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Documentation of 1st PB pilot

**Municipal District Moskovskaya Zastava,
Moscow region of St. Petersburg (Russia)**

(for the full report of all pilot municipalities, see main document)

GoA 2.3 Output 2



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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)

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) 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 "Residents decide what the municipality should be like" + Questionnaire form. January 20, 2021
- 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 "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),
- 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 1st 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 EUR¹, Factual – 652 300,00 EUR²

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.

¹ 25 000 000,00 RUB, Exchange rate 89.00

² 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 “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 “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 1st 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 EUR³

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 EUR⁴). 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 EUR⁵) 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:

³ 58 054 591,93 RUB, Exchange rate 89.00

⁴ 25 000 000,00 RUB, Exchange rate 89.00

⁵ 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 1st 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 1st PB pilot and enhancement for 2nd 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 2nd 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.