps daugiausia balsų surinkusias projektinės idėjos. Apdovanojimas: 3 geriausių projektams skiria Rietavas savivaldybės administracija. #TVIC ir #LUS.

**32b. Number of citizens participating:** 660 learners and teachers

**32c. Participation rate (% of citizens):** 9 %

**32d. Number of proposals received in total:** 24

**32e. Main categories of proposals:** Recreation, Environment, Education, Health care, animal welfare.

**32f. Information provided to citizens after completion of the proposal phase:** General information was presented about the applications received and the following steps indicated. Information was provided about the time and way of voting.

#### Feasibility check:

#### 33a. A feasibility check of proposals or voted projects was implemented:

Yes, of the proposals  Yes, of the voted projects  No (simulation Pilot)

**Voting phase:****34a. The voting phase was implemented in the following way:**

Mixed voting (online and cards) was planned, alas, because of the quarantine only online voting was acceptable. Free online platform Facebook was used for the simulation, where proposal ideas were posted as 17 photos (pictures and description). In the post the voting rules were described: each person had max. 5 votes, that is max. 5 “likes” for separate proposals. As we know one cannot vote twice for the same picture on Facebook, so one person cannot give 5 votes for one project for example. Voting period lasted 30 days, however, the majority of votes were given within the first two weeks.

**34b. Each citizen was given the following number of votes:** 5 votes on separate proposals

**34b. Number of citizens voting:** 486

**34c. Participation rate (% of citizens):** 6,57 %

**34c. Number of votes received in total:** 2 430

**34d. Results of the votes (which projects with which amounts and votes were winning):**

1. Fountain in Rietavas Square. 369 votes.
2. Rietavas Holiday Park. 319 votes.
3. Chill Zone. 269 votes.

**34e. Total PB budget realized / implemented:** 1<sup>st</sup> Pilot was implemented as a simulation pilot. The winners were awarded with interesting gifts sponsored by RTVIC, Municipality administration and Rietavas Gymnasium such as travel backpacks, thermo bottles, survival bracelets, IT accessories and etc. as well as acknowledgements. The applicants were offered consultations for developing qualitative applications in the 2<sup>nd</sup> PB Pilot.

**34f. Was part of the total PB budget unused?**

No     Yes, unused     Yes, otherwise designated

**34g. Information provided to citizens after completion of the voting phase:** The winners were announced and everyone was thanked for the participation. Information about the official awarding ceremony was provided. For the second pilot video is being produced including interview with the 1<sup>st</sup> Pilot participants. The school community was informed about the 24 applicants sharing information on Office 365 SharePoint and Teams. An event with special attention to PB participants is planned (after the quarantine is over) and it will be hosted by the Department of Education and Culture of the Municipality Administration. The applicants will receive Acknowledgements signed by the Mayor of Rietavas Municipality.

**34h. Extent to which the approved projects can be realized:**

The projects are realistic and expected to be implemented in the 2<sup>nd</sup> Pilot if they are selected by citizens.

**34i. Timeframe planned to realize the approved projects: no****34j. Extent to which citizens were involved in the realization of the approved projects: -****35. Citizens were informed about the completion of the 1<sup>st</sup> PB pilot in the following ways: -****36. Other actors involved (e.g. local council) were informed about the completion of the 1st PB pilot in the following ways: -**

## 5. Assessment of 1<sup>st</sup> PB pilot and enhancement for 2<sup>nd</sup> PB pilot

**37. Objectives for PB as specified in Question 9 were reached as follows:**

The 1<sup>st</sup> simulation Pilot the community of Rietavas took place in the Laurynas Ivinskis Gymnasium. 1st simulation Pilot let the teachers adapt PB to their context (e.g. Civil Education). Besides, learners searched for information, data for the application (proposals for projects) and started partnerships with public, culture centre, library etc. Bearing in mind, that recently only 11 schools of 2 Municipalities in Lithuania took part in PB at schools, it was a perfect opportunity for a small town school to experiment and share experience being together with the front runners. Finally, 5 best project ideas that collected most of the votes go to the 2nd Pilot. Those applicants were awarded with valuable prizes and also are offered free consultations from experts for further submission, improvement of the application (budget issues, timeline, work packages etc.) respectfully to their ideas.

**38. Besides the objectives for PB as specified in Question 9, the following additional issues can be seen as a success for the PB pilot:**

To promote civic participation among youth, Rietavas municipality initiated participatory budgeting simulation for Rietavas L. Ivinski Gymnasium students and teachers. The idea of simulation included students developing ideas and larger society of Rietavas voting for the best ideas to implement in municipality. The process of idea development included learners researching, developing proposals for their projects and establishing local partnerships with public institutions - culture centre, library etc. In result of cooperation between municipality administration and a school, 17 proposals were submitted, 2430 persons voted and 5 best ideas were selected to take part in the second round of voting on municipal level. The applicants had to be 15-18 years old, but the voting phase had no age limitations.

From organizational side, 8 teachers and several students of were trained on participatory budgeting implementation prior project development. Online webinars were organized to clarify the Participatory budgeting and the procedures of submitting project ideas. Following the training, the group called "Ideas for Rietavas" was formed in Microsoft Teams platform to promote participatory budgeting across the

gymnasium classes and wider communities (e.g. parents, other schools, friends etc.). Students were informed about the participatory budgeting principles and motivated to apply with own ideas.

**39. Some objectives for PB as specified in Question 9 were not reached due to the following reasons:**

It is obvious that COVID 19 pandemic situation complicated the process, especially when PB was at the initial phase of its development where face-to-face meetings, promotional campaigns play crucial role in awareness raising in rural communities.

**40. To our knowledge, the following elements of the PB process are innovative compared to other PB initiatives in the BSR:**

The PB simulation included school learners who developed ideas for larger society of Rietavas voting for the best ideas to implement in municipality. The school was a hub for ideas and proposal development, overall community of Rietavas Municipality were invited to vote.

**41. The PB benefitted from the transnational approach of the EmPaci project in the following way:**

The knowledge about PB was a new issue in Rietavas Municipality. Empaci partnership, sharing good practice examples, training material about PB, communication and dissemination plan, consultations by lead partner were strong guiding measures to the achievements that Rietavas has today. 2% PB budget was officially included in the overall annual Municipality budget, the statute and regulations were drawn and approved by the Municipality Council, politicians, citizens and youth population awareness raised, discussions about PB started among the citizens.

**42. These changes are already planned for the 2<sup>nd</sup> PB pilot to better reach objectives of PB:**

- The official website is used for PB process; Feasibility check will be carried out; promotion of the initiatives for voting reinforced; the advisory committee trained appropriately for the 2<sup>nd</sup> pilot. Weekly online meetings of the PB Project Management team assure process update, finding inadequacies and fixing them right away (e.g. easy access, visibility, lack of info).
- Wise timeline (considering preparatory time for communication, holiday periods, busy time for people and etc.)
- Constant reminding and encouragement about the PB Initiative.
- In the small community personal approach, trust in contact persons and their reliability still plays an important role. Vital to give feedback and implement the ideas presented by people.



### **43. These changes are already planned for the 2nd PB pilot to better involve target groups:**

Posters about PB Piloting are placed in the eldership offices in the rural communities. Emails with the detailed information were sent to the schools, libraries, culture centres and other institutions with a request to share and encourage people around them to participate in PB Pilot.

## Vidzeme/Latvia

### 1. Situation before the PB implementation

#### Municipality-related factors

##### 1. The PB is implemented for

- District
  Municipality
  Planning region

##### 2. The budget cycle of the public authority is

- Annual
  Bi-annual

##### 3. The financial situation of the public authority characterised by

- Excess revenues
  Nearly balanced revenues and expenses
  Excess expenses

##### 4. With respect to the repayment of incurred debt, the public authority is confronted with

- No difficulties
  Difficulties to repay debts over an extended period of time

##### 5. In the public authority, the council always has the final decision right about the implementation of voted PB projects (by local/national) laws and regulations:

- Yes
  No

If yes,

It is prescribed by local/national laws.

- Yes
  No

It is prescribed by an own PB regulation.

- Yes
  No

The final decision on the projects supported in the Vidzeme Culture Program is made by the Council of the State Cultural Capital Fund.

#### Citizen-related factors

##### 6. The citizenry is composed as follows:

6a. Number of citizens:	183 938
6b. Share of females (% of citizens):	54,3%
6c. Share of persons aged below 18 (% of citizens):	14%
6d. Share of persons aged 66 and above (% of citizens):	21,5%
6e. Share of unemployed persons (% of citizens):	7,8%

6f. Share of unemployed females (% of unemployed persons): 5,4%

6g. Particularities of the population are the following: -

### PB process-related factors

7. PB is prescribed by law in the country / public authority:

Yes  No

7a. If yes, based on this law / regulation:

8. PB was implemented before the EmPaci PB pilot:

Yes  No

## 2. Development of the 1st PB pilot

### Citizen- and PB process-related factors

9. PB is implemented to realize the following objectives:

1<sup>st</sup> PB Pilot activity is a step towards promoting public involvement in the decision-making of state and local government institutions, including the distribution of the budget for various initiatives.

1<sup>st</sup> PB in Vidzeme was introduced by implementing the Vidzeme cultural program (VCP) which is an essential financial instrument that promotes and ensures the cultural process in Vidzeme. The funding of the VCP has been received from the State Culture Capital Foundations (SCCFs) program "Latvia's State Forests" Support for Cultural Programs in the Regions".

It is important to ensure the possibility for every inhabitant to become a part of the process of creating cultural values, therefore public participation to be important. Vidzeme Planning Region (VPR) has actively analyzed and thought about the tools that promote the involvement of the population in decision-making, for example, in decisions also on setting the priorities of the Culture Program and project implementation. The VPR considers the involvement of the public to be important, partly allowing it to become acquainted with cultural projects, and the involvement of the population is seen at two levels. One is the public survey, which determines the areas in which project applicants will be able to submit projects. The second is a public vote to allow the public to get acquainted with the submitted projects, their content and intentions. The result of the citizens' vote will give a view of the public's perceptions of cultural activities in Vidzeme and will allow decision-makers to better understand the needs of the society.

10. The following target groups are aimed to be involved in PB:

Residents of Vidzeme region, representatives of the cultural sector, non-governmental organizations, representatives of local communities, municipalities of Vidzeme region.

### 10a. Reasons, why these specific target groups were selected

To determine the main priorities in the field of culture, which should be included in the 2020 VCP, we invited the residents of Vidzeme to express their opinion by filling in a survey.

In accordance with the four priorities that received the most public support, the Culture Program Regulations were developed.

Vidzeme municipalities, non-governmental organizations, representatives of the cultural field and representatives of local communities are the main target groups that annually prepare and submit cultural project initiatives to the VCP.

### 11. Based on the analysis of the citizen survey, the following needs of citizens were taken into account for PB implementation:

The citizens' survey was conducted in one of the municipalities of Vidzeme region – Gulbene.

Gulbene municipality showed in-depth interest in PB process and VPR considered this municipality as potentially suitable and very interested as a research object, as well as saw realistic possibilities to reach appropriate population size so that the obtained results can be qualitatively interpreted. The municipality actively participated in the dissemination of the survey, but after collecting the questionnaires, Vidzeme Planning Region compiled the obtained information and shared it with both EmPaci partners (using the elaborated matrix) and Gulbene municipality. The results of the survey showed the interest of citizens in the implementation of PB processes. This facilitated the decision-making on the implementation of the PB in Gulbene municipality, as well as provided important information on public opinion for the successful implementation of the VPR PB pilot.

### PB process-related factors

#### 12. The following steps were undertaken to develop ideas and concepts for the PB process

VPR has initiated meetings with stakeholders to discuss PB design (the Coordinator of VCP, the Head of Culture Capital Foundation of Latvia and experts from Culture Capital Foundation of Latvia, the Council of the Culture Capital Foundation of Latvia).

The citizen survey for culture priorities were aimed to encourage society's initiative to express its views on culture activities that should be funded. The survey results were considered when the Statute of Vidzeme Culture Programme 2020 was prepared, identifying the funded culture areas.

#### 12a. Internal training activities were organised:

Yes  No

#### 13. Citizens were involved in the development of the PB cycle the following way: N/A

#### 14. Citizens were informed about PB initiation in the following way:

Several communication channels, such as the VPR website and the social network, were used to inform the public about the launch of the PB. An informative letter was sent to all municipalities of Vidzeme region with a request to distribute a questionnaire on voting on Vidzeme cultural priorities.

The citizens' vote has been widely reflected in national and local information resources in Latvia, such as Latvia's public broadcaster, the National news agency, social networks, as well as local media and local government information resources.

**14a. An own dissemination & communication plan was developed for this:**

Yes  No

**15. These were the (internal and external) main promoters and success factors in the development of PB:**

-

**16. These were the main opponents and hindrances in the development of PB and it was coped with these in the following way:**

Due to the epidemiological situation and national restrictions:

- Voting in person was not possible to organize. Only online voting platform was used.
- Several initiatives, such as large public events, were not supported because they were intended to attract large numbers of visitors.

Large number of applications received. This required an impressive number of human resources to process the information in a short time, to place it on a voting platform.

- A possible solution - supplement the online platform with an electronic application form.

**17. A project team for the PB development was formed:**

Yes  No

**17a. If yes, the project team was composed of the following functions and it was organized as follows:**

The PB pilot team consisted of the EmPaci project team in Vidzeme: a project manager, a communication expert, and a Steering Committee (SC) SG representative. The VCP Coordinator and VPR IT Specialist were also involved in the pilot team. To successfully implement the pilot, consultations with external experts and stakeholders was carried out.

**17b. When and where are different types of resources (people, knowledge, funding) needed and made available in the pilot cases**

Consultations with the organizations/municipalities that have implemented the PB are necessary and very useful in preparing own PB model. When planning an IT solution to ensure public voting, it is necessary to involve specialists to consult on the best solutions.

**18. For the IT part / online implementation of the PB, the following considerations and steps were taken:**

Existing online voting platforms, such as manabalss.lv, projektubanka.lv, balso.riga.lv that would be suitable for public voting on project applications of VCP were observed. The voting platform balso.riga.lv, developed by the Riga City Municipality to implement the participation budgeting program for the city development, was the most appropriate for our PB model.

Given the specifics, it was decided to partially adapt concept of balso.riga.lv and create a customized IT solution - voting platform especially for VCP – balso.vidzeme.lv.

**20. The following documents, manuals, regulations were developed and used during the development of the PB process:**

Regulations "Citizens' Voting for Vidzeme Culture Program Projects". These rules were available on the voting platform, together with information on the electronic voting process.

IT model/ citizens voting platform elaborated - balso.vidzeme.lv

### 3. Implementation of the 1<sup>st</sup> PB pilot

**21. These are the general steps of the PB process after final approval:**

A citizens' survey on the cultural priorities

It was possible to submit the survey electronically and on the spot.

- 1) Elaboration of regulations VPR organized market research - procurement for the creation of a citizen voting platform. "Citizens' Voting for Vidzeme Culture Program Projects"
- 2) Market research - procurement for the creation of a citizen online voting platform. Development of online voting platform balso.vidzeme.lv
- 3) Submission of project applications – 02.03.2021.-27.03.2021.
- 4) Public vote - voting for cultural initiatives took place from April 8 to April 23, 2020
- 5) Expert forum, assessment on submitted projects, declaration of winners.  
Evaluation of cultural initiatives according to the program criteria. Announcement of winners.
- 6) **The implementation period for cultural initiatives** from May 2020 to 15 December 2020

**21a. Total annual PB budget** (city + district projects)

143 000 EUR (The funding of the VCP has been received from the State Culture Capital Foundations (SCCFs) program "Latvia's State Forests" Support for Cultural Programs in the Regions".

**21b. Annual PB budget per citizen:** N/A

**21c. If applicable, budget earmarked for related internal work, communications etc.:** N/A

**21d. The PB has been designed as direct democratic tool** (citizens' vote = final decision):

Yes  No

**21e. The PB is designed for**

Region/City projects only  District projects only  Both

**21f. Persons eligible participating in the PB:**

Age limit for voters - from the age of 16 onwards

Project applicants, according to the regulations are legal entities.

Definition of persons: Project applications can be submitted for activities planned to be implemented in the territory of Vidzeme region.

Number of persons (in total): 155 591 (Age 16+ in Vidzeme region)

Number of person (% of citizens): 84,6%

**21g. The following actions were taken to ensure that only eligible persons made proposals / voted:**

Online voting on the submitted projects was possible on a specially designed online voting platform. Legitimate voting was ensured by means of authentication, which verifies personal data. The eligibility of project applicants (legal entities) was checked in accordance with the submitted supporting documents.

**22. These were the specific dates planned for the PB process after final approval of the PB development:**

A citizens' survey on the cultural priorities: 13.12.2019. – 13.01.2020.

Submission of project applications: 02.03.2021.-27.03.2021.

Public vote: 08.04.2020.-23.04.2020.

Expert forum, assessment on submitted projects, declaration of winners.

The implementation period for cultural initiatives - May 2020 to 15 December 2020

**23. These amendments were made to the plan due to the COVID-19 pandemic:**

Consultations on the preparation of project proposals for cultural initiatives and public participation activities were organized only by e-mail or phone. A face-to-face meeting with stakeholders and training for cultural initiative project applicants was cancelled due to covid-19 pandemic.

The on-site voting module, which was developed and integrated into the online voting platform, was not used due to the Covid-19 pandemic.

**24. For citizen involvement in the PB-phases (e.g. information, proposal, co-creation, voting phase), the following steps were taken and events organized:**

Active communication work followed, when the developed priority voting questionnaire (survey) was sent to local municipalities with an invitation to place it on their websites. The coordinator of the VCP also played an important role, participating very actively in disseminating information and inviting citizens to get involved and express their opinion on cultural processes in the region. The questionnaire was sent out to local government public institutions: libraries, music schools, art schools, culture houses, implementers of previous years' cultural program projects etc. At the same time, VPR communicated on various social media channels. There were municipalities that undertook to distribute the printed questionnaires to their residents.



A visual used in communication to call for a vote on cultural project initiatives.



A visual used in the communication, inviting to express an opinion and fill in a questionnaire on cultural priorities, which should be supported in the Vidzeme Culture Program 2020.

**25. For the activation of specific target groups of the PB, the following steps were taken and events organized:**

- To reach an audience that does not have access to digital tools or does not have the necessary skills to use them, the citizens' survey on cultural priorities was available in printed form in municipal institutions.
- The developed online voting platform has an integrated on-site voting module that allows citizens to vote on cultural project initiatives in municipal institutions, where their vote is accepted.
- By informing the public about the PB process and the opportunity to vote on the submitted cultural project initiatives, various communication channels were used to reach as many different groups of the population as possible.
- Extensive work was invested in developing the citizens' voting platform and in communication on the submission of cultural initiatives, as well as the PB pilot and citizens' voting process.
- The citizens' vote on projects submitted for VCP in 2020 has been widely reflected in national and local information resources in Latvia, such as, VPR website and local municipalities' websites; publicity in local and national news media (TV, newspapers, news agency, online media and other channels); social media campaigning carried out.

**25a. For the activation of women into the PB, the following steps were taken and events organized:**

In the case of cultural initiative project applicants, according to the regulations, they are legal entities. We obtained information on how many of them were women or men if we collect data on the signatories of the organization. In total, we received 149 applications for cultural initiative projects - 75 of them were submitted by organizations where the signatory is a man and in 74 cases a woman. 69 project applications were supported - in 34 cases the signatory was a man and in 35 cases a woman.

**26. The following actions were taken to provide information about PB in a citizen-friendly manner:**

Communication channels were used, which target the general public and / or certain specific target groups, such as people in the field of culture (applicants of cultural projects), residents of Vidzeme municipalities, people who are interested in cultural events in their territory or elsewhere and vote for, in their view, the most important project ideas). Databases were created for addressing specific target groups in person (by e-mail) (representatives of the cultural field, such as cultural coordinators in municipalities in the region), information on social networks, announcements to regional and national media, as well as municipalities in the region to inform the widest possible audience throughout Vidzeme.

**27. The following actions were especially taken to achieve a high participation rate:**

Communication channels were used, which have a wide potential target audience - regional media (newspapers, television, online news media, etc.), municipal information resources (websites, printed publications), as well as individuals were addressed in person by e-mail. Within the framework of the social network campaign, paid advertisements were also created, the settings of which provide an opportunity to distribute the advertisement to precisely selected target audiences - residents of specific territories, age groups, gender. Communication activities were planned in a balanced way during the implementation of



the pilot activity, gradually informing the public, which was most active by directly inviting to submit cultural projects and later vote on the submitted initiatives. The effectiveness of communication activities is evidenced by the wide publicity (information disseminated by both local and national media, niche media, municipalities), which is reflected in media monitoring, the number of submitted cultural projects (149) and more than 8 thousand people who voted and expressed their views. on cultural projects.

#### **28. The following steps were taken to train the own actors for PB:**

The planned training event for local governments and cultural initiative project applicants in March 2020 was cancelled due to the virus pandemic and national restrictions.

#### **29. If applicable, the following steps were taken to train actors in other municipalities (outside EmPaci-project):**

VPR established close cooperation with Gulbene municipality, which is located in Vidzeme region, providing the necessary support and knowledge gained in the EmPaci project partnership to help Gulbene municipality implement PB.

## **4. Results of 1<sup>st</sup> PB pilot**

If as a 1<sup>st</sup> step, the **priorities** were to be voted by citizens:

#### **30a. Priorities for voting predetermined:**

- (1) Development of creative initiatives in the region
- (2) Preservation and promotion of intangible cultural heritage
- (3) Public involvement in the formation of the cultural process
- (4) Preservation and promotion of the common natural and cultural heritage
- (5) Local history
- (6) Preservation and promotion of material cultural heritage
- (7) Professional national and international art and culture in the region
- (8) Events in county libraries and museums

#### **30b. The voting for priorities was conducted the following way:**

The priorities of the Culture Program were selected on the basis of the goals and tasks set in the Vidzeme Region Development Strategy, as well as the strategic goals and program settings of the National Culture Capital Fund.

Eight priorities were selected, and a questionnaire was prepared, inviting citizens to rank them in order of priority.

The developed priority voting questionnaire was sent to local municipalities with an invitation to place it on their websites. The coordinator of the cultural program also sent out a questionnaire to local government public institutions: libraries, music schools, art schools, culture houses, implementers of previous years' cultural program projects etc. At the same time, VPR communicated on various social media channels. There were municipalities that undertook to distribute the printed questionnaires to their residents.

Based on the results of the survey, four priorities were included in the VCP. Cultural initiative project ideas must meet one of the four priorities in order to be supported and financed.

**30c. Number of citizens participating:** 726

**30d. Participation rate (% of citizens):**

**30e. Number of votes received in total:** 726

**30f. Priorities voted for:**

Of the eight cultural priorities, the following four were identified as the most important in the citizens' vote:

- 1) Development of creative initiatives in the region
- 2) Preservation and promotion of intangible cultural heritage
- 3) Public involvement in the formation of the cultural process
- 4) Preservation and promotion of the common natural and cultural heritage.

**31. The PB was limited to certain areas of the budget or priorities of programmes only:**

Yes  No

**31a. Proposals and votes were limited to the following areas / priorities:**

Proposals must meet one of the four priorities to be supported and financed.

**Proposal phase:**

**32a. The proposal phase was implemented in the following way:**

The submission of project applications for cultural initiatives took place from 2 to 27 March, 2020. After the application deadline, information on each application (short summary, descriptive photo and requested funding) was published on the voting platform.

**32b. Number of citizens participating:**

According to the conditions, project applications in the Vidzeme Culture Program can be submitted only by legal entities.

**32c. Participation rate (% of citizens):**

**32d. Number of proposals received in total:** 149

**32e. Main categories of proposals:**

Cultural initiatives were submitted in line with the thematic priorities of the program:

- 1) Development of creative initiatives in the region
- 2) Preservation and promotion of intangible cultural heritage
- 3) Public involvement in the formation of the cultural process
- 4) Preservation and promotion of the common natural and cultural heritage.

In 2020, 69 projects were supported, 261 different activities were implemented (224 events, 23 publications, 4 games, 9 books, CDs).

**32f. Information provided to citizens after completion of the proposal phase:**

Confirmation of received submitted project and information that a summary of the project, a descriptive photo and the requested funding will be published on the voting platform.

**Feasibility check:****33a. A feasibility check of proposals or voted projects was implemented:**

Yes, of the proposals     Yes, of the voted projects     No

**33b. The feasibility check was implemented in the following way:**

A feasibility check, considering the program criteria approved in regulation, was carried out by the expert's commission. The commission consisted of 3 representatives of VPR and representatives of funding provider organizations: State Cultural Capital Fund; the "Latvia's State Forests".

**33c. If applicable, political decision-makers were involved in the feasibility check in the following way:**  
N/A

**33d. If applicable, citizens making specific proposals were involved in the following way:**N/A

**33e. The difficulties that became apparent through the feasibility check:**

- Large number of applications received. This required an impressive amount of human resources to process the information in a short time, in order to place it on a voting platform.
- Given the situation with the Covid-19 pandemic and the restrictions announced in the country several initiatives, such as large public events, were not supported because they were intended to attract large numbers of visitors.

**33f. As a result of the feasibility check, the PB process should be changed as follows:**

Following the feasibility check, it was concluded that several project applications did not meet the administrative criteria. Therefore, it was decided for PB 2021, to publish only those projects that had passed the administrative criteria.

In order to simplify the submission of project applications, it was decided to supplement the voting platform with an electronic project application form.

**33g. Ratio of ideas given vrs. plans that make it to voting stage:**

All submitted project applications were published on the voting platform and put to the public vote. Of the 149 projects submitted, 69 were approved after a vote and a feasibility check.

**Voting phase:****34a. The voting phase was implemented in the following way**

Public vote: 08.04.2020.-23.04.2020.

Online voting took place on the created voting platform [balso.vidzeme.lv](http://balso.vidzeme.lv). Given the situation with the spread of the Covid-19 virus and the national restrictions, it was not possible to vote on the spot, although the developed voting platform provided such a possibility.

The VPR carried out an information campaign informing about the start of voting, the newly established voting platform, and the opportunity to get involved in defining cultural processes in the region and to decide on project applications to be implemented.

**34b. Each citizen was given the following number of votes:** Citizens had the opportunity to vote for 1 - 3 different projects

**34b. Number of citizens voting: 8 925**

**34c. Participation rate (% of citizens):**

**34d. Number of votes received in total: 12 364**

**34e. Results of the votes (which projects with which amounts and votes were winning):**

In total 69 projects were approved, allocating available funding of 143 000,00 EUR.

**34e. Total PB budget realized / implemented: 143 000 EUR**

**34f. Was part of the total PB budget unused?**

No  Yes, unused

**34g. Information provided to citizens after completion of the voting phase:**

After the end of the voting, on the platform [balso.vidzeme.lv](http://balso.vidzeme.lv), information is placed next to each project on whether it has received support or not.

It also shows how many votes each initiative has received.

**34h. Extent to which the approved projects can be realized:**

-

**34i. Timeframe planned to realize the approved projects:**

May 2020 to 15 December 2020

**34j. Extent to which citizens were involved in the realization of the approved projects:**

In 2020, 69 projects were supported, 261 different activities were implemented (224 events, 23 publications, 4 games, 9 books, CDs), which involved more than 21 650 visitors (excluding readers and TV viewers).

**35. Citizens were informed about the completion of the 1<sup>st</sup> PB pilot in the following ways:**

Information on cultural events and activities implemented within the framework of approved projects was regularly published on the website of Vidzeme Planning Region.

**36. Other actors involved (e.g. local council) were informed about the completion of the 1st PB pilot in the following ways:**

Meetings have been held with the stakeholders involved in the implementation of the PB pilot (State Cultural Capital Fund, "Latvia's State Forests", Ministry of Culture) informing about the PB result

## 5. Assessment of 1<sup>st</sup> PB pilot and enhancement for 2<sup>nd</sup> PB pilot

### 37. Objectives for PB as specified in Question 9 were reached as follows:

The public vote implemented in 2020 showed the high interest of Vidzeme residents in cultural projects, promoted the recognition of the Vidzeme cultural program on a much wider scale than before.

The conclusions reached on public voting will be valuable both for the VPR, promoting the public participation process, and for local governments and public administration institutions to develop mechanisms for involving citizens in decision-making.

### 38. Besides the objectives for PB as specified in Question 9, the following additional issues can be seen as a success for the PB pilot:

- **Visibility**
  - By involving the public in decision-making, a much wider publicity of the Vidzeme cultural program has been achieved.
- **Transparency**
  - Applicants are more responsible towards the information provided in the application, which has become publicly available.
  - less opportunity to include misleading information in the application.
- **Self-promotion of submitted initiatives**
  - There is still a part of society who find it unacceptable for an applicant to promote their idea and invite the public to vote (for example, through networks of the applicant's friends and communities)

### 39. Some objectives for PB as specified in Question 9 were not reached due to the following reasons:

Consultations on the preparation of project proposals for cultural initiatives activities were organized only by e-mail or phone. A face-to-face meeting with stakeholders and cultural initiative project applicants was cancelled due to Covid-19 pandemic.

The on-site voting module, which was developed and integrated into the online voting platform, was not used due to the Covid-19 pandemic.

### 40. To our knowledge, the following elements of the PB process are innovative compared to other PB initiatives in the BSR:

The participatory budget approach was tested in the field of cultural projects, linking it with the VCP, which is a part of the program of the State Culture Capital Fund administered by the VPR. This approach differs from traditional participatory budget implementation practices, where infrastructure development projects are traditionally planned. This approach differs from the traditional practice of participatory budget implementation, when projects related to infrastructure development are traditionally planned and PB financing is provided by a specific municipality. In the case of the VPR pilot, the PB was introduced at the regional level, not within one municipality, and the funding provided came from the State Culture Capital Fund program.

### 41. The PB benefitted from the transnational approach of the EmPaci project in the following way

Considering that Latvia does not have a stable tradition in the implementation of the participatory budget and in the Vidzeme region, the EmPaci pilot was the first to be implemented in this direction. The cooperation in an international project partnership is very important, as it can provide the necessary knowledge base.

### **42. These changes are already planned for the 2<sup>nd</sup> PB pilot to better reach objectives of PB:**

In the next pilot, we are willing to improve the evaluation model to increase the power of public voting. In Vidzeme case, the submitted cultural initiatives are subject to public voting and are also evaluated by a commission of experts in accordance with qualitative criteria.

We are looking for an evaluation model, a successful solution, how to combine public votes and expert evaluations in a balanced way and integrate them into the common evaluation.

### **43. These changes are already planned for the 2<sup>nd</sup> PB pilot to better involve target groups:**

Analysing experience of 1<sup>st</sup> PB, we have identified processes that could be improved for next Pilot. One of them is supplementing the voting platform with an electronic application form. A very large number of applications were received, and it required an impressive investment of human resources to process and publish the information into the voting system in a very short time.

Electronic submission of cultural initiatives would be more convenient for applicants and would be designed to minimize non-compliance with administrative criteria.

## Bielsko-Biała/Poland

### 1. Situation before the PB implementation

#### Municipality-related factors

##### 1. The PB is implemented for

- District
  Municipality
  Planning region

##### 2. The budget cycle of the public authority is

- Annual
  Bi-annual

##### 3. The financial situation of the public authority characterised by

- Excess revenues
  Nearly balanced revenues and expenses
  Excess expenses

##### 4. With respect to the repayment of incurred debt, the public authority is confronted with

- No difficulties
  Difficulties to repay debts over an extended period of time

##### 5. In the public authority, the council always has the final decision right about the implementation of voted PB projects (by local/national) laws and regulations:

- Yes
  No

If yes, it is prescribed by local/national laws.

- Yes
  No

It is prescribed by an own PB regulation.

- Yes
  No

#### Citizen-related factors

##### 6. The citizenry is composed as follows:

- 6a. Number of citizens:** 170 663 – 2019r.  
**6b. Share of females** (% of citizens): 52,73% (89 995) – 2019r.  
**6c. Share of persons aged below 18** (% of citizens): 17,39% (29 677) – 2019r.  
**6d. Share of persons aged 65 and above** (% of citizens): 21,39% (36 503) – 2019r.  
**6e. Share of unemployed persons** (% of citizens): 1,07% (1 830) – 2019r.  
**6f. Share of unemployed females** (% of unemployed persons): 54,7% (1 001) – 2019r.

##### 6f. Particularities of the population are the following:

At the end of 2019 year the population of Bielsko-Biala amounted to 170 663 people, with a population density of 1 371 people/km<sup>2</sup>. Almost 53% of the total population are women, which gives the number of 89 995 people.

At the end of 2019, nearly 1/4 of the population of Bielsko-Biala was included in the post-working age group, and more than 17% people did not reach the age of 15, which is the lower limit of the productive age. In working age (with different retirement threshold for women and men) there were over 97 000 residents, which constituted over 57% of the total.

At the end of 2019 the unemployment rate in Bielsko-Biala was 1,07%. Unemployment ratio for men in working age was 1,6% and for women 2,2%.

## PB process-related factors

### 7. PB is prescribed by law in the country / public authority:

Yes  No

**7a. If yes, based on this law / regulation:** Act of 8 March 1990 on Municipal Self-Government (Journal of Laws of 2019, item 506)

<http://isap.sejm.gov.pl/isap.nsf/download.xsp/WDU20190000506/T/D20190506L.pdf>

### 8. PB was implemented before the EmPaci PB pilot:

Yes  No

*If yes:*

City-level  District  Region

#### 8a. How many PB cycles have been completed before the EmPaci PB pilot in 2020?

7 (edition 2014 – 2020) (*indicate number of completed cycle*)

#### 8b. Does an own PB regulation/statute already exist?

Yes  No

### 8c. The PB process of previous PB cycles is:

The first edition of the participatory budget of Bielsko-Biała was based on experience and organizational and legal solutions developed and implemented by other cities in Poland. Budget: 444 444 EUR. In the first edition, 171 projects were submitted 108 of them were positively verified. 28 481 eligible residents participated in the vote, i.e. 20,6% of those entitled.

The second edition of the participatory budget of Bielsko-Biała amounted to 833 333 EUR. In the second edition of the participatory budget, the residents submitted a total of 79 projects (including 32 city-wide and 47 residential projects). 62 projects were positively verified (24 city-wide and 38 residential). The number of valid votes cast was 10 626 – 7,15% of persons entitled to vote.



The third edition of the participatory budget was based on the tried and tested solutions used in the first and second editions. The budget was 833 333,00 EUR. 128 project proposals were registered at the City Hall. This number included 79 residential projects and 49 city-wide projects. The number of valid votes cast was 10 899.

The fourth edition of the participatory budget was based on the tried and tested solutions used in the second and third editions. The budget was 833 333EUR. In total, 86 city-wide and residential projects were positively verified. A total of 39 458 valid votes were cast in the online and direct voting.

The fifth edition of the participatory budget contained several changes compared to the previous ones. The budget was 1 000 000EUR. 106 project proposals were registered. In this number, there were 80 residential projects and 26 city-wide projects. A total of 61 913 valid votes were cast in the online and direct voting.

The sixth edition of the participatory budget was based on the tried and tested solutions used in the fifth edition. The budget was 1 000 000EUR. 60 project proposals were registered. In this number, there were 46 residential projects and 14 city-wide projects. A total of 13 959 valid votes were cast in the online voting.

The seventh edition of the participatory budget was based on the tried and tested solutions used in the fifth and sixth editions. The budget was 1 333 333 EUR. 83 project proposals were registered. In this number, there were 62 residential projects and 21 city-wide projects. A total of 13 895 valid votes were cast in the online and direct voting.

#### **8d. PB was initiated based on the initiative of the following persons or group of persons:**

In 2013, the city of Bielsko-Biała joined the implementation of the participatory budget for the first time. This is thanks to the councilors of the Bielsko-Biała City Council, who put forward an initiative to create such a budget as a form of social consultations. To this end, a special team composed of councilors was established. The team were headed by the vice-president of the City Council, Jarosław Klimaszewski. After several months of discussions and meetings with representatives of city auxiliary units, non-governmental organizations and residents, the principles of the participatory budget was created.

#### **8e. The main actors in implementing previous PB cycles were:**

In Bielsko-Biała, the PB was implemented by the PB Team consisting of all those interested in getting involved in such work - residents, councilors, officials. Every inhabitant could join the team at any time and regardless of the degree of advancement in its work. The persons who participated in the whole process of work on the PB regulations and who organized the findings and conclusions resulting from the team's discussions were the officials coordinating the implementation of the PB mechanism in the local government.

#### **8f. The main success factors of previous PB cycles?**

Both the rules governing the participatory budget as well as the voting rights have changed over the course of the editions. The nature of the projects submitted and the amount of funds allocated by the city authorities to the entire participatory budget also changed. Also the maximum amounts for project proposals submitted by residents were adapted. It should be emphasized that from the very beginning the

Participatory Budget of Bielsko-Biała was aimed at disseminating the idea of activating residents, including the development of civil society. Thanks to this type of consultations, the city was given the opportunity to familiarize itself with the residents' expectations on an annual basis, as well as to gain the ability to raise their abilities in organizing social discourse.

#### **8g. The main hindrances and limitations experiences during previous PB cycles were:**

Opponents stress that the participatory budget has been depreciated, and its role has declined in recent years, becoming a kind of fashion for local government authorities and a façade activity. Antagonists claim that after the first wave of optimism, disappointments related to the increasingly visible appropriation of the participatory budget by municipal organizational units trying to save their budgets through project proposals submitted by dependent applicants have come. Some have observed attempts to appropriate participatory budgets by community councils. It points out the unfavorable phenomenon of allowing a large number of investment projects aimed at saving neglected road infrastructure or modernization of public facilities, which should be financed from sources other than the participatory budget. Opponents say that problems with timely implementation of winning tasks have also discouraged residents from submitting projects. Some critics explicitly point out that media coverage around the participatory budget serves only local government authorities awaiting re-election.

## **2. Development of the 1<sup>st</sup> PB pilot**

### **Citizen- and PB process-related factors**

#### **9. PB is implemented to realize the following objectives:**

The participatory budgeting process should follow clear rules, a set of rules, known to all process participants before starting the entire procedure, and which should not be subject to changes during the process. Another element is the openness of the participatory process, which should be based on uncomplicated and understandable procedures, and the organizers should ensure their transparency and provide assistance and support at individual stages for all those willing to join the entire process. Therefore, it was important to make sure that a wide group of residents were informed about the possibility of participating in the participatory process. To this end, a consultation point was established to advise residents on preparing and submitting the project to the participatory budget.

Until now, Bielsko-Biała has regularly provided space for debate with the inhabitants in the form of annual meetings. However, due to the amendment of the Act on Municipal Self-Government, once established, the rules of the PB procedure are no longer subject to significant changes, so these meetings were abandoned.

**10. The following target groups are aimed to be involved in PB:**

Inhabitants of the Bielsko-Biała Commune especially the elderly and those not using the Internet.

**11. Based on the analysis of the citizen survey, the following needs of citizens were taken into account for PB implementation:**

In order to reach a larger group of people from different backgrounds and of different ages, a consultation point was organized to advise residents on the preparation and submission of the project.

**PB process-related factors****12. The following steps were undertaken to develop ideas and concepts for the PB process:**

In Bielsko-Biała the participatory budget operates under the Act on Municipal Self-Government of March 8, 1990. Residents decide in direct voting about the part of the commune budget expenditure once for a year. Tasks selected within the participatory budget are included in the budget resolution of the commune. The commune council during the work on the draft budgetary resolution may not delete or change significantly the tasks selected within the framework of the participatory budget. The legislator stipulated that in cities with powiat rights, the implementation of the participatory budget is obligatory. The amount allocated for distribution within it must be at least 0,5% of the municipality's expenditure included in the last submitted budget report. Detailed provisions referring to the procedures for the participatory budget procedure will be codified on the basis resolution of individual municipalities.

Therefore, all legal regulations concerning PB in Bielsko-Biała cannot be changed, and thus it is not possible to formulate new PB concepts.

**12a. Internal training activities were organised:**

Yes  No

The training activities, due to COVID-19, were postponed to early 2021 in the form of webinars for officials.

**13. Citizens were involved in the development of the PB cycle the following way:**

Not applicable.

**14. Citizens were informed about PB initiation in the following way:**

Residents are informed on an ongoing basis about the essence and principles of the implementation of individual stages through the official website at [www.obywatelskibb.pl](http://www.obywatelskibb.pl) and in local media and promotional materials.

**14a. An own dissemination & communication plan was developed for this:**

Yes  No

**15. These were the (internal and external) main promoters and success factors in the development of PB:**

Bielsko-Biała Municipality Council

**16. These were the main opponents and hindrances in the development of PB and it was coped with these in the following way:**

The participatory budget as an instrument involving the inhabitants in the life of the local self-government community has its supporters and opponents. Opponents stress that the participatory budget has been depreciated, and its role has declined in recent years, becoming a kind of fashion for local government authorities and a façade activity. Antagonists claim that after the first wave of optimism, disappointments related to the increasingly visible appropriation of the participatory budget by municipal organizational units trying to save their budgets through project proposals submitted by dependent applicants have come. Some have observed attempts to appropriate participatory budgets by community councils. It points out the unfavorable phenomenon of allowing a large number of investment projects aimed at saving neglected road infrastructure or modernization of public facilities, which should be financed from sources other than the participatory budget. Opponents say that problems with timely implementation of winning tasks have also discouraged residents from submitting projects. Some critics point out explicitly that media coverage around the participatory budget serves only local government authorities awaiting re-election.

Local government authorities continue to support the idea of a participatory budget and reach a broad group of its recipients to the widest extent, in particular through broadly understood educational and information campaigns and to create a space for social discourse.

**17. A project team for the PB development was formed:**

Yes  No

**17a. If yes, the project team was composed of the following functions and it was organized as follows:**

The team consists of employees of the Municipal Council Office. The team has been operating since 2013.

**17b. When and where are different types of resources (people, knowledge, funding) needed and made available in the pilot cases**

At various stages of the team's work and at various stages of developing the principles of the local PB model, experts dealing with this mechanism were consulted, as well as representatives of other local governments, who are responsible for running PB in their municipalities.

**18. For the IT part / online implementation of the PB, the following considerations and steps were taken:**

For several years now, in Bielsko-Biała, you can vote for a participatory budget electronically using a specially prepared form on the PB website. By voting electronically, you can use any device with access to the Internet, such as a desktop computer, laptop, smartphone, tablet:

[https://obywatelskibb.pl/aktualnosci/20200904/124/glosowanie\\_elektroniczne\\_i\\_tradycyjne\\_wazne\\_informacje.html](https://obywatelskibb.pl/aktualnosci/20200904/124/glosowanie_elektroniczne_i_tradycyjne_wazne_informacje.html)

**19. In case PB existed before the 1st pilot by the EmPaci project:****19a. The following suggestions for changes were made from the EmPaci team to improve the process:**

Therefore, all legal regulations concerning PB in Bielsko-Biała cannot be changed, and thus it is not possible to formulate new PB concepts.

**19b. Of these suggestions, the following were implemented in the PB pilot: -**

**19c. Of these suggestions, the following were not implemented in the PB pilot due to the following reasons: -**

**20. The following documents, manuals, regulations were developed and used during the development of the PB process: [https://partycypacjaobywatelska.pl/wp-content/uploads/2016/01/BP\\_krokpokroku.pdf](https://partycypacjaobywatelska.pl/wp-content/uploads/2016/01/BP_krokpokroku.pdf)**

### 3. Implementation of the 1<sup>st</sup> PB pilot

**21. These are the general steps of the PB process after final approval:****Stage I: Education and information campaign**

The Participatory Budget, implemented in 2021, is already the eighth edition in Bielsko-Biała. Each edition arouses interest among the residents, which results in the current number of submitted projects and the number of people participating in the voting for approved projects. Residents were informed on an ongoing basis about the essence and principles of the implementation of individual stages through the official website at [www.obywatelskibb.pl](http://www.obywatelskibb.pl) and in local media and promotional materials.

Moreover, an educational and information campaign was conducted through social media: Facebook, Twitter, leaflets and posters.

**Stage II: Submission of projects by residents**

Every inhabitant of Bielsko-Biała could apply for the implementation of his or her city or district project within the amounts provided for in the Participatory Budget. The project of the task is submitted on the appropriate form together with the required attachments and statements, which is available on the website or for download at designated points of the Municipal Office, including Consultation Points. The application for a city project must be supported by signatures of at least 30 Bielsko-Biała residents. No list of support is required for a district project.

**Stage III: Evaluation and evaluation of projects**

The submitted projects were verified for formal, legal and technical correctness. The cost estimate of the project and the possibility of its execution were also checked. The applicants had to bear in mind that the verification took into account the fact that the estimated cost of the realization of the city project could not exceed 800 000 PLN ( $\approx$  178 200 EUR) gross, whereas the gross cost of the district project was 280 000 PLN ( $\approx$  62 400 EUR).

#### Stage IV: Residents' vote on projects

All the municipal and housing estate projects, which passed the full verification, took part in the vote. It was possible to vote both electronically using a specially prepared interactive voting form on the website and in the traditional way, i.e. through voting cards.

As part of Stage IV, a promotional campaign was conducted in social media, among others on Facebook and Instagram, encouraging the residents of Bielsko-Biała to take part in the vote. The advertisement was addressed to the residents of Bielsko-Biała living in an area with a diameter of 6 miles from the city center, aged 18 to 65+, of all genders and speaking Polish. Moreover, a group of non-standard recipients was created, including locally engaged users. Remarketing campaigns were also conducted, including those based on a group of so-called Lookalikes, i.e. people similar to specific users of the ARR Facebook page.

A total of 14 627 valid votes were cast via the Internet and voting cards, including 6 132 votes for city-wide projects and 8 495 votes for housing estate projects.

#### Stage V: List of selected projects to be implemented in 2021.

After counting the collected votes, the Mayor of Bielsko-Biała gave a list of recommended projects with a detailed amount for each project. A complete summary of the voting process was made public along with information on the results.

**21a. Total annual PB budget (city + district projects):** 2 222 222 EUR

**21b. Annual PB budget per citizen:** 13,02 EUR

**21c. If applicable, budget earmarked for related internal work, communications etc.:** Not applicable

**21d. The PB has been designed as direct democratic tool (citizens' vote = final decision):**

Yes  No

**21e. The PB is designed for**

Region/City projects only  District projects only  Both

**21f. Persons eligible participating in the PB:**

Age limits: no age limit

Definition of persons: A city-wide project may be submitted by an inhabitant of Bielsko-Biała, and a district project may be submitted by an inhabitant of the given District to which the project relates. Each inhabitant of Bielsko-Biała (there is no age limit) can vote for one city-wide project and one district project, however, only the inhabitant of the District to which the project relates can vote for a district project.

Number of persons (in total): 170 663

Number of person (% of citizens): 100%.

**21g. The following actions were taken to ensure that only eligible persons made proposals / voted:** Not applicable - everyone could submit a project/vote

**22. These were the specific dates planned for the PB process after final approval of the PB development:**

- Stage I: Education and information campaign – from 1.03.2020
- Stage II: Submission of projects by residents – from 23.03. – 20.05.2020
- Stage III: Evaluation and evaluation of projects – from 21.05. – 2.09.2020
- Stage IV: Residents' vote on projects – from 21.09. – 5.10.2020
- Stage V: List of selected projects to be implemented in 2021. – 13.10.2020

**23. These amendments were made to the plan due to the COVID-19 pandemic:**

- the deadline for submission of project proposals has been extended
- training for residents was abandoned, and online counseling was introduced instead

**24. For citizen involvement in the PB-phases (e.g. information, proposal, co-creation, voting phase), the following steps were taken and events organized:**

A consultation point was set up to provide advice during the project submission and evaluation phase. The inhabitants of the community could obtain all the information about when and how to submit a project, as well as during the completion of formal comments.

The counseling was carried out for a total of

- project submission stage = 24 district projects and 8 city-wide projects
- opinion stage = 15 district projects and 3 city-wide projects

Consultations lasted from May to June 2020.

**25. For the activation of specific target groups of the PB, the following steps were taken and events organized:**

A consultation point was set up to provide advice during the project submission and evaluation phase. The inhabitants of the community could obtain all the information about when and how to submit a project, as well as during the completion of formal comments.

The counseling was carried out for a total of

- project submission stage = 24 district projects and 8 city-wide projects
- opinion stage = 15 district projects and 3 city-wide projects

Consultations lasted from May to June 2020.

**25a. For the activation of women into the PB, the following steps were taken and events organized:**

The conducted information campaign in social media reached 13 786 people, 56% of whom were women (7 741).



**26. The following actions were taken to provide information about PB in a citizen-friendly manner:**

A promotional campaign was conducted in social media, among others on Facebook and Instagram, encouraging the inhabitants of Bielsko-Biała to take part in the vote. The advertisement was addressed to the residents of Bielsko-Biała living in an area with a diameter of 6 miles from the city center, aged 18 to 65+, of all genders and speaking Polish. Moreover, a group of non-standard recipients was created, including locally engaged users. Remarketing campaigns were also conducted, including those based on a group of so-called Lookalikes, i.e. people similar to specific users of the ARR Facebook page.

**27. The following actions were especially taken to achieve a high participation rate:**

- a promotional campaign in social media was conducted
- counseling was carried out in hours friendly to residents

**28. The following steps were taken to train the own actors for PB:**

A series of webinars was planned, which had to be postponed to the beginning of 2021 due to COVID-19.

**29. If applicable, the following steps were taken to train actors in other municipalities (outside EmPaci-project):** Not applicable

## 4. Results of 1<sup>st</sup> PB pilot

**31. The PB was limited to certain areas of the budget or priorities of programmes only:**

- Yes  No

**31a. Proposals and votes were limited to the following areas / priorities:**

There were no limitations.



## Proposal phase:

### 32a. The proposal phase was implemented in the following way:

Each inhabitant of Bielsko-Biała could submit an application for the implementation of their city-wide or housing estate project within the amounts provided in the Civic Budget. The project of the task is submitted on the appropriate form together with the required attachments and statements, which is available on the website or for download at designated points of the Municipal Office, including Consultation Points. The application for a city-wide project must be supported by signatures of at least 30 Bielsko-Biała residents. No list of support is required for a housing estate project.

As part of the stage, a Consultation Point called "I submit a project" was run, where the residents were advised on preparing and submitting a project to the participatory budget.

**32b. Number of citizens participating:** 69

**32c. Participation rate (% of citizens):** 0,041%

**32d. Number of proposals received in total:** 69

### 32e. Main categories of proposals:

Among the city-wide projects you can find those that are:

- dedicated to the youngest residents of the city or their slightly older colleagues, as well as those supporting seniors and people with special needs;
- those that focus on ecology, development and management of urban green areas, as well as those that are guided by the proverb "in a healthy body a healthy spirit";
- accumulate artistic values or take care of the safety of residents and
- support the development of the scientific or business sphere of the city.

The district projects concerned such topics as:

- modernization of playgrounds, playgrounds, treadmills; renovation of streets, sidewalks, footbridges;
- creation of local parking lots;
- development of areas for parks, squares, dog runways, outdoor gyms, sports facilities;
- equipping housing estate libraries, Municipal Cultural Centre or local Voluntary Fire Service units.

The aim of these projects is mainly to improve the conditions of functioning of the residents of the estate and to bend over their expectations in terms of culture, sports, education, etc.

### 32f. Information provided to citizens after completion of the proposal phase:

On the official website of the Participatory Budget of Bielsko-Biała detailed descriptions of registered projects have been published, which correspond to the content contained in the project proposal forms submitted by their authors.

## Feasibility check:

### 33a. A feasibility check of proposals or voted projects was implemented:

- Yes, of the proposals     Yes, of the voted projects     No

### 33b. The feasibility check was implemented in the following way:

The submitted projects were verified for formal, legal and technical correctness. The cost estimate of the project and the possibility of its execution were also checked. The applicants had to bear in mind that the verification took into account the fact that the estimated cost of the realization of the city-wide project could not exceed 177 777 EUR gross, whereas the gross cost of the housing estate project was 62 222 EUR.

### 33c. If applicable, political decision-makers were involved in the feasibility check in the following way:

Not applicable

### 33d. If applicable, citizens making specific proposals were involved in the following way: Not applicable

### 33e. The difficulties that became apparent through the feasibility check: None

### 33f. As a result of the feasibility check, the PB process should be changed as follows: Not applicable

### 33g. Ratio of ideas given vrs. plans that make it to voting stage: 72%

## Voting phase:

### 34a. The voting phase was implemented in the following way:

In the current edition you could vote:

- 1) electronically using a specially prepared form on the PB website and
- 2) traditionally by means of a ballot paper issued in "Voting Points".

Voting electronically, you could use any device with access to the Internet such as a desktop computer, laptop, smartphone, tablet.

### 34b. Each citizen was given the following number of votes:

Every inhabitant of Bielsko-Biała (there is no age limit) could express his or her support by voting for one city-wide project and one local (housing estate) project, however, only the inhabitant of the housing estate to which the project relates can express support for the (local) project.

### 34b. Number of citizens voting: 10 666

### 34c. Participation rate (% of citizens): 6,25%

### 34d. Number of votes received in total: 14 627

### 34e. Results of the votes (which projects with which amounts and votes were winning):

#### City-wide projects:

- 332 trees and 5 branches – 1 965 votes
- BB Firefighter's Training Ground – 1 377 votes

**District projects:**

Estate	Project	Votes
Aleksandrowice	Walkway with safe and marked crosswalk	45
Biała Krakowska	"Mini Boulevards on the Niva River."	154
Biała Północ	Resting place - the Rosta housing estate park	86
	Development of green areas for a soccer pitch	71
Biała Śródmieście	Modernization of the playground "BIAŁA ŚRÓDMIEŚCIE"	465
Biała Wschód	"Residential Friendly Library" - Modernization of the District Public Library and renovation of the housing estate sidewalks	91
Bielsko Południe	Bielsko Południe - greenery with history in the background	139
	Parking for residents in the Grażyny housing estate	139
Dolne Przedmieście	Improving pedestrian safety by renovating sidewalks in the area of buildings at 1.3 Starobielska Street; 4 Asnyka Street; 3 Czecha Street	91
Górne Przedmieście	Improving safety on foot by replacing the pavement in the area of buildings at Sobieskiego Street / Moniuszki Street	186
Grunwaldzkie	Integration - from childhood to seniority	139
Hałcnów	Hałcnów Skatepark	405
Kamienica	Recreation and leisure mini-park at Grondysa Street in Kamienica	360
Karpackie	Family recreation area	206
Komorowice Krakowskie	Revitalization of sports and recreation space at the Primary School No. 29	637
Komorowice Śląskie	Extension of the athletic track at the Primary School No. 30	154
Kopernika	Polish Mother's Square	159
Leszczyny	Residential Service - modernization of the training and operational base of the Voluntary Fire Brigade Bielsko-Biała Leszczyny and purchase of equipment	157
Lipnik	Integrated Lipnik (order, recreation, safety, activity)	264
Mieszka I	A town of traffic and jumping away on the school premises on Asnyka Street	106
Mikuszowice Krakowskie	Equipping the multifunctional auditorium and ceramic studio of the MDK Culture Center in Mikuszowice Krakowskie, operating until December 2019 as a Lighting Room located in a pre-war building at 302 Żywiecka Street in Bielsko-Biała	273
Mikuszowice Śląskie	Recreation area for dogs in Olszówka	197
Piastowskie	Improving road traffic safety by replacing the pavement of Księcia Przemysława Street	161

Polskich Skrzydeł	Renovation of the pedestrian route in the Polish Wings housing estate on the section between Ikara Street and the pavilion at 8 Trzech Diamentów Street	134
Stare Bielsko	Culture Education Safety	260
Straconka	Straconka my home	200
Wapienica	Construction of pumptrack and revitalization of Manhattan in Wapienica	473
Wojska Polskiego	A win-win friendly estate	218
Złote Łany	Modernization of a publicly accessible pitch for children and youth from the Złote Łany housing estate	540

**34e. Total PB budget realized / implemented:** 1 899 348 EUR

**34f. Was part of the total PB budget unused?**

No  Yes, unused  Yes, otherwise designated

**If yes, why was part of the budget unused?**

In order for a project to be included in the list of selected projects, it had to be supported by at least 2% of the residents of a given housing estate. Unused funds in the amount of 322 873 EUR come from the district where the projects did not receive the required support.

**34g. Information provided to citizens after completion of the voting phase:**

After counting the collected votes, the President of the City of Bielsko-Biała defined a list of recommended projects with a detailed amount for each project. A complete summary of the voting process was made public along with information on the results.

On the basis of the list of recommended projects, the departments or city organizational units competent for the implementation of specific, winning projects in 2021 were established. For this purpose, the President of the City issued an appropriate order.

**34h. Extent to which the approved projects can be realized:**

Accepted projects may only concern tasks that can be carried out within one budget year (2021) and fall within the competence of the municipality. In the case of tasks that require a location in a specific area, it must be an area where the municipality can legally spend public funds on these tasks.

**34i. Timeframe planned to realize the approved projects:** 2021 year

**34j. Extent to which citizens were involved in the realization of the approved projects:**

During the implementation of the winning projects in 2021 the designers will work closely with the Municipality. They may, for example, agree to change their location or merge their project with another one.

**35. Citizens were informed about the completion of the 1<sup>st</sup> PB pilot in the following ways:**

Please post link to accountability report:

<http://empaci.eu/index.php?id=40>

[https://obywatelskibb.pl/aktualnosci/20201012/128/dziekujemy\\_za\\_udzial\\_w\\_glosowaniu.html](https://obywatelskibb.pl/aktualnosci/20201012/128/dziekujemy_za_udzial_w_glosowaniu.html)

**36. Other actors involved (e.g. local council) were informed about the completion of the 1st PB pilot in the following ways:**

Municipal authorities - at monthly meetings for public officials

## 5. Assessment of 1<sup>st</sup> PB pilot and enhancement for 2<sup>nd</sup> PB pilot

**37. Objectives for PB as specified in Question 9 were reached as follows:**

Having regard to the fact that the last two editions of PB in our city did not enjoy so much interest from both authors of ideas and voters, and taking into account the pandemic period, we believe that this edition had good results.

- First of all, the launch of the consultation point did not exclude from the participatory process elderly people who do not have the IT equipment and knowledge to effectively submit their own ideas.
- Secondly, the preparation of a project proposal and the elimination of irregularities accompanying the project submission procedure showed the real value of the projects as thoughtful and responsive to local needs. In the participatory process it is extremely important for the residents to make mature decisions, with the expected full awareness of responsibility for the choice made.
- Thirdly, our analysis of the results of the early editions indicated the exhaustion of the ideas of applicants locating projects in urban space. This could have been a disturbing phenomenon that required an appropriate response. Thanks to our counseling, we were able to direct the authors of the ideas to locate their project proposals in such a way that they would meet the expectations of a given community and respond to their problems.
- Fourthly, the pandemic period associated with COVID-19, which occurred exactly when the call for design proposals for PB was announced, could have caused the interest of authors of ideas to drastically decrease. However, comparing this year's edition and the previous ones, it can be

concluded that they are similar, and our work at the Consultation Point resulted in the interest of this year's edition.

**38. Besides the objectives for PB as specified in Question 9, the following additional issues can be seen as a success for the PB pilot:**

As far as the structure of voters is concerned, we were most interested in some facts:

- Firstly, the most numerous group that was the recipient of our social media information campaign were persons 65+. Thus, this group accounted for 37% of all voters, which makes us think that this group is one of the more active.
- Secondly, the gender structure has shown for many years that women are a more involved group in the participation process. Polish women are better educated than men and since 2000 more of them have university degrees. Along with a better education, women's professional aspirations grow. At work, they can be more compulsory, more accurate and more motivated. They also have a strong sense of responsibility for their loved ones and their own environment, which makes them more interested in politics, participate more actively in public life and are more interested in social issues.
- Thirdly, we see the need to involve more children and young people in the participation process, which we hope will be successful thanks to the lack of age restriction and an effective educational campaign.

Unfortunately, in our commune there are no statistics on the distribution of voters in district, which could give more information about the needs of a given group.

**39. Some objectives for PB as specified in Question 9 were not reached due to the following reasons:**

Not applicable

**40. To our knowledge, the following elements of the PB process are innovative compared to other PB initiatives in the BSR:**

The last edition of PB breaks with the previous practices, focusing on the quality of dialogue between the office and the residents and, most importantly, on an in-depth dialogue between the residents themselves in individual districts.

The strength of PB is replacing the discussion on individual projects with a discussion on the needs of the whole district. This is facilitated by consultation points, whose task is to conduct cyclical meetings with residents in each district of the city. These meetings start with mapping and diagnosing the needs of the district, through collecting ideas for projects, and finally, together with the residents and with the help of officials, develop specific projects to be implemented.

**41. The PB benefitted from the transnational approach of the EmPaci project in the following way:**

On the basis of the developed training materials, a series of webinars for officials will be organized in order to summarize this year's PB edition and its implementation next year and to prepare for the 2022 PB edition.

**42. These changes are already planned for the 2<sup>nd</sup> PB pilot to better reach objectives of PB:**

In the next edition of PB we want to examine the possibility of organizing voting with blockchain. As it is not an easy undertaking due to legal aspects, we would like to present to the Municipality the advantages of blockchain, i.e.:

- Thanks to its decentralization and the applied public key cryptography technologies, any attempts to falsify the results can be immediately caught;
- tracking of voting results can be done in real time;
- ease of voting from around the world via the internet;
- possibility to change the vote until the voting is closed.

**43. These changes are already planned for the 2nd PB pilot to better involve target groups:**

The following actions are planned:

- a campaign in social media, which has already clearly shown us that the largest group of recipients are people aged 65+.
- no age limit, which would allow the youngest group of residents to participate in the participatory process, which could also lead to achieving their own goals.
- sealing the voting system and eliminating the irregularities accompanying voting with cards. In the participatory process it is extremely important that the residents make mature decisions, having full awareness of the responsibility for the choice made.

## Telšiai/Lithuania

### 1. Situation before the PB implementation

#### Municipality-related factors

##### 1. The PB is implemented for

- District
  Municipality
  Planning region

##### 2. The budget cycle of the public authority is

- Annual
  Bi-annual

##### 3. The financial situation of the public authority characterised by

- Excess revenues
  Nearly balanced revenues and expenses
  Excess expenses

##### 4. With respect to the repayment of incurred debt, the public authority is confronted with

- No difficulties
  Difficulties to repay debts over an extended period of time

##### 5. In the public authority, the council always has the final decision right about the implementation of voted PB projects (by local/national) laws and regulations:

- Yes
  No

If yes, it is prescribed by local/national laws.

- Yes
  No

It is prescribed by an own PB regulation.

- Yes
  No

#### Citizen-related factors

##### 6. The citizenry is composed as follows:

6a. Number of citizens:	46 282
6b. Share of females (% of citizens):	24 992 (54%)
6c. Share of persons aged below 18 (% of citizens):	7 455 (16,11%)
6d. Share of persons aged 66 and above (% of citizens):	10 208 (22,06 %)
6e. Share of unemployed persons (% of citizens):	7,6 %
6f. Share of unemployed females (% of unemployed persons):	8,3 %
6g. Particularities of the population are the following: /	



## PB process-related factors

### 7. PB is prescribed by law in the country / public authority:

- Yes  No

7a. If yes, based on this law / regulation: -

### 8. PB was implemented before the EmPaci PB pilot:

- Yes  No

## 2. Development of the 1<sup>st</sup> PB pilot

### Citizen- and PB process-related factors

#### 9. PB is implemented to realize the following objectives:

The goal of the municipality was to implement the first PB.

The purpose of PB is:

- to make the population more active;
- to involve as many inhabitants as possible in the solutions of the city (district) problems (management of the living environment, employment, education, social and other issues);
- seek to involve different groups of the population (young people, men, women, the elderly, the unemployed, the disabled).

Residents were invited to submit proposals that would improve their living environment, conditions, employment, education, health, culture situation and what else is important to them.

Municipal council and administration:

- sought to understand the population, their wishes and needs;
- sought to make the public aware of the importance of their views;
- sought to be more population-oriented;
- sought more transparent solutions and greater public confidence.

#### 10. The following target groups are aimed to be involved in PB:

All population groups were invited to participate in the first PB. They could come up with any ideas. The cost of implementing ideas is no more than 20 000 EUR.

**10a. Reasons, why these specific target groups were selected:**

All population groups were invited to participate as this is the first PB and we did not know how active the population would be. We sought to involve as many people as possible.

**11. Based on the analysis of the citizen survey, the following needs of citizens were taken into account for PB implementation:**

- During the population survey, 45,8 % of residents answered that they do not participate in the activities of any public organizations, therefore project ideas could be submitted by any resident, regardless of whether they are a member of a public organization.
- Residents indicated that a wide range of outdoor activities is important to them - residents mostly voted for the project, which will provide an outdoor leisure area (beach, sports ground, children's playground).
- During the survey of residents, the residents of Degaičiai eldership had a negative opinion about PB - later the residents of this eldership submitted the idea of the project, which won and will be implemented. We think this will change their opinion about PB. The area elder worked actively with the community, disseminating information and encouraging them to be active.
- Residents voted to receive a separate report on the results of the PB - the results are published on the website of Telšiai District Municipality and information on where to find the report is published on social networks.

**PB process-related factors****12. The following steps were undertaken to develop ideas and concepts for the PB process:**

- The local council has adopted legal acts, and information on the implementation of the participatory budget is published on the Telšiai District Municipality website <https://www.telsiai.lt/go.php/lt/-bendroji-informacija>
- Municipal Council approved the decision "On Approval of the Description of the Procedure for Selection and Funding Community Initiative Projects". Following this procedure, the residents of the municipality were able to submit their proposals, project ideas, which they believe are useful and necessary for the municipal community <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/f430ab80a19911eaa51db668f0092944>
- The municipal council set up a consultative working group to evaluate proposals for community initiative projects. This working group set the conditions for the submission of project ideas. The working group consists of members of the municipal council belonging to different political parties, employees of the municipal administration, and a representative of public organizations. This

working group also helps to clarify other issues related to the implementation of the PB - <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/49fc79e0a19a11ea51db668f0092944>

- The Director of the municipal administration approved the time schedule for the implementation of the PB - <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/695cccb0ac9711ea8aadde924aa85003>
- The Council approved the form of a ballot paper for voting in favor of the most popular project idea - <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/5546fe50e92111ea8d16c98db9b69006>
- The Director of Administration approved the list of Community Initiative project ideas eligible for funding and implementation - <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/4df6d8110ebe11ebbedbd456d2fb030d>
- The director of the administration approved the results of the residents' vote for the submitted ideas of the community initiative projects and appointed a responsible administrative employee for the implementation of the winning project - <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/eb823f00389b11eb8c97e01ffe050e1c>

#### 12a. Internal training activities were organised:

Yes  No

#### 13. Citizens were involved in the development of the PB cycle the following way:

Participated in training 30 citizens, most of whom are active public figures, representatives of NGOs, representatives of educational institutions. The training was attended by representatives of: NGO Telšiai District Pensioners' Union, Public Institution "Ministry of Ideas"; Lithuanian Social Democratic Youth Union; Lithuanian Association of Pensioners and Disabled Pensioners; Telšiai District Association of the Disabled; Caritas of the Diocese of Telšiai; Telšiai V. Borisevičius gymnasium teacher, Assistant to a Member of the Seimas; Rūdupiai village community; Eigirdžiai town community; Chairwoman of the Telšiai Parkinson's Society; Lieplaukiškės Society; Telšiai Sports Club "Athlete"; Teacher of Viešvėnai Basic School, Director and Librarian of Nevarėnai Basic School, Order of Malta Helpdesk, Member of the Telšiai City Elders' gathering...

- Provided project ideas - 8, eligible and submitted to the residents for voting - 5
- Voted for the most liked ideas - 2 207 residents.
- Will cooperate with the municipal administration staff in the implementation of the winning project.

The staff of the municipal administration will cooperate with the resident who submitted the project idea, inform him about the progress of the project implementation, invite him to participate in the selection of suppliers from whom the equipment will be purchased. Residents will be informed about the progress of the project on social networks.

**14. Citizens were informed about PB initiation in the following way:**

Dissemination / Exploitation Activity	Date	Place (online link); offline - publication or other type	Nº Participants reached
Webpage publication on Empaci project start	20-04-2019	<a href="http://www.telsiai.lt/go.php/lit/16-projektas-dalyvaujamojo-biudzeto-taikymas-baltijos-juros-regione-empowering-in-the-baltic-sea-region">http://www.telsiai.lt/go.php/lit/16-projektas-dalyvaujamojo-biudzeto-taikymas-baltijos-juros-regione-empowering-in-the-baltic-sea-region</a>	webpage follows – 12 000
Webpage - Meeting of partners at the University of Rostock	13-06-2019	<a href="http://www.telsiai.lt/go.php/lit/Pradedamas-vykdyti-europos-sajungos-finansuojamas-projektas-dalyvavimas-biudzeto-sudaryme-participatory-budgeting">http://www.telsiai.lt/go.php/lit/Pradedamas-vykdyti-europos-sajungos-finansuojamas-projektas-dalyvavimas-biudzeto-sudaryme-participatory-budgeting</a>	webpage follows – 12 000
Newspaper "Telšių žinios" - about the beginning of the project	18-06-2019	<a href="http://tzinios.lt/pradedamas-vykdyti-europos-sajungos-finansuojamas-projektas-dalyvavimas-biudzeto-sudaryme-participatory-budgeting/">http://tzinios.lt/pradedamas-vykdyti-europos-sajungos-finansuojamas-projektas-dalyvavimas-biudzeto-sudaryme-participatory-budgeting/</a>	Circulation – 4 850 copies
Facebook - invitation to participate in the population survey	17-10-2019	<a href="https://www.facebook.com/telsiaisavivaldybe/posts/2138789662916577">https://www.facebook.com/telsiaisavivaldybe/posts/2138789662916577</a>	Facebook follows – 8 100
Newspaper "Kalvotoji žemaitija" - invitation to participate in the population survey	19-10-2019	<a href="http://www.kalvotoji.lt/2019/10/19/issakykime-savo-nuomone-gyventoju-apklausoje">http://www.kalvotoji.lt/2019/10/19/issakykime-savo-nuomone-gyventoju-apklausoje</a>	Circulation – 4 023 copies
Newspaper "Telšių žinios" - invitation to participate in the population survey	22-10-2019	<a href="http://tzinios.lt/issakykime-savo-nuomone-gyventoju-apklausoje/">http://tzinios.lt/issakykime-savo-nuomone-gyventoju-apklausoje/</a>	Circulation - 4850 copies
Newspaper "Telšių žinios" - Invitation to participate in training	26-06-2020		Circulation – 4 850 copies
Webpage - Invitation to participate in a population survey	26-11-2019	<a href="http://www.telsiai.lt/go.php/lit/Dalyvaujamojo-biudzeto-taikymas-baltijos-juros-regione/1">http://www.telsiai.lt/go.php/lit/Dalyvaujamojo-biudzeto-taikymas-baltijos-juros-regione/1</a>	webpage follows – 12 000
Council meeting, 27 February 2020, live broadcast	27-02-2020	<a href="https://www.youtube.com/watch?v=IUBYSrBmxVA&amp;feature=youtu.be&amp;fbclid=IwAR058F24Rls6avKmSwmdF8R-4YZXBPG-E1yKfJu6XZITdNyYeB_kQUY">https://www.youtube.com/watch?v=IUBYSrBmxVA&amp;feature=youtu.be&amp;fbclid=IwAR058F24Rls6avKmSwmdF8R-4YZXBPG-E1yKfJu6XZITdNyYeB_kQUY</a>	views - 276
Webpage - The results of the population survey are presented	10-03-2020	<a href="http://www.telsiai.lt/go.php/lit/Telsiu-rajono-savivaldybes-administracija-kartu-su-rietavo-savivaldybe-ir-klani-es-finansuojama-projekta">http://www.telsiai.lt/go.php/lit/Telsiu-rajono-savivaldybes-administracija-kartu-su-rietavo-savivaldybe-ir-klani-es-finansuojama-projekta</a>	webpage follows – 12 000
Facebook - The results of the population survey are presented	10-03-2020	<a href="https://www.facebook.com/352934574835437/posts/2428609707267903/?d=n">https://www.facebook.com/352934574835437/posts/2428609707267903/?d=n</a>	Facebook follows – 8 100
Newspaper "Telšių žinios" -			
Webpage - Invitation to participate in training	23-06-2020	<a href="http://www.telsiai.lt/go.php/lit/Kvieciame-dalyvauti-organizuojamuose-mokymuose-bendruomenes-iniciatyvu-projektu-ideju-teikimas-ir-igyvendinimas/1">http://www.telsiai.lt/go.php/lit/Kvieciame-dalyvauti-organizuojamuose-mokymuose-bendruomenes-iniciatyvu-projektu-ideju-teikimas-ir-igyvendinimas/1</a>	webpage follows – 12 000
Facebook - an invitation to residents to provide project ideas	29-06-2020		Facebook follows – 8 100

Webpage - Information about the trainings and a link to the training materials	01-07-2020	<a href="http://www.telsiai.lt/go.php/lit/Savivaldybeje-vyko-dalyvaujamojo-biudzeto-mokymai-">http://www.telsiai.lt/go.php/lit/Savivaldybeje-vyko-dalyvaujamojo-biudzeto-mokymai-</a>	webpage follows – 12 000
Facebook - photos from population training	01-07-2020	<a href="https://www.facebook.com/telsiaisavivaldybe/photos/a.2685011724961032/2685012741627597">https://www.facebook.com/telsiaisavivaldybe/photos/a.2685011724961032/2685012741627597</a>	
Newspaper "Telšių žinios" - about the training of the project	07-07-2020		Circulation – 4 850 copies
Webpage - an invitation to residents to provide project ideas	06-08-2020	<a href="http://www.telsiai.lt/go.php/lit/Artejambendruomenes-iniciatyvu-projektu-ideju-pateikimo-termino-pabaiga-">http://www.telsiai.lt/go.php/lit/Artejambendruomenes-iniciatyvu-projektu-ideju-pateikimo-termino-pabaiga-</a>	webpage follows – 12 000
Newspaper "Telšių žinios" - an invitation to residents to provide project ideas	20-10-2020		Circulation – 4 850 copies
Facebook - residents are invited to vote for project ideas	21-10-2020	<a href="https://www.facebook.com/telsiaisavivaldybe/posts/3001240703338131">https://www.facebook.com/telsiaisavivaldybe/posts/3001240703338131</a>	Facebook follows – 8 100
Facebook - residents are invited to vote for project ideas	03-11-2020	<a href="https://www.facebook.com/telsiaisavivaldybe/posts/3035209726607895">https://www.facebook.com/telsiaisavivaldybe/posts/3035209726607895</a>	
Facebook - Status Quo Analysis	05-12-2020	<a href="https://www.facebook.com/telsiaisavivaldybe/posts/3118811694914364">https://www.facebook.com/telsiaisavivaldybe/posts/3118811694914364</a>	
Facebook - the winning project and the results of the vote were announced	01-12-2020	<a href="https://www.facebook.com/telsiaisavivaldybe/posts/3107145189414348">https://www.facebook.com/telsiaisavivaldybe/posts/3107145189414348</a>	Facebook follows – 8 100
Webpage - the winning project and the results of the vote were announced	01-12-2020	<a href="http://www.telsiai.lt/go.php/lit/Baigesibalsavimas-uz-telsiu-rajono-savivaldybes-gyventoju-pateiktas-projektu-idejas">http://www.telsiai.lt/go.php/lit/Baigesibalsavimas-uz-telsiu-rajono-savivaldybes-gyventoju-pateiktas-projektu-idejas</a>	webpage follows – 12 000

**14a. An own dissemination & communication plan was developed for this:**

Yes  No

**15. These were the (internal and external) main promoters and success factors in the development of PB:**

These were the (internal and external) main promoters and success factors in the development of PB:

Telšiai district municipality (PP12) managed to organize the first PB. As the majority of the population in the district is passive, we believe that suitable dissemination of information, sincere communication has provided a positive result and we have managed to involve more residents in the joint work.

In municipalities, where residents and NGOs are not active, the appropriate tool is to send personal emails, have personal phone conversations, and invite residents to a meeting. It is useful to look for active people you know personally. Municipal staff (elders of rural elderships, staff of the social support department, organizers of youth work) can be very useful in disseminating information. Information is also well disseminated on a webpage, poster or social media. Educational institutions were used in the population survey. Paper questionnaires were distributed to parents of students.

**16. These were the main opponents and hindrances in the development of PB and it was coped with these in the following way:**

*The COVID-19 situation hindered the implementation of the 1st PB. Live meetings with residents were restricted. There were no events in the town, there were few opportunities to reach various groups of the population (disabled, unemployed). More information was posted in the public domain.*

**17. A project team for the PB development was formed:**

Yes  No

**17b. When and where are different types of resources (people, knowledge, funding) needed and made available in the pilot cases:**

Staff required for the implementation of the PB:

- to regulate the implementation of the PB;
- to organize the implementation of the PB;
- conduct and organize trainings;
- to organize the dissemination of information;
- to implement and update IT solutions.

During the implementation of the first PB, all this was done by the employees of the municipal administration: the employees implementing the EmPaci project (PP12) and assistance from other employees of the municipal administration (for public relations, IT solutions). No new employees were hired for this purpose. Klaipeda University helped to conduct the trainings.

**18. For the IT part / online implementation of the PB, the following considerations and steps were taken:**

IT solutions were applied on the website of PP12 Telšiai District Municipality [www.telsiai.lt](http://www.telsiai.lt). Separate access to PB information was created. A link "DALYVAUJAMASIS BIUDŽETAS" ("PARTICIPATORY BUDGETING") has been created on the Municipality website. It contained all the information about the project and the ideas provided by the residents. The municipal administration is looking at IT companies to submit proposals for professional adaptation of the Municipality's website to the PB. PP12 believe will be able to do that in 2021.

**20. The following documents, manuals, regulations were developed and used during the development, of the PB process:**

- **PB regulation:** Telšiai District Municipal Council decision No. T1-134, May 28, 2020 “On Approval of the Description of the Procedure for Selection and Funding Community Initiative Projects”;
- **framework for feasibility analysis:** Telšiai District Municipal Council decision No. T1-135 May 28, 2020 "On the establishment of a consultative working group for the evaluation of proposals of Community Initiatives";
- **communication/dissemination plan:** “excel” format;
- **training materials:** slides (<https://www.telsiai.lt/go.php/lit/Mokymai>) and video on the municipality's website (<https://www.youtube.com/watch?v=Lq7V4uCPhh0>);
- **IT model,** the municipality's website has been adapted for publishing information about PB, <https://www.telsiai.lt/go.php/lit/Dalyvaujamosis-biudzetas>;
- **information material:** on the municipality's website: <https://www.telsiai.lt/go.php/lit/Dalyvaujamosis-biudzetas>.

### 3. Implementation of the 1<sup>st</sup> PB pilot

**21. These are the general steps of the PB process after final approval: -**

**21a. Total annual PB budget** (city + district projects) – 20 000,00 EUR

**21b. Annual PB**

**budget per citizen:** 0,43 EUR

**21c. If applicable, budget earmarked for related internal work, communications** etc.: Does not apply.

**21d. The PB has been designed as direct democratic tool** (citizens’ vote = final decision):

Yes  No

**21e. The PB is designed for**

Region/City projects only  District projects only  Both

**21f. Persons eligible participating in the PB:**

Age limits: Proposals may be submitted and voted on by persons over 18 years of age and declared a place of residence in Telšiai district municipality.

Definition of persons: Proposals may be submitted and voted on by persons over 18 years of age and declared a place of residence in Telšiai district municipality.

The approval of 15 residents of that eldership (where the proposal will be implemented) must be submitted to the proposal. Each proposal required 15 supporters to become eligible for the feasibility check.

Number of persons (in total): 38 827

Number of person (% of citizens): 83,89 %

**21g. The following actions were taken to ensure that only eligible persons made proposals / voted:**

Employees of the municipal administration checked the data of each voter in the population register of the Republic of Lithuania.

**22. These were the specific dates planned for the PB process after final approval of the PB development:**

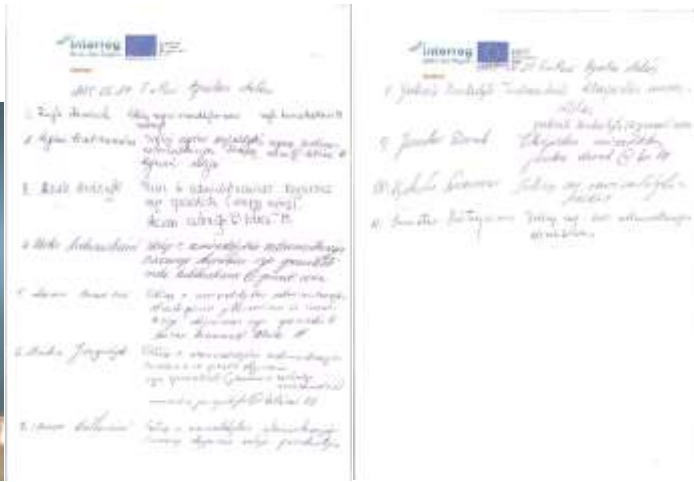
The Director of the municipal administration approved the time schedule for the implementation of the PB – 10 June, 2020 Order No. A1-844 (<https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/695cccb0ac9711ea8aadde924aa85003>) This document sets out a timetable for the actions and the responsible departments of the administration (training, website support, call for proposals, submission of proposals, evaluation of proposals, population voting, counting of votes, announcement of the winning proposal).

**23. These amendments were made to the plan due to the COVID-19 pandemic:** More information was published on the website, social networks, local press. There were fewer live meetings. There were no other deviations from the plan.

**24. For citizen involvement in the PB-phases (e.g. information, proposal, co-creation, voting phase), the following steps were taken and events organized:**

June 27, 2019	Meeting -discussion of status quo analysis for administration managers, project staff	Mayor of the Municipality, Heads of Municipality administration, Project staff, Municipal administration employee for media relations (11 participants).	PP12 Status Quo analysis
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<p>September 26, 2019</p>	<p>Introductory presentation of the project at the Council meeting, live broadcast:  <a href="http://195.182.76.101/video3/Conference/Index/15023#">http://195.182.76.101/video3/Conference/Index/15023#</a></p>	<p>Local council, municipal administration staff, project staff (31 participants).</p>	<p>The project was presented by the project manager Regina Radimonienė (PP12)</p>
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**Population survey:**

Information was published on the municipality's website, social networks, in the press, and e-mails are sent to NGOs and other organizations. Paper questionnaires were distributed to students in educational institutions. Parents were asked to complete questionnaires.



Invitation to take questionnaires (in newspapers):



<p>October 11, 2019</p>	<p>Project introduction and intermediate results of the population survey</p>	<p>Mayor of the Municipality, Heads of Municipality administration, Project Staff, Municipal administration employee for media relations, members of non-governmental organizations (elderly, youth), educational institutions, representatives of elderships of Telšiai district (29 participants)</p>	<p>The results of the survey were prepared by Klaipeda University Klaipeda University</p>
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February 27, 2020	Presentation of the results of the population survey during the Council meeting	Klaipeda University Klaipeda University, local council, municipal administration staff (41 participants)	The results of the survey were prepared by Klaipeda University Klaipeda University
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June 30, 2020	Training for administration staff and residents on how to submit proposals, broadcast <a href="https://www.youtube.com/watch?v=Lq7V4uCPHh0&amp;feature=youtu.be">https://www.youtube.com/watch?v=Lq7V4uCPHh0&amp;feature=youtu.be</a>	Mayor of the Municipality, Heads of Municipality administration, Project Staff, Municipal administration staff, members of non-governmental organizations (elderly, youth), educational institutions, representatives of elderships of Telšiai district (65)	Training slides were prepared by Klaipeda University Klaipeda University and project staff PP12. Used training material which is laid out in Freedcamp.
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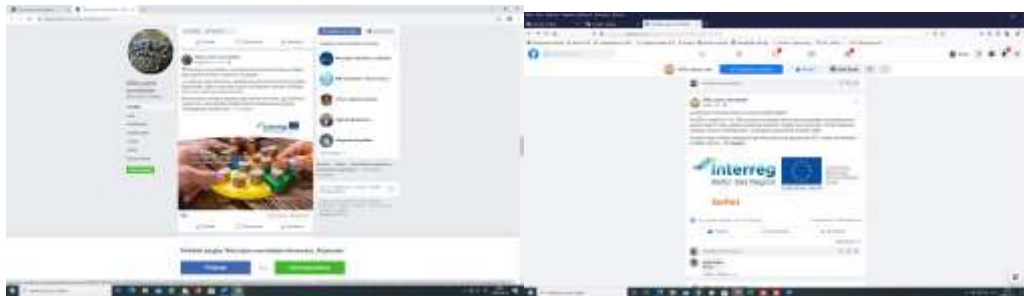
Proposals were submitted by residents from July 1, 2020 to August 14, 2020.

Descriptions of the proposals were provided in a leaflet and a poster.



The population vote took place from October 10, 2020 to November 13, 2020.

Invitation to vote:





December 1, 2020 announced the winning project:

The mayor of the municipality congratulates the person who submitted the winning proposal.



**25. For the activation of specific target groups of the PB, the following steps were taken and events organized:**

E-mails were sent to non-governmental organizations of various population groups (young people, the elderly, women, social support providers, etc.), active public figures, educational institutions.

Residents were invited to participate in the training and voting: by e-mails, newspaper ads, ads on the website, social networks.

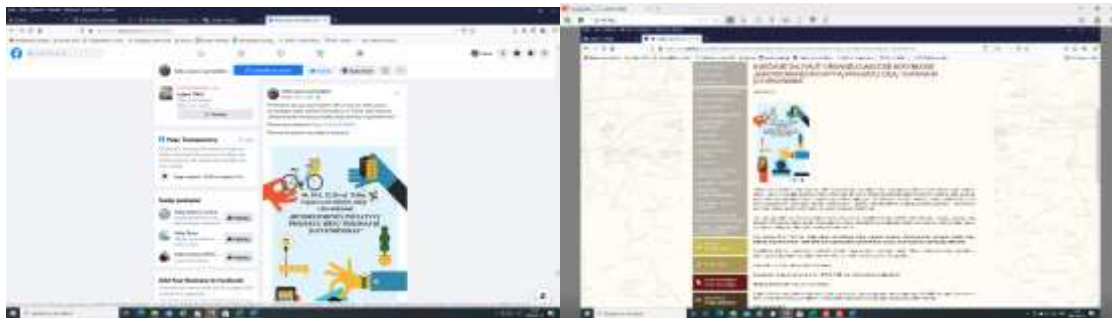
**Questionnaires sent to residents by email, September 20 - October 3, 2019**

**Presentation of the results of the population survey, October 11, 2019**



List of e-mails sent to NGOs and other active actors - invitations to participate in the presentation of the Project and population survey questionnaires in 2019, October 11

Request for proposals, Telšiai district municipality Facebook and website June 23/29, 2020



June 30, 2020 Training for staff and residents on how to submit proposals



**25a. For the activation of women into the PB, the following steps were taken and events organized:**

No separate events were organized for women. One active woman in the society took part in PB trainings for the population and presented a project idea for women. The name of the project was "7 DAYS FOR WOMEN TO IMPROVE". The women felt that the project was necessary and actively encouraged the population to vote. This project received special support from women. The project was second in counting votes. This project was supported by 638 residents (2 207 votes in total).



## 26. The following actions were taken to provide information about PB in a citizen-friendly manner:

Due to the COVID-19 situation, PP12 was not able to hold live meetings in small population groups. The training events were in a more formal setting and a broadcast of the training was posted on the Municipality's website.

## 27. The following actions were especially taken to achieve a high participation rate:

During the training, it was emphasized to the residents that the PB is an opportunity to realize their dreams and wishes, that the best project will be chosen by the residents themselves and that all this will be done in a very transparent and fair manner. PB was also widely publicized.

In municipalities, where residents and NGOs are not active, the appropriate tool is to send personal e-mails, have personal phone conversations, and invite residents to a training. It is useful to look for active people you know personally. Municipal staff (elders of rural elderships, staff of the social support department, organizers of youth work) can be very useful in disseminating information. Information is also well disseminated on a webpage, poster or social media.

## 28. The following steps were taken to train the own actors for PB:

June 27, 2019	Meeting -discussion of status quo analysis for administration managers, project staff	Mayor of the Municipality, Heads of Municipality administration, Project Staff, Municipal administration employee for media relations (11 participants).	PP12 Status Quo analysis
September 26, 2019	Introductory presentation of the project at the Council meeting, live broadcast: <a href="http://195.182.76.101/video3/Conference/In dex/15023#">http://195.182.76.101/video3/Conference/In dex/15023#</a>	Klaipeda University Klaipeda University, local council, municipal administration staff (31 participants).	Training material prepared by Klaipeda University Klaipeda University
October 11, 2019	Project introduction and intermediate results of the population survey	Mayor of the Municipality, Heads of Municipality administration, Project Staff, Municipal administration employee for media relations, members of non-governmental organizations (elderly, youth), educational institutions, representatives of elderships of Telšiai district (29 participants)	The results of the survey were prepared by Klaipeda University Klaipeda University
February 27, 2020	Presentation of the results of the population survey during the Council meeting	Klaipeda University Klaipeda University, local council, municipal administration staff (41 participants)	The results of the survey were prepared by Klaipeda University Klaipeda University

June 30, 2020	Training for administration staff and residents on how to submit proposals, broadcast <a href="https://www.youtube.com/watch?v=Lq7V4uCPPh0&amp;feature=youtu.be">https://www.youtube.com/watch?v=Lq7V4uCPPh0&amp;feature=youtu.be</a>	Mayor of the Municipality, Heads of Municipality administration, Project Staff, Municipal administration staff, members of non-governmental organizations (elderly, youth), educational institutions, representatives of elderships of Telšiai district (65 participants)	Training slides were prepared by Klaipeda University Klaipeda University and project staff PP12. Used training material which is laid out in Freedcamp.
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**29. If applicable, the following steps were taken to train actors in other municipalities (outside EmPaci-project):**

Training for other municipalities was not provided due to the COVID-19 situation.

## 4. Results of 1<sup>st</sup> PB pilot

**31. The PB was limited to certain areas of the budget or priorities of programmes only:**

Yes  No

**Proposal phase:**

**32a. The proposal phase was implemented in the following way:**

Each resident was able to complete a document, the form of which was approved by the council and submit to the municipal administration or rural eldership. Residents could submit proposals in person, send by classic mail or e-mail.

**32b. Number of citizens participating:** 8 persons plus the 120 (8 x 15 persons that supported the proposal).

**32c. Participation rate (% of citizens):** 0,2 % of the total population or 0,33 % eligible to vote (over 18).

**32d. Number of proposals received in total:** 8 citizens submitted proposals. Eligible for implementation - 5 proposals.

**32e. Main categories of proposals:**

Creation and improvement of infrastructure– 3 proposals (“Installation of Anulėnai pond beach with resort”, “Bear family for the town of Telšiai”, “Construction of decorative sign „VARNE“”).

Education. A proposal relevant to the students submitted by the school teacher – 1 proposal (Mobile biotechnology class).

Training of the population. A proposal relevant to women – 1 proposal (7 days for women to improve).

**32f. Information provided to citizens after completion of the proposal phase:** Residents were informed about the suitability of the project after the feasibility checked. Information about the submitted proposals is published on the municipal website. Residents were invited to vote for the proposals. The invitation was issued on the website, social networks.



**Feasibility check:****33a. A feasibility check of proposals or voted projects was implemented:**

Yes, of the proposals     Yes, of the voted projects     No

**33b. The feasibility check was implemented in the following way:**

The descriptions of the proposals were submitted to the project idea evaluation working group, whose members are also the heads of the municipal administration departments. The possible implementation of the project ideas was assessed in the departments and the implementation possibilities were discussed during the meeting. The implementation of one of the proposals required the approval of a higher authority, so a written request was made. A written reply was received. The evaluation of the proposals took 5 weeks.

**33c. If applicable, political decision-makers were involved in the feasibility check in the following way:**

The descriptions of the proposals were submitted to the project idea evaluation working group, whose members are also members of the municipal council. They participated in the evaluation of the proposals by the working group.

**33d. If applicable, citizens making specific proposals were involved in the following way:**

Citizens making specific proposals were consulted by phone, e-mail. Direct contact was avoided due to the COVID-19 situation.

**33e. The difficulties that became apparent through the feasibility check:** It is very important to form a competent evaluation team of the submitted project ideas. It is important that the feasibility of the submitted project is assessed from various aspects. E.g. residents support the project's idea to erect a sculpture at a roundabout and decorate the town, but it is necessary to ensure drivers' right to safe driving and good road visibility. It is necessary to assess the situation in this regard. We needed the consent of a higher authority and the conditions were obtained for how this could be done. This project did not win, so we will not implement it.

**33f. As a result of the feasibility check, the PB process should be changed as follows:**

The issue of change has not yet been considered.

**33g. Ratio of ideas given vrs. plans that make it to voting stage:**

8 proposals submitted, but only 5 left for voting after feasibility check and summarizing similar proposals, it is 63%.

**Voting phase:****34a. The voting phase was implemented in the following way:**

Resident voting was conducted in electronic and paper-pencil. Electronic voting has been hosted on Google. Residents could submit paper-pencil questionnaires to the municipal administration or rural eldership administrations. Each resident over the age of 18 could vote once in a chosen way: electronically or by paper-pencil. Only one proposal could be voted on. The vote continued 4 weeks.

**34b. Each citizen was given the following number of votes:** 1 vote only.

**34b. Number of citizens voting:** 38 827

**34c. Participation rate (% of citizens):** 5,7% of the population having the right to vote.

**34c. Number of votes received in total:** 2 207

**34d. Results of the votes (which projects with which amounts and votes were winning):**

	ELEKTRONIC	%	PAPER-PENCIL	%	Total	%	Amounts, EUR
INSTALLATION OF ANULĖNAI POND BEACH WITH RESORT	433	29	505	73	938	43	18 786,00
7 DAYS FOR WOMEN TO IMPROVE	466	31	172	25	638	29	19 200,00
BEAR FAMILY FOR THE TOWN OF TELŠIAI	263	17	12	2	275	12	20 000,00
MOBILE BIOTECHNOLOGY CLASS	177	12	4	1	181	8	19 466,85
CONSTRUCTION OF DECORATIVE SIGN 'VARNE'	174	12	1	0	175	8	6 200,00
	1 513	100	694	100	2 207	100	

The Project "INSTALLATION OF ANULĖNAI POND BEACH WITH RESORT" was winning.

**34e. Total PB budget realized / implemented:**

The PB budget (20 000 EUR) is planned and the project will be implemented in 2021.

**34f. Was part of the total PB budget unused?**

- No     Yes, unused
- Yes, otherwise designated

**If yes, why was part of the budget unused?** The project has not yet been implemented.

**34g. Information provided to citizens after completion of the voting phase:**

The results of the voting were published on the Municipality's website and on social networks.

**34h. Extent to which the approved projects can be realized:**

Project "INSTALLATION OF ANULĖNAI POND BEACH WITH RESORT" were winning. This project will be implemented in 2021. Funds are planned in the municipal budget. The project will be implemented by the Municipal Administration. There will be regular communication with the project applicant. Residents will be informed about the progress of the project on social networks.

**34i. Timeframe planned to realize the approved projects:** The year 2021.**34j. Extent to which citizens were involved in the realization of the approved projects:**

Citizens will be informed about the start and end of work on the municipality's website and social networks. The person who submitted the proposal will be contacted personally by phone and e-mail during the project implementation period.



## 5. Assessment of 1<sup>st</sup> PB pilot and enhancement for 2<sup>nd</sup> PB pilot

### 37. Objectives for PB as specified in Question 9 were reached as follows:

The first PB was successfully implemented with the help and advice of project partners and the efforts of local actors.

### 38. Besides the objectives for PB as specified in Question 9, the following additional issues can be seen as a success for the PB pilot:

In municipalities, where residents and NGOs are not active, the appropriate tool is to send personal e-mails, have personal phone conversations, and invite residents to a meeting. It is useful to look for active people you know personally. Municipal staff (elders of rural elderships, staff of the social support department, organizers of youth work) can be very useful in disseminating information.

### 39. Some objectives for PB as specified in Question 9 were not reached due to the following reasons:

The municipality did not set very specific goals when implementing the first PB. It was important to implement the PB and reach as many people as possible.

### 40. To our knowledge, the following elements of the PB process are innovative compared to other PB initiatives in the BSR: Whole process planning and regulations.

### 41. The PB benefitted from the transnational approach of the EmPaci project in the following way:

Project partners shared good and bad experiences. This has helped in making decisions on the implementation of the PB. There was useful information posted on project could drive.

### 42. These changes are already planned for the 2<sup>nd</sup> PB pilot to better reach objectives of PB:

PP12 plans to involve more external trainers in the implementation of the second PB. The project idea evaluation working group plans to review the PB regulation and to form conditions for the submission of project ideas.

### 43. These changes are already planned for the 2<sup>nd</sup> PB pilot to better involve target groups:

Not yet discussed, but it is planned to look for ways.

## Gatchina Municipal District, Leningrad Region/Russia

### 1. Situation before the PB implementation

#### Municipality-related factors

##### 1. The PB is implemented for

- District
  Municipality
  Planning region

##### 2. The budget cycle of the public authority is

- Annual
  Bi-annual

##### 3. The financial situation of the public authority characterised by

- Excess revenues
  Nearly balanced revenues and expenses
  Excess expenses

##### 4. With respect to the repayment of incurred debt, the public authority is confronted with

- No difficulties
  Difficulties to repay debts over an extended period of time

##### 5. In the public authority, the council always has the final decision right about the implementation of voted PB projects (by local/national) laws and regulations:

- Yes
  No

The results of citizens' voting are taken into account by the Council when making its decisions. Decisions of the Council, formalized in the form of Decree, are obligatory for implementation by the Administration of the municipality.

If yes, it is prescribed by local/national laws.  Yes  No

It is prescribed by an own PB regulation.  Yes  No

#### Citizen-related factors

##### 6. The citizenry is composed as follows:

- 6a. Number of citizens:** 241 134  
**6b. Share of females (% of citizens):** 55,1%  
**6c. Share of persons aged below 18 (% of citizens):** 19,2%  
**6d. Share of persons aged 66 and above (% of citizens):** 23,5%  
**6e. Share of unemployed persons (% of citizens):** 0,7%  
**6f. Share of unemployed females (% of unemployed persons):** 46%

**6g. Particularities of the population are the following:**

The Gatchina Municipal District is the municipality with the largest population in the Leningrad region. The rich cultural heritage and well-developed industry and agriculture make this municipality attractive for living, but, as in the entire Leningrad region, its population is decreasing.

The government of the Leningrad Region is located in St. Petersburg, but in 2020 it was decided to give Gatchina the status of the capital of the Leningrad Region and the government must complete the move to Gatchina by the end of 2021. This decision had a very strong impact on all previously launched projects and shifted the focus to the process of government relocation.

**PB process-related factors****7. PB is prescribed by law in the country / public authority:**

Yes                       No                      **Partly** (There are general requirements for the PB procedure, but there is no requirement for the mandatory presence of the PB itself)

**7a. If yes, based on this law / regulation: (provide name and link):**

Federal Law of 06.10.2003 N 131-FZ (as amended on 21.07.2020) "On the General Principles of Organization of Local Self-Government in the Russian Federation"  
<http://www.kremlin.ru/acts/bank/20035>

**8. PB was implemented before the EmPaci PB pilot:**

Yes                       No

## 2. Development of the 1<sup>st</sup> PB pilot

**Citizen- and PB process-related factors****9. PB is implemented to realize the following objectives:**

The main objective of introducing PB processes in Gatchina, according to the Head of Administration of the Gatchina Municipal District, was to acquire a positive image in the eyes of the Government of the Leningrad Region and local residents by demonstrating compliance with the requirements of the additions to 131 Federal Law (General principles of organization of local self-government in the Russian Federation) being developed at that time which was adopted on July 21, 2020 and in the final version did not contain requirements for the mandatory presence of PB in municipalities.

Having some experience of involving citizens in the processes of determining the urgent tasks of the development of municipal territories, the Administration expected to receive the following as additional results of the PB introduction:

Benefits:

- Better understanding of the immediate needs of local residents;
- Improving the attitude of citizens to the Administration as a result of its manifestation of interest in the opinion of residents;

Disbenefits:

- The need for additional human and material resources in connection with the implementation and regular execution of PB processes;
- Strengthening pressure on the administration from the side of citizens in matters of improvement of municipal territories.

#### **10. The following target groups are aimed to be involved in PB:**

In general, all interested adults in the municipality are going to be involved in the PB processes.

The EmPaci project experts tried several times to draw the attention of the Administration and the Council of the municipality to some imbalance in the activity of different categories of residents identified during the surveys, but it was decided not to focus on certain target groups.

#### **10a. Reasons, why these specific target groups were selected:**

The reason for the refusal to choose and apply different methods in relation to specific target groups was the lack of a goal of the Administration and the Council of the municipality to identify and meet the needs of any specific population groups.

Perhaps the “Most Active Citizens” can be considered a specific group that attracts the attention of the municipality leadership. However, this group does not require additional efforts to be involved in PB processes, due to its initial activity.

#### **11. Based on the analysis of the citizen survey, the following needs of citizens were taken into account for PB implementation:**

An earlier citizen survey showed that the greatest unmet needs of citizens are in the areas of health care, education and other social issues, but these areas are outside the competence of the municipality. Of those areas that are in the sphere of influence of the municipality, the most sought-after citizens are urban planning (in terms of determining the purpose and arrangement of individual municipal territories) and ecology.



## PB process-related factors

### 12. The following steps were undertaken to develop ideas and concepts for the PB process:

In making the decision to initiate the PB implementation project in the Gatchina municipal district, the following persons took part:

- Deputy Head of Administration for the Development of the Social Sphere
- EmPaci Project partner representatives (PP15, PP16, PP17)
- Experts from the North-West Institute of Management, branch of Russian Presidential Academy of National Economy and Public Administration (RANEPA, have prior experience in implementing PB in Russia)),
- Experts from the Autonomous non-profit organization "Competence Center of the Leningrad Region for the Development of the Urban Environment and a Smart City" (<https://sreda47.ru/>).
- Experts from the Formosa Group (developers of the web portal Active Citizen).

In total, in the period January - December 2020, 21 working meetings were held, as a result of which the following outputs were obtained:

- Agreement on Cooperation and the working interaction procedure between the Gatchina Administration, ITMO University and RANEPA (Jan 2020);
- The first draft of the Concept for the implementation of PB based on the current law on local self-government and the Standard for Citizens' Participation in Urban Development from the Ministry of Construction (Feb 2020);
- The first approved version of the Concept for the implementation of PB (April 2020);
- First draft versions of the PB administrative processes regulations and local normative acts legalizing them (April-June 2020);
- Updated and approved version of the Concept for the implementation of PB (Aug 2020, due to the adoption of the Federal Law on PB at the municipal level of July 21, 2020);
- Updated drafts of the PB administrative processes regulations and local normative acts legalizing them (Sep-Dec 2020);
- Terms of reference for the inclusion in the Active Citizen web portal of the functions necessary to support PB cycle(Sep-Nov 2020):
  - Initiative submission
  - Pre-moderation
  - Public discussion
  - Expertise
  - Rating voting
  - Implementation monitoring

- Trial launch of the function of citizen's initiative submitting to the Active Citizen web portal (Nov 2020);

**12a. Internal training activities were organised:**

Yes  No

The training activity was implemented in the form of a series of informal meetings of project partners and experts from RANEPA with representatives of the Administration and Council of the municipality in order to inform about the nature, goals, benefits and difficulties of the municipal PB and to discuss complex issues of its implementation and organization of interaction with residents.

**13. Citizens were involved in the development of the PB cycle the following way:**

The data about citizens' view on PB obtained in course of the citizen survey in 2020 were used in the in the development of the PB cycle.

The active involvement of citizens in the design and creation of the PB cycle was not done by the decision of the Administration of the municipality.

**14. Citizens were informed about PB initiation in the following way:**

Publication on the ITMO University website

- 19 November 2019 - <https://news.itmo.ru/ru/news/8958/>

Publication in the municipal newspaper Gatchinskaya Pravda (paper and online):

- 4 June 2020 - <https://gtm-pravda.ru/2020/06/04/v-gatchine-zarabotal-aktivniy-gorozhanin.html>

Publication on the official website of the Administration of the Gatchina Municipal District:

- 10 September 2020 - <http://radm.gtm.ru/events/news/?id=8126>

**14a. An own dissemination & communication plan was developed for this:**

Yes  No

**15. These were the (internal and external) main promoters and success factors in the development of PB:**

The main promoters were:

- The Administration of the Gatchina Municipal District,
- EmPaci Project partner representatives (PP15, PP16, PP17)
- Experts from the North-West Institute of Management, branch of Russian Presidential Academy of National Economy and Public Administration (RANEPA),

Among the main success factors are:

- High level of IT readiness of citizens, which allowed the effective use of online engagement tools.

**16. These were the main opponents and hindrances in the development of PB and it was coped with these in the following way:**

**Political hindrances:** The decision to implement a PB pilot project in Gatchina was also made due to the active interest of the Head of the Municipality in the implementation of PB processes. However, during the project there was a change of the Head of the Municipality and the new Head was not motivated enough and did not provide sufficient support.

The government of the Leningrad Region is located in St. Petersburg since 1927, but in 2020 it was decided to give Gatchina the status of the capital of the Leningrad Region and the government must complete the move to Gatchina by the end of 2021. This decision had a very strong negative impact on all previously launched projects and shifted the focus to the process of government relocation.

The Leningrad Region in December 2020 introduced the "Platform for Feedback and Communication with Citizens", which is a part of the all-Russian federal project. All municipalities of the Leningrad Region are encouraged to use this platform to receive all applications from citizens. In this situation, the Administration of Gatchina believes that further development of the Active Citizen web portal and PB processes are inappropriate.

**Legislative Restrictions:** There is no requirement to have PB in a municipality, and a recent Federal law (adopted 21.07.2020) imposes restrictions on the design and execution of PB processes (For example, the Council and the Administration may consider initiatives submitted by at least 10 citizens jointly).

**Technical Restrictions:** From the very beginning of the pilot project, it was decided to actively use the Active Citizen website. Unfortunately, this tool did not have the functions necessary for the implementation of PB processes: public discussion, expert assessment, rating voting of submitted proposals.

**Rating voting** (also alternative voting) is one of the preferential voting systems in which voters rank candidates in order of preference, rather than just voting for one candidate. Here, each voter sees the rating of alternatives compiled by the results of voting by previous voters.

A lot of effort and time of the project experts was spent on creating the concept of missing functions, developing the technical specifications for their creation and testing and debugging the created prototypes.

**17. A project team for the PB development was formed:**

Yes  No

**17a. If yes, the project team was composed of the following functions and it was organized as follows:**

**Project Board:** Advisory and governing body, consisting of representatives of:

- Administration (funds manager - Deputy Head of Administration for the Development of the Social Sphere)
- EmPaci Project partners + Invited PB Experts - Methodological support, organization and moderation of meetings
- Experts from the Formosa Group (developers of the web portal Active Citizen).

**Project Manager:** Day-to-day management of the project - Expert from the North-West Institute of Management, branch of Russian Presidential Academy of National Economy and Public Administration (RANEPA).

**Web-portal Developers:** Developers from Formosa Group.

**17b. When and where are different types of resources (people, knowledge, funding) needed and made available in the pilot cases**

**Conceptual step:** Familiarization of Administration and discussion of the experience of introducing PB in different regions and countries, the choice of useful elements and the formation of the PB Concept that is optimal for Gatchina. EmPaci Project partners & Invited PB Experts. Analysis of the world experience in the PB implementation and the peculiarities of local conditions to prepare for presentations and discussions. Funding by the EmPaci project.

**PB Development step:** Implementation of the PB Concept - development of internal PB procedures, drafts of regulations, preparation of terms of reference for finalizing the Active Citizen web portal, preparation of information texts for publication. Joint work of the EmPaci project experts, Project Manager, and employees of various departments of the Municipality Administration. Payment for the work of the project experts was carried out from the funds of the EmPaci project. The contribution of the employees of the Municipality Administration was not paid.

**Starting the PB processes step:** Publication of information about the launch of PB in the municipality. Official launch of new functions of the Active Citizen web portal. Start of submission of proposals by citizens. Preliminary analysis of incoming proposals and their moderation. Registration of detected problems and their correction. Project Board, Project Experts, Project Manager, Web-Portal Developers and employees of various departments of the Municipality Administration. Payment for the work of the project experts was carried out from the funds of the EmPaci project. The contribution of the employees of the Municipality Administration was not paid.

- Collection of initiatives through the web portal Active Citizen, their classification and systematization (Web-portal Developers - Refinement, development of new functions, administration, support of the Active Citizen web portal. Funded by the Administration)
- Prioritizing territories most in need of improvement (Project Board – Not Implemented)
- Deciding on the choice of territory for improvement (Project Board – Not Implemented)

**Discussion phase:** determining the scope of the improvement project for the selected territory (Discussion and preliminary votes):

- Informing citizens about the selected territory and inviting them to discuss the content of the improvement (Project Manager – Not Implemented)
- Conduct of a series of online discussions and offline meetings with citizens (Project Board – Not Implemented)
- The final decision on the choice of the functional purpose of the selected territory, uniting the embodied ideas, the content of the territory (Project Board – Not Implemented).
- Preparation of project documentation for the development of the territory for the final vote (Project Manager)

**Voting phase:** Final discussion and vote to approve a proposed improvement project (Project Board – Not Implemented)

**Implementation phase:** Funding, organization of procurement, monitoring and control of work execution (Project Board – Not Implemented)

#### **18. For the IT part / online implementation of the PB, the following considerations and steps were taken:**

The relatively high IT literacy of the citizens, the newly created and launched Active Citizen web portal (<https://gtn.mycity365.ru/>) and the enthusiasm of the Municipality Administration in using this new IT tool led to the selection of this portal as the basis for the PB implementation. The procurement of Formosa Group services did not require competitive procurement procedures, since the web portal they created was still under their warranty service. The web portal Active Citizen was created by Formosa Group by order of the Administration of the municipality and was designed to collect applications from citizens about the shortcomings and accidents they noticed for their speedy elimination by municipal services. Formosa Group designers and programmers were ready to continue work on the further development of the web portal, and the Project Partners and Experts were able to write the Terms of Reference for the creation of additional functions necessary to support PB processes: moderation of submitted proposals, expert evaluation of proposals, public discussion of proposals, rating voting of proposals, monitoring implementation of the proposals accepted for execution. The choice made allowed to reduce the cost and increase the speed of creating an IT tool for the implementation of PB in the municipality and did not create new additional costs for the further operation of this tool.

**In case PB existed before the 1st pilot by the EmPaci project:**

**19a. The following suggestions for changes were made from the EmPaci team to improve the process:**

The focus on attracting external funds as a result of participation in the tenders of the Ministry of Construction of the Russian Federation did not meet the requirements of the EmPaci project and the Project Partners were recommended to exclude this factor from the PB Concept.

**19b. Of these suggestions, the following were implemented in the PB pilot:**

The focus on spending part of one's own municipal budget as a result of the PB processes has been put into practice.

**19c. Of these suggestions, the following were not implemented in the PB pilot due to the following reasons:**

Until the implementation of the Proposal Phase, all suggestions from the EmPaci team were fully implemented. Unfortunately, after the Proposal Phase, the implementation of the entire PB implementation project in the Gatchina Municipal District was terminated.

**20. The following documents, manuals, regulations were developed and used during the development of the PB process:**

- The PB Concept,
- Terms of reference for expanding the functionality of the web portal Active Citizen

### 3. Implementation of the 1<sup>st</sup> PB pilot

**21. These are the general steps of the PB process after final approval:**

1. Information phase
2. Proposal phase
3. Discussion phase
4. Voting phase
5. Implementation phase
6. Operational phase

**21a. Total annual PB budget** 280 900,00 EUR<sup>1</sup>

**21b. Annual PB budget per citizen:** 1,17 EUR

**21c. If applicable, budget earmarked for related internal work, communications etc.:**

Volunteer work. Methodological and organizational support is carried out from the EmPaci project

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<sup>1</sup> 25 000 000,00 RUB, Exchange rate: 1 EUR = 89.00 RUB

**21d. The PB has been designed as direct democratic tool (citizens' vote = final decision):**

Yes  No

The results of citizens' voting are taken into account by the Council when making its decisions. Decisions of the Council, formalized in the form of Decree, are obligatory for implementing by the Administration of the municipality.

**21e. The PB is designed for**

Region/City projects only  District projects only  Both

**21f. Persons eligible participating in the PB:**

Age limits: 18 and older

Definition of persons: residents only

Number of persons (in total): 241 134 (total population of the district)

Number of person (% of citizens): 80,8%

**21g. The following actions were taken to ensure that only eligible persons made proposals / voted:**

All proposals were accepted only through the Active Citizen web portal. To ensure the reliable involvement of only legitimate persons on the Active Citizen web portal, it was planned to connect to the nationwide Unified Identification and Authorization System (UIAS) used by the federal portal of electronic public services. This service provides a level of citizen recognition authenticity sufficient to obtain any state service. A full connection to UAIS requires a tested application system. Therefore, in the first PB cycle, it was decided to carry out a simplified authorization system using self-identification of a citizen and subsequent random verification of his legitimacy by the staff of the Administration of the municipality.

**22. These were the specific dates planned for the PB process after final approval of the PB development:**

- June 2020 - Launch of web portal Active Citizen (which will be improved to support PB processes in July-August 2020).
- September 2020 - Informing citizens about the beginning of the first PB cycle and starting the submission of proposals through publications on social networks, the official website of the administration, a local newspaper.
- October 2020 - Preliminary feasibility assessment of submitted proposals and public discussion on proposals that have passed the feasibility check.
- December 2020 - Rating voting and selection of proposals for their implementation in 2021.

**23. These amendments were made to the plan due to the COVID-19 pandemic:**

The most significant restriction in connection with the COVID-19 pandemic is the limitation on the number of participants in meetings. This led to the predominant use of remote discussion and voting methods.

**24. For citizen involvement in the PB-phases (e.g. information, proposal, co-creation, voting phase), the following steps were taken and events organized:**

#### Information phase: June-August 2020

Publication on the ITMO University website

- 19 November 2019 - <https://news.itmo.ru/ru/news/8958/>

Publication in the municipal newspaper Gatchinskaya Pravda (paper and online):

- 4 June 2020 - <https://gtn-pravda.ru/2020/06/04/v-gatchine-zarabotal-aktivniy-gorozhanin.html>

#### Proposal phase: September-October 2020

Publication on the official website of the Administration of the Gatchina Municipal District:

- 10 September 2020 - <http://radm.gtn.ru/events/news/?id=8126>

Strategic session "Smart City: Partnership for Development" 10:00-16:00 in person. The event was hosted by RANEPА, and the EmPaci project partners held a 1.5-hour session "Smart City for Citizens", where they discussed citizen engagement in the form of PB. 40 participants.

**Discussion phase:** October - November 2020 - Not carried out

**Voting phase:** December 2020 - Not carried out

**Implementation phase:** Jan-August 2021 - Not carried out

**25. For the activation of specific target groups of the PB, the following steps were taken and events organized: -**

**25a. For the activation of women into the PB, the following steps were taken and events organized:**

On the whole, there was a good attendance at the events for this target group; special measures to involve women are not required due to their traditionally high activity. (The ratio of initiatives submitted by men / women - 35% / 65%; Participation of men / women in face-to-face event – 50% / 50%)

**26. The following actions were taken to provide information about PB in a citizen-friendly manner:**

The most familiar and citizen-friendly channel of information is the free municipal newspaper Gatchinskaya Pravda (paper and online <https://gtn-pravda.ru/>), which reaches almost all households in the municipality. Regular updates of the official website of the administration and publications on the social network are inferior in popularity and efficiency to the newspaper.



**27. The following actions were especially taken to achieve a high participation rate:**

The use of the municipal newspaper as the main communication channel led to the emergence of a sufficient number submitted proposals (98 submitted project ideas), in the opinion of the municipal Administration. The administration perceived the first cycle as a trial one and did not want to involve a large number of citizens for fear of their negative reaction in case of any problems. Therefore, no additional effort was made to attract more residents.

**28. The following steps were taken to train the own actors for PB:**

Each of the 21 one working meetings held in January-December 2020 contained presentations by the Project Partners and invited experts from the European University and RANEPa on general concepts and individual problems and results of PB implementation in different regions and countries. This was part of a custom-tailored educational program planned and agreed with the Administration.

Other special trainings were not organized due to COVID-19 restrictions.

**29. If applicable, the following steps were taken to train actors in other municipalities (outside EmPaci-project):**

The experience and specific knowledge gained by the project partners in Gatchina were used in the implementation of works in other pilot municipalities. In the future, this experience will be systematized, described and will be disseminated both within the framework of the EmPaci project, and between the extensive professional contacts of the Russian partners of the project.

## 4. Results of 1st PB pilot

**Proposal phase****31. The PB was limited to certain areas of the budget or priorities of programmes only:**

Yes  No

If yes: The powers of municipal self-government in Gatchina are legally limited only by issues of improvement of the inner-city territory, day-to-day maintenance of houses and holding mass cultural events for residents. All engineering networks, roads, home renovations, education, health care, forest and agricultural land and much more are outside the scope of the municipal government.

**31a. Proposals and votes were limited to the following areas / priorities:****Two steps:****Information and Proposal phases:**

Citizens are invited to submit proposals limited by the boundaries of the Gatchina municipal district on the improvement of any urban territories.

**Discussion and subsequent phases:**

Co-design, discussion and voting on filling the selected territory with objects of various functional purposes are carried out in relation to only the selected territory.

**32a. The proposal phase was implemented in the following way:**

The announcement of the start of the proposals phase was published in the municipal newspaper Gatchinskaya Pravda (paper and online <https://gtn-pravda.ru/>).

The only channel for submitting proposals was the Active Citizen web portal (<https://gtn.mycity365.ru/>).

In accordance with requirement of the 131 Federal Law and amendments adopted on July 21, 2020, a proposal submitted by at least 10 applicants may be accepted for consideration by the municipal Administration. To ensure compliance with the requirements of this law, the following procedure was developed and implemented:

- 1) After self-identification and authorization on the web portal, citizens could submit an offer by filling out a standard form containing:
  - Name of the initiative
  - Address (coordinates) of the implementation of the initiative
  - Brief description of the content of the initiative
  - Arguments in favour of the initiative (description of the reasons and expected benefits)
  - Estimated cost of implementing the initiative
  - Desired timeframe for the implementation of the initiative
  - Attached files with additional information
- 2) After submitting the completed proposal form, the citizen on the screen saw the message "Your proposal has been successfully submitted and published in the closed part of the portal at a unique address (<https://gtn.mycity365.ru/?????>). For its open publication and consideration by the Administration, you must send this unique address to your friends and neighbours in order for their approval of its publication".
- 3) Further processing of this proposal will be carried out only after 10 or more authorized citizens visit the page with the proposal and express their consent to its publishing by clicking on the "Agree" button.
- 4) After a proposal has received 10 or more approvals, it is posted on the open submitted proposal page for:
  - pre-moderation by the Administration staff
  - a feasibility study by experts designated by the Administration
  - public discussion and further voting

**32b. Number of citizens participating:** The exact number of participants is unknown due to the possibility of their repetitions when counting approvals and total number of visits (98 submitted proposals, from 108 to 980 or more visitors of closed pages who approved its publication and acceptance for processing, 2 573 unique users of the web portal registered in the period June–December 2020 (1,3% of adult residents))

**32c. Participation rate (% of citizens):** 1,3%

**32d. Number of proposals received in total:** 98

**32e. Main categories of proposals:**

- |                                    |     |
|------------------------------------|-----|
| – Repair of house facades          | 30% |
| – Creation of car parks            | 11% |
| – Landscaping of territories       | 9%  |
| – Improved cleaning of territories | 7%  |
| – Arrangement of playgrounds       | 3%  |
| – Other                            | 40% |

**32f. Information provided to citizens after completion of the proposal phase:**

In December 2020, the administration of the municipality lost interest in introducing PB and all project and PB activities was stopped. No information was published on the results of the submission of proposals. All functions of the web portal developed within the framework of the PB implementation project were cleaned up (only the functions of conducting surveys and publishing information about projects implemented by the Administration remained). One of the most significant reasons for stopping the project could be the following: The Leningrad Region in December 2020 introduced the "Platform for Feedback and Communication with Citizens", which is part of the all-Russian federal project. All municipalities of the Leningrad Region are encouraged to use this platform to receive all applications from citizens. In this situation, the Administration of Gatchina believes that further development of the Active Citizen web portal is inappropriate.

**Feasibility check:****33a. A feasibility check of proposals or voted projects was implemented:**

No Feasibility assessment of proposals was planned but not executed due to the unplanned cancellation of the project.

**33b. The feasibility check was implemented in the following way:**

The feasibility check was planned for implementation as follows:

- Compliance with the powers of the local government and the territory of the municipality – by municipality clerks
- The absence of obvious contradictions with the interests of the majority of residents - Council
- Technical feasibility - architects and engineers invited by the Administration and EmPaci Project Partners
- Financial feasibility - financial department of the municipality and the Deputy Head of the municipality.

**33c. If applicable, political decision-makers were involved in the feasibility check in the following way:**

Political decision-makers were not planned to be involved in the feasibility check

**33d. If applicable, citizens making specific proposals were involved in the following way:**

Involvement of citizens was not planned

**33e. The difficulties that became apparent through the feasibility check:**

No difficulties planned.

**33f. As a result of the feasibility check, the PB process should be changed as follows:**

It was planned to discard proposals that did not pass any of the feasibility checks and inform the authors about this fact.

**33g. Ratio of ideas given vrs. plans that make it to voting stage:**

N/A

**Voting phase:****34a. The voting phase was implemented in the following way:**

Voting phase was planned, but not executed due to the unplanned cancellation of the project.

**34b. Each citizen was given the following number of votes:**

1 vote per a representative;

**34c. Number of citizens voting:** N/A**34d. Participation rate (% of citizens):** N/A**34e. Number of votes received in total:** N/A**34f. Results of the votes (which projects with which amounts and votes were winning):** N/A.**34g. Total PB budget realized / implemented:** N/A**34h. Was part of the total PB budget unused?**

- No     Yes, unused    The PB budget is not used at all
- Yes, otherwise designated

**If yes, why was part of the budget unused?** The budget was not used at all due to the unplanned cancellation of the project

**34i. Information provided to citizens after completion of the voting phase:**

Citizens were not informed about the results due to the unplanned cancellation of the project

**34j. Extent to which the approved projects can be realized:**

Projects were not approved and will not be released due to the unplanned project cancellation

**34k. Timeframe planned to realize the approved projects:**

Projects were not approved and will not be released due to the unplanned project cancellation

**34l. Extent to which citizens were involved in the realization of the approved projects:** N/A.**35. Citizens were informed about the completion of the 1<sup>st</sup> PB pilot in the following ways:** N/A.**36. Other actors involved (e.g. local council) were informed about the completion of the 1st PB pilot in the following ways:**

The PB implementation project was unexpectedly cancelled by the Administration of the Gatchina Municipal District, but none of the involved parties were officially notified of this fact.

## 5. Assessment of 1<sup>st</sup> PB pilot and enhancement for 2<sup>nd</sup> PB pilot

### 37. Objectives for PB as specified in Question 9 were reached as follows:

None of the planned PB objectives were achieved due to the unplanned cancellation of the project.

**38. Besides the objectives for PB as specified in Question 9, the following additional issues can be seen as a success for the PB pilot:** There was no success.

### 39. Some objectives for PB as specified in Question 9 were not reached due to the following reasons:

The objectives were not achieved due to the unplanned cancellation of the project.

### 40. To our knowledge, the following elements of the PB process are innovative compared to other PB initiatives in the BSR:

The requirement of the legislation on the adoption by the Administration of the municipality for consideration of proposals submitted on behalf of at least 10 citizens was fully satisfied through the design and implementation of the procedure, algorithm and related software on the Active Citizen web portal.

The created organizational and software solution can be successfully applied in other municipalities. Even if the law does not require it, such a solution involving several authorized citizens in the proposal submission process reduces the need for moderation of the submitted proposals.

### 41. The PB benefitted from the transnational approach of the EmPaci project in the following way:

The Administration and the other project participants began to better understand the purpose and content of the processes. Unfortunately, the priorities of the Administration did not coincide sufficiently with the purpose of the PB processes.

### 42. These changes are already planned for the 2<sup>nd</sup> PB pilot to better reach objectives of PB:

The second pilot will be implemented in another municipality of the Leningrad Region (Sverdlov Urban Settlement of the Vsevolozhsk Municipal District of the Leningrad Region), which will be selected based on the criterion of the highest motivation of the Council and the Administration in obtaining specific benefits from the implementation of PB processes.

### 43. These changes are already planned for the 2<sup>nd</sup> PB pilot to better involve target groups:

First of all, it is planned to use a larger number of communication tools to involve target groups of citizens who are accustomed to using specific channels.

Also, it is necessary to involve sociologists and professional copywriters to write short but effective information materials that attract and motivate citizens to participate in PB processes.

## 6. Lessons learnt from the interruption of the PB process

Since the pilot PB implementation in Gatchina was prematurely interrupted at the initiative of the Administration, generalization and consideration of the experience gained from this case is extremely important to ensure the success of other pilots.

Some of the most important lessons from a project perspective include:

### **Selection of a pilot municipality**

One of the most important criteria for choosing a pilot municipality should be the presence of strong motivation of the Administration to implement PB and its high priority in the list of its strategic tasks.

In the case of Gatchina, a higher priority was the relocation of the capital's functions and organizational structures of the Administration of the Leningrad Region from St. Petersburg to Gatchina, scheduled for 2021 (we could have foreseen this factor, but did not take into account). Also, a higher priority was given to the newly emerging task of introducing a federal "Platform for Feedback and Communication with Citizens", which became a direct competitor to the PB processes and tools supported by the EmPaci Project. (we could not foresee this new task imposed by the Administration of the Russian Federation).

These two negatively influencing factors were superimposed on the low motivation for the introduction of PB, common for all Russian municipalities, due to the absence of legislative requirements and a general decrease in democratization with increased centralization of power.

The main takeaways from this lesson are the understanding of the need to be more attentive to the personal preferences and priorities of the heads of municipal administrations, as well as to provide additional motivation through administrative support from higher authorities.

### **Building working communications with the Administration and the Council of the municipality**

The main communication tools were regular workshops and e-mail correspondence on project issues. Experience has shown that such communications are not enough, since many news and events important for the project were not mentioned in these meetings and correspondence.

A useful lesson is the need for project team members to participate in higher-level meetings where strategic plans for the municipality's development are discussed and, inter alia, to ensure that PB is part of these plans.

### **Consideration of ALL stakeholders' motivations**

The initiating documents listed all the stakeholders of the PB implementation project, but their consideration was disproportionate:

- The Administration's strongest motivator was the desire to use the PB processes to obtain additional budget funding from external sources (for example, as a result of winning the "Formation of a comfortable urban environment" investment project competition, which requires citizens to be involved in the process of generating investment ideas).
- There was practically no motivation from the City Council to implement PB.
- The motivation of citizens to participate in PB processes was high, but at the first stages of the pilot, it was practically not used by the project team.

Conclusion: To increase the likelihood of successful PB implementation, a more balanced cooperation with all stakeholders is required. In particular, such cooperation is necessary to ensure the sufficient pressure of the most motivated stakeholders on the less motivated ones.

### **Involvement of external experts in the development of the PB Concept and its implementation**

Many of the reputable experts involved were inflexible and suggested PB Concepts and methods that were not applicable in a particular municipality.

The lessons learned show that the involvement of external experts is extremely useful to familiarize municipal Administrations and residents with a wide range of international and national experience in the PB implementation and use for obtaining a variety of social and economic benefits. Further, the design and implementation of the PB Concept should be carried out by the municipal employees themselves, and the participation of experts should be limited to advice and warnings.

Considering all of the above key lessons learned, the next pilots should reallocate efforts and resources in favour of more active engagement with citizens as the most interested and motivated beneficiaries of PB. Active citizens' support will allow to exert a proper influence on municipal administrations, which will increase their motivation to meet the citizens' request for the introduction and active use of PB and, therefore, increase the likelihood of successful PB implementation.

### **Summary of lessons learnt**

The experience of interaction with the pilot municipality of Gatchina allows us to formulate the following lessons, which will be useful to take into account in other municipalities introducing participatory budgeting:

1. Change of the head of the municipality is a reason to revise the project up to the refusal to implement it. However, if the project continues, a complete reassessment of management risks is clearly required. In Gatchina, the change of the head of the municipality, while keeping his deputy loyal to the project, did not allow the project to be implemented in its original form since the balance of interests had already been violated, and part of the team had changed. For example, the chairman of the town planning committee, whose powers were to involve citizens in decision-making, left her post immediately after the change of the head of the municipality, creating a potential for conflict and rejection of participatory budgeting by the new head of the municipality. Therefore, future PB projects need a broad political consensus and stable processes (including absence of fluctuations of key personal). Also, a first PB should not be planned for periods overlapping municipal elections. Also, it seems useful even earlier to seek for active and widespread informing and involvement of residents in the PB design processes from the very beginning in order to increase their interest and activity. This would make it difficult to wind down the PB implementation project in the case of a change of key administrative persons or loss of their interest in PB.
2. The actions of the federal government in the field of citizen engagement are also a reason for an urgent revision of the goals, objectives and risks of the project. In Gatchina, the following resulted in fatal consequences for the project: First, a new federal law on proactive budgeting was adopted, which established a strict formal framework and actually banned the existing and previously planned practices of participatory budgeting. Municipal officials became afraid of breaking the law and lost

interest in the local project. Secondly, federal agencies (the Ministry of Digital Development and the Ministry of Construction), despite the fact that since 2019 they have demanded that pilot smart cities (including Gatchina) develop electronic platforms for engagement ("Active Citizen"), in 2021 they themselves began to develop similar systems while competing with each other (the "Feedback Platform" (POS) system associated with the portal of public services and a similar platform of the Ministry of Construction). Thus, in the case of the Active Citizen of Gatchina, the efforts to develop the concept and terms of reference for the Initiative Budgeting module were wasted, since in the end it was decided to focus on federal platforms. Therefore, future PB projects need to assess and monitor not only the municipal circumstances, but also relevant developments on state or national level. For early warning of upcoming radical regulatory and organizational changes, it is necessary to include representatives of the federal authorities in the PB project's key stakeholders and plan regular communications with them in such a way as to receive their support and information about the upcoming changes as soon as possible.

3. The development and timely revision of a communication strategy with key stakeholders is imperative. The complexity of the networking, which involves the performers of the work to create the organizational and software solutions necessary to achieve the goals of the project, can slow down or make it impossible to implement the project. In Gatchina, the development team of the Active Citizen system, instead of starting the development of the initiative budgeting module, tried for too long to correlate the risks and benefits associated with the closure of the existing contract and the warranty, which ultimately led to the termination of development due to the switch to the POS platform. Therefore, future PB projects need a quick start, platforms should be (nearly) ready at the beginning or existing platforms should be used. Technical hindrances should be avoided. The use of off-the-shelf and standard tools is preferable despite their limited availability and lack of functionality. A good solution to this problem can be the use of social networks already actively used by residents. In any case, within the framework of the PB implementation project, organizational and regulatory solutions should be created that provide for the presence of roles and responsibilities for regular and intensive interaction with residents through the selected tool.



# Municipal District Moskovskaya Zastava, Moscow region of St. Petersburg/Russia

## 1. Situation before the PB implementation

### Municipality-related factors

#### 1. The PB is implemented for

- District
  Municipality
  Planning region

#### 2. The budget cycle of the public authority is

- Annual
  Bi-annual

#### 3. The financial situation of the public authority characterised by

- Excess revenues
  Nearly balanced revenues and expenses
  Excess expenses

#### 4. With respect to the repayment of incurred debt, the public authority is confronted with

- No difficulties
  Difficulties to repay debts over an extended period of time

#### 5. In the public authority, the council always has the final decision right about the implementation of voted PB projects (by local/national) laws and regulations:

- Yes
  No

*The decision of the council is binding on the administration, but the decision of the council may not coincide with the results of voting by residents*

If yes,

It is prescribed by local/national laws.

- Yes
  No

It is prescribed by an own PB regulation.

- Yes
  No

### Citizen-related factors

#### 6. The citizenry is composed as follows:

6a. Number of citizens:	54 305
6b. Share of females (% of citizens):	57%
6c. Share of persons aged below 18 (% of citizens):	15%
6d. Share of persons aged 66 and above (% of citizens):	35%

**6e. Share of unemployed persons (% of citizens):** 1,8%

**6f. Share of unemployed females (% of unemployed persons):** 24%

**6g. Particularities of the population are the following:**

Moskovskaya Zastava is one of the leading municipalities of St. Petersburg in terms of social infrastructure development. The housing stock of the district is mainly made up of Stalin's style (large and comfortable) houses. The peculiarities of the population of the Moscow Zastava district are inextricably linked with the history of the development of Moskovsky Prospekt. In Soviet times, the best apartments built for the Soviet elite were located on Moskovsky Prospekt. Therefore, since the post-Soviet period, a large proportion of wealthy people live here. Even the noise of Moskovsky Prospekt cannot affect the value of real estate in this part of the district. On the territory of the district there are architectural ensembles and monuments such as the Resurrection Novodevichy Convent and the Moscow Triumphal Gate. The Moscow Victory Park is located on the territory of the district. Leisure for the residents of the district is provided by various cultural and sports institutions.

***PB process-related factors***

**7. PB is prescribed by law in the country / public authority:**

Yes                       No                      **Partly** (There are general requirements for the PB procedure, but there is no requirement for the mandatory presence of the PB itself)

**7a. If yes, based on this law / regulation:**

Federal Law of 06.10.2003 N 131-FZ (as amended on 21.07.2020) "On the General Principles of Organization of Local Self-Government in the Russian Federation" <http://www.kremlin.ru/acts/bank/20035>

**8. PB was implemented before the EmPaci PB pilot:**

Yes                       No

## 2. Development of the 1st PB pilot

**Citizen- and PB process-related factors**

**9. PB is implemented to realize the following objectives:**

**The main goal is to strengthen the support of local self-government bodies by citizens**

The struggle of various groups for leadership in the management of the municipality, which was previously focused on the use of administrative tools, is gradually forcing them to turn to the possible citizens'

support. PB processes allow citizens to be involved in some decision-making, create an atmosphere of complicity, reduce the level of protest sentiments and provide more support for the current administration.

A recent legislative novelty that does not oblige but makes PB possible is having some incentive for municipal administrations to introduce PB.

The local council, in the conditions of not completely transparent elections, is also interested in strengthening their legitimation and the adoption of regulations based on the involvement of citizens in the PB processes can make them more respected.

For citizens, PB is a new but insignificant tool due to the very limited powers of municipalities in St. Petersburg. It is expected that as a result of the introduction of PB, the interests of citizens will be taken into account to a greater extent than before, but in not the most important sphere of vital interests (only the improvement of courtyards).

#### **10. The following target groups are aimed to be involved in PB:**

All interested adults in the municipality are going to be involved in the PB processes. For St. Petersburg, traditionally proportional representation of all social groups (age, gender, professional, etc.) in various types of discussions and voting. Therefore, the communication policy does not provide for the use of targeted engagement methods (at least for the first piloting).

#### **10a. Reasons, why these specific target groups were selected:**

All interested and adult residents of the municipality will be invited to the initial submission of their initiatives.

However, due to the locality of possible initiatives limited to the territory of 1-2 courtyards, at the stage of making specific decisions on the improvement of these courtyards, groups of citizens living in the immediate vicinity of these courtyards will be formed and involved.

Due to the restrictions associated with the COVID-19 pandemic and during their operation, not all citizens will be involved in face-to-face discussions, but their representatives (delegates).

#### **11. Based on the analysis of the citizen survey, the following needs of citizens were taken into account for PB implementation:**

An earlier study showed an approximately even distribution of citizens' interests in participating in decision-making in various areas, but the legislation only makes possible the improvement of courtyards.

## PB process-related factors

### 12. The following steps were undertaken to develop ideas and concepts for the PB process:

In making the decision to initiate the PB implementation project in the municipality, the following took part:

- Head of the Municipality Administration
- Deputy Head of the Municipality
- Municipality Council in full force (later a working group of deputies was formed)
- EmPaci Project partner representatives (PP15, PP16, PP17)
- Experts from the European University at St. Petersburg (have experience in PB implementing in more than 40 locations in Russia)
- Residents of the municipality (in the social network group [https://vk.com/mos\\_zastava](https://vk.com/mos_zastava))

The following steps were undertaken:

- The project partners prepared and in October 2020 presented to representatives of the administration and council of the municipality the experience of introducing PB in other regions of Russia and countries, as well as the results of an earlier citizen survey. There was a general understanding of interest in PB introducing in the municipality.
- A draft of the PB concept was prepared jointly by the partners and experts of the European University and presented to the council of the municipality. For further elaboration of the concept, the council of the municipality has formed a special working group.
- Two working meetings of the working group with project partners and experts from the European University were held to form the final version of the PB Concept in the municipality and a roadmap for its implementation.
- At the next meeting of the Municipality Council, the concept was approved and an order was given to the municipality administration to start implementing the roadmap in December 2020-spring 2021.

#### 12a. Internal training activities were organised:

Yes  No

The training activity was implemented in the form of a series of informal meetings of project partners and experts from the European University with representatives of the administration and council of the municipality in order to inform about the content, goals, benefits and difficulties of the municipal PB and to discuss complex issues of its implementation and organization of interaction with residents.

### 13. Citizens were involved in the development of the PB cycle the following way:

Previously, residents of the municipality took part in the citizen survey and the obtained data were used in the development of the PB cycle.

Between the first presentation of the PB Concept to the Municipality Council and the adoption of a decision on its implementation, a draft of this Concept was published in the social network group ([https://vk.com/mos\\_zastava](https://vk.com/mos_zastava)) for its discussion by residents. Feedback and citizen's proposals to improve the Concept were submitted in the form of comments to the publication in the same group and were taken into account by the municipal council's working group when forming the final version of the PB Concept. Thus, a change was made to the initial version of the PB Concept, providing for a two-stage procedure for submitting initiatives: first, a territory or object requiring priority improvement is proposed, and then proposals are submitted on the content of this improvement.

### 14. Citizens were informed about PB initiation in the following way:

5 articles in four issues of the newspaper Municipal District Moskovskaya Zastava

- [http://www.mo44.net/files/2019/44/10\(131\)2019.pdf](http://www.mo44.net/files/2019/44/10(131)2019.pdf) "The budget can be initiative". Issue serial number: 10 (131); release date: 12/26/19
- [http://www.mo44.net/2020/47/5\(136\)2020.pdf](http://www.mo44.net/2020/47/5(136)2020.pdf) "Is it possible for the head of the municipality to dream?", "We are waiting for changes". Issue serial number: 5 (136); release date: 10/25/20.
- [http://www.mo44.net/2020/54/6\(137\)2020.pdf](http://www.mo44.net/2020/54/6(137)2020.pdf) "Questionnaire form". Issue serial number: 6 (137); release date: 12/19/20.
- [http://www.mo44.net/2021/19/2\(139\)2021.pdf](http://www.mo44.net/2021/19/2(139)2021.pdf) "When will the light be on?" Issue serial number: 2 (139); release date: 19/02/21
- [http://www.mo44.net/2021/20/4\(141\)2021.pdf](http://www.mo44.net/2021/20/4(141)2021.pdf) "Improvement: how the municipality will be changed". Issue serial number: 4 (141); release date: 20/04/21

3 publications in VKontakte (social network)

- [https://vk.com/moskovskaya.zastava?w=wall-189609257\\_236](https://vk.com/moskovskaya.zastava?w=wall-189609257_236) "Residents decide what the municipality should be like" + Questionnaire form. January 20, 2021
- [https://vk.com/moskovskaya.zastava?w=wall-189609257\\_265](https://vk.com/moskovskaya.zastava?w=wall-189609257_265) "Residents decided what kind of play and sports equipment should be in their yard". February 26, 2021
- [https://vk.com/moskovskaya.zastava?w=wall-189609257\\_280](https://vk.com/moskovskaya.zastava?w=wall-189609257_280) "Third public discussion of the participatory budget". March 4, 2021

#### 14a. An own dissemination & communication plan was developed for this:

Yes  No

### 15. These were the (internal and external) main promoters and success factors in the development of PB:

The main promoters were:

- Council
- Council's working group
- Activists (delegates from apartment buildings)

Among the main success factors are:

- The real interest of the Administration and the Council in the involvement of citizens to increase their degree of satisfaction with the activities of the leaders of the municipality
- Citizens' belief in leaders' promises to fulfil citizens' wishes as part of the PB process
- Using familiar communication channels (municipal newspaper and social network VKontakte)

**16. These were the main opponents and hindrances in the development of PB and it was coped with these in the following way:**

Generally: Political hindrances: the intense struggle of various factions for leadership in the municipality and fraud in the counting of votes in elections creates a conflict situation in which the involvement of citizens in solving financial issues becomes undesirable for all conflicting parties.

Economic constraints: The financial powers of municipalities in St. Petersburg are legally limited only to the improvement of courtyard areas. This makes citizen engagement problematic because opportunities are scarce and inadequate to meet the truly pressing needs of residents.

Legislative Restrictions: There is no requirement to have PB in a municipality, and a recent law (adopted 21.07.2020) imposes restrictions on the design and execution of PB processes.

The main limitation was connected with the lack of regulations. It appeared only in 2020.

Specifically, for this PB pilot:

Once the decision has been made to introduce PB, no impediments are expected from the Administration or Council.

There is a small number of active citizens who oppose the implementation of the PB processes. This resistance is caused by the general negative attitude towards any innovative activity of the authorities and is expressed in the writing of articles and posts in newspapers and social networks, as well as in speeches at various meetings with criticism of the authorities. The main topic of their criticism is the focus of the administration's efforts on the improvement of courtyards, while there are many more important problems requiring urgent solutions and funding. The injustice of their reproaches due to their misunderstanding of the boundaries of the powers of local self-government bodies. Efforts to transform these citizens from opponents into supporters of the administration are aimed at explaining these powers by the forces of active citizens - supporters and assistants of the initiatives of local self-government bodies. These efforts have been undertaken and have been shown to be effective. This obstacle was not noticed until the beginning of the introduction of PB, since the opinion of citizens about the directions of development and objects of expenditure was not asked.

The following obstacles are expected in the near future:

- The approaching of the next municipal elections (September 2021) will cause increased criticism of the current administration from opponents. The PB implementation process and results will be under attack due to their novelty and great influence on the opinion of citizens about the Administration.
- Changes in domestic policy in Russia towards self-isolation and the formation of a negative attitude towards Western countries - the reluctance of administrations to accept any support from foreign organizations (including from the INTERREG BSR program) is growing.

**17. A project team for the PB development was formed:**

Yes  No

**17a. If yes, the project team was composed of the following functions and it was organized as follows:**

**Stakeholders** (outside the project team): main beneficiaries and regulatory authorities - Are the source of needs to be met through project implementation and regulatory constraints.

**Project Board:** Advisory and governing body, consisting of representatives of:

- Administration (funds manager - Head of Administration)
- Council (making key project decisions - Chairman of the Council)
- Delegates of residents of the municipality (Formulation and clarification of needs)
- Suppliers of goods and services necessary for the implementation of the project.

**Project Manager:** Day-to-day management of the project - Deputy Head of Administration/

**Project support:** Expert support (EmPaci Project partners, Invited PB Experts) + Administrative support.

**Team Managers:** Consultants and implementers of approved initiatives (Suppliers, Architects, Specialists in engineering infrastructures...)

**17b. When and where are different types of resources (people, knowledge, funding) needed and made available in the pilot cases:**

**PB Cycle initiation:** PB Concept approved by the Council and the Administration, prepared by the joint efforts of all stakeholders with the involvement of PB Experts.

**Information phase:** Preparation of information messages and questionnaires for submitting initiatives and their publication in the municipal newspaper and in the social network. (Project Support).

**Proposal phase:**

- Collection of paper and electronic forms with initiatives, their classification and systematization (Project Support, Citizens)
- Prioritizing areas most in need of improvement (Project Support, Project Board, Working group)
- Deciding on the choice of territory for improvement

**Co-creation phase:** determining the scope of the improvement project for the selected area (Discussion and Voting):

- Informing citizens about the selected territory and inviting them to discuss the content of the improvement (Project Support)
- Conduct of a series of meetings with citizens for discussion (Project Support, Project Board, Working group, Citizens)
- Preparation of improvement projects for discussion (Project Support, Team Managers)

**Voting phase:** Final discussion and voting for the choice of the improvement project (Project Support, Project Board, Working group, Citizens)

**Implementation phase:** Funding, Organization of procurement, monitoring and control of work execution (Project Manager, Project Board, Citizens)

**Operational phase:** Maintaining the improvements made in working order. Monitoring the benefits received. Extraction of lessons (Stakeholders)

**18. For the IT part / online implementation of the PB, the following considerations and steps were taken:**

The following channels were used:

- official newspaper (paper and .pdf at Administration's web-site),
- Social network VKontakte ([https://vk.com/mos\\_zastava](https://vk.com/mos_zastava)),
- e-mail (mcmo44@yandex.ru for sending a part of questionnaires).

The possibility of using a specialized online IT platform (portal) was repeatedly discussed, but no positive decision was made.

**20. The following documents, manuals, regulations were developed and used during the development of the PB process:**

- The PB Concept in the municipality,
- Administrative regulations and decrees that legitimize PB processes

### 3. Implementation of the 1<sup>st</sup> PB pilot

**21. These are the general steps of the PB process after final approval:**

The following major steps have been taken:

- Information phase - Publication of the announcement of the initiation of the PB process in the local newspaper (Municipal district Moskovskaya Zastava) and on the municipal official website (<http://www.mo44.net>);
- Proposal phase 1 - Collection of proposals for objects / territories that needs improvement the most, in paper form through boxes and electronic forms through e-mail. The submission forms and addresses were published in the local newspaper and on the website of the municipality. Selection of objects / territories with the highest number of proposals;
- Proposal phase 2 - Collecting citizen's proposals on the content of improvements to objects / territories selected at the Proposal stage 1, in paper form through boxes and electronic forms through e-mail. The submission forms and addresses were published in the local newspaper and on the website of the municipality. Feasibility check:
- Co-creation phase – Design project. Project statement. A series of joint meetings of the municipality Administration, the Council, the designers and representatives of the residents of the houses of the selected courtyard territory;
- Voting phase – Voting in person during the joint meeting of the municipal Administration, the Council and representatives of the residents of the houses of the selected courtyard territory;
- Implementation phase - Conducting state competitive procurement, concluding contracts, starting work on the implementation of initiatives;
- Operational phase - Exploitation of implemented initiatives, collecting feedback and evaluating the effects (after the completion of the implementation stage)



**21a. Total annual PB budget** Planned - 280 900,00 EUR<sup>2</sup>, Factual – 652 300,00 EUR<sup>3</sup>

The size of the **Planned** PB budget has not been formally determined in advance. Previously, only indicative frames were provided. As a result of the preparation of engineering and financial documentation, the **Factual** size of the budget required for the full implementation of the project was calculated. Then, the Council and the Administration of the municipality agreed that the indicated amount should and can be allocated from the municipal budget for the implementation of the project proposed and approved by the citizens.

**21b. Annual PB budget per citizen:** Planned: 5,20 EUR, Factual: 12,00 EUR

**21c. If applicable, budget earmarked for related internal work, communications etc.:**

Volunteer work. Methodological and organizational support is carried out from the funds of the EmPaci project

**21d. The PB has been designed as direct democratic tool** (citizens' vote = final decision):

Yes  No

Normative acts adopted by the Council are binding on the Administration, but the Decisions of the Council are not obliged to coincide with the results of citizens' voting.

**21e. The PB is designed for**

Region/City projects only  District projects only  Both

**21f. Persons eligible participating in the PB:**

Age limits: 18 and older

Definition of persons: residents only

Number of persons (in total): 46 159 (total population of the district)

Number of person (% of citizens): 85%

**21g. The following actions were taken to ensure that only eligible persons made proposals / voted:**

Submitted In paper format - spot check of the provided contact information correctness.

Submitted via the social network - built-in VK.com identification tools

**22. These were the specific dates planned for the PB process after final approval of the PB development:**

The first PB cycle should begin in December 2020 and end with a vote of citizens and the choice of an initiative for implementation by May 2021. The necessary purchases should be carried out in May 2021. The implementation of the initiated project should take place by the end of 2021.

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<sup>2</sup> 25 000 000,00 RUB, Exchange rate 89.00

<sup>3</sup> 58 054 591,93 RUB, Exchange rate 89.00

### **23. These amendments were made to the plan due to the COVID-19 pandemic:**

The most significant restriction in connection with the COVID-19 pandemic is the limitation on the number of participants in meetings. This leads to the need to use remote voting methods or to delegate the decision-making power of citizens to their representatives (delegates).

### **24. For citizen involvement in the PB-phases (e.g. information, proposal, co-creation, voting phase), the following steps were taken and events organized:**

#### **Information phase: Dec 2020**

Publications in the municipal free newspaper with a circulation of 20 000 copies:

- [http://www.mo44.net/files/2019/44/10\(131\)2019.pdf](http://www.mo44.net/files/2019/44/10(131)2019.pdf) “The budget can be initiative”. Issue serial number: 10 (131); release date: 12/26/19
- [http://www.mo44.net/2020/47/5\(136\)2020.pdf](http://www.mo44.net/2020/47/5(136)2020.pdf) “Is it possible for the head of the municipality to dream?”, “We are waiting for changes”. Issue serial number: 5 (136); release date: 10/25/20.

#### **Proposal phase: Dec 2020-Jan 2021**

**Publications in the municipal free newspaper** with a circulation of 20 000 copies:

- [http://www.mo44.net/2020/54/6\(137\)2020.pdf](http://www.mo44.net/2020/54/6(137)2020.pdf) “Questionnaire form”. Issue serial number: 6 (137); release date: 12/19/20.

#### **Publications in VKontakte (social network):**

- [https://vk.com/moskovskaya.zastava?w=wall-189609257\\_236](https://vk.com/moskovskaya.zastava?w=wall-189609257_236) “Residents decide what the municipality should be like” + Questionnaire form. January 20, 2021

The number of participants is unknown due to their anonymity (606 submitted initiatives, 1 400 unique visits to the social network (3% of adult residents)

606 initiatives submitted

The ratio of initiatives submitted by men / women      27% / 73%

41% of the submitted initiatives belong to one courtyard territory

#### **Co-creation phase: Jan-Apr 2021**

Joint meetings of the Administration of the municipality, the Council and representatives of the residents of the houses of the selected courtyard territory:

- 01/25/2021 - 15 delegates from houses surrounding the selected courtyard area. Discussion and open voting for the general concept of landscaping the courtyard territory.
- 02/25/2021 - 17 delegates from houses surrounding the selected courtyard area. Presentation by the architect of the improvement work plan, discussion, making proposals for changes, voting for approval.
- 03/03/2021 - 17 delegates from houses surrounding the selected courtyard area. Presentation by the architect of the final improvement plan, discussion of the budget, discussion of adjustments.

- 08/04/2021 – (Meeting at the selected courtyard area) 26 delegates from houses surrounding the selected courtyard area. Discussion of the final version of technical and financial documentation for the implementation of initiatives in the selected courtyard area. Vote on the approval of the documentation and the beginning of the implementation of the improvement project.

Publications in the municipal free newspaper with a circulation of 20 000 copies:

- [http://www.mo44.net/2021/19/2\(139\)2021.pdf](http://www.mo44.net/2021/19/2(139)2021.pdf) “When will the light be on?” Issue serial number: 2 (139); release date: 19/02/21

Publications in VKontakte (social network):

- [https://vk.com/moskovskaya.zastava?w=wall-189609257\\_265](https://vk.com/moskovskaya.zastava?w=wall-189609257_265) “Residents decided what kind of play and sports equipment should be in their yard”. February 26, 2021

### **Voting phase: Apr 2021**

Joint meetings of the Administration of the municipality, the Council and representatives of the residents of the houses of the selected courtyard territory:

- 08/04/2021 – (Meeting at the selected courtyard area) 26 delegates from houses surrounding the selected courtyard area. Discussion of the final version of technical and financial documentation for the implementation of initiatives in the selected courtyard area. Vote on the approval of the documentation and the beginning of the implementation of the improvement project.

Publications in the municipal free newspaper with a circulation of 20 000 copies:

- [http://www.mo44.net/2021/20/4\(141\)2021.pdf](http://www.mo44.net/2021/20/4(141)2021.pdf) “Improvement: how the municipality will be changed”. Issue serial number: 4 (141); release date: 20/04/21

### **Implementation phase: May-August 2021**

Periodically informing citizens about the results of purchases and the execution of work on the implementation of approved initiatives through a newspaper and a group on a social network.

**25. For the activation of specific target groups of the PB, the following steps were taken and events organized: -**

**25a. For the activation of women into the PB, the following steps were taken and events organized:** On the whole, there was a good attendance at the events for this target group; special measures to involve women are not required due to the traditionally high activity. (The ratio of initiatives submitted by men / women - 27% / 73%; Participation of men / women in face-to-face meetings – 45% / 55%)

**26. The following actions were taken to provide information about PB in a citizen-friendly manner:**

The most familiar and citizen-friendly channel of information is the free municipal newspaper, which reaches almost all households in the municipality. Regular updates of the official website of the administration and publications on the social network are inferior in popularity and efficiency to the newspaper.

**27. The following actions were especially taken to achieve a high participation rate:**

In this pilot, it was decided to use only traditional for this municipality involvement methods:

- Two channels were proposed for informing and submitting initiatives: questionnaire boxes (for questionnaires cut from newspapers) placed in the municipality administration building plus two more locations, and e-mail (mcmo44@yandex.ru). The low popularity of electronic communications in this municipality is due to its small size (2x2.5 km). It is easier for residents to reach the ballot box than to use other channels.
- Discussions and voting are conducted only in person (subject to restrictions due to the COVID-19 pandemic).

**28. The following steps were taken to train the own actors for PB:**

**25 January** - face to face training for municipal administration and citizens “PB – Russian cases and international experience”. 17 registered participants & open broadcasting. A set of presentation slides is available to participants in electronic form.

**20 and 22 of April** – 2-parts zoom lectures for administration of pilot municipality and others municipalities of SPb “Recommendations and conditions for the implementation of yard lighting facilities. 27 registered participants & open broadcasting. A set of presentation slides is available to participants in electronic form.

**27 April** - zoom seminar “Modern forms of interaction with citizens” 12 registered participants & open broadcasting. A set of presentation slides is available to participants in electronic form.

**18 May** - face to face seminar “Organization of interaction with citizens in social media” (82 participants). A set of presentation slides is available to participants in electronic form.

Also, representatives of pilot municipality and others 100 municipalities of SPb took part in the number of seminars, devoted to the issues of PB and organized by different stakeholders:

**8 April** - “Participatory budgeting and citizens involvement in SPB, Russia and worldwide” (representatives of 50 municipalities of SPb took part), organized in zoom by SPb city administration and European University of SPB.

**31 March** - webinar of the Ministry of Finance of the Russian Federation and the Research Financial Institute of the Ministry of Finance of the Russian Federation “Development of initiative budgeting in the subjects of the Russian Federation» (Features of the methodology for monitoring the development of initiative budgeting in 2021)

**17 April** - discussion about the urban environment and citizens involvement -joint initiative of the Centre for the Development of a Comfortable Urban Environment of SPb Architecture University and the Administration of the municipal district “Aptekarsky Island”.

**8-9 April** - international expert online panel “Open budget – state policy and ideology of civil participation, organized by Ministry of Finance of the Russian Federation and the Research Financial Institute of the Ministry of Finance of the Russian Federation.

**29. If applicable, the following steps were taken to train actors in other municipalities (outside EmPaci-project):**

All pilot activities in Moskovskaya Zastava were broadcasted for other municipalities of SPB, information about activities and training materials were disseminated among 111 municipalities of SPB through media resources of Council of municipalities of SPb. All trainings were opened and attended not only by pilot municipality, but also by administrative clerks and politicians of other municipalities of Sankt Petersburg.

## 4. Results of 1<sup>st</sup> PB pilot

**31. The PB was limited to certain areas of the budget or priorities of programmes only:**

Yes  No

If yes: *(otherwise please skip this part)*

The powers of municipal self-government in St. Petersburg are legally limited only by issues of improvement of inner courtyard territories.

**31a. Proposals and votes were limited to the following areas / priorities:**

**Two steps:**

**Information and Proposal phases:** Citizens are invited to submit proposals limited by the boundaries of the municipality on the improvement of any courtyard areas. A courtyard area is selected for the improvement of which the largest number of initiatives were proposed.

**Co-Creation and subsequent phases:** Co-creation, discussion and voting are carried out in relation to only the selected territory with the participation of residents of nearby houses.

**32a. The proposal phase was implemented in the following way:**

The announcement of the start of the proposals collection was published in the municipal newspaper and on the social network and was accompanied by a questionnaire, which was asked to fill out and return to the boxes installed in the premises of the Administration of the municipality and in two more locations or by e-mail in electronic form.

**32b. Number of citizens participating:** 606 proposals received. The number of participants is unknown due to their anonymity (> 1 400 unique visits to the social network (3% of adult residents))

**32c. Participation rate (% of citizens):** 1,2% (606 proposals from 49 160 adult citizens)

**32d. Number of proposals received in total:** 606

**32e. Main categories of proposals:**

- Construction of a sports ground	19,4%
- Plant trees, shrubs, lawns	16,6%
- Construction / repair of a playground	8,5%
- Construction of a waste collection site	8,1%
- Road repair	7,7%
- Lighting installation	4,9%
- Other	34,8%

**32f. Information provided to citizens after completion of the proposal phase:**

All residents of the municipality were informed about the results of submitting proposals and about the choice of territory for improvement in this cycle through publications in the newspaper and on the social network. Residents of houses adjacent to the selected territory were informed about the results through the house committees individually and were invited to participate in further discussions and voting personally or through delegates.

**Feasibility check:****33a. A feasibility check of proposals or voted projects was implemented:**

**Yes, of the proposals**    Yes, of the voted projects    No

**33b. The feasibility check was implemented in the following way:**

*The feasibility check was implemented in several steps:*

- Compliance with the powers of the local government and the territory of the municipality - Municipality clerks
- The absence of obvious contradictions with the interests of the majority of residents - the working group of the Council
- Technical feasibility - architects and engineers invited by the Administration and EmPaci Project Partners
- Financial feasibility - financial department of the municipality and the head of the municipality.

**33c. If applicable, political decision-makers were involved in the feasibility check in the following way:**

Members of the Municipal Council (with the exception of members of the working group) and deputies of the city legislature were not involved in the audit, but were informed about its results and were used to advocate the decisions made as opinion leaders.

**33d. If applicable, citizens making specific proposals were involved in the following way:** N/A

**33e. The difficulties that became apparent through the feasibility check:** The need for access to drawings of engineering networks (electricity, water, gas, sewage, communications, etc.). The impossibility or limited access to them leads to a high probability of making an erroneous decision and cancelling a previously approved project at a later stage of its execution.

**33f. As a result of the feasibility check, the PB process should be changed as follows:** Representatives of organizations responsible for the operation and development of various utilities should be involved in the feasibility assessment in the early stages of the assessment.

**33g. Ratio of ideas given vrs. plans that make it to voting stage:**

The proportion of ideas that have passed the feasibility check differs in different categories. For example:

- Construction of a sports ground/playground	60%
- Plant trees, shrubs, lawns	30%
- Construction of a waste collection site	27%
- Lighting installation	1,6%
- On the average	42%

**Voting phase:**

**34a. The voting phase was implemented in the following way:**

**Two step Voting:**

**Choosing a territory for improvement:** Out of 606 submitted ideas, after a feasibility check, a territory was selected for which 247 proposals were submitted. This cannot be called a vote formally, but the choice was made based on the number of proposals submitted by citizens.

**Co-creation and definition of the content of the improvement of the selected area:**

Employees of the municipality administration, council members, invited experts and citizens - delegated representatives of houses adjacent to the territory chosen for improvement took part in the co-creation and discussion. Only delegated representatives of the houses took part in the voting. (A total of 1 949 residents live in nearby houses)

The following meetings followed by voting were held:

- 01/25/2021 - 15 delegates from houses surrounding the selected courtyard area (0,78% of residents). Discussion and open voting for the general concept of landscaping the courtyard territory.
- 02/25/2021 - 17 delegates from houses surrounding the selected courtyard area (0,87% of residents). Presentation by the architect of the improvement work plan, discussion, making proposals for changes, voting for approval.
- 03/03/2021 - 17 delegates from houses surrounding the selected courtyard area (0,87% of residents). Presentation by the architect of the final improvement plan, discussion of the budget, discussion of adjustments.
- 08/04/2021 – (Meeting at the selected courtyard area) 33 delegates from houses surrounding the selected courtyard area (1,7% of residents). Discussion of the final version of technical and financial documentation for the implementation of initiatives in the selected courtyard area. Vote on the approval of the documentation and the beginning of the implementation of the improvement project.

**34b. Each citizen was given the following number of votes: 1 vote per representative**

**34b. Number of citizens voting: 33 (Final vote)**

**34c. Participation rate (% of citizens): 1,7%** (33 delegates of 1 949 residents of houses adjacent to the territory chosen for improvement)

**34c. Number of votes received in total: 33**

**34d. Results of the votes (which projects with which amounts and votes were winning):**

As a result of the final vote, a comprehensive project for the improvement of the courtyard territory bounded by the streets of Moskovsky Prospekt, Pobedy Street, Basseinaya Street was approved, containing 4 project ideas (landscape reconstruction, construction of a playground, sports ground, waste collection point). The Municipal Council issued an Act approving the results of this vote and obliging the Administration to proceed with this project.

**3**

**4e. Total PB budget realized / implemented: 652 300,00 EUR<sup>4</sup>**

**34f. Was part of the total PB budget unused?**

No  Yes, unused

The size of the PB budget has not been formally determined in advance. Previously, only indicative frames were provided (280 900,00 EUR<sup>5</sup>). As a result of the preparation of engineering and financial documentation, the size of the budget required for the full implementation of the project was calculated. Then, the Council and the Administration of the municipality agreed that the indicated amount (652 300,00 EUR<sup>6</sup>) should and can be allocated from the municipal budget for the implementation of the project proposed and approved by the citizens.

**34g. Information provided to citizens after completion of the voting phase:**

News reports were published in the local newspaper and on the social network.  
Booklets with drawings and 3D visualization of design solutions were printed and distributed among residents.

**34h. Extent to which the approved projects can be realized: 100%, no major obstacles to implementation** (In the absence of global force majeure)

**34i. Timeframe planned to realize the approved projects:**

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<sup>4</sup> 58 054 591,93 RUB, Exchange rate 89.00

<sup>5</sup> 25 000 000,00 RUB, Exchange rate 89.00

<sup>6</sup> 58 054 591,93 RUB, Exchange rate 89.00



The municipal procurement was carried out through an open auction through the official Public Procurement Portal on April 27, 2021. (<https://zakupki.gov.ru/epz/order/notice/ea44/view/common-info.html?regNumber=0172300003021000002>). The signed contract requires completion of the work by 31.12. 2021

**34j. Extent to which citizens were involved in the realization of the approved projects:**

The Administration and the working group of the Council will monitor the implementation of the project at all key points and periodically inform citizens about the progress of work. Citizens were invited to monitor the progress of the project and use all available communication channels to notify the Administration and the Council about the violations and deviations identified.

**35. Citizens were informed about the completion of the 1<sup>st</sup> PB pilot in the following ways:**

Information about the decision to implement the improvement project under the AAA was published in the local newspaper:

- [http://www.mo44.net/2021/20/4\(141\)2021.pdf](http://www.mo44.net/2021/20/4(141)2021.pdf) “Improvement: how the municipality will be changed”. Issue serial number: 4 (141); release date: 20/04/21

Information about the completed municipal procurement and the next steps for the implementation of this project will be published both in the next issues of the local newspaper and in the social network (<https://vk.com/moskovskaya.zastava>).

**36. Other actors involved (e.g. local council) were informed about the completion of the 1st PB pilot in the following ways:**

St. Petersburg Council of Municipalities, ITMO University, Territorial Development Committee, Administration of the Moskovsky District.

## 5. Assessment of 1<sup>st</sup> PB pilot and enhancement for 2<sup>nd</sup> PB pilot

**37. Objectives for PB as specified in Question 9 were reached as follows:**

The main objective of the first PB pilot was to test the assumption of increased support of the Administration and the Council of the City from the side of citizens as a result of their involvement in the PB processes. In the process of building a constructive dialogue and discussing the most demanded improvements, it was clearly seen the desire of citizens to express their wishes and be listened to. The most important thing for citizens was the fact of approval and the beginning of implementation of precisely those initiatives that they themselves recognized as the most important. As a result, the number of negative publications on the social network has decreased (no precise research has been carried out, but the trend towards a decrease in the negative is clearly visible).

So, the PB implementation goal has been fully achieved for a relatively small number of citizens and the next pilot's goal will be to increase citizen engagement.

**38. Besides the objectives for PB as specified in Question 9, the following additional issues can be seen as a success for the PB pilot:**

A more accurate satisfaction of the needs of citizens, an increase in their degree of satisfaction with the activities of local self-government bodies, an increase in electoral support for current deputies and other positive effects are expected, but have not yet been studied.

**39. Some objectives for PB as specified in Question 9 were not reached due to the following reasons:**

There are no objectives that have not been achieved. There were higher expectations regarding the number of citizens involved, but, given the COVID-19 constraints and for the first pilot, the number of engaged citizens can be considered satisfactory.

**40. To our knowledge, the following elements of the PB process are innovative compared to other PB initiatives in the BSR:**

Two-stage voting in which all residents of the municipality are invited to propose ideas and to select territories, and then only residents of nearby houses are invited to discuss the filling of the selected territories. This allows you to reduce costs associated with citizen engagement and ensure compliance with COVID-19 restrictions.

**41. The PB benefitted from the transnational approach of the EmPaci project in the following way:**

The relatively short history of the PB introduction in Russia has a clear tendency towards the introduction of PB in order to receive money for improvement from the Ministry of Construction of Russia, where the involvement of citizens is a condition of receiving grants. The consequence of this practice is a formal attitude towards PB and its termination in the absence of another competition. The benefit from the international project and approaches is that the EmPaci project partners have the capacity (administrative, organizational, methodological, material) to show more important benefits from the implementation of best world PB practices for both citizens and municipal leaders. International cooperation and the methodological and educational materials created within its framework answer the question "How to do it?".

**42. These changes are already planned for the 2<sup>nd</sup> PB pilot to better reach objectives of PB:**

A more precise description and distribution of responsibilities for the implementation of the processes is necessary and will be done during the second PB pilot.

### **43. These changes are already planned for the 2nd PB pilot to better involve target groups:**

Further development of the official website of the municipality administration with the aim of expanding its use to citizens involvement (not only for PB) will be done during the second PB pilot.

Online conferencing tools (such as ZOOM) will be used more widely to engage a wider audience in discussions and voting.

# Municipality Suoyarvskoye Urban Settlement, Republic of Karelia/Russia

## 1. Situation before the PB implementation

### Municipality-related factors

#### 1. The PB is implemented for

- District
  Municipality
  Planning region

#### 2. The budget cycle of the public authority is

- Annual
  Bi-annual

#### 3. The financial situation of the public authority characterised by

- Excess revenues
  Nearly balanced revenues and expenses
  Excess expenses

#### 4. With respect to the repayment of incurred debt, the public authority is confronted with

- No difficulties
  Difficulties to repay debts over an extended period of time

#### 5. In the public authority, the council always has the final decision right about the implementation of voted PB projects (by local/national) laws and regulations:

- Yes
  No

The results of citizens' voting are taken into account by the Council when making its decisions. Decisions of the Council, formalized in the form of Decree, are obligatory for implementing by the Administration of the municipality.

If yes, it is prescribed by local/national laws.

- Yes
  No

It is prescribed by an own PB regulation.

- Yes
  No

### Citizen-related factors

#### 6. The citizenry is composed as follows:

6a. Number of citizens:	8 607
6b. Share of females (% of citizens):	54%
6c. Share of persons aged below 18 (% of citizens):	18%
6d. Share of persons aged 66 and above (% of citizens):	37%

6e. Share of unemployed persons (% of citizens): 1,4%

6f. Share of unemployed females (% of unemployed persons): 27%

**6g. Particularities of the population are the following:**

Suojarvi faces stable decline of population since early 1990s. The population of the settlement has declined from 11 700 people in 1989 to 8 607 people in 2021. There are no higher education institutions or specific workplaces designed for young people, so they leave to Petrozavodsk and Saint Petersburg and most often stay there after graduating a university.

**PB process-related factors**

**7. PB is prescribed by law in the country / public authority:**

Yes  No

**Partly** (There are general requirements for the PB procedure, but there is no requirement for the mandatory presence of the PB itself)

**7a. If yes, based on this law / regulation:** Federal Law of 06.10.2003 N 131-FZ (as amended on 21.07.2020) "On the General Principles of Organization of Local Self-Government in the Russian Federation" <http://www.kremlin.ru/acts/bank/20035>

**8. PB was implemented before the EmPaci PB pilot:**

Yes  No

## 2. Development of the 1<sup>st</sup> PB pilot

**Citizen- and PB process-related factors**

**9. PB is implemented to realize the following objectives:**

**The main objective of introducing PB in Suojarvi is to reduce the level of conflict between citizens and the leadership of the municipality.**

Before the decision was made to introduce PB in Suojarvi, the situation was as follows: The relatively low standard of living in the municipality and the shrinking economy lead to an outflow of residents from the region and an increase in discontent and protests against the leadership of the municipality.

The introduction of PB is not required by current legislation, but the Administration saw in it the potential for smoothing out the conflict situation by involving citizens in making financial decisions at the local level. Citizen involvement should bring the following expected benefits:

- Better awareness of residents about the limited powers and financial capabilities of the Administration;
- The emergence of an opportunity for citizens to speak out and be heard about the most popular areas of development of the territories;
- Direction of finances to solve the most pressing problems indicated by residents;
- Expanding the range of ideas on possible new sources of budget replenishment.
- As a consequence of the above - an increase in the quality of life, a decrease in protest moods and an increase in the level of satisfaction with the activities of the Administration.

#### **10. The following target groups are aimed to be involved in PB**

In general, all interested adults in the municipality are going to be involved in the PB processes.

However, based on the need to achieve the above objectives, special attention will be focused on the following target groups:

- Owners and managers of small and medium-sized enterprises located in the municipality
- Citizens- Opinion leaders.

#### **10a. Reasons, why these specific target groups were selected:**

Owners and managers of small and medium-sized enterprises located in the municipality. They are most active in criticizing the Administration and have authority among citizens.

- Citizens- Opinion leaders - the most active citizens (all ages, gender, profession, social status) who actively publish articles in specialized groups of the social network and speak at meetings. The attitude of residents towards them is ambiguous, but due to their active position, they have the opportunity to hinder constructive dialogue and impose discussion of problems beyond the competence of the Administration and the Council.

#### **11. Based on the analysis of the citizen survey, the following needs of citizens were taken into account for PB implementation:**

An earlier study showed an approximately even distribution of citizens' interests in participating in decision-making in various areas, but the established practices shift the focus to enhancing urban environment projects (playgrounds, sport facilities in public areas, city squares, parks, etc.).

## PB process-related factors

### 12. The following steps were undertaken to develop ideas and concepts for the PB process:

In making the decision to initiate the PB implementation project in the municipality, the following persons took part:

- Head of the Municipality Administration
- Deputy Head of the Municipality Administration
- Head of Department for Economics
- Municipality Council
- EmPaci Project partner representatives (PP15, PP16, PP17)
- Experts from the RANEPA (have prior experience in implementing PB in Russia)
- Residents of the municipality (in person and through a thematic group on a social networks <https://vk.com/nash.gorod.suoiarvi> (3 500 subscribers), <https://vk.com/suogp> (2 300 subscribers), <https://vk.com/club33208954> (7 500 subscribers))

The following steps were undertaken:

- The first discussions on the possibilities and forms of PB implementation in Suojarvi began in the fall of 2019, but the real preparations began only after the completion of the surveys and the preparation of the Status Quo Reports in the spring of 2020. Due to the remoteness from the location of the project partners and the COVID-19 restrictions, the subsequent discussions were conducted mostly remotely and slowly.
- The project partners prepared and in August 2020 presented to representatives of the Administration and Council of the municipality the experience of introducing PB in other regions of Russia and countries, as well as the results of an earlier citizen survey. There was a general understanding of interest in PB introducing in the municipality.
- A draft of the PB Concept was prepared jointly by the partners and experts of RANEPA (Russian Academy of National Economy and Public Administration, North-West Institute of Management) and Otmetky.com platform and discussed with the Administration and Council of the municipality.
- Two working meetings of the Administration and Council with the project partners and experts from RANEPA and Otmetky.com platform were held to form the final version of the PB Concept in the municipality and a roadmap for its implementation.
- The Concept was approved by Council and an order was given to the municipality Administration to start implementing the roadmap in December 2020.

**12a. Internal training activities were organised:**  Yes  No

The training activity was implemented in the form of a series of informal meetings of project partners and experts from RANÉPA with representatives of the Administration and Council of the municipality in order to inform about the nature, goals, benefits and difficulties of the municipal PB and to discuss complex issues of its implementation and organization of interaction with residents.

**13. Citizens were involved in the development of the PB cycle the following way:**

The data about citizens' views on PB obtained in course of the citizen survey in 2020 were used in the in the development of the PB cycle. For example, the survey showed that online participation in PB processes is acceptable for more than 30% of citizens, and this made it possible to make a decision on the priority use of social networks in the first PB pilot.

Before the adoption of a decision on PB implementation, an information on the nature, goals and objectives of PB implementation in Suojarvi were published in the social network groups (<https://vk.com/nash.gorod.suoiarvi>, <https://vk.com/suogp>, <https://vk.com/club33208954>) for its discussion by residents. Feedback and suggestions from citizens were registered and taken into account by the Council of the municipality when forming the final version of the PB Concept. Thus, in order to comply with the COVID-19 restrictions and ensure the adoption of qualified and quick interim decisions, citizens proposed to create a permanent working group that will be trained in the basics of municipal budgeting and initiatives feasibility checks. This proposal has been included in the current version of the PB Concept.

**14. Citizens were informed about PB initiation in the following way:**

- publications in VKontakte (social network) - <https://vk.com/suogp>
- 25 Jan, 2020 - [https://vk.com/suogp?w=wall-98111477\\_3304](https://vk.com/suogp?w=wall-98111477_3304)

Official web portal "Suoyarvskoe urban settlement"

- 25 Jan, 2021 - [http://suojarvi-gp.ucoz.ru/news/iniciativy\\_gorozhan\\_suojarvi/2021-01-25-1979](http://suojarvi-gp.ucoz.ru/news/iniciativy_gorozhan_suojarvi/2021-01-25-1979)

**14a. An own dissemination & communication plan was developed for this:**  Yes  No

**15. These were the (internal and external) main promoters and success factors in the development of PB:**

The main promoters were:

- Council and Administration,
- Active citizens – volunteers,
- Otmety.com platform team,

Among the main success factors are:

- The Administration and Council are interested in increasing of citizens' degree of satisfaction as result of their involvement in the decision-making processes in the PB framework.
- High level of IT readiness of citizens, which allowed the effective use of online engagement tools.



**16. These were the main opponents and hindrances in the development of PB and it was coped with these in the following way:**

**Political hindrances:** The legislation allows the use of the PB model as a tool for participation in the competition of the Ministry of Construction of Russia in order to obtain a subsidy for the improvement of the territory. This model is very popular in Russia, but the chance of getting a grant is not very high due to strong competition. In case of losing this competition, all efforts to involve citizens will be in vain and the goals that Suojarvi sets will not be achieved. There are many supporters of participation in this competition among the employees of the Administration and the Council, and they create obstacles to the introduction of the PB model, which is aimed at involving citizens in the distribution of only the municipality's own funds. Their opposition is expressed in the use of their administrative influence and in the agitation of citizens in favour of building a PB model necessary for participation in the competition. Countering this threat consisted in actively informing citizens about the risks associated with participating in the competition and about the advantages of a more free choice of objects for improvement in the case of choosing a model for the distribution of own municipal funds.

**Economic constraints:** Suojarvi's budget is relatively poor. The possibilities of spending it at the discretion of citizens are limited by its small size, which raises doubts about the effectiveness of the idea of involving citizens in its distribution. An idea is being formed that the involvement of citizens in PB processes will lead not only to a more efficient distribution of available funds, but also to the emergence of new sources of budget replenishment.

**Legislative Restrictions:** There is no requirement to have PB in a municipality, and a recent Federal law (adopted 21.07.2020) imposes restrictions on the design and execution of PB processes (For example, the Council and the Administration may consider initiatives submitted by at least 10 citizens jointly).

**17. A project team for the PB development was formed:**

Yes  No

**17a. If yes, the project team was composed of the following functions and it was organized as follows:**

**Stakeholders** (outside the project team): main beneficiaries and regulatory authorities - Are the source of needs to be met through project implementation and regulatory constraints.

**Project Board:** Advisory and governing body, consisting of representatives of:

- Administration (funds manager - Head of Administration)
- Council (making key project decisions - Chairman of the Council)
- Citizens (mostly online) and Active citizens- Volunteers (mostly offline) (Formulation and clarification of needs)
- Suppliers of goods and services necessary for the implementation of the project (mainly representatives of local small and medium-sized businesses).

**Project Manager:** Day-to-day management of the project - Deputy Head of Municipality Administration.

**Project Support:** Expert support (EmPaci Project partners, Invited PB Experts) & Administrative support.

**Team Managers:** Consultants and implementers of approved initiatives (Suppliers, Architects, Specialists in engineering infrastructures...)

### **17b. When and where are different types of resources (people, knowledge, funding) needed and made available in the pilot cases**

**Information phase:** Preparation of information messages and questionnaires for submitting initiatives and their publication in the municipal newspaper and in the social network. (Project Support).

**Proposal phase:**

- Collection of initiatives through Otmety.com platform, their classification and systematization (Project Support, Citizens)
- Prioritizing territories most in need of improvement (Project Support, Project Board, Working group)
- Deciding on the choice of territory for improvement

**Discussion phase:** determining the scope of the improvement project for the selected territory (Discussion and preliminary votes):

- Informing citizens about the selected territory and inviting them to discuss the content of the improvement (Project Support)
- Conduct of a series of online discussions and offline meetings with citizens (Project Support, Project Board, Working group, Citizens)
- The final decision on the choice of the functional purpose of the selected territory, uniting the embodied ideas, the content of the territory.
- Preparation of project documentation for the development of the territory for the final vote (Project Support, Team Managers)

**Voting phase:** Final discussion and vote to approve a proposed improvement project (Project Support, Project Board, Working group, Citizens)

**Implementation phase:** Funding, Organization of procurement, monitoring and control of work execution (Project Manager, Project Board, Citizens)

**Operational phase:** Maintaining the improvements made in working order. Monitoring the benefits received. Extraction of lessons (Stakeholders)

### **18. For the IT part / online implementation of the PB, the following considerations and steps were taken:**

The following channels were used:

- Otmety.com - Platform with functions of informing, submitting ideas, discussing submitted ideas, rating voting for ideas;
- Official web portal and newspaper "Suoyarvskoe urban settlement" (<http://suojarvi-gp.ucoz.ru/>);
- Thematic groups in the social network VKontakte (<https://vk.com/nash.gorod.suoiarvi>, <https://vk.com/suogp>, <https://vk.com/club33208954>).

**20. The following documents, manuals, regulations were developed and used during the development of the PB process:**

Federal Law of 06.10.2003 N 131-FZ (as amended on 21.07.2020) "On the General Principles of Organization of Local Self-Government in the Russian Federation",

- The standard for citizen involvement in solving issues of urban environment development, prepared by the Center for Urban Competencies of the Agency for Strategic Initiatives in conjunction with the Ministry of Construction, Housing and Communal Services of the Russian Federation (Moscow, 2020).
- The PB Concept in the municipality

### 3. Implementation of the 1<sup>st</sup> PB pilot

**21. These are the general steps of the PB process after final approval:**

- 1) Information phase
- 2) Proposal phase
- 3) Discussion phase
- 4) Voting phase
- 5) Implementation phase
- 6) Operational phase

**21a. Total annual PB budget** 112 360,00 EUR<sup>7</sup>

**21b. Annual PB budget per citizen:** 13,05 EUR

**21c. If applicable, budget earmarked for related internal work, communications etc.:**

*Volunteer work. Methodological and organizational support is carried out from the EmPaci project*

**21d. The PB has been designed as direct democratic tool** (citizens' vote = final decision):

Yes  No

The results of citizens' voting are taken into account by the Council when making its decisions. Decisions of the Council, formalized in the form of Decree, are obligatory for implementing by the Administration of the municipality.

**21e. The PB is designed for**

Region/City projects only  District projects only  Both

<sup>7</sup> 10 000 000,00 RUB, Exchange rate 89.00

**21f. Persons eligible participating in the PB:**

Age limits: 18 and older

Definition of persons: residents only

Number of persons (in total): 8 607 (total population of the district)

Number of person (% of citizens): 82%

**21g. The following actions were taken to ensure that only eligible persons made proposals / voted:**

All proposals were accepted only through the Otmety.com portal which used two methods of authorization:

1. Built-in mechanism that uses VKontakte's social network authorization means. This method allows administrator to filter by city of residence and do a selective check of the VKontakte user's profile. The confirmed correctness of such filtering is about 97%, which meets the requirements of the municipality leadership.
2. Own registration mechanism using the user's e-mail address and contact phone number. This method implies authorization of the user at his/her request after a telephone contact of the Administration representative with him/her. This method is quite reliable but laborious, although it is quite suitable for such a small population of this municipality.

**22. These were the specific dates planned for the PB process after final approval of the PB development:**

- December 2020 - Launch of a customized Marker portal and testing it by municipality staff.
- January 2021 - informing citizens about the beginning of the first PB cycle through publications on social networks, the official website of the administration, a local newspaper. An invitation to choose a territory for development.
- February 2021 - selection of a territory for development based on the majority of the votes cast and inviting citizens to discuss the functional purpose and filling the selected territory with objects.
- March-April 2021 - Discussion of incoming proposals, identification of citizens' preferences, engineering study and repeated discussions.
- May 2021 - final voting for the formed development project of the selected territory, decision making.
- June - December 2021 - implementation of the approved territory development project.

**23. These amendments were made to the plan due to the COVID-19 pandemic:**

The most significant restriction in connection with the COVID-19 pandemic is the limitation on the number of participants in meetings. This led to the predominant use of remote discussion and voting methods.

However, the most important decisions were made during the general gathering of citizens, which took place in the cinema building in compliance with all medical restrictions (the meeting on March 14, 2021 was attended by 72 people, which is 1% of all residents who have the right to vote).

**24. For citizen involvement in the PB-phases (e.g. information, proposal, co-creation, voting phase), the following steps were taken and events organized:**

**Information phase: January 2021**

Launching the productive operation of the Otmety.com portal tailored for Suojarvi:

- December 2020 - <https://moi-suoyarvi.ru/>

Publication in VKontakte (social network) - <https://vk.com/suogp>:

- 25 Jan, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3304](https://vk.com/suogp?w=wall-98111477_3304)

Publication in the Official web portal "Suoyarvskoe urban settlement":

- 25 Jan, 2021 - [http://suojarvi-gp.ucoz.ru/news/iniciativy\\_gorozhan\\_suojarvi/2021-01-25-1979](http://suojarvi-gp.ucoz.ru/news/iniciativy_gorozhan_suojarvi/2021-01-25-1979)

The number of participants is unknown due to their anonymity (5,9K views (76% of adult residents?))

**ATTENTION:** All publications in the <https://vk.com/suogp> group (2 300 subscribers) are automatically duplicated in the <https://vk.com/nash.gorod.suojarvi> (3 500 subscribers) and <https://vk.com/club33208954> (7 500 subscribers) groups, which expands the audience but makes it difficult to count the participants.

**Proposal phase: February 2021**

Publication in VKontakte (social network) - <https://vk.com/suogp>:

- 10 Feb, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3373](https://vk.com/suogp?w=wall-98111477_3373)
- 18 Feb, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3410](https://vk.com/suogp?w=wall-98111477_3410)

The number of participants is unknown due to their anonymity (420 unique visits (6% of adult residents))

14 initiatives submitted

The ratio of initiatives submitted by men / women      15% / 85%

**Discussion phase: March - April 2021**

Publication in VKontakte (social network) - <https://vk.com/suogp>:

- 2 Mar, 2021 - [https://vk.com/suogp?z=photo-184761945\\_457240984%2Fwall-98111477\\_3480](https://vk.com/suogp?z=photo-184761945_457240984%2Fwall-98111477_3480)
- 4 Mar, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3493](https://vk.com/suogp?w=wall-98111477_3493)
- 4 Mar, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3495](https://vk.com/suogp?w=wall-98111477_3495)
- 16 Mar, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3552](https://vk.com/suogp?w=wall-98111477_3552)
- 19 Mar, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3573](https://vk.com/suogp?w=wall-98111477_3573)
- 25 Mar, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3615](https://vk.com/suogp?w=wall-98111477_3615)
- 25 Mar, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3619](https://vk.com/suogp?w=wall-98111477_3619)
- 26 Mar, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3621](https://vk.com/suogp?w=wall-98111477_3621)
- 7 Apr, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3704](https://vk.com/suogp?w=wall-98111477_3704)
- 7 Apr, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3701](https://vk.com/suogp?w=wall-98111477_3701)
- 24 Apr, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3820](https://vk.com/suogp?w=wall-98111477_3820)

Launching the productive operation of the Otmetky.com portal tailored for the chosen territory in Suojarvi:

- 1 March 2021 - <https://bereg-moi-suoyarvi.ru/>

Publication in the local newspaper Suojarvsky Bulletin:

- 18 Mar, 2021 – “Suggestions will be considered” Issue #11(9269) in paper;
- 26 Mar, 2021 - <https://gazeta-sv.ru/obschestvo/konstruktivnye-predlozheniya-i-zhivoe-uchastie-zalog-uspeha.html>

Face-to-face meetings:

1 March 2011 – Meeting with city activists at the local history museum. Choosing a territory (city embankment) and discussing its possible functional and artistic content. 22 participants.

14 March 2021 - Public meeting of Suojarvi residents in the cinema building. Discussion and approval of the general idea of the city embankment improvement with decoration on the theme of the Karelian epic Kalevala. 72 participants.

24 March 2021 – Meeting with city activists at the local history museum. Discussion and selection of options for functional elements proposed by architects (bridge to the island, wooden sidewalks, pavilions, flower beds, places for sports and recreation). 19 participants.

#### **Voting phase: Apr 2021**

Supporting publications and collecting feedback on the social network VKontakte - <https://vk.com/suogp>:

- 7 Apr, 2021 – [https://vk.com/suogp?w=wall-98111477\\_3704](https://vk.com/suogp?w=wall-98111477_3704)
- 7 Apr, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3701](https://vk.com/suogp?w=wall-98111477_3701)
- 24 Apr, 2021 - [https://vk.com/suogp?w=wall-98111477\\_3820](https://vk.com/suogp?w=wall-98111477_3820)

Online discussion and rating voting on the portal Otmetky.com

- <https://bereg-moi-suoyarvi.ru/> <https://bereg-moi-suoyarvi.ru/oyarvi.ru/>

Face-to-face meetings:

- 20 April 2021 - Strategic session with city activists and local businesses. Discussion of the development of the city embankment in the context of general plans for the development of the city. Clarification and approval of the final version of the city embankment development project for implementation. 21 participants.

#### **Implementation phase: May-August 2021**

It is planned to periodically inform residents about the status of work on the implementation of the city embankment development project. Also, active participation of citizens in monitoring works is expected and will be encouraged.

**25. For the activation of specific target groups of the PB, the following steps were taken and events organized: -**

**25a. For the activation of women into the PB, the following steps were taken and events organized:**

On the whole, there was a good attendance at the events for this target group; special measures to involve women are not required due to their traditionally high activity. (The ratio of initiatives submitted by men / women - 15% / 85%; Participation of men / women in face-to-face meetings – 50% / 50%)

**26. The following actions were taken to provide information about PB in a citizen-friendly manner:**

Due to the large distribution of a small population over a relatively large area of the municipality, poor transport accessibility (underdeveloped public transport and bad roads), and a good level of Internet accessibility, the local population is fluent in IT gadgets and prefers online tools for communicating with authorities and local governments. For this reason, in order to involve citizens in the PB process, a combination of their familiar social network VKontakte and platforms Otmetky.com (which allows a more systematic collection of proposals and their discussion and voting) was chosen.

**27. The following actions were especially taken to achieve a high participation rate:**

The greatest special attention was paid to the professional preparation of published texts and their optimal placement, design and promotion in different groups of the VKontakte social network. For this purpose, experts from Otmetky.com were invited.

Also, efforts have been made to customize, localize and simplify the Otmetky.com platform interfaces.

**28. The following steps were taken to train the own actors for PB:**

**31 March** - webinar of the Ministry of Finance of the Russian Federation and the Research Financial Institute of the Ministry of Finance of the Russian Federation "Development of initiative budgeting in the subjects of the Russian Federation» (Features of the methodology for monitoring the development of initiative budgeting in 2021)

**8 April** - "Participatory budgeting and citizens involvement in SPB, Russia and worldwide" (representatives of 50 municipalities of SPB took part), organized in zoom by SPB city administration and European University of SPB.

**8-9 April** - international expert online panel "Open budget – state policy and ideology of civil participation, organized by Ministry of Finance of the Russian Federation and the Research Financial Institute of the Ministry of Finance of the Russian Federation.

**20 and 22 of April** – 2-parts zoom lectures for administration of pilot municipality and others municipalities of SPb "Recommendations and conditions for the implementation of yard lighting facilities. 27 registered participants + open broadcasting. A set of presentation slides is available to participants in electronic form.

**27 April** - zoom seminar "Modern forms of interaction with citizens" 12 registered participants + open broadcasting. A set of presentation slides is available to participants in electronic form.

**29. If applicable, the following steps were taken to train actors in other municipalities (outside EmPaci-project):**

The experience and specific knowledge gained by the project partners in Suojarvi were used in the implementation of works in other pilot municipalities. In the future, this experience will be systematized, described and will be disseminated both within the framework of the EmPaci project, and between the extensive professional contacts of the Russian partners of the project.

## 4. Results of 1<sup>st</sup> PB pilot

**31. The PB was limited to certain areas of the budget or priorities of programmes only:**

Yes  No

The powers of municipal self-government in the Republic of Karelia are legally limited only by issues of improvement of the inner-city territory and day-to-day maintenance of houses. All engineering networks, roads, home renovations, education, health care, forest and agricultural land and much more are outside the scope of the municipal government.

**31a. Proposals and votes were limited to the following areas / priorities:**

**Two steps:**

**Information and Proposal phases:**

Citizens are invited to submit proposals limited by the boundaries of the municipality on the improvement of any urban territories.

**Discussion and subsequent phases:**

Co-design, discussion and voting on filling the selected territory with objects of various functional purposes are carried out in relation to only the selected territory.

**32a. The proposal phase was implemented in the following way:**

The announcement of the start of the proposals phase was published in the municipal newspaper, on the official web page of the Administration and on the social network and was carried out through Otmetky online platform.

The following channels were used to inform citizens about the start of the proposal phase:

- Launching the productive operation of the Otmetky.com portal tailored for Suojarvi: <https://moi-suoyarvi.ru/>
- Publication in VKontakte (social network) - <https://vk.com/suogp>:
- Publication in the Official web portal "Suoyarvskoe urban settlement":

Citizens could submit proposals on the territory most in need of improvement only through the Otmetky.com platform <https://moi-suoyarvi.ru/>.



At the second stage of submitting proposals, citizens could propose elements of filling the selected territory with functional elements through the Otmetky.com platform <https://bereg-moi-suoyarvi.ru/>. To discuss the submitted proposals in the form of the formulation and comparative assessment of the arguments Pro and Contra, the functions of the Otmetky.com platform were used. In parallel, citizens discussed the submitted proposals on the social network VKontakte and their opinions were recorded. For the rating voting of the submitted proposals, the functions of the platform Otmetky.com were also used.

### **32b. Number of citizens participating**

14 proposals were submitted at the first stage of proposals and 20 at the second stage. The number of participants is unknown due to their anonymity (420 unique visits (6% of adult residents))

**32c. Participation rate (% of citizens):** 6%

**32d. Number of proposals received in total:** 34

### **32e. Main categories of proposals:**

In the first stage:

- Construction of the city embankment
- Improvement of the city cemetery
- Arrangement of the fairground
- Restoration of the central library
- Lighting and fencing of the ski track
- ...

In the second stage (For the construction of the city embankment):

- The bridge connecting the embankment and the island
- Wooden walking paths
- Original benches
- Boat rental
- Food points
- Artistic objects in the style of the Karelian epic Kalevala
- ...

### **32f. Information provided to citizens after completion of the proposal phase:**

All residents of the Suoyarvi municipality were informed about the results of proposals submitting phase and about the choice of territory (city embankment) for improvement in this cycle through publications in the local newspaper and on the social network VKontakte.

All residents were invited to submit proposals for the functional and artistic content of the city embankment through the Otmetky.com platform - <https://bereg-moi-suoyarvi.ru/>.

**Feasibility check:****33a. A feasibility check of proposals or voted projects was implemented:**

Yes, of the proposals     Yes, of the voted projects     No

**33b. The feasibility check was implemented in the following way:**

The feasibility check was implemented in several steps:

- Compliance with the powers of the local government and the territory of the municipality - Municipality clerks
- The absence of obvious contradictions with the interests of the majority of residents - Council
- Technical feasibility - architects and engineers invited by the Administration and EmPaci Project Partners
- Financial feasibility - financial department of the municipality and the Head of the municipality.

**33c. If applicable, political decision-makers were involved in the feasibility check in the following way:**

Political decision-makers were not involved in the feasibility check

**33d. If applicable, citizens making specific proposals were involved in the following way:**

Proposals for the creation of a boat rental station and food outlets came from local entrepreneurs. During the feasibility check they were consulted on the possible conditions and cost of cooperation.

**33e. The difficulties that became apparent through the feasibility check:**

The complexity of assessing the possible cost of building some objects (for example, a bridge). The analogy method is not suitable due to the uniqueness of the object, and professional expert assessment is very expensive.

**33f. As a result of the feasibility check, the PB process should be changed as follows:**

Local entrepreneurs must be involved in the feasibility check process by all means. Their professional assessment and suggestions for optimizing the submitted proposals were extremely valuable.

**33g. Ratio of ideas given vrs. plans that make it to voting stage:**

First stage: 14 proposals were submitted and 1 was chosen as having a simple majority of votes (Construction of the city embankment).

Second stage: 20 proposals were submitted, and 5 proposals were included in the approved project (all passed the feasibility check: Wooden walking paths, Original benches, Boat rental, Food points, Artistic objects in the style of the Karelian epic Kalevala)

## Voting phase:

### 34a. The voting phase was implemented in the following way:

To conduct rating voting, both at the first and at the second stage, the built-in function of the Otmetyk.com platform was used. Any visitor who passed authorization could vote in support of no more than three proposals in the proposed list. As the votes were cast, the list was automatically ranked in descending order of the number of votes collected.

To verify the correctness of e-voting and to make key decisions, we also took into account the results of open voting conducted during face-to-face (in-person) meetings. The results of the e-voting were discussed by the participants of the in-person voting before the final voting procedure. It was decided in advance that in case of significant differences between the results of e-voting and in-person voting, an additional procedure for extended in-person voting will be organized with the involvement of a significantly larger number of citizens. Fortunately, obtained voting results are almost the same. The results of the face-to-face voting were accepted as final.

### 34b. Each citizen was given the following number of votes:

- 1 vote per citizen in face-to-face open voting (Each citizen could cast 1 vote for only one of the voted initiatives);
- 3 votes per citizen in e-voting (Each citizen could distribute 3 of his/her votes between 1, 2 or 3 voted initiatives);

### 34b. Number of citizens voting:

Second stage only

72 in face-to-face open voting;

>50 in e-voting (It is difficult to say more precisely, since citizens could not use all 3 votes they had);

>122 in total (>1,7% of adult citizens).

### 34c. Participation rate (% of citizens): >1,7%

**34c. Number of votes received in total: 222**

### 34d. Results of the votes (which projects with which amounts and votes were winning):

First stage: 14 proposals were submitted and 1 was chosen as having a simple majority of votes (**34 e-votes**. Construction of the city embankment).

Second stage: 20 proposals were submitted and 5 were included in the approved project (all passed the feasibility check: Wooden walking paths (15 e-votes), Original benches (13 e-votes), Boat rental (13 e-votes), Food points (12 e-votes), Artistic objects in the style of the Karelian epic Kalevala (12-e-votes)). The project proposal, formed from the selected territory and 5 proposals selected by e-voting, was put to a vote during a face-to-face meeting on March 14, 2021. For its approval, 63 votes were given from 72 registered

participants in the open, face-to-face voting. The Municipal Council issued an Act approving the results of this vote and obliging the Administration to proceed with this project.

**34e. Total PB budget realized / implemented: 112 360,00 EUR<sup>8</sup>**

This amount was stated as the overall budget and served as a constraint on the feasibility check. However, as the technical details of the project to be implemented are clarified and the procurement and work are carried out, this amount may be adjusted.

**34f. Was part of the total PB budget unused?**

No       Yes, unused

-

**34g. Information provided to citizens after completion of the voting phase:**

Citizens could receive information about the progress and results of discussions and votes at any time on the Otmetky.com platform. The information is presented as follows:

- Submitted proposals for the selection of a territory for improvement;
- Arguments Pro and Contra of the proposed territory, submitted by any eligible citizen;
- Citizens' assessment of the proposed arguments (Average weight of the argument. Citizens had the opportunity to assess the weight of previously submitted arguments);
- The number of votes cast in favour of each of the proposed territories.
- Submitted proposals for objects for placement on the territory selected for improvement;
- Arguments Pro and Contra of the proposed objects, submitted by any eligible citizen;
- Citizens' assessment of the proposed arguments (Average weight of the argument. Citizens had the opportunity to assess the weight of previously submitted arguments);
- The number of votes cast in favour of each of the proposed objects.
- Suojarvi map showing the selected territories and objects;
- Comments of the Administration and specialists.
- Decisions taken;
- Information on the progress of the approved improvement project (in the future)

**34h. Extent to which the approved projects can be realized:**

The Administration and the Municipal Council assure citizens that the project will be fully implemented by the fall of 2021. (In the absence of global force majeure)

**34i. Timeframe planned to realize the approved projects:**

The finalization of the terms of reference for the urban embankment improvement project and the implementation of public procurement of goods and services for its implementation is planned in June 2021. Construction work is planned for the period July - November 2021.

---

<sup>8</sup> 10 000 000,00 RUB, Exchange rate 89.00 RUB/EUR.

**34j. Extent to which citizens were involved in the realization of the approved projects:**

The Administration and Council will monitor the implementation of the project at all key points and periodically inform citizens about the work progress. Citizens were invited to monitor the progress of the project and use all available communication channels to notify the urban community, Administration and Council about any violations and deviations identified.

**35. Citizens were informed about the completion of the 1<sup>st</sup> PB pilot in the following ways:**

Information about the completion of the first PB pilot cycle was published on the Otmetky.com platform (<https://bereg-moi-suoyarvi.ru/>) and on the social network VKontakte ([https://vk.com/suogp?w=wall-98111477\\_3820](https://vk.com/suogp?w=wall-98111477_3820))

**36. Other actors involved (e.g. local council) were informed about the completion of the 1st PB pilot in the following ways:**

ITMO University, RANEPa (The Russian Presidential Academy of National Economy and Public Administration), Otmetky.Com LLC, , Architecture bureau 'Tsekh', RUBIQ startups and other actors were informed through established communication channels, such as WhatsApp and Telegram chats, social networks and emails.

## 5. Assessment of 1<sup>st</sup> PB pilot and enhancement for 2<sup>nd</sup> PB pilot

**37. Objectives for PB as specified in Question 9 were reached as follows:**

The main objective of the first PB pilot in Suojarvi was to reduce the level of conflict between citizens and the leadership of the municipality. In the process of the first pilot PB implementation, it was obvious that the set objective is achievable in the future and the first positive results on this path are already there. For example, residents' comments on social networks have become more friendly and constructive. An attempt by negative-minded residents to interfere with the conduct of an open face-to-face voting was suppressed by the forces of positive-minded participants without the help of the administration, etc.

**38. Besides the objectives for PB as specified in Question 9, the following additional issues can be seen as a success for the PB pilot:**

As a result of the involvement of local entrepreneurs in the PB processes, it became clear not only the prospects for achieving the main goal, but also the potential for business development around the new city embankment, attracting tourists and the emergence of additional sources of replenishment of the municipal budget.

**39. Some objectives for PB as specified in Question 9 were not reached due to the following reasons:**

This goal was not fully achieved due to the long history of the existing problem and inertia in changing the attitude of citizens to the authorities. Full achievement of the set goal requires a systematic continuation of efforts in the chosen direction for a longer time.

**40. To our knowledge, the following elements of the PB process are innovative compared to other PB initiatives in the BSR:**

The use of Otmetky.com online platform that helps visualize citizens' initiatives, discuss and vote them through an easy and user-friendly mode may be considered innovative. Besides, we used emotional engagement and gamification practices (in offline mode used by the professional moderators invited) when discussing the substantial elements of the initiatives, including its functionality and core value they may create.

**41. The PB benefitted from the transnational approach of the EmPaci project in the following way:**

The relatively short history of the PB introduction in Russia has a clear tendency towards the introduction of PB in order to receive money for local territories improvement from the Ministry of Construction of Russia, where the involvement of citizens is a condition of receiving grants. The consequence of this practice is a formal attitude towards PB and its termination if the next contest has not been announced. The benefit from the international project and approaches is that the EmPaci project partners have the capacity (administrative, organizational, methodological, financial) to show more significant benefits from the implementation of best world PB practices for both citizens and municipal leaders. International cooperation and the methodological and educational materials collected, created and published on the EmPaci Project portal as the Project's results answer the question "How to do it?" better.

**42. These changes are already planned for the 2<sup>nd</sup> PB pilot to better reach objectives of PB:**

Formalization of PB procedures and distribution of respective responsibilities among actors. Preparation and adoption of legitimizing documents.

Further improvement of the Otmetky.com platform in favour of improving its usability and ease of use by citizens.

**43. These changes are already planned for the 2<sup>nd</sup> PB pilot to better involve target groups:**

Application of special efforts to transfer the main activity of citizens from offline and social networks to the Otmetky.com platform due to its greater functionality and ease of discussion and voting of submitted proposals.

## Lahti/Finland

### 1. Situation before the PB implementation

#### Municipality-related factors

##### 1. The PB is implemented for

- District
  Municipality
  Planning region

##### 2. The budget cycle of the public authority is

- Annual
  Bi-annual

##### 3. The financial situation of the public authority characterised by

- Excess revenues
  Nearly balanced revenues
  Excess expenses and expenses

##### 4. With respect to the repayment of incurred debt, the public authority is confronted with

- No difficulties
  Difficulties to repay debts over an extended period of time

##### 5. In the public authority, the council always has the final decision right about the implementation of voted PB projects (by local/national) laws and regulations:

- Yes, the division of participation and welfare (division members are councillors)
  No

No

If yes,

It is prescribed by local/national laws.

- Yes
  No

It is prescribed by an own PB regulation.

- Yes
  No

#### Citizen-related factors

##### 6. The citizenry is composed as follows:

6a. Number of citizens:	120 013
6b. Share of females (% of citizens):	51,9 %
6c. Share of persons aged below 15 (% of citizens):	14,7 %
6d. Share of persons aged 64 and above (% of citizens):	23,9 %
6e. Share of unemployed persons (% of citizens of workforce):	16,6 % in 11/2020
6f. Share of unemployed females (% of unemployed persons):	41,2%

## 6f. Particularities of the population are the following

Covid-19 has affected the unemployment situation in the city of Lahti. The overall increase in the amount of unemployed increased by 35 % compared to the previous year. There is increase also in the number of women that are laid off compared to the previous year in the Häme region that Lahti is also part of. The total percentage of unemployed people from total workforce is currently 15 % in Lahti. Source: [https://www.temtyollisyyskatsaus.fi/Textbase/Tkat-15/Pdf/Tkat\\_fi.pdf](https://www.temtyollisyyskatsaus.fi/Textbase/Tkat-15/Pdf/Tkat_fi.pdf)

## PB process-related factors

### 7. PB is prescribed by law in the country / public authority:

Yes  No

### 8. PB was implemented before the EmPaci PB pilot:

Yes  No

(PB has been implemented to some extent in the operation of the Nastola Area Board (est. 2016) in the city of Lahti. Area board has multiple tasks, and it is not clear whether tasks include PB or other type of citizen participation, such as financial project support for 3rd sector actors in the area)

## 2. Development of the 1<sup>st</sup> PB pilot

### Citizen- and PB process-related factors

### 9. PB is implemented to realize the following objectives:

1st PB pilot at the whole city level in Lahti aimed to strengthen the overall use of participatory methods in city operations and involve inhabitants in developing Lahti and strengthen trust between parties (citizens and city organization) by boosting understanding and dialogue. Specific targets or goals were not defined nor decided on. The main idea was to try PB at local level in order to gain experiences and ideas for developing participation model for the city. The initiative for PB came from local politicians inspired by the OmaStadi PB in Helsinki. Experiences from Helsinki have inspired Lahti and many other municipalities in Finland to try out PB. <https://www.epressi.com/tiedotteet/kaupungit-ja-kunnat/lahti-varaa-100-000-euroa-osallistuvan-budjetoinnin-kokeiluun.html>

### 10. The following target groups are aimed to be involved in PB:

Lahti did not define any specific target groups but wanted to involve all the citizens of Lahti for the 1<sup>st</sup> PB pilot. EmPaci project team supported communication to youth, families and 3<sup>rd</sup> sector actors.

**10a. Reasons, why these specific target groups were selected:** Lahti decided not to specify any target groups.



## 11. Based on the analysis of the citizen survey, the following needs of citizens were taken into account for PB implementation

The citizen survey showed that participatory budgeting is not known among respondents but is nevertheless seen as an interesting way to take part along voting and giving feedback. Online participating is particularly interesting among respondents. All in all, the survey showed Lahti to be a solid ground for participation methods such as PB. Probably the biggest influence for PB implementation was the citizens' interest towards the online methods of PB. These were widely and quite successfully used during the pilot in Lahti.

It is however also important to consider that mostly women responded, and the respondents were also rather active (they had voted in elections and were active in different communities).

<https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ess.fi%2Fuutiset%2Fpajatham%2Fart2574828&data=02%7C01%7C%7Ced45f656dd444d9e304108d750dd530e%7C498c67c0b7e841728d13787d1b3aae5c%7C1%7C0%7C637066783827896085&sdata=eof1%2FpdYr66zq1aLF5pGpVCo13HdxA5YYqbM8OXSIQ0%3D&reserved=0> 14.10.2019, 16:03

PÄIJÄT-HÄME 14.10.2019 16:03

### Lahti kysyy asukkaita nyt mielipiteitä osallistuvasta budjetoinnista



Lahden kaupunki avaa ensi vuonna osan budjetistaan kaupunkilaisten päätettäväksi. SAARILUOVUUS

Anne Honkanen

Lahden kaupunki avaa ensi vuonna osan budjetistaan kaupunkilaisten päätettäväksi. Kaupunki kysyy nyt lahtelaisilta, miten he haluavat osallistua ja mikä olisi paras tapa toteuttaa osallistuvaa budjetointia Lahdessa.

Kysely lähetetään paperisena versiona yli tuhanteen lahtelaiskotiin. Kyselyyn voi vastata myös sähköisesti. Linkki kyselyyn avautuu [Lahden kaupungin verkkosivulla](#) tiistaina 15. lokakuuta. Vastausaikaa on lokaalun loppuun asti.


Kaupunki arpoo vastaajien kesken konsertti- ja teatterilippuja sekä sarjalippuja Lahden uimahalleihin.

Kysely kartoittaa, kuinka tyytyväisiä lahtelaiset ovat kotikaupunkinsa tarjoamiin osallistumismahdollisuuksiin, millaisia osallistumisen tapoja juuri Lahdessa suositaan, ja millaisiin asioihin asukkaat haluavat vaikuttaa osallistuvan budjetoinnin keinoin. Osallistuvan budjetoinnin tarkoituksena on ottaa asukkaat mukaan suunnittelemaan sekä päättämään taloutta ja resursseja koskevista asioista.

Kysely tehdään yhteistyössä EU:n Interreg Baltic Sea Region -rahoittaisen EmPaci-hankkeen kumppaneiden, Lahden ammattikorkeakoulun ja Tampereen yliopiston kanssa.

Screenshot: ESS

<https://www.epressi.com/tiedotteet/kaupungit-ja-kunnat/osallistuva-budjetointi-kiinnostaa-lahtelaisia-vaikka-aihe-on-harvalle-tuttu.html> 28.2.2020, 15:51








Tiedotteet
Uutishuoneet
Tiedotteiden tilaus
Tietoa palvelusta
Yhteydenotto

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## Osallistuva budjetointi kiinnostaa lahtelaisia, vaikka aihe on harvalle tuttu

Lahten kaupunki • 28.1.2020, 15:51

Lahtelaiset ovat kiinnostuneita osallistumisesta ja haluavat vaikuttaa kaupungin päätöksentekoon. Erityisesti kiinnostaa osallistuva budjetointi, vaikka aihe on valtaosalle ennestään tuntematon. Se koetaan hyväksi keinoksi päästä mukaan päättämään kaupungin taloutta ja resursseja koskevista asioista.

Asukkaiden näkökulmaa kartoitettiin Osallistuminen ja vaikuttaminen Lahdessa -kyselyllä. Kysely toteutettiin osana kansainvälistä EmPaci - Empowering Participatory Budgeting in the Baltic Sea Region -hanketta, jonka rahoittaa EU:n Interreg Baltic Sea Region -ohjelma. Hankkeen tavoitteena on lisätä kuntien ja kuntalaisten ymmärrystä osallistuvasta budjetoinnista ja sen tarjoamista mahdollisuuksista vahvistaa demokratiaa, sillä nykyisin sääntämisen rinnalle kalvataan myös muita tapoja vaikuttaa. Lahti on hankkeen suomalainen pilottikunta.

Yli tuhannen vastaajan joukosta n. 90 % ei ole osallistunut aikaisemmin osallistuvaan budjetointiin ja 66 % ei ollut törmännyt aiheeseen lainkaan. Silti valtaosa vastaajista katsoo, että osallistuvaa budjetointiä pitäisi hyödyntää Lahdessa. Osallistuvan budjetoinnin kautta halutaan vaikuttaa siihen, miten kunta käyttää rahaa.


Osallistumisen tavoista yksi on ylitse muiden. Osallistuvaan budjetointiin osallistutaan mieluiten sähköisiä kanavia ja välineitä hyödyntäen. Tuloksista ja siitä miten osallistuvan budjetoinnin projekteissa on onnistuttu, toivotaan avointa raportointia.

Kysely toteutettiin lokakuussa 2019 ja siihen vastasi 1213 lahtelaista. Aktiivisimmin kyselyyn vastasivat naiset. Tuloksia hyödynnetään Lahden kaupungin osallisuustyön kehittämisessä sekä tutkimustarkoituksessa hankemaiden välisessä vertailussa.

### Lahti kehittää parhaillaan kaupunkitasoista osallistuvan budjetoinnin malliaan

Lahtelaisen mielipidetä osallistumisen tavoista sekä vaikuttamisen kohteista selvitettiin, koska kaupunki päättää osallistuvan budjetoinnin toimintamallista helmikuun aikana. Tavoitteena on ottaa kaupunkilaiset vahvemmin mukaan alueelliseen ideointiin ja kehittämiseen. Myös kaupungin osallisuus- ja lähi-demokratiamallia arvioidaan keväällä aikana.

"Lahti haluaa tarjota asukkaalle mahdollisuuksia osallistua eri tavoin kunnan palvelujen ja alueiden suunnitteluun sekä toteuttamaan myös itse paikallisoimintaa. Lahtelaiset ovat kyselyyn perusteella aktiivisia. Tämä näkyy mm. erilaisessa järjestö- seura- ja yhteisötoiminnassa, mikä vahvistaa osataan yhteisöllisyyttä ja asukkaiden hyvinvointia", kertoo osallisuuskoordinaattori Tia Mäkinen.



**Lahten kaupunki**

Julkaistun uutishuone

Julkaistujen viimeisimmät tiedotteet

**Neljä suunnitteluryhmää valittiin osallistumaan Aleksanterinkadun ylikulkusillan arkkitehtuurikilpailuun**

Lahten kaupunki  
28.01.2021, 12:54

**Varhaiskasvatuspalvelut kutsuvat huoltajia arvioimaan toimintaansa**

Lahten kaupunki  
25.01.2021, 10:09

**Kaupunginvaltuusto ratkaisee Lahden suunnan 25.1.**

Lahten kaupunki  
23.01.2021, 12:28

**Lahten väkiluku 120 039 joulukuussa 2020**

Lahten kaupunki  
21.01.2021, 14:47

Toimialan viimeisimmät tiedotteet

**Turun kaupungissa siirrytään jäädytettynä toimitettaviin**

**Lisätietoja:**

Tia Mäkinen, osallisuuskoordinaattori, Lahden kaupunki, p. 044 769 8695, tia.makinen@lah.fi  
<https://www.lahti.fi/paatoskentekos/osallistujavaihtelu/osallistuva-budjetointi>

Lotta-Maria Siivonen, EmPaci-tutkimushankkeen vastuullinen johtaja, Tampereen yliopisto, p. 050 509 9542, lotta-maria.siivonen@utu.fi

Kaia Kurkela, väkötölkijä, Tampereen yliopisto, p. 050 437 7389, kaia.kurkela@utu.fi

Annukka Heino, projektipäällikkö, EmPaci-hanke, LAB-ammattikorkeakoulu, p. 044 708 5150, annukka.heino@lab.fi

[www.empaci.eu](http://www.empaci.eu)

**Lähteet**

Osallistuminen ja vaikuttaminen Lahdessa -raportti 21.1.2020

**Ladattavat tiedostot**



EmPaci\_AuKaakysely 2019, osallistuminen ja vaikuttaminen Lahdessa, raportti\_21.1.2020.pdf

Koko: 5,45 MB  
Tyypit: pdf  
[Lataa tiedosto](#)

Screenshot: ePressi

## PB process-related factors

### 12. The following steps were undertaken to develop ideas and concepts for the PB process:

In Lahti different types groups and options for PB was evaluated and discussed on by different actors:

- A Division Meeting at the Lahti City Hall 28.8.2019 (local councillors).
- City Development Event organized by the City of Lahti at M19-campus, LAMK 29.8.2019 (local councillors, city officials and other interest groups of the city).
- An internal Participation Event held at the city library by the City of Lahti to promote participation and PB 19.9.2019 (local politicians, city officials, PB experts and researchers).
- City Development Workshop 15.1.2020 at Palvelutori, Lahti (city officials and other interest groups of the city)
- TtT event 18.2.2020 by Tampere University and LAB University of Applied Sciences Lahti at M19-campus, LAB-university of applied sciences (city officials and other interest groups of the city)

The citizen survey results were also presented to the participation and welfare division in December 2019 and January 2020 to ensure that the information gathered would help set the pilot PB up. The report was then circulated to the city executive team and other necessary parties within the city administration.

#### 12a. Internal training activities were organised:

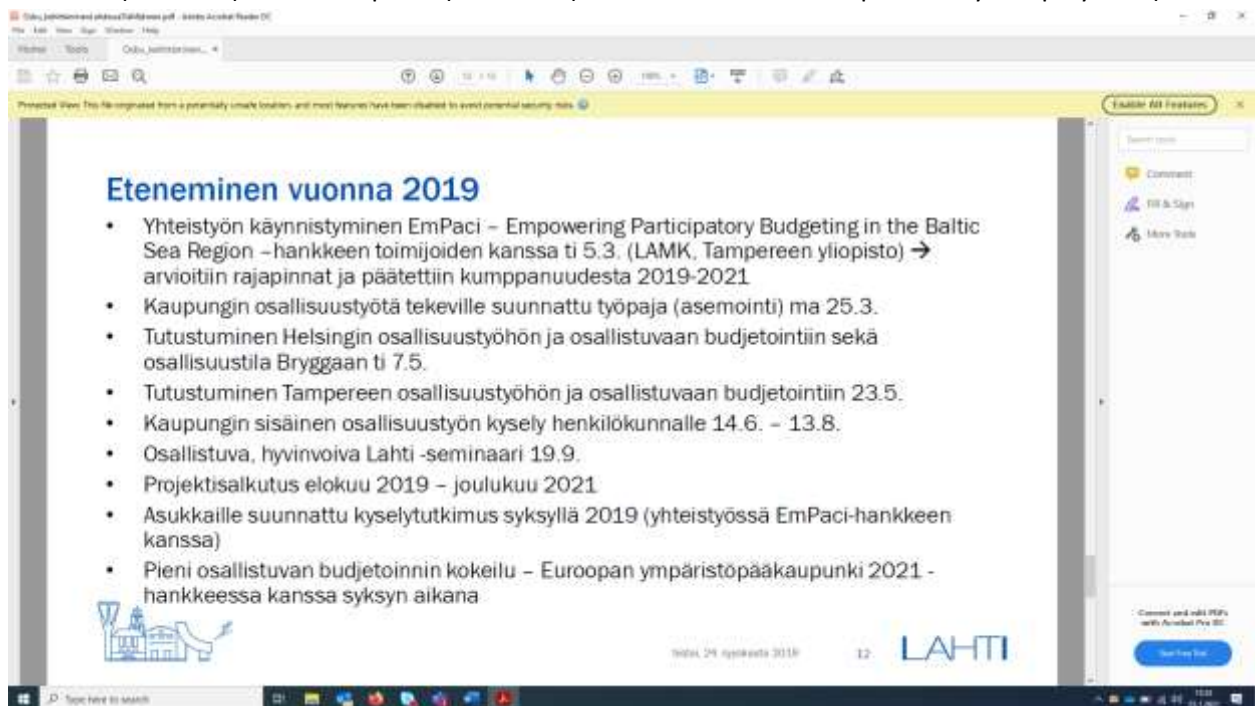
Yes  No

Tampere University and LAB University of Applied Sciences Lahti established a Lahti specific Train the Trainer (TtT) -curriculum based on the plans made for the EmPaci project. A survey for city employees was conducted during summer 2019, to gain information on the needs of employees on PB related skills and training. Training was targeted for the city of Lahti personnel identified based on the need analysis of the survey. After the COVID-19 breakout, the TtT-program was built on an online platform (Microsoft Teams). The City of Lahti defined two target groups for training: Project Guardians (a group of volunteering citizens that work alongside the city to promote the PB pilot and get other inhabitants to participate) and PB Coaches (individuals chosen from the City organization to support and "coach" the pilot). Tampere University and LAB University of Applied Sciences Lahti produced TtT material, consisting of ppt-presentations and videos about running PB, the idea behind PB in general and cases and experiences from Finland. The material was provided to supplement online Teams-event held for each group individually by Tampere University and LAB University of Applied Sciences Lahti. The online-material will remain in place for the duration of the pilot to make it easy for those involved to take a look at their convenience. This material has also been used to spread the knowledge from the Finnish municipalities and research to the EmPaci project partner network. The results and key points of the citizen survey is addressed in the material. TtT-program will continue 2020-2021. Multiple TtT-events were organized by Tampere University and LAB University of Applied Sciences Lahti:

- TtT-event 18.2.2020 by Tampere University and LAB University of Applied Sciences Lahti at M19-campus, LAB-university of applied sciences (city officials and other interest groups of the city)

- Online TtT-events for Project Guardians
  - 15.4.2020 (Tampere University & LAB University of Applied Sciences Lahti 3 persons, Lahti's PB team 2 persons, 6 project guardians),
  - 22.4.2020 (Tampere University & LAB University of Applied Sciences Lahti 3 persons, Lahti's PB team 1 person, 6 project guardians),
  - 20.5.2020 (Teams online events) (Tampere University & LAB University of Applied Sciences Lahti 3 persons, Lahti's PB team 1 person, 5 project guardians) and
  - 26.11.2020 (Tampere University & LAB University of Applied Sciences Lahti 4 persons, 4 project guardians).
- Online TtT-events for PB Coaches
  - 14.5.2020 (Tampere University & LAB University of Applied Sciences Lahti 3 persons, Lahti's PB team 3 persons, and 4 PB coaches) and
  - 19.5.2020 (Tampere University & LAB University of Applied Sciences Lahti 4 persons, Lahti's PB team 2 persons, and 4 PB coaches)
- Online TtT events for Lahti and Riihimäki
  - 22.10.2020 and
  - 30.10.2020

In addition to TtT-curriculum, City of Lahti organized two visits to familiarize with the experiences of Helsinki (7.5.2020) and Tampere (23.5.2020) and held a workshop for city employees (25.3.2020).



### 13. Citizens were involved in the development of the PB cycle the following way:

Citizens were not directly involved in development of PB cycle. However, there was a workshop in the Nastola Area Board where the PB model was being developed.

### 14. Citizens were informed about PB initiation in the following way

Citizens were informed after the political decision to implement PB was made in 18<sup>th</sup> Feb. 2020.

## [Lahti varaa 100 000 euroa osallistuvan budjetoinnin kokeiluun](#)

[Lahden kaupunki](#) 18.02.2020, 07:55



The screenshot shows a news article on the ePressi website. The article title is 'Lahti varaa 100 000 euroa osallistuvan budjetoinnin kokeiluun'. The author is 'Lahden kaupunki' and the date is '18.2.2020, 07:55'. The article text discusses the city's decision to implement a participatory budgeting pilot, allocating 100,000 euros for 2020. It mentions that the pilot will involve citizens in decision-making on various projects, with a focus on social and environmental issues. The article also notes that the pilot is part of a larger effort to improve the city's services and that the results will be used to inform future budgeting decisions.

Screenshot: ePressi

### 14a. An own dissemination & communication plan was developed for this:

Yes  No

### 15. These were the (internal and external) main promoters and success factors in the development of PB:

- Willingness to participate and eagerness to try out PB by the citizens of Lahti (citizens surveys, number of ideas submitted, voting turnout)
- Careful preparation and planning of the PB process in Lahti (Lahti's PB team)
- Political support to implement the PB process in Lahti

### 16. These were the main opponents and hindrances in the development of PB and it was coped with these in the following way:

The organization's readiness to implement the PB process varied across service sectors: resistance to change, negative attitudes towards PB, COVID-19 impacts on organization (lay-outs, stress, etc.).

Support missing from top and middle management. Inadequate resources in services areas in pre-check phase of ideas (not enough time and human resources).

**17. A project team for the PB development was formed:**

Yes  No

**17a. If yes, the project team was composed of the following functions and it was organized as follows:**

The PB project team included Mr. Mikko Komulainen, Ms. Päivi Pitkänen, Ms. Pia Haverinen, Ms. Tia Mäkinen (70 % part-time member), Ms. Sanna Virta (50 % part-time member), Mr. Henrik Saari and Ms. Ilona Reiniharju. The function of the project team was to guide, execute, review and offer support for the project.

**17b. When and where are different types of resources (people, knowledge, funding) needed and made available in the pilot cases**

Different phases of PB required different resources:

- Voluntary project guardians were a big help during idea submission and voting phases. Project guardians helped to spread the word on PB but they also assisted citizens to submit ideas. Project guardians were active in social media and in their neighbourhoods.
- PB coaches helped service areas to pre-check ideas and to implement projects. PB coaches had their hands full with ideas to be checked. Number of ideas varied across service sectors. This should be taken into account in the number of PB coaches in the future.

**18. For the IT part / online implementation of the PB, the following considerations and steps were taken:**

Lahti did not allocated resources for IT platform for PB in the 1st PB pilot. Lahti seek the ways of how to implement PB with existing online tools. Lahti used an online tool called 'Maptionnaire' to collect the PB ideas from the public. This decision was made because Lahti already had the license for 'Maptionnaire' and thus there was no need to invest in a new online tool. There was consideration if they should use the 'Decidim' online tool, which has been successfully used as a PB tool in other Finnish municipalities. The use of 'Maptionnaire' went well overall, the citizens detected some shortcomings but from the municipality's viewpoint the use of 'Maptionnaire' was satisfactory. 'Maptionnaire' online tool did not support a public display of submitted ideas which can be seen as a shortcoming of the tool. Submitted ideas were published in the website of Lahti after the ideas was pre-checked. If the ideas could be published after submission, great number of same ideas could be avoided which would result in decreasing task load of pre-checking the ideas. In the voting phase, 'Webropol' online tool was used. In addition, it was possible to vote in libraries (paper & pencil –format). Similarly, Lahti has the licence for 'Webropol' which made the tool attractive choice.

In case PB existed before the 1st pilot by the EmPaci project:

**19a. The following suggestions for changes were made from the EmPaci team to improve the process:**

PB pilot was the first of whole city level PB in Lahti. EmPaci Finnish team supported and commented the process throughout the process. For instance, Tampere University and LAB University of Applied Sciences

Lahti suggested gathering background data on those leaving ideas and voting to make evaluation and further evidence-based development possible.

**19b. Of these suggestions, the following were implemented in the PB pilot:**

The city collected background data as suggested.

**19c. Of these suggestions, the following were not implemented in the PB pilot due to the following reasons: -**

**20. The following documents, manuals, regulations were developed and used during the development of the PB process:**

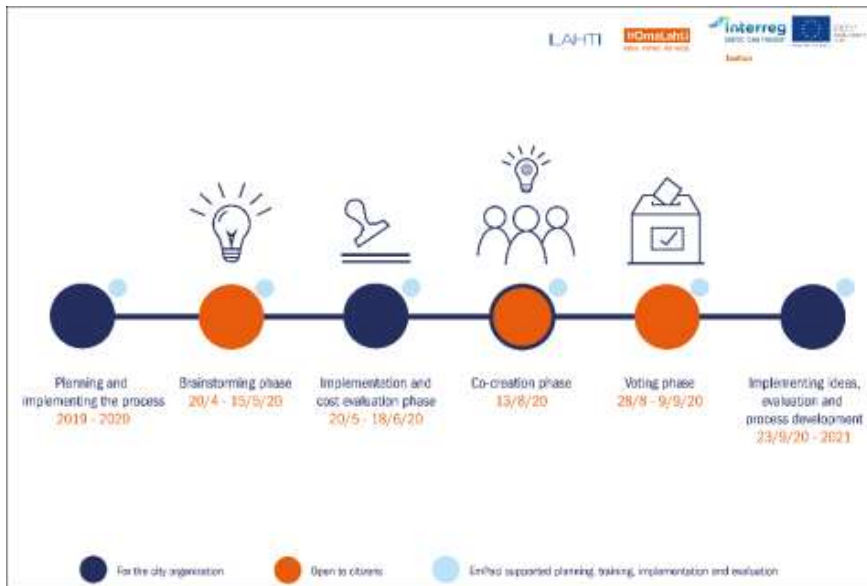
- Possible PB Models (in Finnish) (internal document, cannot be published)
- Roles of PB Coaches (in Finnish)
- Roles of Project Guardians (In Finnish)
- EmPaci-material for youth, NGOs and families
- Communications plan (in Finnish) (internal document, cannot be published)
- Specifications for pre-checking ideas i.e. feasibility (internal document, cannot be published)

### 3. Implementation of the 1<sup>st</sup> PB pilot

**21. These are the general steps of the PB process after final approval**

Political decision-making on the implementation of the PB in February 2020. Stages of the Lahti City PB after final approval:

- brainstorming phase (spring),
- implementation and cost evaluation phase (summer),
- co-creation phase (early autumn),
- voting phase (autumn),
- idea implementation phase (winter 2020 - end 2021) and
- process evaluation and further development phase (winter/spring).



**21a. Total annual PB budget (city + district projects):** 100 000 EUR

**21b. Annual PB budget per citizen:** 0,83 EUR

**21c. If applicable, budget earmarked for related internal work, communications etc.:** 60 000 EUR

**21d. The PB has been designed as direct democratic tool (citizens' vote = final decision):**

Yes  No

**21e. The PB is designed for**  Region/City projects only  District projects only  Both

**21f. Persons eligible participating in the PB:** residents only

Number of persons (in total):

– Brainstorming phase: The number of persons is unknown (Data are not available because ideas could be submitted anonymously and large groups such as clubs and associations were also able to participate in the submission of ideas),

– Voting phase: 3.896

Number of person (% of citizens):

– Brainstorming phase: is unknown,

– Voting phase: 3,2%

**21g. The following actions were taken to ensure that only eligible persons made proposals / voted:**

Those submitting ideas on 'Maptionnaire' were asked to verify that they are Lahti citizens by providing their street address and postal code. Voters were asked to provide a postal code and confirm that they have only voted once on Webpropol or on a paper form. However, in practice it was not possible to set limits in the online tools for only citizens of Lahti.



**22. These were the specific dates planned for the PB process after final approval of the PB development:**

- Brainstorming phase 20/4 – 15/5/20
- Implementation and cost evaluation phase 20/5 – 18/6/20
- Co-creation phase 13/8/20
- Voting phase 28/8 – 9/9/20
- Implementing ideas, valuation and process development 23/9/20 – 2021



**23. These amendments were made to the plan due to the COVID-19 pandemic:**

The timeframe of the pilot remained the same. However, all but one (Lackathon event) live activities that had been planned were cancelled and moved online.

**24. For citizen involvement in the PB-phases (e.g. information, proposal, co-creation, voting phase), the following steps were taken and events organized:**

*Brainstorming phase 20/4 – 15/5/20*

Total number of ideas: 713

Total number of citizens:

- Data are not available because ideas could be submitted anonymously and large groups such as clubs and associations were also able to participate in the submission of ideas.
- 315 persons left their name and contact information on 'Maptionnaire'.

## Lahden osallistuvaan budjetointiin yli 700 ideaa

Lahden kaupunki 18.05.2020, 09:15



The screenshot shows the ePressi website interface. At the top, there are navigation tabs: Tiedotteet, Uutishuoneet, Tiedotteen tilaus, Tietoa palvelusta, and Yhteydenotto. The main article is titled "Lahden osallistuvaan budjetointiin yli 700 ideaa" and is dated 18.5.2020, 09:15. The article text describes a public consultation process where 713 ideas were collected from residents. It mentions that the ideas are being reviewed and some will be implemented in the 2021 budget. The article also lists various categories of ideas such as parks, sports facilities, and community services. On the right side, there is a sidebar with the Lahti logo and a "Lahden kaupunki" button. Below the logo, there are several news items with dates and titles, such as "Neljä suunnitteluryhmää valittiin osallistumaan Aleksanterinkadun ylikkustilan arkkitehtuurikilpailuun" and "Varhaiskasvatuspalvelut kutsuvat huoltaja arvioimaan toimintaansa".

Screenshot: ePressi

### Co-creation phase 13/8/20

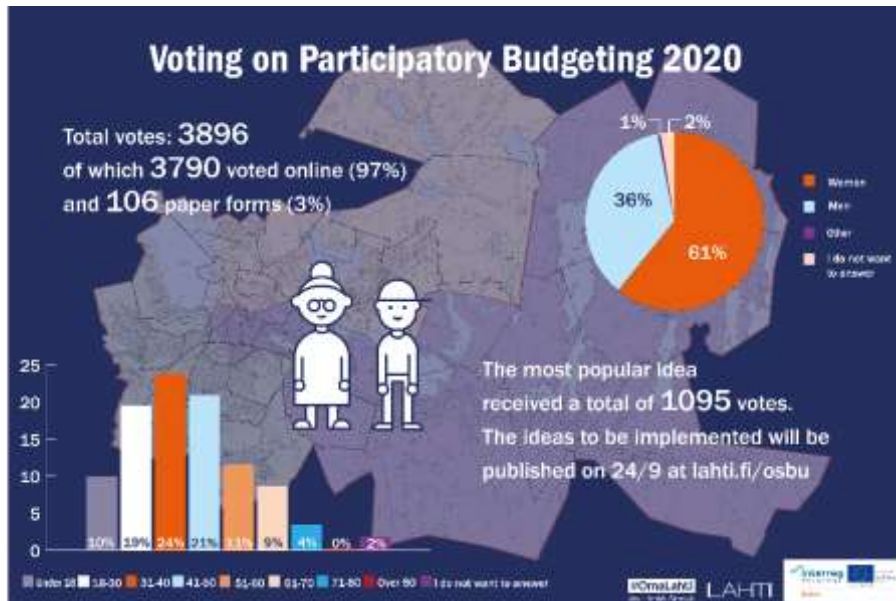
In total, the workshop was attended by about 60 people:

- 21 experts, about 30 residents (16 of whom were pre-registered),
- 6 project guardians and
- 4 EmPaci employees.

### Voting phase 28/8 – 9/9/20

A total of 3,896 residents voted, of which

- 3,790 voted online (97%) and
- 106 on paper forms (3%).



<https://www.epressi.com/tiedotteet/kaupungit-ja-kunnat/osallistuvan-budjetoinnin-aanestyksen-tulos-selviaa-24.-syyskuuta.html> 17.9.2020, 12:53



**ePressi** Tiedotteet Uutishuoneet Tiedotteen tilaus Tietoa palvelusta Yhteydenotto

## Osallistuvan budjetoinnin äänestyksen tulos selviää 24. syyskuuta

Lahten kaupunki 17.9.2020, 12:53

Lahtelaiset ovat antaneet äänensä osallistuvan budjetoinnin ideille. Asukasideoita äänesti yhteensä 3896 lahtelaista.

Osallisuuden ja hyvinvoinnin jaosto vahvistaa toteutettavat ideat 23.9. Ideat valitaan äänimäärän perusteella, minkä lisäksi ne pitää sovittaa alueen budjettiin. Osallistuvassa budjetoinnissa Lahti on jaettu neljään alueeseen, jotta ideat jakautuisivat tasaisesti koko kaupungin alueelle. Kullakin alueella on käytettävissä 25 000 euroa.

Äänestys oli avoinna kaupungin verkkosivulla 28.8-9.9.2020. Äänestäminen oli mahdollista myös paperilomakkeella kirjastoissa ja Trion Palvelutorilla. Äänistä 97 % jäettiin verkossa ja paperilomakkeiden osuus oli 3 %. Innokkaimmin äänestivät 30-40 vuotiaat, mutta osallistuvan budjetoinnin äänestys tavoitti myös lähes 400 alle 18-vuotiasta ja noin 130 yli 70-vuotiasta. Noin 60 % äänestäneistä oli naisia.

Lahti kokeilee osallistuvaa budjetointia koko kaupungin laajuisesti nyt ensimmäistä kertaa. Joossa on yhteensä 100 000 euroa. Kaupunkilaisilta tuli yli 700 ideaa. Niistä 58 eteni äänestysvaiheeseen. Äänestyksen tulos julkaistetaan torstaina 24. syyskuuta Lahden verkkosivulla.

Kaupunki toteuttaa ideat 2021 loppuun mennessä.

**Lisätiedot**  
koordinaattori  
Sanna Virta  
p. 044 482 6390  
Lahden kaupunki

**LAHTI**  
Lahden kaupunki  
Julkaisijan uutishuone

**Julkaisijan viimeisimmät tiedotteet**

**Neljä suunnittelyryhmää valittiin osallistumaan Aleksanterinkadun ylikulkusillan arkkitehtuurikielipalvelun**  
Lahden kaupunki  
23.01.2021, 12:54

**Varhaiskasvatuspalvelut kutsuvat huoltajia arvioimaan toimintaansa**  
Lahden kaupunki  
23.01.2021, 10:09

**Kaupunginvaltuusto ratkaisee Lahden suunnan 25.1.**  
Lahden kaupunki  
22.01.2021, 12:28

**Lahden väkiluku 170 039 joulukuussa 2020**  
Lahden kaupunki  
21.01.2021, 14:43

Screenshot: ePressi

## 25. For the activation of specific target groups of the PB, the following steps were taken and events organized:

No specific target group was selected. In the last voting week of 8/9/2020, two targeted visits were made both at a meeting place for drug-free people and a meeting place for the unemployed. In both places, there was an information session about PB and the possibility to vote on a paper form. Project worker Ms. Sanna Virta and Project Guardian Mr. Pentti Sjöblom were promoting the PB vote at the meeting place, called Takatasku, for the unemployed. Project Coordinator Ms. Tia Mäkinen and Project Guardian Mr. Esko Sutela were promoting PB voting in a drug-free meeting place, called Elokolo. The number of visitors is unknown.



Picture: T. Mäkinen



<https://www.facebook.com/Monitoimikeskus.Takatasku/photos/a.642381175806549/3508697872508184/> 7.9.2020, 10:36

Screenshot: Monitoimikeskus Takatasku, Facebook



Example of target group specific material by EmPaci team

**25a. For the activation of women into the PB, the following steps were taken and events organized:**

There is usually no need to specifically activate women in Finland in societal issues (as illustrated by the turnout of voters: 61 per cent of the voters were females), so no steps taken to activate women in the PB.

**26. The following actions were taken to provide information about PB in a citizen-friendly manner:**

The municipality followed a communication plan that focused on communicating to citizens in different marketing channels. For example, Lahti used outdoor advertisement and social media in order to provide information about the PB. The Project Guardians also gave out materials in person as well as on social media regarding the PB. Lahti PB team and project guardians were interviewed by local radio stations in total four times. EmPaci Finnish team also provided Lahti with specific PB-material to be spread for the youth, NGOs and families through their own networks.

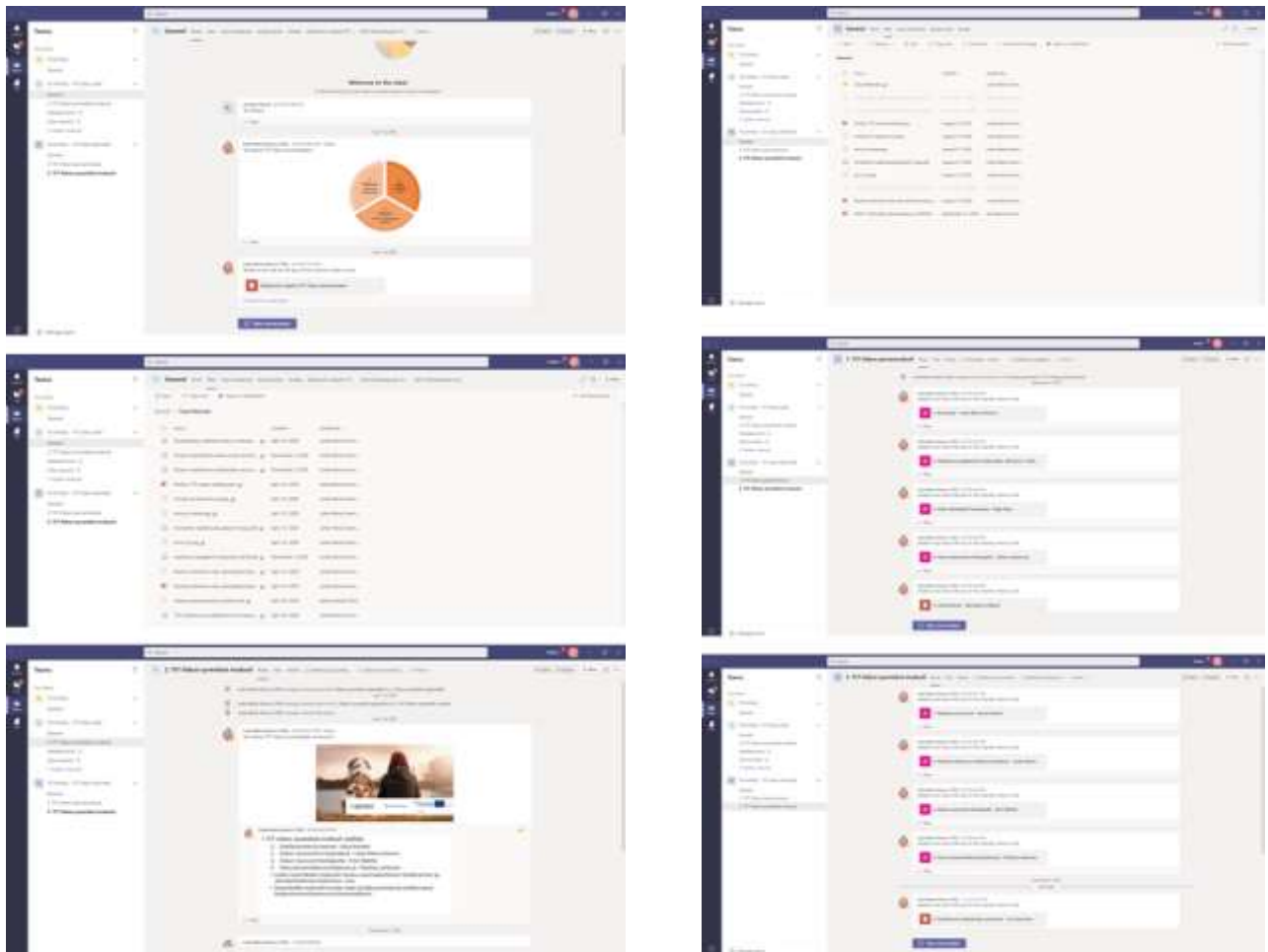
**27. The following actions were especially taken to achieve a high participation rate:**

The communications plan utilized a multichannel approach to attract as many people as possible. Also, EmPaci Finnish team assisted the city by supporting their communication in social media channels, through their own websites and by providing blog posts to spread knowledge on PB pilot.

**28. The following steps were taken to train the own actors for PB:**

Training steps are described in the section 12a.

Teams platform for TtT in pilot 1. Lahti (basic and advanced sections, as well as material specifically for PB Coaches and Project Guardians)

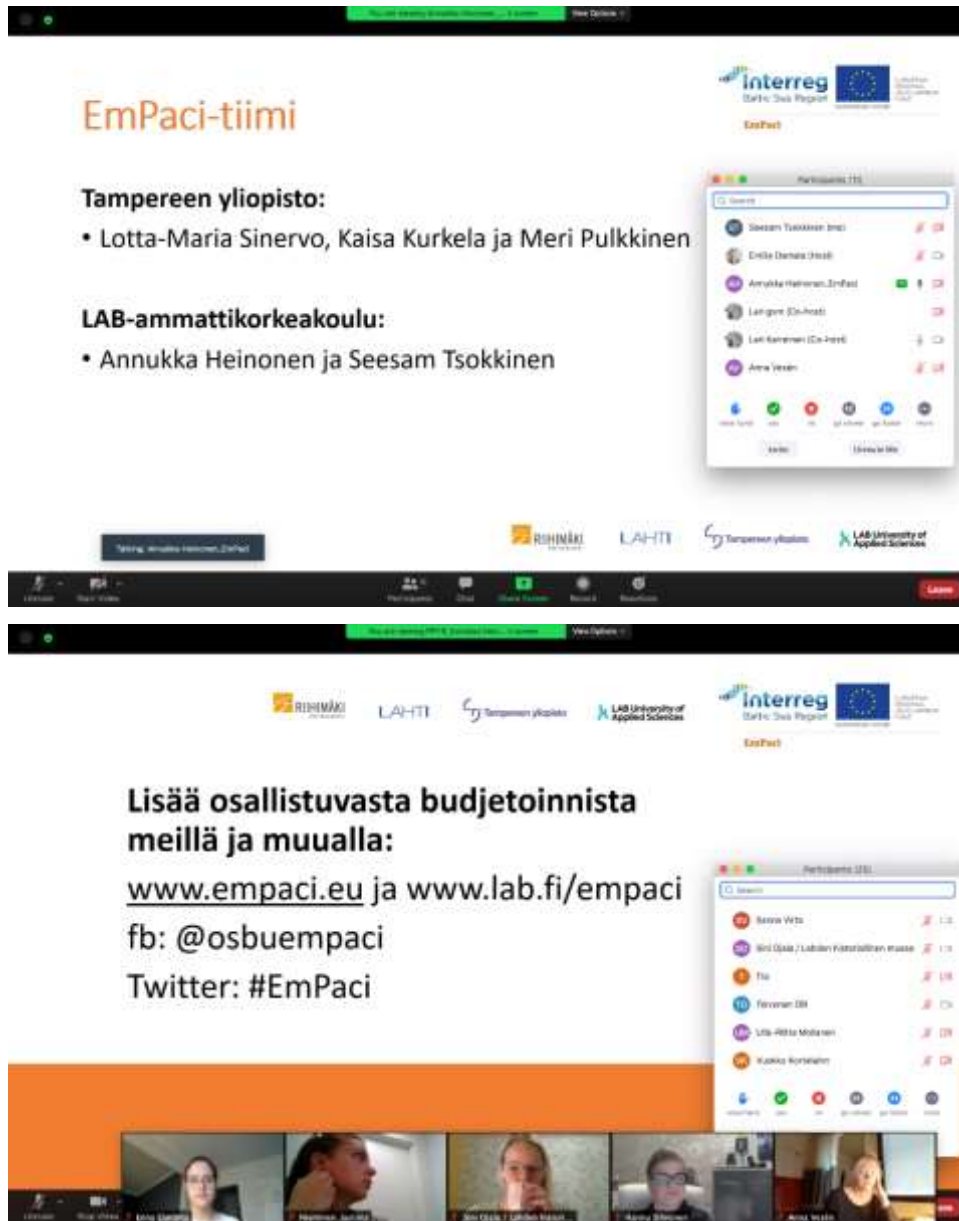


Teams platform for TtT in pilot 2. Riihimäki (basic and advanced sections)

EmPaci organized two TtT facilitation trainings for the PB staff of the pilot municipalities, Lahti and Riihimäki, in the autumn of 2020. The trainings were organized online via a zoom service and were designed to teach PB staff how to remotely facilitate smoothly and involve city residents online. City officials were allowed to participate on both training sessions.

- The training 1 held on 22.10.2020 had the theme of facilitation of residents' events. The first training was attended by 4 Riihimäki and 3 Lahti officials.
- In Training 2 on 30 October 2020, the theme was facilitating participatory budgeting in hybrid events'. The 2nd training was attended by 2 Riihimäki and 18 Lahti officials.

In the training registration form, participants were asked to tell what they have next on the to-do list, i.e. on what kind of events they need tips for facilitating right now and what problem areas they have encountered in their work related to facilitation. The content of the trainings was tailored based on the answers to the above questions. The trainers were Mr. Lari Karreinen and Ms. Emilia Osmala from Osana yhteistä ratkaisua Oy. Both trainings covered basic practices and concepts related to facilitation. The structure of the trainings was alternately theory and practical tasks in pairs or small groups. A feedback questionnaire was sent to participants in both trainings, and in the feedback, participants said they found the trainings useful and instructive.



**Lisää osallistuvasta budjetoinnista meillä ja muualla:**

[www.empaci.eu](http://www.empaci.eu) ja [www.lab.fi/empaci](http://www.lab.fi/empaci)

fb: @osbuempaci

Twitter: #EmPaci

**29. If applicable, the following steps were taken to train actors in other municipalities (outside EmPaci-project):**

Association of Finnish Local and Regional Authorities (associated organisation of EmPaci) organized a seminar on theme of resourcing of PB 10.3.2020 (around 60 participants from different municipalities);

- Tampere University designed, organized and invited municipal actors interested or experienced in PB to Tampere University 30.1.2020 (participants presented 16 Finnish municipalities);
- Tampere University designed, organized and invited municipal actors experienced in PB to an online event Tampere University 26.11.2020 (participants presented 30 Finnish municipalities);
- LAB University of Applied Sciences Lahti participated live workshop (Sivullisesta osalliseksi -työpaja by SITRA) to promote PB and EmPaci (25 people from municipalities such as Järvenpää and Tuusula, Local Finland, etc. participated)



Picture: A. Heinonen



Screen shot: Sitra

## 4. Results of 1<sup>st</sup> PB pilot

**31. The PB was limited to certain areas of the budget or priorities of programmes only:**

Yes  No

If yes: *(otherwise please skip this part)*

**31a. Proposals and votes were limited to the following areas / priorities:**

**Proposal phase:**

**32a. The proposal phase was implemented in the following way:**

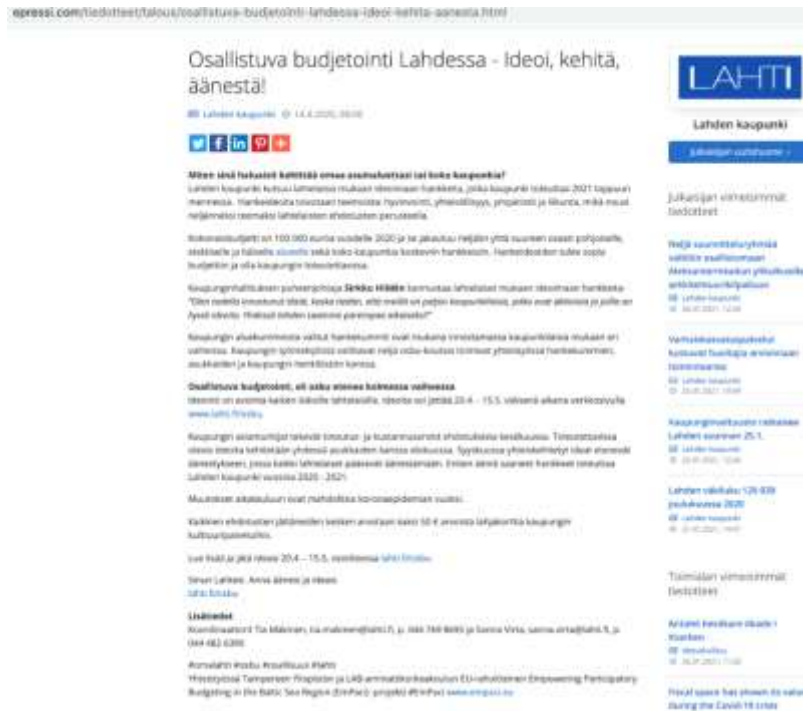
The brainstorming phase was carried out online between 20/4 and 15/5/20 in a web-based map template called 'Maptionnaire' (online tool). With the map-based tool, the proposer of the idea was able to place the idea exactly where they wanted it. Ideas could be submitted via a link, and no separate login or strong authentication was required. As many ideas as possible could be left, and also various groups, clubs and associations were allowed to submit ideas. The following information had to be filled in the form: background information, in which of the four areas the idea falls into, in which of the four themes



(environment, sports, well-being, community) the idea belongs to, the area of the implementing unit in which the idea is located, the title and description of the idea, and the placement of the idea on the map if possible. The form was available in two languages, Finnish and English. By submitting the idea, they were able to take part in a lottery, where the prize was two gift cards worth of 50 EUR for the city's cultural services.

[Osallistuva budjetointi Lahdessa - Ideoi, kehitä, äänestä!](#)

[Lahden kaupunki](#) 14.04.2020, 08:00



The screenshot shows a webpage for participatory budgeting in Lahti. The header includes the title "Osallistuva budjetointi Lahdessa - Ideoi, kehitä, äänestä!" and the date "14.04.2020, 08:00". There are social media icons for Facebook, LinkedIn, and YouTube. The main content area contains several paragraphs of text in Finnish, detailing the budgeting process and the types of ideas accepted. A sidebar on the right features a logo for "LAHTI" and a menu with items like "Lahden kaupunki", "Ajankohtainen uutisointi", "Tulokset", "Ajankohtainen uutisointi", and "Ajankohtainen uutisointi".

Screenshot: ePressi

## [Lahti kutsuu asukkaat ideoimaan osallistuvan budjetoinnin hankkeita - ideahaku käynnistyy maanantaina](#)

[Lahden kaupunki](#) 17.04.2020, 13:23



**ePressi** Tiedotteet Uutishuoneet Tiedotteen tilaus Tietoa palvelusta Yhteydenotto

### Lahti kutsuu asukkaat ideoimaan osallistuvan budjetoinnin hankkeita - ideahaku käynnistyy maanantaina

17.04.2020, 13:23

[Twitter](#) [Facebook](#) [LinkedIn](#) [Pinterest](#) [+](#)

Lahden kaupunki kutsuu lahtelaisia mukaan ideoimaan, miten he haluaisivat kehittää omaa asuinalueitaan tai koko kaupunkia? Hankkeita toteutetaan laajasti: hyvinvointi, yhtenäisyys, ympäristö ja liikunta. Ideoita voi jättää 20.4. – 15.5. välisenä aikana. Ideointi on avoinna kaikille lahtelaisille. Osallistumisolot ei ole ikärajaa.

Osaillistuvan budjetoinnin tarkoitus on antaa asukkaat mukaan päätöksentekoon ja vaikuttamaan siihen, miten julkista rahaa käytetään. Kokonaisbudjetti on 100 000 euroa vuodelle 2020. Summa jaetaan neljään yhtiö suureen osaan: pohjoiselle, eteläiselle ja itäiselle alueelle sekä koko kaupunkia koskeviin hankkeisiin, jotta ideoita toteutuisi tasaisesti eri puolilla kaupunkia.

Kaupungin aluekunnista valitut hankkeet ovat mukana innostamassa kaupunkilaisia mukaan eri vaiheissa. Kaupungin työntekijöistä puolestaan valitaan neljä otu koutia, jotka toimivat yhteistyössä hankkeiden, asukkaiden ja kaupungin henkilöstön kanssa.

**Ideoi, kehitä, äänestä!**

Osaillistuvan budjetoinnin etenee Lahdessa kolmessa vaiheessa

1. Ideoita kerätään asuinalueilla, jotka jälkeen kaupungin asiantuntijat tekevät toteutus- ja kustannusarvioit ehdotuksista kesäkuun aikana.
2. Toteutettavissa olevia ideoita kehitetään yhteisissä työpajissa asukkaiden kanssa elokuusta.
3. Syyskuussa yhdessä kehitetyt ideat esitellään äänestyskseen, josta kaikki lahtelaiset pääsevät äänestämään.

Ennen äänstä saaneet hankkeet toteutuu Lahden kaupunki 2021 loppuun mennessä.

Lue lisää osoitteesta [www.lahti.fi/votbu](http://www.lahti.fi/votbu)

**Lisätiedot**

Roosinaattoi Tiia Mäkinen  
 tiia.makinen@lahti.fi  
 p. 044 709 8695

**Julkaisijan viimeisimmät tiedotteet**

**Neljä suunnitteluryhmää valittiin osallistumaan Asukkaanrakastus-yhteistyön arkkitehtuurikilpailuun**

Lahden kaupunki  
 17.04.2021, 13:24

**Verhoikkavastuu palvelut kutsuvat huoltaja arvioimaan toimintaansa**

Lahden kaupunki  
 08.07.2021, 10:08

**Kaupunginvaltuusto ratkaisee Lahden suunnan 25.1.**

Lahden kaupunki  
 23.07.2021, 13:28

**Lahden väkiluku 120 839 joulukuusta 2020**

Lahden kaupunki  
 21.07.2021, 14:47

**Toimialan viimeisimmät tiedotteet**

[Turun kaupungissa siirrytään](#)

Screenshot: ePressi

### 32b. Number of citizens participating:

Information unavailable since ideas could be submitted anonymously. 315 persons left their name and contact information on 'Maptionnaire'.



### 32c. Participation rate (% of citizens):

Information unavailable since ideas could be submitted anonymously. Around 0,26 percent of citizens left their name and contact information on 'Maptionnaire'.

**32d. Number of proposals received in total: 713**

**32e. Main categories of proposals:**

Themes decided for the 1st PB pilot: Environment (with a link to Lahti as the European Green Capital 2021), well-being, community and sports as suggested by citizens (on facebook survey).

**32f. Information provided to citizens after completion of the proposal phase:**

If an e-mail address was provided in the optional field in 'Maptionnaire' during the brainstorming phase, a PDF file of own idea proposal was sent to the proposer. 315 people left their email addresses and a mailing list was compiled. After the brainstorming phase, a message was sent to the mailing list, explaining the following steps in the PB with their dates:

- Implementation and cost evaluation phase 20/5 – 18/6/20
- Co-creation phase 13/8/20
- Voting phase 28/8 – 9/9/20
- Implementing ideas 23/9/20 – 2021

**Feasibility check:**

**33a. A feasibility check of proposals or voted projects was implemented:**

Yes, of the proposals     Yes, of the voted projects     No

**33b. The feasibility check was implemented in the following way:**

First, Lahti PB team made a pre-check of the ideas and divided the ideas for different administrative fields and their PB coaches and other experts. Second, Lahti PB team provided an excel sheet for feasibility evaluation of the ideas. The excel sheet included criteria for feasibility:

- lawful,
- un-commercial,
- non-biased and equal,
- accordance with given themes,
- accordance with the budget of areas,
- no maintenance costs needed and no permanent staff needed.

Also, evaluation of the ideas' feasibility on a scale 1 to 4 (1=can be implemented, 4=not possible to implement) was included in the excel sheet. In the evaluation of ideas, evaluators were asked to make notes if the idea requires further planning and if the idea would benefit from co-creation.

**33c. If applicable, political decision-makers were involved in the feasibility check in the following way:**

Feasibility check was made by city officials, political decision-makers were not involved.

**33d. If applicable, citizens making specific proposals were involved in the following way:**

The co-creation workshop, Lahti Lackathon, was held on 13/8/20 and was an event open to all citizens. It was possible to pre-register for the event, but the event could be also entered in drive-in type. An invitation

to the workshop was sent to 315 members of the mailing list. In addition, submitters of all 14 co-created ideas were invited, if known (on the mailing list). Workshop invitations were sent to various presses and various associations that could possibly be partners in the ideas, e.g. Inspis Lahti Ry. Mayor Mr. Pekka Timonen and Director of Inclusion and Welfare Services Mr. Mikko Komulainen were invited to the opening of the workshop. In total, the workshop was attended by about 60 people (a mix of women (majority), men, working aged, some elderly residents and a few children (+/- 8 years). There was also a disabled person with an assistance dog. Most were Finnish-speakers but there were also some non-Finnish-speakers. The youth did not participate but EmPaci team tried to also promote PB and the event to youth passing by.):

- 21 experts,
- about 30 residents (16 of whom were pre-registered),
- 6 project guardians and
- 4 EmPaci employees.

### [Lahden osallistuvan budjetoinnin ideoita kehitetään yhteisessä työpajassa Palvelutorilla](#)

[Lahden kaupunki](#) 04.08.2020, 10:06



The screenshot shows a news article on the ePressi website. The main headline is "Lahden osallistuvan budjetoinnin ideoita kehitetään yhteisessä työpajassa Palvelutorilla". The article text describes a workshop where residents will develop ideas for the city's participatory budgeting. It mentions that 713 ideas were submitted and that the workshop will be held on August 14th at the Lahti Lackathon. A list of topics to be discussed is provided, including Lahti's central district, mobility, electricity, housing, and various urban development projects. On the right side of the article, there are several related news items with their own headlines and dates.

**LAHTI**  
Lahden kaupunki  
Julkaisten uutishuone

**Tiedote ja kutsu**

**Median edustajat ovat tervetulleita mukaan osallistuvan budjetoinnin työpajaan Palvelutorille 13.8. Työpajassa kehitetään yhdessä lahtelaisten hankeideoita.**

Keväällä järjestetty Lahden kaupungin osallistuvan budjetoinnin ideointivaihe keräsi yhteensä 713 lahtelaisten jättämää hankeideaa.

Kaupungin asiantuntijat ovat kesän aikana arvioineet asukkaiden ideoiden toteuttamismahdollisuudet sekä kustannukset. Dibu-hankkeista 14 on valittu yhdessä asukkaiden kanssa kehitettäväksi. Lahti Lackathon-työpaja järjestetään torstaina 13.8. klo 14–18 Palvelutorilla, Trion 2. kerroksessa. Lisäksi 44 hankeideaa etenee suoraan jatkoon ja äänestysvaiheeseen.

OSBU:n Lahti Lackathon-työpaja on avoin kaikille kaupungin kehittämiseksi kiinnostuneille asukkailla ja toimijoille. Työpajan tavoitteena on kehittää ideoita etenkin suunnitelmiksi, sekä etsiä erilaisia tapoja toteuttamiseen. Kaupungin asiantuntijat ja osallistuvan budjetoinnin työryhmä ovat mukana tilaisuudessa keskustelemassa ja kirjaamassa ajatuksia.

Lahdi Lackathon työpajassa yhdessä kehitettävät hankeideat:

- Tapahtumapaikat yhdistyville – laennattava tarvepaketti tapahtumien järjestämiseen
- Launeen kesäpuiston (jumbaplastari)
- Makuuttamia liikuntatiloja potilaiden käyttöön
- Lahti sisoksi – kaupungin sisätyöön liittyvät ideat
- Sähkökaapit kukkimaan
- Kotutaluttajien keskuksen
- Ruoka-avun järkevyystutkimus Nastolaan
- Niinien pelikentän kunnostaminen
- Sopenkorven Kasannon kehittäminen
- Opetus- ja yhteisökeskus Mykkälään
- Porvoonjoenvarren uimarannan ja luontopolun kehittäminen
- Myllysaaren uimarannan kehittäminen
- Kankolan uimarannan ja liikunta-alueen kehittäminen
- Vuolan uimarannan kehittäminen

**Julkaisten viimeisimmät tiedotteet**

**Seija suunnitteluryhmä valittiin osallistumaan Aleksanterinkadun ylikuulustilan arkkitehtuurikilpailuun**  
04.08.2020, 12:54

**Vanhaiskatsastuspalvelut kutsuvat huoltaja-animoiman toimintaansa**  
04.08.2020, 10:19

**Kaupunginvaltuusto ratkaisee Lahden suunnan 25.1.**  
04.08.2020, 11:26

**Lahden väkiluku 120 039 joulukuussa 2020**  
04.08.2020, 11:47

**Toimilain viimeisimmät tiedotteet**

### Lahtelaiset äänestävät toteutettavista ideoista 28.8. - 9.9.

Seinä yhdessä kehitetyt että suoraan jalkoon valitut ideat tuodaan kaikkien lahtelaisten äänestettäväksi 28.8. - 9.9. Äänestyksessä ei ole ikärajaa. Esittelyt äänestettävistä ideoista tuodaan lahti.fi/votbu - verkkosivulle elokuun aikana. Sivulle päädetään myös äänestysohjeet ja -lomake. Äänestäjä voi myös paperilomakkeella Palvelutorilla sekä Lahden kirjastoissa.

Ideat on jaettu eteläiselle, itäiselle ja pohjoiselle alueelle sekä koko kaupunkia koskevin hankkeiden. Kullekin alueelle on varattu 25 000 euron budjetti, jonka puitteissa kaupunki toteuttaa äänestyksessä menestyneet ideat vuoden 2021 loppuun mennessä. Jokaisella lahtelaisella on mahdollisuus äänestää yhden kerran, mikä osakesiteitä kaupunki toteuttaa 100 000 euroa.

Sivun Lähtesi, Anna äänesi ja ideasi.

lahti.fi/votbu

#### Lisätiedot

Koordinoijat: Tia Mäkinen tia.makinen@lahti.fi, p. 044 769 8695 ja Sanna Virta sanna.virta@lahti.fi, p. 044 482 6380

#omalahti #votbu #osallisuus #lahti

Yhteistyössä Tampereen Yliopiston ja LAB-ammattikorkeakoulun EmPaci, EU Baltic Sea Region -hanke #EmPaci [www.empaci.eu](http://www.empaci.eu)

[Kuvagalleria ja tarinat](#)

Tapahtumajärjestäjä  
 tarkoitettu Meillä tapahtuu -  
 tilaisuus järjestetään verkossa  
 13.7. - tilaisuudessa tutustutaan  
 Lajperänalan tulevaan  
 tapahtumatarjontaan  
 # Lajperänalan kaupunki  
 © 29.01.2021, 14:03

Kesätyösetelä ja kesätyöpaikat  
 Tuusulan kunnan toimipisteissä  
 vuonna 2021  
 # Tuusulan kunta  
 © 29.01.2021, 18:59

Kutsu Turun kaupunginjohtajan  
 infotilaisuuteen 27.1.2021  
 # Turun kaupunki  
 © 29.01.2021, 08:34

Kunnanhallituksen päätöksiä  
 25.1.2021  
 # Tuusulan kunta  
 © 29.01.2021, 17:43

Screenshot: ePressi

### 33e. The difficulties that became apparent through the feasibility check: /

### 33f. As a result of the feasibility check, the PB process should be changed as follows:

This is under evaluation.

### 33g. Ratio of ideas given vs. plans that make it to voting stage:

In Lahti, 713 proposals submitted, but only 58 proposals (8,13 % of ideas) left for voting

### Voting phase:

#### 34a. The voting phase was implemented in the following way:

The voting phase took place 28/8 - 9/9/20 online, in all libraries of the city (9 libraries in total) and at the city service point (Palvelutori). 'Webropol' was the online voting platform. The voting platform was accessed via an open link and did not need to be registered or logged in separately. You could vote only once but on ideas on one or more areas using up to 100 000 EUR, and maximum 25 000 EUR/area. The system did not tally the amount, but each voter had to keep track of their total spend. There was no age limit for voting. The voting form had to confirm that he was from resident of Lahti and would vote only once. In addition, a postal code was asked to verify that the voter was from Lahti, as strong identification was not in place. The voting form contained 58 ideas to be voted on.

Both the online platform and the paper voting form were available in two languages, Finnish and English to make PB accessible to also Non-Finnish-speakers. In libraries and the city service point, Palvelutori, it was possible to vote using free for all inhouse computers and filling in paper voting forms. In addition, a separate voting point was held at the city service point (Palvelutori) on three days (31/8, 1/9 and 3/9/20) where interested citizens could meet the inclusion coordinators and pick up a cup of Lahti Coffee.

**Lahtelaisten äänestettäväksi 58 osallistuvan budjetoinnin asukasidea**

Lahten kaupunki 19.08.2020, 10:10

The screenshot shows the ePressi website interface. The main article title is 'Lahtelaisten äänestettäväksi 58 osallistuvan budjetoinnin asukasidea'. The article text includes information about the budgeting process, the number of participating citizens (58), and the deadline for voting. There are social media sharing icons and a 'Lahden kaupunki' logo on the right side of the article.

Screenshot: ePressi

**Osallistuvan budjetoinnin ideat lahtelaisten äänestettävänä**

Lahten kaupunki 26.08.2020, 08:58

The screenshot shows the ePressi website interface. The main article title is 'Osallistuvan budjetoinnin ideat lahtelaisten äänestettävänä'. The article text includes information about the budgeting process, the number of participating citizens (58), and the deadline for voting. There are social media sharing icons and a 'Lahden kaupunki' logo on the right side of the article.

Screenshot: ePressi

**34b. Each citizen was given the following number of votes:**

**34b. Number of citizens voting:** 3 896

**34c. Participation rate (% of citizens):** around 3,25 %

**34c. Number of votes received in total:** No data available.

**34d. Results of the votes (which projects with which amounts and votes were winning):**

As a voting turnout, following projects were the winners with the total budget of 100 000 EUR:

- Frisbeegolf-course in the Ahtiala region: budget 25 000 EUR, 624 votes
- The fresh-up of the city market square with flowers and art: budget 6 000 EUR, 852 votes
- Guarded parking space for bikes in the city market square: budget 3 000 EUR, 751 votes
- Street art for the city centre: budget 5 000 EUR, 678 votes
- Flowers for the city centre: budget 5 000 EUR, 602 votes
- A distribution site for food assistance in the Nastola region: budget 6 000 EUR, 432 votes
- The development of the Porvoo river nature walk: budget 10 000 EUR, 741 votes
- The development of the Kesanto event area in Sopenkorpi: budget 10 000 EUR, 686 votes
- Wibit-track for the outdoor swimming pool for five days: budget 5 000 EUR, 405 votes
- Cherry tree park, location still undecided: budget 25 000 EUR, 1 095 votes

## [Kirsikkapuisto Lahden osallistuvan budjetoinnin suosikki](#)

[Lahden kaupunki](#) 24.09.2020, 08:00



**Kirsikkapuisto Lahden osallistuvan budjetoinnin suosikki**

Lahden kaupunki | 24.9.2020, 08:00

**Julkaisijan viimeisimmät tiedotteet**

**Näjä suunnitteluryhmää valittiin osallistumaan Akekartanrantaan ylikuukauden arkkitehtuurikilpailuun**

Lahden kaupunki | 24.09.2020, 12:04

**Veritarkastuspalvelut kutsuvat huoltaja arvioimaan toimintaansa**

Lahden kaupunki | 25.09.2020, 10:08

**Kaupunginvaltuusto ratkaisee Lahden lauseen 25.1.**

Lahden kaupunki | 22.09.2020, 10:08

**Lahden sikkiläki 120 038 joulukuussa 2020**

Lahden kaupunki | 21.09.2020, 14:07

**Lahden osallistuvan budjetoinnin avulla 2020-2021 toteutettavat asukasideat**

Lahden osallistuvan budjetoinnin avulla 2020-2021 toteutettavat asukasideat

**Koko kaupunki**

Kirkkajärvi, 1095 ääntä, kustannusarvio: 25 000 euroa. Toteutuksesta vastaa vihertorni.

**Eteläinen alue**

Pörvönperän leikkokujan kunnostaminen, 741 ääntä, kustannusarvio: 10 000 euroa. Toteutuksesta vastaa vihertorni.

Sopasenven Kesänuon kahttaminen, 686 ääntä, kustannusarvio: 10 000 euroa. Toteutuksesta vastaa kaupunkiympäristön palvelualue.

Wibe-rata maauimalaan yölläki päiväksi, 405 ääntä, kustannusarvio: 5000 euroa. Toteutuksesta vastaa liikuntapalvelut.

**Pohjoinen alue**

Friidengriffonja Ahtilaan, 624 ääntä, kustannusarvio: 25 000 euroa. Toteutuksesta vastaa vihertorni.

**Itäinen alue**

Kauppatorin elävöittäminen, 852 ääntä, kustannusarvio: 5000 euroa. Toteutuksesta vastaa kunnallisteinikki, maanviljitys, toiminta sekä Lahden Pyrkivä.

Vartiolo pyöröparkki torille, 751 ääntä, kustannusarvio: 3000 euroa. Toteutuksesta vastaa kunnallisteinikki.

Katualetta kerkusta, 678 ääntä, kustannusarvio: 5000 euroa. Toteutuksesta vastaa kunnallisteinikki ja maanviljitys.

Kukkaa keskusta, 602 ääntä, kustannusarvio: 5000 euroa. Toteutuksesta vastaa vihertorni.

Ruoka-avon päällyste Maastien alueella, 432 ääntä, kustannusarvio: 6 000 euroa. Toteutuksesta vastaa puistot ja hyvinvointipalvelut.

Tutustu tarkemmin toteutettaviin ideoihin [täällä](#). [Lisäinfo](#)

Tomialan viitteesimmät tiedotteet

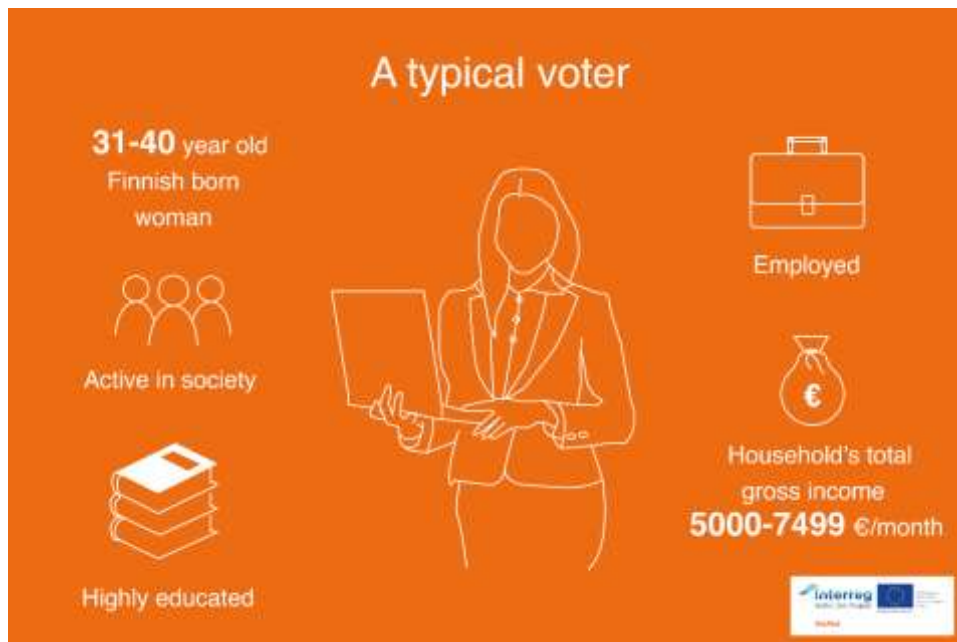
**Tapahtumajärjestäjäle tarjottu Maailä tapahtuu**  
Hämeenlinnan järjestetään verkossa 15.2 - tilaisuuteen tutustutaan Lappeenrantaan tulemaan tapahtumajärjestäjäle  
20 Järjestelmän lausunto  
20 29.07.2021, 14:00

**Kesätyönteet ja kesätyöpaikat**  
Tuusulan kunnan toimintasuunnitelma 2021  
20 Tuusulan kunta  
20 30.07.2021, 10:30

**Kutsu Turun kaupunginjohtajan**  
infotilaisuuteen 27.1.2021  
20 Turun kaupunki  
20 28.01.2021, 10:00

**Kunnallistalouden päätökset**  
25.1.2021  
20 Tuusulan kunta  
20 25.01.2021, 17:00

Screenshot: ePressi



**34e. Total PB budget realized / implemented:**

No data available.

**34f. Was part of the total PB budget unused?**

No data available.

**34g. Information provided to citizens after completion of the voting phase:**

There was communication to citizen on week 39/2020 to publish the results of the vote. After that, the communications team of Lahti will provide case examples of the ideas implemented.



**34h. Extent to which the approved projects can be realized:** No data available.

**34i. Timeframe planned to realize the approved projects:**

Winning ideas will be implemented by the end of 2021.

**34j. Extent to which citizens were involved in the realization of the approved projects:**

No data available.

**35. Citizens were informed about the completion of the 1<sup>st</sup> PB pilot in the following ways:**

News-post week 39/2020. No accountability report available.

**36. Other actors involved (e.g. local council) were informed about the completion of the 1st PB pilot in the following ways:**

No data available. Local councillors were satisfied with the communication based on the interview of key councillors.

## 5. Assessment of 1<sup>st</sup> PB pilot and enhancement for 2<sup>nd</sup> PB pilot

**37. Objectives for PB as specified in Question 9 were reached as follows:**

Lahti did not set any specific aims for 1st PB pilot. However, it can be said that the PB pilot sparked interest among citizens for stronger participation in city of Lahti.

**38. Besides the objectives for PB as specified in Question 9, the following additional issues can be seen as a success for the PB pilot:**

This is under an evaluation. However, based on the interviewed actors it can be said that PB, both in idea phase and in voting phase reached a good number of participants. This is a sign of successful marketing and communication of PB in the city area. Especially the work of “project guardians” was highly appreciated. Project guardians were residents, who helped the city organization in the marketing and dissemination of PB in different city districts.

**39. Some objectives for PB as specified in Question 9 were not reached due to the following reasons:**

This is under an evaluation. However, based on the preliminary analysis of the empirical data, it seems that the co-creation phase was not seen as successful as hoped before the process. Also, the presence of city officials in different neighbourhoods was also quite minor. These are direct consequence of COVID-19 situation.

**40. To our knowledge, the following elements of the PB process are innovative compared to other PB initiatives in the BSR:**

The city of Lahti introduced project guardians (citizens who supported the PB and spread knowledge among peers) and PB coaches (from city organization) and found them helpful in implementing the pilot. They also tried out co-creation (Lahti PB Lackathon) to bring all parties together.

### **41. The PB benefitted from the transnational approach of the EmPaci project in the following way:**

The transnational EmPaci-survey was important in planning the PB process. Also sharing the information with Finnish EmPaci team was fruitful. Additionally, the “handbook” of PB type groups as well as international PB network might be useful, when future PB processes are planned, and information is being shared.

### **42. These changes are already planned for the 2<sup>nd</sup> PB pilot to better reach objectives of PB:**

To our knowledge no changes are confirmed yet. However, the division of areas in the city district caused a lot of discussion (illustrated by the empirical data) and it is likely that there will be changes concerning it. Also, it is possible that PB will be organized biannually in the future. However, Lahti has decided that it will not run 2nd PB pilot and the co-operation with EmPaci project shall come to its end after the evaluation of 1st PB pilot is completed.

### **43. These changes are already planned for the 2nd PB pilot to better involve target groups:**

No decision has made concerning the possible changes. There have been some preliminary discussions on a specific theme and target group (for instance, immigrants or youth) for upcoming rounds of PB in Lahti. However, Lahti has decided that it will not run 2nd EmPaci PB pilot and the co-operation with EmPaci project shall come to its end after the evaluation of 1st PB pilot is completed. This is due to it still being unclear when the following PB run will take place in Lahti.