

**The concept for the development of initiative budgeting in the Suojärvi urban settlement  
within the framework of the "EmPaci" project**

This document describes the expected results of work on the implementation of certain elements of the initiative budgeting (IB) technology in the Suoyarvi urban settlement within the framework of the EmPaci project in 2020-2021.

Taking into account the nature of the task set within the framework of the Project, the time frame and the estimated amount of funding, it is proposed to focus on creating a basic organizational infrastructure, that is, projects of administrative processes, local regulations, methodological recommendations and document templates that ensure the execution of proactive budgeting processes, as well as conducting measures aimed at increasing the readiness of administration staff and residents of the Suojarvi State Enterprise to be actively involved in information security processes.

Due to the fact that currently a federal bill on proactive budgeting at the municipal level has been developed and is being adopted (Bill No. 893063-7 On Amendments to the Federal Law "On General Principles of Organization of Local Self-Government in the Russian Federation" (in terms of legal regulation issues of proactive budgeting)), it seems appropriate to take into account the provisions of this draft law in the formation of the developed processes and documents.

Thus, when forming and implementing work plans in 2020, at least three framework packages of requirements will be taken into account: the requirements of the Suojarvi State Enterprise Administration (the customer's framework), the requirements of the current and future legislation (regulatory framework) and the requirements of the EmPaci project (the contractor's framework). The following describes the key elements of each of the framework inputs and formulates the main expected results of the Project in 2020.

## 1. 1. The proposed package of works for the implementation of proactive budgeting at the municipal level

### Project stages

Stage 1 - Organizational	Development of a model suitable for the city (analysis of the situation, needs, problems of the administration and residents)	1-2 months
	<ul style="list-style-type: none"> <li>• Select areas in which citizens will propose projects (taking into account the powers of the administration)</li> <li>• Solving the issue of financing (including co-financing from citizens + businesses)</li> </ul>	
	<p>Development:</p> <ul style="list-style-type: none"> <li>• documentation; including: order of participation in the project (who can submit and who cannot, etc.), the procedure for selecting projects, the procedure for allocating funding, the procedure for managing project implementation, creating project maps</li> </ul> <p>(according to which you can further sort them on the site), examination cards (for ease of analysis),</p> <ul style="list-style-type: none"> <li>• site (or embedding on an existing site),</li> <li>• creation of a working group in the municipality (to determine the composition and responsible persons).</li> </ul>	
Stage 2 - Information campaign	<p>Conducting an information campaign:</p> <ul style="list-style-type: none"> <li>• informing about the project (media, SMM, etc.)</li> <li>• Educational activities (open lectures, workshops, neighborhood festivals, information campaign in schools, etc.)</li> </ul>	1-1.5 months
	Collection of proposals	2 months
Stage 3 - Examination of applications	Conducting an induction briefing for project moderators and administration staff.	1 month
	<p>Examination of applications received in accordance with formal criteria:</p> <ol style="list-style-type: none"> <li>1. For compliance with the criteria at the entrance to the project (spheres, amounts, land, merging of the same initiatives into one - automatic operation of the system).</li> <li>2. In accordance with the authority of the administration - manual work.</li> </ol> <p>The task is to cut off initiatives that are not relevant to the project.</p>	

	Information support (publication of articles, announcements, etc., maintaining a site and a group in VK, working with messages from citizens)	
Stage 4 - Conciliation	Initial vote for the most important projects for the MR (online and / or offline)  1. Primary absentee voting of residents (based on the results of an examination according to formal criteria on the website / in absentia in municipalities, HOA, etc.)  2. People's gathering (example, a two-day festival of projects) where 20-30 projects are selected.	1 month
	Initial vote for the most important projects for the MR (online and / or offline)  1. Primary absentee voting of residents (based on the results of an examination according to formal criteria on the website / in absentia in municipalities, HOA, etc.)  Creation of a reconciliation commission (authors + representatives of the Ministry of Defense) and an expanded (citizens - by lot), which will work on the project.	
	Information support (publication of articles, announcements, etc., maintaining a site and a group in VK, working with messages from citizens)	
Stage 5 - Educational + design	Educational stage for members of the commission:  1. Work with the reconciliation and extended commissions.  2. Conducting educational activities for the development of projects.  3. Interaction with authorities to finalize projects.  4. Attraction (or not?) Of co-financing.  5. Additional examination of projects, carrying out estimates, preliminary design.	1.5 months
	Information support (publication of articles, announcements, etc., maintaining a site and a group in VK, working with messages from citizens)	
Stage 6 - Final	Presentation of projects and voting at an extended meeting of the conciliation commission.  Selection of 3 projects.	1-2 days
	Questioning of the members of the commission.	
	Implementation of projects throughout the year.	1 year
	Participation in the work of the working group on the implementation of the winning initiatives.	
	Coverage of the progress in the implementation of the winning initiatives in the media.	

## **2. 2. Requirements of the federal law**

(under development, version 131-FZ is expected with amendments from 04/03/2020)

## **3. 3. The result that is expected to be achieved based on the results of work in 2020**

4.1 Development of a model suitable for the city (analysis of the situation, needs, problems of administration and residents)

4.2 Development of documentation, including:

A. Legal and regulatory framework for launching the information security process in Suojarvi:

1. drawing up a brief Regulation on the project, its timing and budget, reflecting the principles of project implementation, the powers of the participants, the procedure for holding meetings and the procedure for resolving disputes.
2. development of the Regulations for meetings, voting and selection of budget commissions in the region;
3. development of the Regulations for training members of budget commissions;
4. formation of an approximate list of the schedule of voting and drawing of lots;
5. Development of the Regulations for the examination and implementation of the winning initiatives and the form of the Plan for the implementation of the initiative
6. formation of a calendar of IB events, involvement of professional experts in the process of lecture and group work.

B. Coordination of a set of documents with the local administration.

4.3 Educational stage for members of the commission:

1. Work with the reconciliation and extended commissions.
2. Conducting educational activities for the development of projects.
3. Interaction with authorities to finalize projects.
4. Attraction (or not?) of co-financing.
5. Additional examination of projects, carrying out estimates, preliminary design.

4.4 Development of a detailed calendar for 2021 and the launch of information security.

The result is pre-moderation project support, preparation of documentation and the basis for the work of budget commissions.