

Curriculum of training for the general understanding of Participatory Budgeting (PB)

Objectives of the Training

The purpose of this training is to build capacity of municipal employees, their respective institutions and representatives of civic society in the domain of Participatory Budgeting and to provide participants with the knowledge and skills to design effective citizens participation processes at the local level.

Target group:

Municipal employees, Representatives of local NGOs or individuals who have been agreed / or will become an Ambassadors of PB

Training task:

The expected outcome of this training is the development of confident and competent target group in municipalities with the ability to design, implement, evaluate and communicate Participatory Budgeting at local level.

Training Methods:

Frontal lecturing, group work, „train the trainer” approach, „learning-by-doing”, brainstorming, case studies, role play, discussions, presentations, individual work.

Training Structure:

3 day training programme divided in 3 modules. The length in hours depends of local situation. Content can be adopted according the time will be dedicated to the training and the needs of the target group and can be implemented just partly as well.

Module 1 - theoretical module and practical exercises. This module seeks to provide participants with the basic knowledge about Participatory Budgeting – models, priority areas, benefits and challenges, examples and case studies.

Module 2 – theoretical and practical module which contains a number of case studies and demonstrates how to apply the various concepts, methods and tools presented in the previous module; technical solutions for implementations of PB concepts; group work/individual work on engagement strategy, PB implementation and evaluation plan.

Module 3 - contains a number of group exercises and individual assignments, which will allow participants to apply gained knowledge into the practical concept of PB and implementation processes; group reflection on the different concept drafts of participants.

MODULE 1

	Topics	Subtopics
1.	The origins and various concepts of Participatory Budgeting	<ul style="list-style-type: none"> - Models of Participatory Budgeting - Priority areas where Participatory Budgeting can shape local strategy and policy development - Concepts of empowerment and participation
2.	The benefits from Participatory Budgeting	<ul style="list-style-type: none"> - How a Participatory budget can reflect and balance the needs of different stakeholders of the local community - The direct and indirect benefits for local municipalities from Participatory Budgeting
3.	Challenges of Participatory Budgeting	<ul style="list-style-type: none"> - Introduction to Citizen Participation - The potential obstacles and risks of implementing Participatory Budgeting - Key factors that can underpin successful Participatory Budgeting projects
4.	Examples and case studies of Participatory Budgeting	
5.	Practical example SWOT analysis of Participatory Budgeting implementation in specific municipality	

MODULE 2

	Topics	Subtopics
1.	The models of Participatory Budgeting: use and adoption at local context	<ul style="list-style-type: none"> - Methods of designing - Context - specific Participatory Budgeting: an approach that fits with the characteristics of community (or specific target groups), local political environment - Citizen participation tools and engagement strategies
2.	The stages of Participatory Budgeting and activities	<ul style="list-style-type: none"> - Preparation stage - Stage of Attraction and Inclusion - Implementation of Participatory Budgeting - Reflection on the process and the outcomes
3.	Practical exercises in groups	<ul style="list-style-type: none"> - To conduct an evaluation of preconditions for successful citizen participation in a specific municipality

4.	Key communication skills, required for citizen participation processes	<ul style="list-style-type: none"> - Presenting and distributing information - Creating on-going, high-quality conversations
5.	Practical exercises in groups	- Drafting engagement strategy for specific municipality
6.	Homework	- Preparation of the Participatory Budgeting implementation plan

MODULE 3

	Topics	Subtopics
1.	Reflection about the content	presented in the previous modules
2.	Presentation of the developed Participatory Budgeting plans	<ul style="list-style-type: none"> - Presentation of the Participatory Budgeting implementation plans by participants
3.	Curriculum development and implementation	<ul style="list-style-type: none"> - Training content that equips all engaging local citizens with the skills, knowledge, experience, and confidence that allows them to engage in Participatory Budgeting processes in a meaningful way - Teaching and learning methods for adults
4.	Practical exercises in groups/discussions	<ul style="list-style-type: none"> - Identification of skills, knowledge, experience, and confidence that allows representatives from different target groups to engage in Participatory Budgeting processes in a meaningful way