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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 2nd 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 1st PB pilots (i.e. the PB implementation in the year 2020) have been described in a separate document, whereas this document refers to the 2nd PB cycles implemented in the year 2021.

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 described¹, second the development of the PB process is explained followed by thirdly giving insights on the implementation of the 2nd 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 2nd PB pilot and potential for enhancement. 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 2nd PB pilot was conducted in the year 2021 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
- Sverdlov Urban Settlement, Leningrad Region / Russia
- Municipal District Moskovskaya Zastava, Moscow region of St. Petersburg / Russia
- Municipality Suoyarvskoye Urban Settlement, Republic of Karelia / Russia
- City of Riihimäki / Finland.

¹ For a detailed description, see the documentation of the 1st PB pilot.



Figure 1: Location of pilot municipalities

In seven of these places, the PB process were repeated after completion of the 1st PB pilot in the year 2020. For two pilot places, for various reasons (among others the COVID-19 pandemic), the PB processes are piloted for the first time within the EmPaci projects. This refers to Sverdlov Urban Settlement, Leningrad Region / Russia (in 2020: Gatchina Municipal District, Leningrad Region/Russia) and the City of Riihimäki/Finland (in 2020: Lathi/Finland). A comparison of the pilot municipalities and their implementation of PB is presented [here](#).

Bützow/Germany

1. Situation before the 2nd PB implementation

Have there been any major changes in the key data about municipality-related or citizen-related factors compared to the previous PB pilot?

☒ No ☐ Yes

PB process-related factors

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

☐ Yes ☒ No

2. Development of the 2nd PB pilot

Citizen- and PB process-related factors

9. PB is implemented to realize the following objectives:

In principle, citizen participation in municipal processes and decisions can take place formally and is offered through citizen consultation hours, question and-answer sessions and participation in construction projects, for example. However, the participation rates are very low. In Bützow, few to no citizens take advantage of the question time in the committees. Only in surveys on special and specific projects citizens do participate in an acceptable quota.

The goal is to find and implement a form of participation that allows all citizens to:

- contribute ideas in a qualified manner
- vote on ideas/suggestions
- find a reliable, permanent system/participation format
- build trust in the communal work and processes
- enable transparency
- receive appreciation
- increase identification with their city and the administration

The citizens experience the city administration basically not as a partner but as a non-transparent, still necessary system. Due to a wide variety of administrative services, the enforcement of order, the

development of complex construction projects and often unknown and incomprehensible responsibilities, non-transparency arises and consequently a lack of understanding and little cohesion and identification.

In order to strengthen and significantly increase the identification of citizens with the administration and the democratic system, a form of participation is needed that is designed to be directly democratic.

The goals of the administration are:

- a high participation of all generations in Bützow:
 - o children and pupils
 - o teenagers and young adults
 - o apprentices
 - o best ager
 - o single people and those not interested in politics
 - o volunteers
 - o working people
 - o families
 - o senior citizens
- a comprehensive view of citizens' needs and perceptions about housing, working and living conditions
- to promote identification and cohesion

The participation rate has decreased slightly compared to the 1st participatory budget. The gender quota is almost balanced, and participation in the different generations and target groups is given, but could be greatly improved. The aftermath of the pandemic only allowed for few events and face-to-face conversations, so that the benefits and opportunities of PB could not be presented in the best appropriate way. For the upcoming participatory budget, an increase in the individual quotas of the target groups is to be strived for and set internally.

9a. Which objectives have changed compared to the 1st PB pilot? Have objectives been added or abandoned?

The targets have not changed. Rather, the targets have been set in a more differentiated way, for example quotas per target group and age group.

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

- | | | |
|----------------------------|-------------|------------------|
| - children till 12 years | - students | - young adults |
| - teenagers till 18 years, | - families | - volunteers |
| - Trainees | - best ager | - working people |

- seniors

- single people and persons not interested in politics

The goal is to reach as many residents as possible. The participation, the reaching of the individual target group has quite different sub-goals (e.g. binding to the city, increasing satisfaction, preventing people from moving away).

Each of the mentioned target groups has different aspects that affect them and are important to them, and therefore it is important to make these aspects known to the public and to take them into consideration.

The target group distinction is basically made according to age groups, but also according to interests. For example, associations and committed people are actively addressed, as are schoolchildren. Here there is a chance that the product PB is carried into a family, for example, via the various members of the family, and that exchange and debate take place within a circle.

11. In case an analysis of citizen satisfaction of the 1st PB pilot has been conducted before developing the 2nd PB pilot, the following needs of citizens were taken into account for the 2nd PB pilot's implementation:

There was no professional and comprehensive satisfaction analysis. Nevertheless, we conducted random interviews with citizens from different target groups and asked them about their experiences with the 1st participatory budget. There was a unanimous wish that there should be more time to discuss the proposals before these are voted on. There was also a desire to extend the voting period. We tried to take both of these improvement options seriously, but one did not succeed. The production of the brochure/proposal booklet was delayed due to a lack of paper, again leaving little time (2 weeks) for citizens to engage with the proposals. The extension of the election period by a few days took place, but did not have the desired success, because the proposal booklet was not sufficiently known.

PB process-related factors

12. The following steps were undertaken to develop ideas and concepts for the 2nd PB cycle and the following changes were implemented compared to the 1st PB pilot:

No further improvements or processes, besides those mentioned in question 11.

13. Citizens were involved in the development of the 2nd PB cycle the following way and the following changes were implemented compared to the 1st PB pilot:

In principle, every citizen can make suggestions for improvement. We conducted spot interviews to ascertain the phases in which citizens came into contact with PB or missed phases of PB by means of which procedure. The interviewees wished for longer voting and preparation times. In the 2nd participatory budget, we partially succeeded in implementing these suggestions for improvement. A further improvement is targeted for the 3rd participatory budget. Conducting customer journeys (a marketing tool

adjusted by the EmPaci team to PB) for each target group will be done as preliminary work for this, also in order to consistently align adapted means and methods with the target groups.

14. Citizens were informed about the initiation of the 2nd PB cycle in the following way and the following changes were implemented compared to the 1st PB pilot:

The fact that a 2nd participatory budget will take place was already announced with the proposal and voting system in the 1st participatory budget. The statutes for the participatory budget have been adopted for five years. For the start or the renewed call for the start of the participatory budget, banners were hung in frequented places in the city, posters, reports in the daily press and the official gazette took were published, in addition to social media campaigns. The information for the start of the participatory budget was similar in type, quantity and intensity to the 1st participatory budget. However, we tried to work more precisely with the target groups.

15. These were the (internal and external) main promoters and success factors in the development of the 2nd PB cycle and the following changes appeared compared to the 1st PB pilot:

The Bützow participatory budget was adopted by the city council in December 2019 for a period of five years. The 1st participatory budget was developed and publicized by the project consortium of the University of Rostock, the PferdemarktQuartier e.V. and the city of Bützow. The 1st participatory budget was a success in terms of participation in the proposal phase and also in the voting phase. With this background, further intensive public relations work by the project partners was needed to launch the 2nd participatory budget, but no substantial work on the purpose of the participatory budget.

15c. These were the role models that were used as an inspiration for own PB:

The participatory budgets of the German cities Senftenberg, Eberwalde and Ketzing served as models.

16. These were the main opponents and hindrances in the development of the 2nd PB cycle and it was coped with these in the following way:

The main problem continued to be the restrictions imposed by the COVID-19 pandemic. Gatherings in private and public spaces continued to be heavily regulated during the 2nd year of the pandemic, making conversations to develop ideas and disseminate PB literally impossible.

The idea of PB has been embraced, but among segments of the population with little experience and motivation to participate, intensive outreach is needed, which could hardly take place in person.

Through newspaper articles and social media, an attempt was made to encourage participation by means of the progress of the projects from the 1st participatory budget.

17. A project team for the 2nd 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, who is involved in the project and the participatory budget on a pro-rata basis, and the city's public relations and project manager as a consultant, who also works on and is responsible for the project and the participatory budget on a pro-rata basis.

18. For the IT part / online implementation of the PB, the following considerations and steps were taken and the following changes were implemented compared to the 1st PB pilot:

The IT tools were used for two different functions:

1. the presentation of the participatory budget and the project on the homepage, including the proposal system: the presentation was done in the existing Content Management System (CMS) and the form system for the submission of proposals was also created from existing resources.

This procedure was adopted for the 2nd participatory budget.

2. the voting tool: For the 1st participatory budget, there was a lively exchange with the staff of the Chair of Business Informatics at the University of Rostock and the development of a concept as part of a student research project on 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 the requirements of data protection and ensuring the validity of the election/voting, it was decided that the two voting processes (online and offline) should be carried out separately in terms of time frames in order to avoid double voting. Voting via online tools was carried out in the 1st participatory budget with an external partner. Due to the short time and lack of capacity of our system provider, it was not possible to implement our own solution. It was planned for the 2nd participatory budget to implement its own website, which would contain reporting on past participatory budgets, the proposal forms and the voting tool.

The implementation had to be postponed again, so the voting was again handled by an external tool. This solution has been very well received by citizens.

Comparison with the 1st PB pilot:**19a. The following suggestions for changes were made from the EmPaci team to improve the process:**

Targeting public relations activities more precisely to specific target groups.

19b. Of these suggestions, the following were implemented in the 2nd PB pilot:

None yet, due to pandemic conditions. Currently, we are developing individual customer journeys and an adapted approach to the target groups with online and offline methods

20. The following documents, manuals, regulations were developed and used during the development of the 2nd PB cycle:

- Statute
- Decision of the city council / budget for budgets
- Proposal list 2nd participatory budget
- Posters 2nd participatory budget
- Banner 2nd participatory budget
- Proposal card 2nd participatory budget
- Reports on the projects from the 1st participatory budget
- Draft for advertising journal "Bützower Landkurier
- Design of the website www.buetzow.de
- Video for information about the 2nd participatory budget
- Social media campaigns
- WhatsApp groups info

3. Implementation of the 2nd 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 (in EUR and %-change of 1st PB pilot): 40 000 EUR (+25%)

21b. Annual PB budget per citizen (in EUR and %-change of 1st PB pilot): 5,13 EUR (+25%)

21c. If applicable, budget earmarked for related internal work, communications etc.: No

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:

for proposal: none

for voting: 12 years

Definition of persons:

Only residents of Bützow admitted

Number of eligible persons (in total): 7 200

Number of participating persons (% of citizens): 442 = 6,1 %

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:

30.04.2021 End of proposal phase

25.08.2021 Publication of proposal brochure

25.08.2021 Start of online voting

25.08.2021 Start of offline voting

10.09.2021 Announcement of the winning projects

15.11.2021 Start of implementation of the winning projects

23. As key learnings from the 1st PB pilot, these aspects were considered when implementing the 2nd PB pilot:

Increase time between publication of the brochure with the proposals and voting phase, longer voting time

24. For citizen involvement in the PB-phases (e.g. information, proposal, 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/ citizen association PferdemarktQuartier.

Two of the events took place on the following dates: 31.08.2021 and 07.09.2021.

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 reach 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.

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

Basically, we have designed the marketing products (posters, banners, cards and proposal booklet) to be as simple and clear as possible. A graphic designer was assigned for this. 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.

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 PB 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 the EmPaci-project):

No special training sessions could be held. Due to the pandemic, there were hardly any events that could provide space for information and training on PB. It is planned to present PB at the next relevant event in the association of municipalities. In advance, an article will be published in the association's magazine and distributed to all municipalities.

4. Results of the 2nd 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 whole year. The deadline for the participatory budget is 30th of April in each year. All proposals (after the deadline for the previous PB) 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.

32b. Number of citizens participating: about 140

32c. Participation rate: 1,8 % of citizens, +- 0,0 compared to 1st PB pilot

Percentage of females: No indication possible

32d. Number of proposals received in total:

Submitted online: 92 = +66 % compared to 1st PB pilot

Submitted by paper-and pencil: 48 = 34 %, - 16 % point compared to 1st PB pilot

Submitted otherwise: 0

Innovativeness of proposals:

Number of "new" proposals: 57

Number of resubmitted proposals: /

32e. Main categories of proposals:

New construction, roads and paths

Equipment city

Planting

Tourism

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

Number of positive comments on implementation: 61

Number of negative comments on implementation: 79

Feasibility check:

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

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

Number of feasible proposals: 61

Percentage of feasible proposals (% of proposals received in total): 44 %

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.

33c. If applicable, political decision-makers were involved in the feasibility check in the following way: no

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: none

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

33g. As a consequence:

Number of feasible proposed projects /feasible voted projects (Number of passed checks): 61

Number of not feasible proposed projects /not feasible voted projects (Number of failed checks): 79

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 city's website. The voting period in the online process was 15 days. The analog voting procedure was offered in parallel and went one day longer. On the last day, citizens were able to vote at an event.

Additional for online tools:

Number of Online Accounts: 360

Number of discontinued voting procedures: 11

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

Each citizen has five votes, and it can be seen that for the winning projects were chosen mostly with five votes each of the proposers. Citizens who did not vote for one of the winning projects seem rather undecided and distribute their votes in high frequency.

34b. Number of citizens voting: 353, -11,5 % compared to 1st PB pilot

Ratio of females of total (%): 62 %

34c. Participation rate (% of citizens): 4,9 %

34c. Number of votes received: 442, -11,6% compared to 1st PB pilot

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

-	Proposal no. 58	"Plant trees"	10.000 EUR	220 votes
-	Proposal no. 42	"Sports park/Fitness park"	10.000 EUR	127 votes
-	Proposal no. 43	"New Flair on all playgrounds"	10.000 EUR	98 votes
-	Proposal no. 20	"Playgroundz Fritz-Reuter-Allee"	10.000 EUR	85 votes

34e. Total PB budget realized / implemented: The complete budget will be implemented.

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

☒ No ☐ Yes, unused

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

The proposal list with all votes will be published on the homepage. Information to all citizens will be distributed by letter.

Number of delayed proposal implementations /feasibility checks: none

34g. Extent to which the approved projects can be realized: All projects can be implemented within the proposed and agreed framework.

34h. Timeframe planned to realize the approved projects:

The 1st proposal "planting trees" is currently already being tested, the sites are validated regarding and then the planting takes place. Completion planned 1st quarter 2022.

For the sports park, discussions will be held in the coming weeks with the proposers to take into account the requirements and wishes and to purchase suitable sports equipment. We also still need to vote on the appropriate location. Realization at the beginning of the 2nd quarter 2022.

The proposal for upgrading the playgrounds includes the installation of additional benches, the implementation will take place in the short term in the next few weeks.

The realization for the playground (4th winning proposal) will take several months, also because the delivery times for playground equipment are longer than usual. Completion is also planned for the 2nd quarter of 2022.

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

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

35. Citizens were informed about the completion of the 2nd PB pilot in the following ways:

Link to accountability report and screenshot: <https://www.buetzow.de/Leben-im-B%C3%BCtzower-Land/B%C3%BCrgerbeteiligung-/B%C3%BCtzower-B%C3%BCrgerhaushalt-/2-B%C3%BCrgerhaushalt-Die-Ergebnisse/>

and / Bürgerbeteiligung / Bützower Bürgerhaushalt / 2. Bürgerhaushalt: Die Ergebnisse

Ergebnisse Bürgerhaushalt 2021

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

1749 Stimmen wurden im Rahmen der Abstimmung für die Vorschläge vergeben und die meist gewählten Vorschläge sind:

Vorschlag Nr. 58	"Bäume pflanzen am Wall"	10.000 EUR	220 Stimmen
Vorschlag Nr. 42	"Sportpark/Fitnesspark"	10.000 EUR	127 Stimmen
Vorschlag Nr. 43	"Neues Flair auf allen Spielplätzen"	10.000 EUR	98 Stimmen
Vorschlag Nr. 20	"Spielplatz Fritz-Reuter-Allee (Gummiweg)"	10.000 EUR	85 Stimmen

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**

Informationen zum Bützower Bürgerhaushalt und zum Projekthintergrund EmPaci [finden Sie hier](#).



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• NACHRICHTEN AUS DER STADT BÜTZOW UND DEM AMT BÜTZOW-LAND

1. BÜTZOWER BÜRGERHAUSHALT 2021

Für den 2. Bützower Bürgerhaushalt wurden 140 Vorschläge eingebracht. Es sind Ihre und Eure Ideen für ein attraktiveres, aktiveres und schöneres Bützow und sie zeigen auch, welchen Blick Sie und Ihr auf unsere Stadt habt.

An der Abstimmung haben 442 Bürgerinnen und Bürger teilgenommen und konnten jeweils bis zu 5 Stimmen für die Vorschläge vergeben. 353 Stimmabgaben und somit 1.750 Stimmen sind gültig. Und die Gewinner unseres 2. Bützower Bürgerhaushaltes sind:

Bäume pflanzen
Ich wünsche die Bäume am Wald. | VERWALTUNG: Wo auch immer der Vorschlag gewählt wird, pflanzen wir bis zu 5 neuen Bäume.
Wahlkosten (F2, R2, R3)    10.000 €

Sportpark / Fitnesspark
Ein kleiner Fitnesspark für die Freizeit zur sportlichen Betätigung wie Yoga, Klimacircle, Dips, Hanteln, Halter u. Gleichgewichtstrainingen. Es gibt in Bützow keine Möglichkeit. | VERWALTUNG: Der Vorschlag ist auf Outdoor-Gelände ausgerichtet.
ohne   10.000 €

Könntet Ihr Euch ein neues Flair auf allen Spielplätzen in unserer Stadt vorstellen?

Mir ist schon seit Jahren aufgefallen, dass es kaum bzw. keine Sitzmöglichkeiten auf unseren Spielplätzen gibt. Wenn ich an früher denke, als unsere Kinder noch klein waren, trafen sich Eltern, auch Oma und Opa mit ihren Kindern, Enkelkindern nach der Arbeit oder am Wochenende auf dem Spielplatz. Dort konnten die Erwachsenen in Ruhe ihren Kindern beim Spielen zusehen, sich aber auch mit anderen austauschen oder sich selbst beschäftigen (stricken oder andere Handarbeit erledigen). Das war früher. Heute haben wir zwar eine andere Zeit, doch der Bedarf nach Gemeinschaft in der Natur, nach einer Möglichkeit für einen Augenblick den schönen Moment des Zusammenseins mit den Kindern, mit anderen Menschen zu genießen, ist, denke ich, noch immer vorhanden. Moderne auffallende Bänke, die unserer Zeit gerecht werden, Sitzmöglichkeiten in einem formschönen, angenehmen Stil laden die ganze Familie zum Erholen, Verweilen, zum Kommunizieren, einfach zum Genießen, ein. Ein schönes modernes Flair auf unseren Spielplätzen wäre ein noch größerer Anziehungspunkt für klein und groß, für jung und alt, auch Gäste hätten ihre Freude daran. Die Gemütlichkeit und Entspannung für einen längeren Zeitraum auf dem Platz wäre perfekt. Eine neue, vielleicht auch einheitliche farbliche Ausstattung unserer gesamten Spielplätze mit modernen Sitzmöglichkeiten, würde den Tourismus beleben, unsere Stadt anziehender, sehenswerter, einfach attraktiver machen und zu einer guten Außenwirkung beitragen. Deshalb schlagen wir vor, die Spielplätze in der gesamten Stadt mit schönen modernen, stilgerechten Sitzmöglichkeiten auszustatten, um dem Wunsch vieler Bürger nach Erholung, Entspannung, Wohlfühlen an frischer Luft mit der ganzen Familie, gerecht zu werden. (Bänke mit Lehne)

| VERWALTUNG: In den meisten öffentlichen Spielplätzen sind Bänke oder Sitzgelegenheiten vorhanden. Für weitere Bänke kann dieser Vorschlag gesteuert werden.

ohne   10.000 €

Spielplatz Fritz-Reuter-Allee (Gummieweg)
SPELPLATZ am Gummieweg (Fritz-Reuter-Allee) | VERWALTUNG: Bei Wahl des Vorschlags würden wir für die Gesamtsumme von 10.000 € eine neue Spielgeräte aufstellen. Ein Spielplatz mit vielfältigen Geräten, Klettergeräten und Bänken übersteigt die Maximalanzahl des Vorschlags.
Gummieweg (G4)   10.000 €

Die komplette Liste mit allen Vorschlägen und allen Stimmanteilen ist auf www.buetzow.de/Leben im Bützower Land/Bürgerbeteiligung veröffentlicht.

Und wie geht es nun weiter?

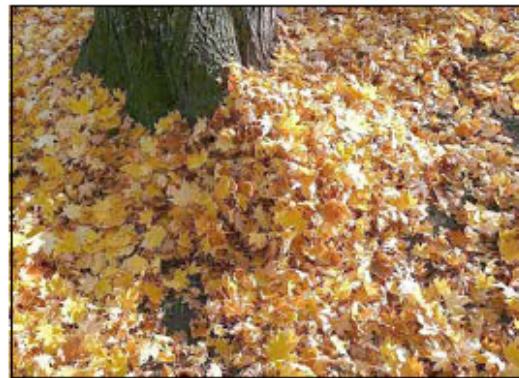
Wir beginnen mit der Planung - gemeinsam mit den Ideengebern und werden auf www.buetzow.de über den Fortschritt und Neuigkeiten informieren.

Laubentsorgung Bahnhofstraße und Neue Bahnhofstraße

An folgenden Tagen können die Anwohner*innen der Bahnhofstraße und Neuen Bahnhofstraße auf dem Gelände des städtischen Bauhofs in der Neuen Bahnhofstraße das Laub der Straßenbäume entsorgen.

Termine:

jeweils samstags am 06., 13., 20. und 27.11. in der Zeit von 09:00 bis 11:00 Uhr (Mitarbeiter vor Ort)



Hinweis!

Vom
26.11./ 14 Uhr
bis
28.11./ 18 Uhr

wird die Schloßstraße zur Durchführung des Bützower Weihnachtsmarktes gesperrt.

Die Umleitung wird ausgeschildert.

Wir bitten alle Anlieger, die ihre Fahrzeuge in diesem Zeitraum benötigen, diese außerhalb des abgesperrten Bereiches abzustellen.

Wir bitten um Ihr Verständnis!

Förderverein Miniaturstadt Bützow e.V.

Vierburgweg 35
18246 Bützow



Änderungen vorbehalten!

Stadt Bützow

Am Markt 1
18246 Bützow

36. Other actors involved (e.g. local council) were informed about the completion of the 1st PB pilot in the following ways: see above. and additionally at the NDR festival and in a report in the committees (City Council and Committee for Education and Social Affairs).

36a. Number of increased contacts outside of the PB process: contact with journalists

5. Assessment of PB pilot and potential for enhancements

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

Participation of the different target groups and generations has taken place, but the target figures have not been reached. A precise evaluation of the participation rates per target group/generation will be carried out in the short term.

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 type and quantity of proposals and the fact that there was participation from all target groups and generations can certainly be seen as a success. The proposals are so diverse and with a significant proportion new and innovative compared to the 1st participatory budget.

Subsequent to the projects, e.g. to the skate park, an Instagram account has already been founded and is developing into an independent network. At the skate park, a sign refers to the project background and the participatory budget.

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

The main reason, in our opinion, is the accessibility to the many target groups and generations. The pandemic and the restrictions in social life and events is a significant drop in the possibility and frequency of contacts. For the announcement, enthusiasm and the animation to the participation it needs a multiplicity of multiple contacts. Thus, it was not possible to inform a large number of residents satisfactorily and to contact them so frequently that participation was the personal focus of the target groups.

40. To our knowledge, the following elements of the PB process are innovative compared to other PB initiatives in the BSR: None.

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

The scientific focus, evaluations and approaches to improve the processes and support the respective goals have been essential to the development and implementation of our PB. For example, the input on contact

types and contact points (customer journey) is fundamental for further development and better implementation. The implementation of PB in the other pilots has also always been inspiring.

Above all, a benchmark of the different regions was possible. How do you succeed in mobilizing citizens in rural areas? How is a participatory budget implemented at the level of a county or an entire region? All these insights and experiences help us to constantly test our own PB processes for effectiveness and best application.

42. These changes are recommended for future PB processes to better reach objectives of PB:

Preliminary analysis of the movements and activities of the respective target group in the city, consequently elaboration of the contact points and a contact procedure adapted to each target group for each online and offline contact type. Better publication of the implemented projects.

Series of lectures in schools from grade 5, at club events, employers, associations and postcard actions on the street, at festivals and direct contact to households.

43. These changes are recommended for future PB processes to better involve target groups or to better represent the eligible persons: See 42.

44. The pilot municipalities plans to run PB also in the future

☒ Yes ☐ No

61 ZUR WAHL STEHENDE

Danke für ~~140~~ tolle Vorschläge!

QR-Codes an besonderen Orten
Calisthenics Park *Watt is dat denn?*
mehr Kunst Öffentlichkeit
Schatzkisten an Spielplätzen
Bürgerflohmarkt
 ...

Und wo kann ich jetzt abstimmen?

NA HIER

Und wo kriegen wir die Vorschläge her?
Aus Deinem Briefkasten oder dem web

BIS 10.09. ABSTIMMEN

Abstimmung:
 ab 12 Jahre (mit Hauptwohnsitz in Bützow)

Online-Wahl:
 25.08. - 09.09.2021
 unter www.buetzow.de
 Legitimation: Eingabe
 personenbezogener Daten

Offline-Wahl:
 25.08. - 10.09.2021 (im Rathaus)
 10.09. 16 - 18 Uhr beim NDR-Fest
 Legitimation: Personalausweis (oder
 vergleichbares Dokument)

Stimmanzahl pro Person:
 maximal fünf Stimmen
Stimmverteilung: beliebig, also auch
 mehrfach für einen Vorschlag möglich

Infoveranstaltungen:
 jeweils am 31.08. und 07.09.2021 von
 18:00 - 19:30 Uhr im Kultursalon,
 Pferdemarkt 8, Bützow (weitere
 Hinweise unter:
www.pferdemarktquartier.de)

Ergebnisbekanntgabe:
 10.09.2021


BÜTZOWER BÜRGERHAUSHALT 2021
 Details: www.buetzow.de

Ich stimme für ...

- _Sommerkino *Das is ja mega old school*
 - _Weihnachtslichtermeer *Voll nich öko, Alter*
 - _Springbrunnen im Hafenbecken *VIVA, LAS VEGAS!!*
 - _Sprayerwand *Das ist doch mal was Konkretes*
 - _Digitaler Stadtrundgang *BOZ in Minecraft - Brüller*
 - _...
- Wir wollen einen Matschespielplatz!*

ABSTIMMEN!!

Online: www.buetzow.de bis 09.09.

Offline: 25.08. - 10.09. Rathaus und NDR-Fest

Ergebnisse: 10.09.2021 beim NDR-Fest



BÜTZOWER BÜRGERHAUSHALT 2021





Der Büttzower Bürgerhaushalt ist aus dem Interreg-Projekt „EmPaci – Empowering Participatory Budgeting“ hervorgegangen. Die Büttzower Stadtvertretung hat im Dezember 2019 eine Satzung für den Büttzower Bürgerhaushalt beschlossen. Für vorerst fünf Jahre werden jährlich mindestens 30.000 € für den Bürgerhaushalt im Haushalt eingeplant.

Im Projekt „EmPaci“ arbeiten 16 Partner aus Deutschland, Finnland, Litauen, Lettland, Polen und Russland. Geleitet wird das Projekt von der Universität Rostock. Die deutschen Projektpartner sind der Verein „PferdemarktQuartier e. V.“ und die Stadt Büttzow. Mehr dazu unter www.empaci.eu

Danke nochmal!

KONZEPT IN GESTALTUNG >>> BEE GUTTENBERG

2. Bürgerhaushalt - jetzt abstimmen!

Bis zum 10.09. über 61 Vorschläge abstimmen

Wie das geht?

Online unter <https://www.umfrageonline.com/s/3a7763f>

"Offline" im Rathaus ([hier finden Sie die Öffnungszeiten](#)) und am 10.09. von 16 - 18 Uhr auf dem NDR-Fest.

Über was wird abgestimmt?

Hier finden Sie alle Vorschläge in einer Übersicht ([hier klicken](#)) oder in einem ausführlichem Vorschlagsheft ([hier klicken](#)).

Wann werden die Gewinner-Projekte bekanntgegeben?

Direkt am 10.09. ab 19 Uhr im Rahmen des NDR-Fest, anschließend online hier und über die Lokalzeitung.

Und wenn ich Fragen habe?

Das PferdemarktQuartier e.V. bietet am 31.08. und 07.09. ab 18 Uhr Informationsveranstaltungen an.

Alternativ gerne per Telefon, per Mail oder persönlich im Rathaus.



Kontakt

Katja Voß
Referentin Projekte und Öffentlichkeitsarbeit

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

Dokumente

[Vorschlagsheft mit allen 140 Vorschlägen](#) (PDF, 25,4 MB, 30.10.2021)

[Vorschlagsliste 2. Bützower Bürgerhaushalt](#) (PDF, 787 kB, 20.10.2021)



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.

Kontakt

Katja Voß
Referentin Projekte und Öffentlichkeitsarbeit

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E-Mail oder [Kontaktformular](#)

Links

empaci.eu



EmPaci

Rietavas/Lithuania

1. Situation before the 2nd PB implementation

Compared to the 1st PB pilot of the municipality, have there been any major changes in the key data about municipality-related or citizen-related factors?

☒ No ☐ Yes

PB process-related factors

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

☐ Yes ☒ No

2. Development of the 2nd PB pilot

Citizen- and PB process-related factors

9. PB is implemented to realize the following objectives:

The main objectives of PB implementation in Rietavas Municipality are as follows:

1) *Raising awareness and engagement of the community.* It is a common practice for people to complain about many issues without own attempt to initiate the change. Rietavas Municipality requested coaching from the project partners on how to achieve the mentioned objective. There was a discussion point created in the Freedcamp and the valuable information was sent by the partners. First, the community learnt about PB while providing their answers for the Citizens Survey, PB training sessions in Rietavas Tourism and Business Information Center as well as during the 1st PB Pilot implementation. Moreover, after the 2nd PB Pilot inhabitants of Rietavas Municipality could see that the 2 initiatives they had voted for were fully implemented. Engagement of the community into PB process after two EmPaci PB Pilots will be growing and, hopefully, becomes a traditional yearly practice.

2) *Educate inhabitants as well as the Council members.* It was very important to educate not just inhabitants but the decision makers, Council members, to consider PB initiatives seriously and respectfully. Municipality administration staff and the council members participated in the weekly meetings during the 2nd pilot in April-May 2021. The meetings were a proper basis for making a clear picture about the PB process and the initiatives presented by the inhabitants. EmPaci project partners facilitated this process by sharing the PB training materials, and descriptive documents about trainings performed. The educational video about PB implementation in Rietavas Municipality within EmPaci project implementation was created and well appreciated by people.

3) *Make PB sustainable.* To establish a PB system, which is not too complicated to realize and to make PB a continuous process in the Municipality. To form a PB Advisory Group and set up clear and transparent procedures. Inhabitants shall trust and be interested in getting involved in submission of the initiatives and making changes they think are necessary.

9a. Which objectives have changed compared to the 1st PB pilot? Have objectives been added or abandoned?

The objectives were the same, however, in the 1st Simulation Pilot the coverage was just the learners of Rietavas Gymnasium, whereas, the 2nd PB Pilot covered the whole Municipality.

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

The target group was inhabitants of Rietavas Municipality, over 16 years old as it was stipulated in the PB Statute of Rietavas Municipality. Although, there were suggestions to let the youth participate at an early age, 14 at least. Amendments for the early age participants have been taken into consideration, and maybe, they will be made for the PB 2022.

11. In case an analysis of citizen satisfaction of the 1st PB pilot has been conducted before developing the 2nd PB pilot, the following needs of citizens were taken into account for the 2nd PB pilot's implementation:

none

PB process-related factors

12. The following steps were undertaken to develop ideas and concepts for the 2nd PB cycle and the following changes were implemented compared to the 1st PB pilot:

Before the 2nd Pilot started the summary and outcomes of the 1st PB Pilot was presented during an online meeting between the Lithuanian project partners highlighting the advantages and disadvantages, the lessons learnt and possible risks for the 2nd PB Pilot. Rietavas Municipality, Rietavas Tourism and Business Information Center, Klaipeda University, Municipality staff and Rietavas Mayor participated.

The official website www.rietavas.lt was renewed with the separate Participatory Budget webpage for sharing information on PB, submission of PB applications, public voting as well as feedback information.

The persons involved in the PB process were staff of Rietavas Municipality: Director of Administration, Vice Director for Infrastructure, IT specialist, Head of the Document Management and Law Dept., Project Manager.

13. Citizens were involved in the development of the 2nd PB cycle the following way and the following changes were implemented compared to the 1st PB pilot:

As the 1st PB was operating within Rietavas gymnasium, which is quite homogeneous community, while the 2nd PB was seeking to engage the whole community of the municipality. Informative posters have been designed and shared within social media – public groups were approached. Also, members of the Rietavas PB advisory group took initiative and shared informative posts via their networks. A PB logo has been designed and used. The most attention was paid during the time of submitting proposals and during voting. Under the given pandemic circumstances all communication was going online, which proved to be not sufficient and not that effective while engaging citizens. Involvement of citizens remains a challenge.

14. Citizens were informed about the initiation of the 2nd PB cycle in the following way and the following changes were implemented compared to the 1st PB pilot:

A video was created providing short, effective and attractive information for citizens.

A poster with the dates and step-by-step PB Pilot was designed and placed in public areas as well as in social media, Facebook groups: “Mano miestą Rietavas”, “Rietavas”, “RLIG Bendruomenė” “Rietavo iniciatyvos”, followed by the majority of Rietavas Municipality citizens. The logo has been designed and used for recognizability.

15. These were the (internal and external) main promoters and success factors in the development of the 2nd PB cycle and the following changes appeared compared to the 1st PB pilot:

The EmPaci project partners Rietavas Municipality Rietavas Municipality Administration, Rietavas Tourism and Business Information Center Rietavas Tourism and Business Information Center were the main promoters in the development of the 2nd PB cycle. The internal success factor was a considerable support by the decision makers including the Mayor of Rietavas municipality, municipality council members and local activity initiative groups. Extremely important was the knowledge received by every EmPaci international partners; coaching and advice was provided any time needed. Without this EmPaci partnership support, the PB process would not have been accelerated and, possibly, not even been started.

15a. Composition and organisation of the Advisory Board that has been installed to develop the 2nd PB:

For the 2nd Pilot an Advisory Board was installed. It included

- Project Leader and Project administrator (Rietavas Tourism and Business Information Center)
- Project Leader (Director of Rietavas Municipality Administration), Project coordinator (Rietavas Municipality),
- Vice Director for Infrastructure, Rietavas Municipality Administration
- IT expert, Rietavas Municipality Administration

- Chief Specialist for Youth Affairs, Rietavas Municipality Administration
- Head of Legal and Documentation Department, Rietavas Municipality Administration.

The advisory group had regular online meetings where issues were discussed and operational decisions taken, responsibilities shared. Each meeting reviewed the PB process and beside process organisational issues were dealing with emergency issues.

15c. These were the role models that were used as an inspiration for own PB:

Models in Finland and Bützow in Germany and the PB cases presented by them were inspiring. The IT platform of Bielsko-Biala, PL and correspondence with them was inspiring and helpful. Also the Alytus and Kretinga PB cases in Lithuania were important roles models, since they were one of the first PB implementers in LT.

16. These were the main opponents and hindrances in the development of the 2nd PB cycle and it was coped with these in the following way:

- Because of COVID 19 quarantine restrictions there were no possibilities to meet and talk to the rural population that prefers having face-to face meetings. Leaders of the local Activity Initiative groups were contacted and relied on their willingness to share the information as well as posted information online.
- Most people did not vote because of the required personal data to be indicated. People do not feel secure to share their personal data in the internet. This fact should be considered for the next PB initiative.

17. A project team for the 2nd PB development was formed:

☐ Yes ☒ No

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

The same Rietavas Municipality, Rietavas Tourism and Business Information Center persons were the project team.

18. For the IT part / online implementation of the PB, the following considerations and steps were taken and the following changes were implemented compared to the 1st PB pilot

The official website of Rietavas Municipality www.rietavas.lt was renewed. The issue of the former website was discussed and as a Pilot Municipality we got coached by the project partners via emails as well as on Freedcamp.

The 1st Pilot was focussed on the education and promotion of PB among the youth, so that they spread the PB idea among other age groups. Thus, social media was mostly used for information and voting. The

feasibility check was not carried out in the 1st Pilot. In the 2nd Pilot official Rietavas Municipality website was used for sharing information, voting, and feedback collection. For the 2nd PB pilot, a feasibility check of the PB webpage was performed by the Advisory Board.

Comparison with the 1st PB pilot:

19a. The following suggestions for changes were made from the EmPaci team to improve the process:

- Continuous visibility of the ongoing PB actions.
- Providing short, clear and attractive information about PB.
- To ensure low entry barrier, not complicated requirements for proposals.
- The webpage should be easy and comprehensive.

19b. Of these suggestions, the following were implemented in the 2nd PB pilot:

All suggestions were taken into account before running the 2nd Pilot.

- During the 2nd PB Pilot people were informed about the steps to be taken, continuously encouraged to participate in the process through website www.rietavas.lt, social media groups and local press. Two interviews were given to the reporters about the ongoing PB Pilot, the EmPaci project and then the voting results.
- A short, attractive video about PB in Rietavas Municipality was created. Poster with clear step by step PB Pilot description was published. Logo was designed and used.
- The idea proposal form was short and not complicated to fill in by an applicant. Contact persons were indicated for discussion about unclear points in the proposal stage.
- The webpage www.rietavas.lt was renewed for a clear and easy usage. The PB process was under the title "Pilieciu iniciatyvos".

19c. Of these suggestions, the following were not implemented in the 2nd PB pilot due to the following reasons:

- The website could be easier to reach and more visible.
- The feedback could be more regular and presented in more attractive form.

20. The following documents, manuals, regulations were developed and used during the development of the 2nd PB cycle:

- PB Regulation was developed and approved on 29.10.2020 by the Council Decision t1_185. One can find it on www.rietavas.lt.

- The communication/dissemination plan produced by the EmPaci team was translated and adapted for the use by the Rietavas PB group.
- A PB data base for further Rietavas Municipality initiatives was created in the Google Drive under the name “Rietavo Piliėciu Iniciatyvos” including a PB Process description with the documentation: Proposals, visual material, requirements, voting and feedback information, minutes of the meetings of the Advisory Board and Project Management team and the decisions made, the Excel spreadsheet with the full PB process data.

3. Implementation of the 2nd PB pilot

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

After the 1st simulation Pilot was completed, the outputs, advantages and disadvantages were discussed by Rietavas Municipality and Rietavas Tourism and Business Information Center. The importance of disseminating the PB initiative was highlighted.

- **Spreading information about the PB process.** Therefore, the first steps were finding the ways of spreading the information about PB initiatives among inhabitants of Rietavas Municipality effectively. It was very useful to learn about various ways and tools referring to EmPaci communication and dissemination plan and discussing issues within the project team.
- **An information video was created providing short, effective and attractive information for citizens;** the poster with the dates and step-by-step PB Pilot was designed and placed in public areas as well as social media, Facebook groups followed by the majority of Rietavas municipality citizens. A PB Logo for Rietavas Municipality was created.
- **Request for proposals.** All the mentioned above was used starting the call for proposals in March 2021. A special email address was installed piliėciuiniciatyvos@rietavas.lt for registering the proposals and providing information and advice for the applicants. One person (Project Administrator), who agreed on the confidentiality of the received messages, had access to the emails. Proposals also have been received physically – delivered to Rietavas municipality in a sealed envelope.
- **Validating proposals and feasibility check** was carried out by the municipality administration experts. A potential cancellation of proposals was justified and sent as a statement to the participants.
- Rietavas Municipality, Rietavas Tourism and Business Information Center teams and Rietavas municipality staff responsible for Economy, Law, Finance and Infrastructure had **weekly online meetings** to see the current situation of the ongoing PB process and updates. The minutes taken

helped not to forget tasks. There were nine meetings conducted during the PB process from March to June 2021.

- **Voting online.** Online platform for voting on www.rietavas.lt was developed. Navigation was easy, the voter could see clearly the info and picture he/she was voting for. The accessing throughout the web-page was the same for all categories. Every person had only one vote. Feedback was collected right after sending the vote.
- **Citizens were updated on the progress** of the PB pilot and encouraged to vote. It was done in the social media and in local newspaper. The voting lasted for one month.
- **Realization/ Implementation of the projects selected by population.**
- From June to October 2021, two PB Initiatives were implemented. The proposers of these initiatives were very cooperative with the municipality administration during the process of implementation.
- A data base with the documentation, references, guidelines was created for continuous use by municipality staff.

21a. Total annual PB budget (in EUR and %-change of 1st PB pilot): (region/city + district projects, if applicable)

The PB budget for 2021 was 10.000 EUR. Initially 20.000 EUR were planned, however, because of the COVID 19 pandemic situation and the decreased overall budget, the PB budget was reduced.

21b. Annual PB budget per citizen (in EUR and %-change of 1st PB pilot):

The 1st PB was a simulation pilot without the Municipality budget assigned.

The 2nd PB Pilot budget was 1,35 EUR per citizen.

21c. If applicable, budget earmarked for related internal work, communications etc.: none

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: at least 16 years old

Definition of persons: Only citizens of Rietavas Municipality participated in PB.

Number of eligible persons (in total): 6 779 (84%)

Number of participating persons (% of citizens): 210 persons participated; 0,3% of eligible citizens

Changes that have been implemented compared to the 1st PB pilot

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

The submission of proposals was carried out in a mixed way: online and by handing over the proposal form and annexes. Every person had to indicate the Personal ID code voting online and present passport or ID card handing over the application. An IT staff member was responsible for checking the eligibility. Nine votes were found not eligible.

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

- Advisory group planned the dates:
- Call for proposals – during March 2021
- Evaluation of applications and preparation of ideas for voting – during April 2021
- Voting – during May 2021
- Implementation of winning ideas – during June-November 2021

23. As key learnings from the 1st PB pilot, these aspects were considered when implementing the 2nd PB pilot:

After the 1st simulation Pilot the outputs, advantages and disadvantages were discussed by Rietavas Municipality and Rietavas Tourism and Business Information Center. Dissemination of information and reaching the citizens so that they consider and participate in PB Pilot initiatives was the key learning.

Therefore, the first steps were finding the ways of spreading the information about PB initiatives among the inhabitants of Rietavas municipality effectively. It was very useful to learn about various ways and tools referring to EmPaci communication and dissemination plan and discussing issues within the project team.

A feasibility check was applied for the 2nd Pilot.

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

During the information, proposal and voting phases live interactions have been restricted due to Covid-19 pandemic.

An informational poster has been prepared and adjusted for use in social media. A short movie was also created. Social media channels have been mostly used for citizens' involvement – information was placed in public groups. Also, the advisory group members put personal efforts to disseminate information both via social media and also "mouth to mouth". The result proved that there is a real need of live meetings, events for better citizens' involvement.

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

No specific actions addressing specific target groups have been taken.

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

Social media - public Facebook groups have been approached with information.

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

- Designing a clear and attractive poster
- Making an attractive and informative short movie
- Designing a PB logo

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

Our main target group for trainings was a combined group from the municipality administration, public organisations and NGOs: ten municipality representatives, five NGO and public organizations representatives, EmPaci project partners from Rietavas (Rietavas Municipality and Rietavas Tourism and Business Information Center) as supporters but also as trainees. As the PB is a brand new process for Rietavas municipality, the majority within the target group was municipality administration staff, as they become responsible for implementation of PB. Representatives of NGOs and public organizations were engaged in the training with the expectation that they communicate about the Rietavas PB process to the wider community.

- Introductory training 18.06.2020 –17 attendees: 11 municipality administration, 2 RTVIC, 4 Associations and other organizations.
- Training on raising awareness in PB implementation 14.12.2020 – 12 attendees: 3 RTVIC, 7 municipality administration, 2 association and cultural centre
- Networking event 17.11.2020 – 7 attendees from Rietavas: 2 RTVIC, 5 municipality administration

Each training took one day with a duration of each training of around 2-4 hours.

Main target group - municipality administration is rather difficult to engage in training - they are mostly interested in learning from practical cases and allocate short time - 2-3 hours per training session. Thus training was combined with practical planning meetings with EmPaci partners Rietavas Municipality and Rietavas Tourism and Business Information Center acting as facilitators. During February-June 2021, then meetings-practical training sessions have been carried out.

Three more trainings took place between August-October 2021 facilitated by Rietavas Tourism and Business Information Center. Participants were from the wide community. The trainings were about PB process and dissemination and engagement into PB.

Additionally, most of the advisory group members attended the Participatory Budget Forum 2020 and 2021 organised by Transparency International Lithuania Branch.

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

4. Results of the 2nd PB pilot

Proposal phase:

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

The call for proposals was launched in March 2021. A special email address was installed pilieciuiniciatyvos@rietavas.lt for registering the proposals and providing information and advice for the applicants. One person (Project Administrator), who agreed on the confidentiality of the received messages, had access to the emails. Proposals also have been received physically and were delivered to Rietavas municipality in a sealed envelope.

If the proposals were to be submitted online:

Number of Online Accounts (if applicable): 9

Number of interrupted proposal procedures (if applicable):

32b. Number of citizens participating: 210

32c. Participation rate: 0,3 % (comparison to 1st PB simulation not applicable)

Percentage of females: 68,2 % females (comparison to 1st PB simulation not applicable)

32d. Number of proposals received in total: 9

Submitted online: 7 (comparison to 1st PB simulation not applicable)

Submitted by paper-and pencil: 2 (comparison to 1st PB simulation not applicable)

Submitted otherwise? How? n/a

Innovativeness of proposals

Number of “new” proposals: 8 (comparison to 1st PB simulation not applicable)

Number of resubmitted proposals (previously submitted during earlier cycles, if applicable): 1

Co-Creation of proposals

If applicable, number of originally not feasible proposals that were reworked together with the proposer: n/a

If applicable, number of proposals that were reworked together with the proposer: 2

32e. Main categories of proposals: standard proposals in tourism (1), recreation (7) and animal care (1).

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

Number of positive comments on implementation: 3

Number of negative comments on implementation: 6

Feasibility check:

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

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

Number of feasible proposals: 3

Percentage of feasible proposals (% of proposals received in total): 27%

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

The feasibility check was carried out by the municipality administration experts. A potential cancellation of proposals was justified and sent as a statement to the proposers. The Rietavas Municipality, Rietavas Tourism and Business Information Center teams and Rietavas municipality staff responsible for Economy, Law, Finance and Infrastructure had weekly online meetings to see the current situation of the ongoing PB process and updates. The minutes taken helped not to forget tasks. There were nine meetings conducted during PB process from March to June 2021.

There was no feasibility check in 1st Pilot.

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:

Four proposals were related to private property and private businesses. Proposers did not read documentation/regulations, which raises the importance of highlighting the main requirements as clear as possible.

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

Emphasize in the PB Statute and Regulations the feasibility and validity points.

33g. As a consequence:

Number of feasible proposed projects /feasible voted projects: 3

Number of passed checks: 3

Number of failed checks: 6

Voting phase:

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

An online platform for voting on www.rietavas.lt was developed. Navigation was easy, the voter could see clearly the info and picture he/she was voting for. The accessing throughout the web-page was the same for all categories. Every person had only one vote. Feedback was collected right after sending the vote.

Citizens were updated in the progress of PB Pilot and encouraged to vote. It was done in the social media and in local newspaper. Voting phase lasted one month. Posts in social media about voting for the best PB initiative linked to the website www.rietavas.lt/pilieciuiniciatyvos

Additional for online tools:

Number of Online Accounts: 1

Number of discontinued voting procedures: 1

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

34b. Number of citizens voting: 210 citizens (comparison to 1st PB simulation not applicable)

Ratio of females of total (%): 68,2% (comparison to 1st PB simulation not applicable)

34c. Participation rate (% of citizens): 0,3 % (comparison to 1st PB simulation not applicable)

34c. Number of votes received: 210 (comparison not applicable)

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



84 votes, Diskgolf in Rietavas Park



74 votes, Benches and trashboxes in the park.

34e. Total PB budget realized / implemented : 100%

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

☒ No ☐ Yes, unused ☐ Yes, otherwise designated

34f. Information provided to citizens after completion of the voting phase: Press article, posts and article on the website www.rietavas.lt

Number of delayed proposal implementations /feasibility checks: 0

34g. Extent to which the approved projects can be realized: The 2 projects have been fully realized already.

34h. Timeframe planned to realize the approved projects: June-December 2021

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

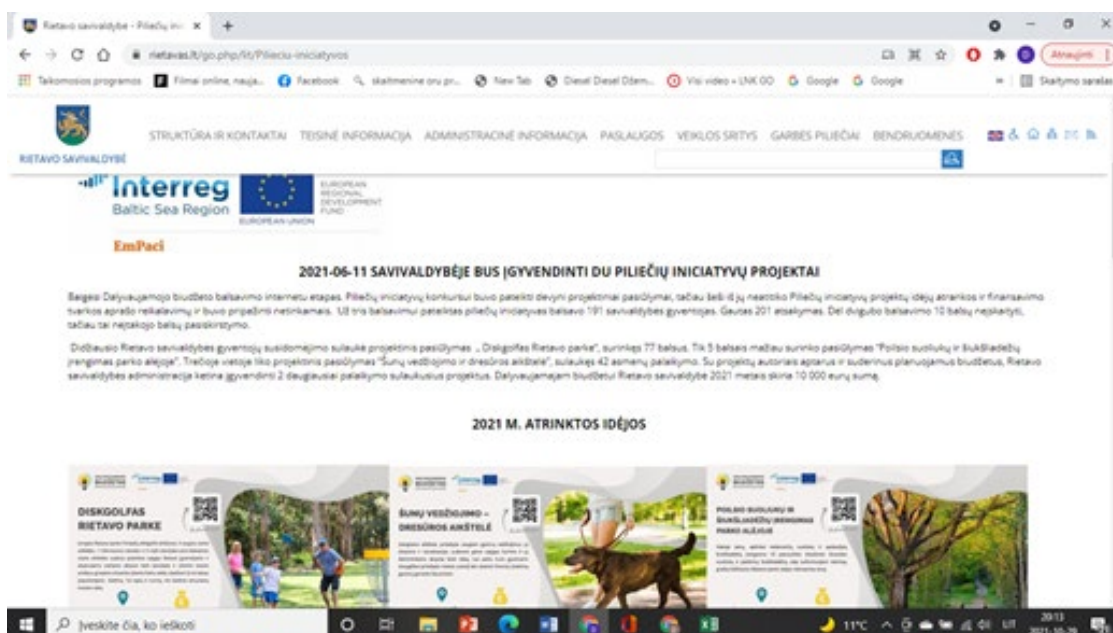
Authors of the proposals were active in implementation of their ideas. The proposer of the Diskgolf activity organized national children's Diskgolf competition in September 2021.

35. Citizens were informed about the completion of the 2nd PB pilot in the following ways:

The main annual event of Rietavas Municipality was held in Rietavas Park on 25th September 2021. Both PB projects- new benches and Diskgolf sites - were well appreciated by the attendees of the event. Host of the event announced about 2 implemented PB projects from the stage.

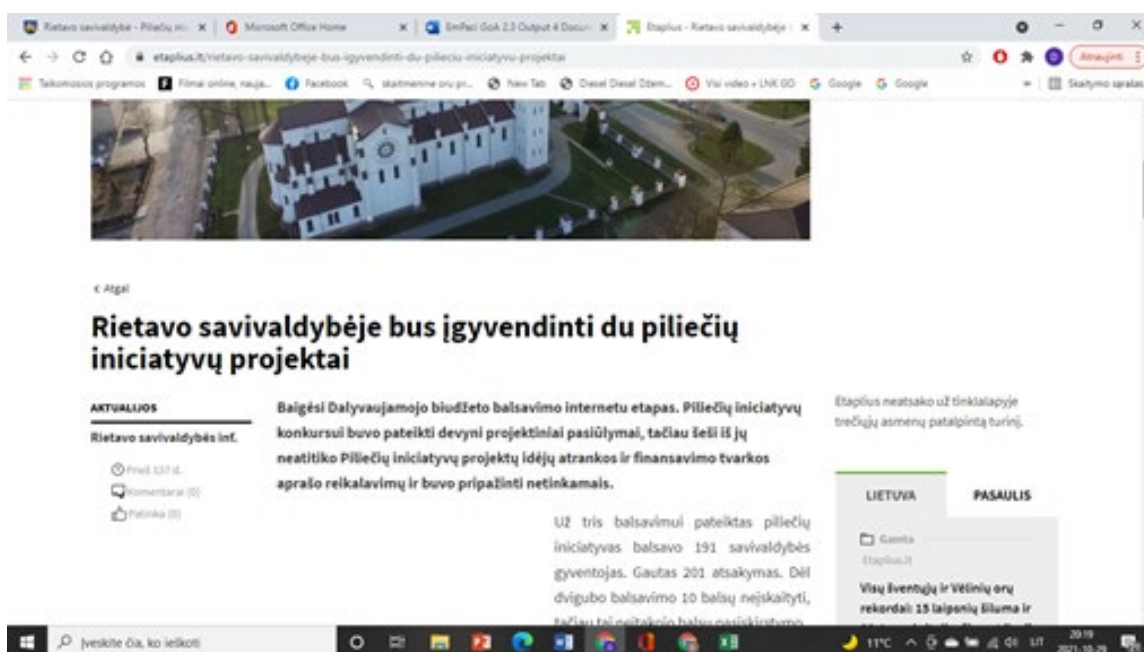
Information is published on <https://www.rietavas.lt/go.php/lit/Pilieciu-iniciatyvos>

(see Picture 1)



Picture 1.

Article about PB projects was published by the local reporters Etapius (see Picture 2)



Picture 2.

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

The local Council was informed about the completion of the 2nd Pilot on the Council Board meeting 24.09.2021 by the Director of Administration and EmPaci Project Leader.

5. Assessment of PB pilot and potential for enhancements

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

The main objectives of PB implementation in Rietavas Municipality were reached.

1) *Raising awareness and engagement of the community.* The community learnt about PB while providing their answers for the Citizens Survey, PB training sessions in RTVIC (Rietavas Tourism and Business Information Center) as well as during the 1st and 2nd PB Pilots. During the information, proposal and voting phases live interactions have been restricted due to Covid-19. Besides informational posts in social media, a movie was created and Social media channels were used for citizens' involvement. Also, advisory group members put personal efforts to disseminate information both via social media and also "mouth to mouth", the result proved that there is a real need of live meetings, events for better citizens' engagement. After the 2nd PB Pilot, inhabitants of Rietavas Municipality could see that the two initiatives they had voted for were fully implemented. Engagement of the community into PB process after two EmPaci PB Pilots will be growing and, hopefully, becomes a traditional yearly practice.

2) *Educate inhabitants as well as the Council members.* It was very important to educate not just inhabitants but the decision makers, Council members, to consider PB initiatives seriously and respectfully. Municipality administration and council members were rather difficult to engage in training. They are mostly interested in learning from practical cases and allocate short time - 2-3 hours per training session. Thus, training was combined with practical planning meetings with EmPaci partners Rietavas Municipality and Rietavas Tourism and Business Information Center acting as facilitators.

3) *Make PB sustainable.* To establish a PB system, which is not too complicated to realize and to make PB a continuous process in the municipality, a PB Advisory Group was formed, the PB Statute/Regulations approved, PB data base for further use was created.

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: n/a

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

For starting completely new initiatives, like PB projects in rural communities, there is a real need of live meetings, events for better citizens' engagement. The engagement in the 2nd PB Pilot was rather low.

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

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

- Knowledge about PB, tutorials, trainings, references;
- Support and sharing best practice examples;
- Continuous online meetings, updates and reviews, discussing reports of pilot municipalities, online events for best practice examples encouraged stable flow of EmPaci activities even in pandemic situation.

42. These changes are recommended for future PB processes to better reach objectives of PB:

People should be continuously informed about PB processes going on in the world and encouraged to use this possibility in changing their living environment.

43. These changes are recommended for future PB processes to better involve target groups or to better represent the eligible persons:

To involve participants of PB at a younger age, e.g. starting from 14.

44. The pilot municipalities plans to run PB also in the future

☒ Yes ☐ No

If no, provide reasons of why / which hindrances:

Picture 1. Diskgolf site in Rietavas park.



Picture 2. Benches and trash boxes in Rietavas park.



Picture 3. Logo PB in Rietavas Municipality



4. Video PB in Rietavas Municipality.



https://www.youtube.com/watch?v=J4v9xjwGADg&ab_channel=EgidijusGricius

5. PB Poster



**PILIEČIŲ INICIATYVOS
RIETAVO SAVIVALDYBEI
2021**

2021
02-25 - 03-31

Paraiškų teikimas el. paštu
pilieciuinicijatyvos@rietavas.lt

Paraiškos formą ir daugiau
informacijos rasi Savivaldybės
internetu svetainėje
www.rietavas.lt > Gyventojams ->
Piliečių iniciatyvos
(Skiltyje piliečių iniciatyvos)

2021
05

Rietavo savivaldybės gyventojai
balsuos internetu svetainėje
www.rietavas.lt ir išrinks idėjas,
kurias Savivaldybė įgyvendins.

2021
06

Daugiausiai palaikymo sulaukę
projektai bus pradėti įgyvendinti jau
2021 m. birželio mėnesį.

**SPREND!
Tu!**

**PROJEKTAI
BUS
ĮGYVENDINTI
PER 2021 M.**

įspėjimas! Bilietas dujamas

Vidzeme/Latvia

1. Situation before the 2nd PB implementation

Compared to the 1st PB pilot of the municipality, have there been any major changes in the key data about municipality-related or citizen-related factors?

☒ No ☐ Yes

PB process-related factors

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

☐ Yes ☒ No

2. Development of the 2nd PB pilot

Citizen- and PB process-related factors

9. PB is implemented to realize the following objectives:

Similar to 1st PB, also the 2nd PB in the Vidzeme Planning Region (VPR) was introduced by implementing the Vidzeme cultural program (VCP) - 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".

Since the participation budget in Latvia is still a new initiative, which has so far been implemented in only a few municipalities, the opportunity to apply this approach in the form of pilot activity in the implementation of VCP is a good tool that promote the involvement of the society in decision-making, for example, in decisions also on setting the priorities of the Culture Program and project implementation.

9a. Which objectives have changed compared to the 1st PB pilot? Have objectives been added or abandoned? N/A

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

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

Regional 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.

To determine the main priorities in the field of culture, which should be included in the 2021 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.

11. In case an analysis of citizen satisfaction of the 1st PB pilot has been conducted before developing the 2nd PB pilot, the following needs of citizens were taken into account for the 2nd PB pilot's implementation:

N/A

PB process-related factors

12. The following steps were undertaken to develop ideas and concepts for the 2nd PB cycle and the following changes were implemented compared to the 1st PB pilot:

The experience of the 1st pilot showed that there are shortcomings in the process of project submission, reviewing large number of submissions and publishing project initiatives on the voting platform. It was decided to improve the procedure for submitting project initiatives, making it more accessible and simpler for project applicants. A new design online project application form was developed and integrated into the voting platform. In order to allow experts to complete feasibility checks of the projects more effectively, the voting platform has been supplemented with a tool to assist this process.

13. Citizens were involved in the development of the 2nd PB cycle the following way and the following changes were implemented compared to the 1st PB pilot:

The citizen survey for culture priorities was conducted to encourage society to express its views on culture activities that should be funded. The survey results were considered when the Statute of Vidzeme Culture Programme 2021 was prepared, identifying the funded culture areas.

14. Citizens were informed about the initiation of the 2nd PB cycle in the following way and the following changes were implemented compared to the 1st PB pilot:

Depending on the target group, VPR implemented several activities during the communication campaign (03.2021-05.2021) in the 2nd PB cycle. VPR implemented targeted communication activities to inform representatives of local municipalities, non-governmental organisations, potential project applicants on the opportunity to submit cultural projects, vote for the proposed projects, project evaluation, and the results of the public vote and funding.

During the implementation of the 2nd PB, a seminar and a workshop were organized to activate people of the cultural field, thus promoting new project ideas (02.2021). Since it was the first year when projects were allowed to be submitted online, VPR provided additional information in consultations and an

informative seminar (03.2021) for potential applicants to instruct on the functionality of the online project submission form and the technical principles of voting.

A summary of communication methods and channels used during the 2nd PB cycle:

- printed questionnaires to fill in person in several municipal institutions (priority survey);
- press releases and media communication;
- social media communication;
- direct communication with all municipalities in the Vidzeme region, dissemination of information in their channels (websites, social networks);
- online workshops and meetings (due to Covid 19 restrictions on face-to-face events).

15. These were the (internal and external) main promoters and success factors in the development of the 2nd PB cycle and the following changes appeared compared to the 1st PB pilot:

15a. Has an Advisory Board been installed to develop the 2nd PB run? If yes, please describe composition and organisation:

“Providus” Centre for public policy and “The Latvian Rural Forum” (LRF) are organizations that are opinion leaders on the topic of PB and the promotion of public involvement, therefore in the development of the 2nd pilot, these organizations were involved in organizing training activities carried out by the VPR for the target groups of the 2nd pilot.

15b. Of the explanation above, the following external persons / institutions should be invited to get involved in the International Network (GoA 3.2): *(will be not published)*

Gulbene Municipality

Ministry of Environmental Protection and Regional Development

“Providus” Centre for public policy

The Latvian Rural Forum (LRF)

15c. These were the role models that were used as an inspiration for own PB

PB pilot project in Riga. This PB project was initiated by the NGO *Rīgas Apkaimju alianse* (Riga Neighbourhood Alliance) that at this moment consists of twelve Riga neighbourhood organizations. This piloting PB project was executed together with Riga municipality.

16. These were the main opponents and hindrances in the development of the 2nd PB cycle and it was coped with these in the following way:

We have made several positive conclusions when evaluating the 1st PB pilot. First of all, it concerns visibility and transparency caused by public involvement in processes and decision-making.

However, due to the lack of a strong tradition of PB in Latvia, there is often a lack of public understanding and sometimes negative attitudes towards voting and project applicants' efforts to promote their project.

This is certainly an issue that can change over time as we continue to inform and educate the society on issues related to the participatory budget.

17. A project team for the 2nd PB development was formed:

☒ Yes ☐ No

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

Similar to the 1st PB pilot, the 2nd PB pilot team consisted of the EmPaci project team in Vidzeme: a project manager, a communication expert, and a Steering Committee (SC) representative. The VCP Coordinator and VPR IT Specialist were also involved in the process. To successfully implement the pilot, consultations with external experts and stakeholders was carried out.

18. For the IT part / online implementation of the PB, the following considerations and steps were taken and the following changes were implemented compared to the 1st PB pilot

As for the administrative and IT side of the process, we experienced a large number of applications in 1st PB pilot. It took us a lot of time and work to manually enter the information about the submitted projects into the established voting platform.

Therefore, for the 2nd PB pilot, we decided to supplement the voting platform with an online project application form.

Applicants can complete and submit cultural initiative projects on the platform. The application form indicates which of the application details will become publicly visible after the submission of the application. In this way, we have achieved less administrative work by manually publishing the submitted projects.

In addition, the voting platform has been supplemented with a tool that allows experts to access project applications for easier compliance and feasibility checks.

The voting model was changed, asking people to vote for three favourites. It was changed to stimulate voters to evaluate all submitted projects that are important for the region in their opinion, instead of only supporting the project submitted by them or their peer group.

Comparison with the 1st PB pilot:

19a. The following suggestions for changes were made from the EmPaci team to improve the process:

- To improve the project submission by organising project submissions online (explained above);
- To change voting principles, asking to vote for three projects. In order for a participant's vote to be counted, it is mandatory to vote for three projects. This is different from the conditions of the 1st pilot, when it was allowed to vote for one to three projects.
- To improve the process of reviewing submitted projects for experts allowing to access them online.

19b. Of these suggestions, the following were implemented in the 2nd PB pilot:

VPR developed strategic IT solutions making changes to the web-based platform balso.vidzeme.lv adding new features that ensure easier project submission online, changed technical solutions for voting and also created a solution that allows experts to browse submitted projects online.

19c. Of these suggestions, the following were not implemented in the 2nd PB pilot due to the following reasons: N/A

20. The following documents, manuals, regulations were developed and used during the development of the 2nd PB cycle:

Regulations “Citizens' Voting for Vidzeme Culture Program Projects 2021”. This document is available on the [voting platform](#), together with information on the online voting process.

IT model/ citizens voting platform - balso.vidzeme.lv – supplemented with an online project application form and a tool that allows experts to access project applications for easier compliance and feasibility checks.

3. Implementation of the 2nd PB pilot

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

1) A citizens' survey on the cultural priorities (24.11.20- 30.12.2020)

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

2) Elaboration of regulations and technical specification for VPR organized for public procurement of functionality improvements of the voting platform and development of an online project application form to be integrated in a citizen voting platform.

3) Conducting public procurement for functionality improvements of citizen voting platform and development of online project application form to be integrated in a citizen voting platform.

4) Elaboration of the regulation “Citizens' Voting for Vidzeme Culture Program Projects 2021”

5) Organization of PB training event on PB and citizen involvement in cultural processes (26.02.2021)

6) Submission of project applications – 2.03 – 31.03.2021

7) Organisation of online seminar for project applicants on preparation of project proposals for cultural initiatives and information provided on new procedure for submission of proposals using online application form. 16.03.2021

8) Unlike the experience of implementing the 1st PB Pilot, it was decided for the 2nd Pilot to check the compliance of the administrative criteria of project applications before publishing them on the voting platform and putting them to the citizens' vote.

9) Public vote – voting for cultural initiatives took place from 9.04. – 25.04.2021

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

11) Feedback questionnaire for the main target groups of the 2nd PB pilot has been prepared and a survey has been conducted

12) The implementation period for cultural initiatives from 15.05. – 31.12.2021.

21a. Total annual PB budget: 141 000 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 (in EUR and %-change of 1st PB pilot): 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. (A legal entity is any company or organization also association or even individual (Sole proprietorship) that has legal rights and responsibilities, including tax filings.)

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

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

Number of participating persons (% of citizens): 84,6%

Changes that have been implemented compared to the 1st PB pilot: N/A

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 (24.11.2020 - 30.12.2020.)
- Organization of PB training event on PB and citizen involvement in cultural processes (26.02.2021)
- Submission of project applications – 2.03. - 31.03.2021
- Organisation of online seminar for project applicants on preparation of project proposals for

cultural initiatives and information provided on new procedure for submission of proposals using online application form. 16.03.2021

- Public vote - voting for cultural initiatives took place from 09.04.-25.04.2021
- The implementation period for cultural initiatives from 15.05. - 31.12.2021.

23. As key learnings from the 1st PB pilot, these aspects were considered when implementing the 2nd PB pilot:

- The **procedure** for submitting project initiatives **needs to be improved**, making it more accessible and simpler for project applicants. Solution - new online project application form designed and integrated in citizens voting platform balso.vidzeme.lv
- Provide tool that allows experts to access project applications for easier compliance and feasibility checks. Solution - The citizens' voting platform has been improved with an additional tool for experts, which make it easy to review submitted cultural project initiatives for eligibility and feasibility checks.

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

A citizens' survey on the most important priorities of the Vidzeme Culture Program 2021
24.11.2020 - 30.12.2020.

The survey was available online and printed questionnaire at municipal service centers and libraries. 1 004 people provided an opinion

The first four priorities that received the most public support were included in the program:

1. Involvement of children and young people in cultural processes.
2. Preservation and promotion of the common natural and cultural heritage.
3. Cultural creativity.
4. Availability of professional national and international art and culture in Vidzeme.

**VIDZEMNIEK,
IZSAKI VIEDOKLI PAR
BŪTISKĀKO KULTŪRĀ
2021. GADĀ!**

Aizpildi aptauju līdz 30.
decembrim

►► ej.uz/parkulturuvidzeme







A visual was 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 2021.

Organization of a PB training event on PB and citizen involvement in cultural processes (26.02.2021): 131 participants were registered for the training. Main target groups addressed by the training were the municipalities of VPR, representatives of the cultural sector, non-governmental organizations, representatives of local communities.

These target groups are important for the VPR pilot in the context of the Vidzeme cultural program.



Visual used for PB training event.



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

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.
- In order to inform the target groups about the new online project application form and give detailed instructions on how to use it, the online seminar was organised as well as consultations by phone and e-mails were provided from the VCP coordinator.

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

Extensive and explanatory information on the entire PB process was provided for citizens:

- detailed regulations explaining the preconditions for the preparation and submission of the cultural projects;
- transparent voting regulations explaining the procedure of the public vote;
- explanation of the criteria and reasons if funding for the project was refused after the evaluation;
- overall publicity in the media and social networks, information resources of the region's municipalities, and by e-mail and phone, depending on the situation and target group.

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

Seminars and individual consultations (e-mail, by phone) to promote the preparation and submission of high-quality cultural initiatives.

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

Organization of a PB training event on PB and citizen involvement in cultural processes (26.02.2021): 131 participants were registered for the training. Main target groups addressed by the training were municipalities of VPR, representatives of the cultural sector, non-governmental organizations, representatives of local communities.

These target groups are important for the VPR pilot in the context of the Vidzeme cultural program.

The training structure was created by dividing it into two parts. In the first part, a webinar with main topics that were highlighted tackled how to involve the society, what forms of participation to use, how to activate strong communities, how to encourage like-minded people to represent common interests in creating a strong and functioning living environment.

The second part of the training event was dedicated to practical work in four workshops, where the co-creation process took place and concepts for innovative cultural project initiatives were developed using creative thinking methods. Special emphasis in the workshops was on issues and solutions on how to better involve the society in the development and influence of cultural processes in the region.



Video recordings of the event and training are available on the [VPR website](#).

PB training presentations:

Participation budget: simple on the complex / Līga Stafecka, Providus >> [Presentation](#)

Public participation in cultural projects in Vidzeme / Lienīte Priedāja-Klepere, Vidzeme Planning Region >> [Presentation](#)

Participation budgeting in Gulbene municipality / Zane Pūcīte, Gulbene municipality >> [Presentation](#)

Community initiatives as a driving force of processes / Anita Selicka, Latvian Rural Forum >> [Presentation](#)

Practical workshops:

Workshop “PLACE”

The incredible revival story of Červonka church. What can culture bring to a place?

Ieva Jātniece, association “Ūdenszīmes” >> [Presentation](#)

VIDEO >> [HERE](#)

Workshop “KNOWLEDGE”

The story of "Sēlijas Laivas" as an agent of change. How can knowledge, working together and a common goal change the experience of communities? Santa Šmite, Association "Sēlijas Laivas" >> [Presentation](#)

VIDEO >> [HERE](#)

Workshop “COMMUNITY”

A story about the cooperation of local people and people living abroad in building community culture. Why devote resources to community involvement? Ilze Kļava, “Jaunlutrīši Development Society” >> [Presentation](#)

VIDEO >> [HERE](#)

Workshop “PROCESS”

The story of art processes that include the “Sansusi” Welfare Residency Program. Māra Pāvula, society “Sansusi” >> [Presentation](#)

VIDEO >> [HERE](#)

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

Gulbene municipality, as the first municipalities in Vidzeme, started the implementation of PB. VPR's experience in implementing EmPaci pilot activities has been very important in transferring its knowledge to Gulbene municipality.

The municipality continues to implement the PB also in 2021. A representative of VPR is involved in the PB process of Gulbene municipality as a member of project evaluation commission.

4. Results of the 2nd PB pilot

Priority voting phase:

30a. Predetermined priorities for voting:

Citizens were invited to choose four of the eight most important cultural priorities to be supported in the Vidzeme Culture Program:

1. Cultural creativity
2. Community/Society involvement and cultural education
3. Involvement of children and young people in cultural processes
4. Availability of professional National and international art and culture in Vidzeme
5. Local history (research work) of Vidzeme region
6. Preservation and promotion of the intangible cultural heritage of Vidzeme region

7. Preservation and promotion of the tangible cultural heritage characteristic of Vidzeme region
8. Preservation and promotion of the common natural and cultural heritage.



33%

2

Lūdzu, atzīmējiet, Jūsaprāt, nozīmīgākos kultūras virzienus, ko būtu nepieciešams izvirzīt par Vidzemes kultūras prioritātēm 2021. gadā? (Norādiet ne vairāk par 4 prioritātēm) (vairākas atbildes iespējamas)

- ☐ 1. KULTŪRAS JAUNRADE – radošās aktivitātes, inovatīvu kultūras produktu un pakalpojumu radīšana, radošās industrijas - amatniecība un dizains.
- ☐ 2. SABIEDRĪBAS IESAISTE UN KULTŪRIZGLĪTĪBA – kultūras darbinieku profesionālā izugsme, jauno metožu, tehniku izmācīšana, pielietošana, jauno zināšanu ieguve, kultūras norišu izpratnes veidošana, sabiedrības iesaistes veidi kopienas veidošanā, kultūras norišs, kultūras mārketinga.
- ☐ 3. BĒRNU UN JAUNIEŠU kvalitatīva iesaiste kultūras procesos, izglītība, dalība amatiermākslas kolektīvos, brīvprātīgais darbs, interaktīvas nodarbības u.c.
- ☐ 4. PROFESIONĀLĀS NACIONĀLĀS UN STARPTAUTISKĀS MĀKSLAS UN KULTŪRAS PIEEJAMĪBA Vidzemē – teātra izrādes, mūzikas koncerti, mākslas izstādes, filmas u.c., radoša sadarbība ar profesionāļiem, būtiski veicinot izpratni par profesionālo mākslu reģionos, tikšanās ar autoriem, māksliniekiem.
- ☐ 5. Vidzemes reģiona NOVADPĒTNIECĪBA – pētījumi, publikācijas, grāmatas, rakstu sērijas, ekskursijas, lekcijas, semināri u.c.
- ☐ 6. Vidzemei raksturīgā NEMATERIĀLĀ KULTŪRAS MANTOJUMA SAGLABĀŠANA UN POPULARIZĒŠANA, tradīcijas vietējā kopienā, mazākumtautību kopienā – svētki, gadskārtu ieražas, rituāli, dziesmu un deju svētku tradīcijas un process, valoda, valodas dialekti, vietējās izloksnes, apvidvārdi, vietvārdi, mutvārdu daiļrade, kulinārais mantojums, amatu prasmes, meistarklases u.c.
- ☐ 7. Vidzemei raksturīgā MATERIĀLĀ KULTŪRAS MANTOJUMA SAGLABĀŠANA UN POPULARIZĒŠANA – arheoloģiskie izrakumi, vēsturisku ēku arhitektūras detaļu restaurēšana, priekšmetu restaurēšana, radošas rīcības mantojuma saglabāšanai vai popularizēšanai, meistarklases u.c.
- ☐ 8. Vidzemes reģiona VIENOTĀIS KULTŪRAS UN DABAS MANTOJUMS, unikālās kultūrvides saglabāšana, vietējo kopienu attīstība. Nemateriālā un materiālā kultūras un dabas mantojuma sintēze, kultūrainaves izpēte, saglabāšana un popularizēšana.

Turpināt

Screenshot of the cultural priority's questionnaire

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.

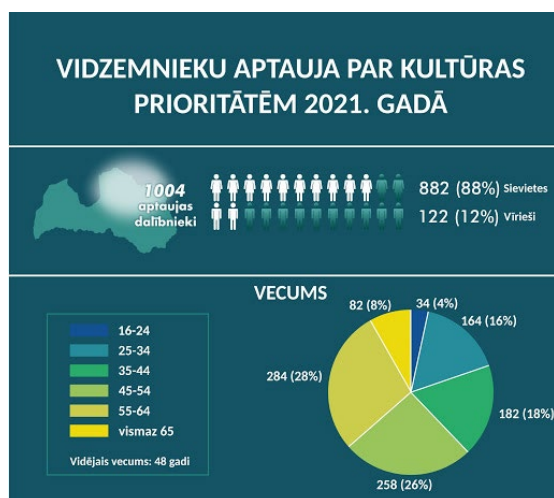
The survey was available online and printed questionnaire at municipal service centers and libraries.

30c. Number of citizens participating: 1 004 (+34% compared to the 1st pilot priority voting)

30d. Participation rate: 0,55% (+0,16% compared to the 1st pilot priority voting)

30e. Number of votes received in total: 1 004 (+38% compared to the 1st pilot)

The survey was completed by 1 004 citizens, most of them were women - 88% and 12% men.
The average age of citizens, who had completed the survey was 48 years.



Statistics on voting on cultural priorities

30f. Priorities voted for:

The first four priorities that received the most public support were included in the program. Project applications must be prepared in accordance with one of these four priorities:

1. Involvement of children and young people in cultural processes.
2. Preservation and promotion of the common natural and cultural heritage.
3. Cultural creativity.
4. Availability of professional national and international art and culture in Vidzeme.



Statistics on voting on cultural priorities

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

☐ Yes ☒ No

Proposal phase:

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

The submission of project applications for cultural initiatives took place from 02. – 31.03.2021.

An online seminar for project applicants on the preparation of project proposals for cultural initiatives and with information on the new procedure for submission of proposals using online application form was organised on 16.03.2021.

During the submission of project applications, the VPC coordinator advised the applicants both by phone and e-mail, mainly on issues related to the new online project application form (technical / IT support).

After the application deadline, the VCP coordinator assessed the applications according to the administrative criteria. Projects (short summary, descriptive photo and requested funding) that met the rules of the administrative criteria were published on the citizens' online voting platform balso.vidzeme.lv

If the proposals were to be submitted online:

Number of Online Accounts (if applicable): 182

Number of interrupted proposal procedures (if applicable): no data available

32b. Number of citizens participating:

According to the conditions, project applications can only be submitted by legal entities. 182 project applications were received.

32c. Participation rate : n/a

Percentage of females (% of proposers and %-change compared to 1st PB pilot): n/a

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

32d. Number of proposals received in total: 182

Submitted online: 182 project proposals (149 project proposals in 1st PB pilot 2020)

Submitted by paper-and pencil (number and % of total proposals and %-change compared to 1st PB pilot):

Innovativeness of proposals

Number of “new” proposals (number and %-change compared to 1st PB pilot):

Number of resubmitted proposals: N/A

Co-Creation of proposals

If applicable, number of originally not feasible proposals that were reworked together with the proposer:

If applicable, number of proposals that were reworked together with the proposer: N/A

32e. Main categories of proposals:

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

1. Involvement of children and young people in cultural processes -35 proposals received
2. Preservation and promotion of the common natural and cultural heritage. 69 proposals received
3. Cultural creativity- 50 proposals received
4. Availability of professional national and international art and culture in Vidzeme -28proposals received

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

Confirmation of received submitted project and information that proposal will be initially assessed according to administrative criteria.

Number of positive comments on implementation (if applicable): n/a

Number of negative comments on implementation (if applicable): n/a

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

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

Number of feasible proposals: 172

Percentage of feasible proposals (% of proposals received in total): 95%

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 experts' commission. The commission consisted of three 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: N/A****33f. As a result of the feasibility check, the PB process should be changed as follows: N/A****33g. As a consequence:**

Number of feasible proposed projects /feasible voted projects

All project applications that met the administrative criteria were published and put to a public vote.

(Number of passed checks): 172

Number of not feasible proposed projects /not feasible voted projects

(Number of failed checks):

Voting phase:

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

All projects submitted within the VCP (and met the administrative criteria) were published online. Residents of VPR were allowed to vote for proposed cultural initiatives for almost three weeks. The voting was possible by authentication that verifies voters' identity. Unlike the 1st PB when voters were allowed to choose a maximum of three projects to vote on, during the 2nd PB each had to vote on three projects. Voting statistics were automatically displayed on the website, ranking the submitted projects according to the number of votes (from highest to lowest). After the public vote and the evaluation of the projects, information on supported project status was published on the website.

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

Each citizen had to vote for three project applications. A single vote for one project could not be submitted.

34b. Number of citizens voting : 5 452 (2021); 8 925 (2020) **Ratio of females of total (%):**—No data available

34c. Participation rate (% of citizens): 3,5 % (5 452 of 155 591 (eligible voters))

34c. Number of votes received: 16 356 (votes 2021); 12 364 (votes 2020)

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

In the 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. Citizens' vote is one of the determining criteria in expert assessment.

34e. Total PB budget realized / implemented :

In total **54 projects** were approved, allocating the available funding of 141 000 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? N/A

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

After the end of the voting, on the platform 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.

Number of delayed proposal implementations /feasibility checks: n/a

34g. Extent to which the approved projects can be realized: In total **54 projects** were approved and realized

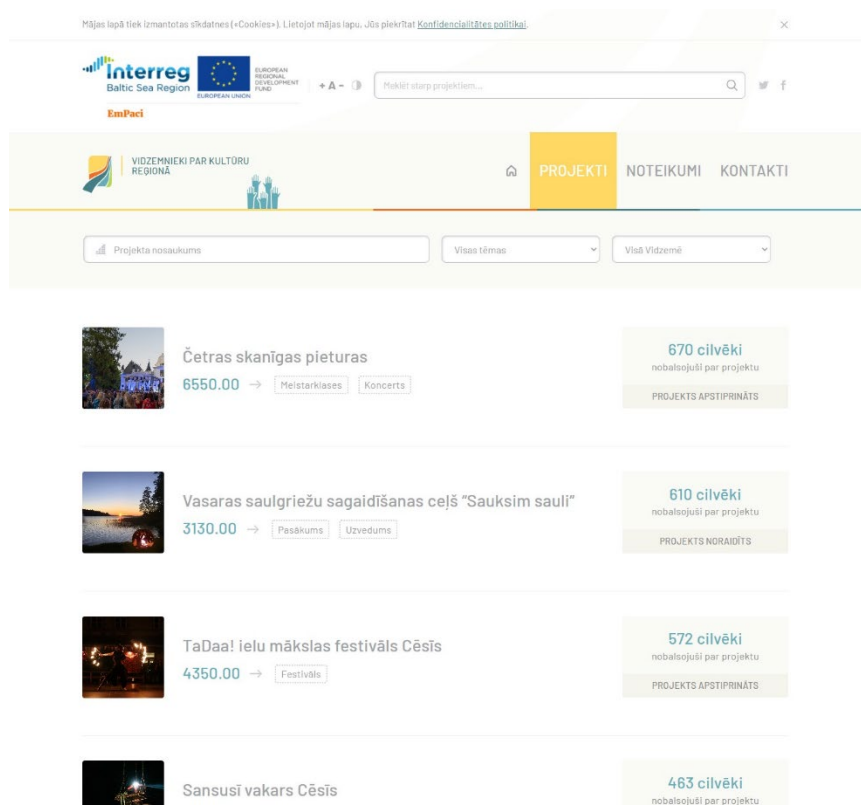
34h. Timeframe planned to realize the approved projects: May 2021 – December 2021

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

Citizen involvement is one of the preconditions included in the VCP regulations and must be implemented by the project applicants during the project implementation. In several cases, when the implementation of the project was related to the organization of wider cultural events, volunteers were involved. One of the most common formats for citizen involvement in the implementation of cultural program projects is related to informal learning, where different workshops are organized, offering the opportunity to acquire various traditional skills related to the intangible cultural heritage.

35. Citizens were informed about the completion of the 2nd PB pilot in the following ways:

The results of the 2nd PB were published on the VPR website and made available on the voting platform. In addition, a press release to the mass media, local municipalities was sent, and information in social media ensured.



The screenshot shows the EmPaci voting platform interface. At the top, there are logos for Interreg Baltic Sea Region and the European Union. Below the logos, there is a search bar and navigation tabs for 'PROJEKTI', 'NOTEIKUMI', and 'KONTAKTI'. The main content area displays four projects, each with a thumbnail image, a title, a budget, and the number of citizens who voted for it. The projects are:

Project Name	Budget	Number of Citizens Who Voted	Status
Četras skanīgas pieturas	6550.00	670 cilvēki	PROJEKTS APSTIPRINĀTS
Vasaras saulgriežu sagaidīšanas ceļš "Sauksim sauli"	3130.00	610 cilvēki	PROJEKTS NORADĪTS
TaDaa! ielu mākslas festivāls Cēsīs	4350.00	572 cilvēki	PROJEKTS APSTIPRINĀTS
Sansuši vakars Cēsīs		463 cilvēki	

1. Submitted projects, votes, and status of the project on the platform balso.vidzeme.lv:
<https://balso.vidzeme.lv/projekti>
2. Citizens vote on the most important Vidzeme cultural priorities
http://www.vidzeme.lv/lv/projekti/lidzdalibas_budzeta_procesa_attistiba_baltijas_juras_regiona_empaci/apzinats_vidzemnieku_viedoklis_par_kulturas_prioritatem_sogad/
3. "Vidzeme Culture Program 2021" announced:
http://www.vidzeme.lv/lv/vidzemes_kulturas_programma/39/133092/
4. PB training and workshops to stimulate cultural initiatives:
http://www.vidzeme.lv/lv/projekti/lidzdalibas_budzeta_procesa_attistiba_baltijas_juras_regiona_empaci/iespejams_noskatities_seminara_un_koprades_darbnicas_8220sabiedribas_lidzdaliba_vietu_izaugsmei8221_ierakstu/
5. A public vote on the projects submitted within the Vidzeme Culture Program:
http://www.vidzeme.lv/lv/projekti/lidzdalibas_budzeta_procesa_attistiba_baltijas_juras_regiona_empaci/balso_par_kulturas_projektiem_vidzeme/
6. Publicity on supported projects and allocated funding:
http://www.vidzeme.lv/lv/projekti/latvijas_valsts_mezu_un_valsts_kulturkapitala_fonda_atbalstita_vidzemes_kulturas_programma_2021/noslegusies_8222latvijas_valsts_mezu_un_valsts_kulturkapitala_fonda_atbalstitas_vidzemes_kulturas_programmas_2021_projektu_vertesana/

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

The results of the 2nd PB were sent to each project applicant individually by e-mail.

5. Assessment of PB pilot and potential for enhancements

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

Citizens survey on cultural priorities. This was the 2nd year that this survey has been conducted. Last year, 726 people expressed their views, in 2021 the response was higher – 1 004. In addition, based on the recommendations of Vidzeme residents, a new thematic priority was created this year - public involvement and cultural education. The VPR sees that with the involvement of the public in determining the priority areas of culture, the projects submitted to the competition are becoming more diverse and more in line with the interests of the population.

In addition to the priority questions included in the survey, residents have repeatedly pointed out the importance of involving all age groups in cultural processes, non-governmental organizations, the role of the local community and the availability of cultural events particularly important.

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:

VPR sees the benefits of the newly created online project application form, as applying for cultural initiatives has become more accessible and easier for citizens.

The number of submitted project applications has increased compared to last year.

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

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 PB approach piloted by VPR differs from the traditional practice of participatory budget implementation, when projects related to infrastructure development are mostly planned and PB financing is provided by a specific municipality. In the case of the VPR pilot, the participatory budget 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:

The PB approach and traditions in Latvia are still developing, so the knowledge about the participation budget gained during the EmPaci project is very valuable. The training organized within the project for the target groups on the PB, when international experience was also presented, aroused great interest - 131 participants applied for online training.

42. These changes are recommended for future PB processes to better reach objectives of PB:

In connection with the continuation of the PB approach to VCP still some improvements needed for the evaluation model to increase the power of public voting. In the 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.

43. These changes are recommended for future PB processes to better involve target groups or to better represent the eligible persons:

Online voting is a limiting factor for older populations who lack digital skills. In order to involve wider groups of society, it is definitely important to ensure the possibility to vote in person. During the PBbase networking events, several municipalities shared very interesting approaches to organizing face-to-face voting, which would be feasible in the future also for local municipalities in Latvia.

44. The pilot municipalities plans to run PB also in the future

☒ Yes ☐ No

Gulbene municipality will continue in PB in the next years as well.

In Latvia, the legal framework and regulation on the mandatory implementation of PB in local governments is currently being developed.

Bielsko-Biała/Poland

1. Situation before the 2nd PB implementation

Have there been any major changes in the key data about municipality-related or citizen-related factors compared to the previous PB pilot?

☐ No ☒ Yes

Changes occurred to the following aspects:

Citizen-related factors

6. The citizenry is composed as follows:

- 6a. Number of citizens: 169 756 – 2020r.
- 6b. Share of females (% of citizens): 52,77% (89 574) – 2020r.
- 6c. Share of persons aged below 18 (% of citizens): 17,51% (29 732) – 2020r.
- 6d. Share of persons aged 65 and above (% of citizens): 26,04% (44 209) – 2020r.
(+5% points, + ca. 5 000 persons)
- 6e. Share of unemployed persons (% of citizens): 1,67% (2 832) – 2020r.
- 6f. Share of unemployed females (% of unemployed persons): 53,39% (1 512) – 2020r.

6f. Particularities of the population are the following :

At the end of 2020 year the population of Bielsko-Biala amounted to 169 756 people, with a population density of 1 363 people/km². Almost 53% of the total population are women, which gives the number of 89 574 people.

At the end of 2020, more than 1/4 Bielsko-Biala residents were in the post-working age group (21,4% in 2019), and almost 15% 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 95 000 residents, which constituted over 56% of the total.

At the end of 2020 the unemployment rate in Bielsko-Biala was 3,00%. Unemployment ratio for men in working age was 2,6% and for women 3,3%.

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: (provide name and link):

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>

7b. The law has changed compared to the 1st PB pilot with respect to the following rules (if applicable): n/a

2. Development of the 2nd PB pilot

Citizen- and PB process-related factors

9. PB is implemented to realize the following objectives:

The PB 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 residents 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.

9a. Which objectives have changed compared to the 1st PB pilot? Have objectives been added or abandoned? n/a

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

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

11. In case an analysis of citizen satisfaction of the 1st PB pilot has been conducted before developing the 2nd PB pilot, the following needs of citizens were taken into account for the 2nd PB pilot's implementation:

During the implementation of the 2nd Pilot Action, consultation points continued to be run where advisory services were provided to residents. This provided all interested persons with a direct opportunity to consult their ideas. As it resulted from the satisfaction analysis conducted in the 1st Pilot Action, over 90% of respondents were in favour of this form of communication.

PB process-related factors

12. The following steps were undertaken to develop ideas and concepts for the 2nd PB cycle and the following changes were implemented compared to the 1st PB pilot:

Since the participatory budget in Bielsko-Biała operates on the basis of the Act of 8 March 1990 on Municipal Self-Government and all legal regulations cannot be changed, and thus it is not possible to formulate new concepts of PB, after consultations with the City Council Office it was decided that the 2nd cycle of PB will be held on the same principles as the first.

13. Citizens were involved in the development of the 2nd PB cycle the following way and the following changes were implemented compared to the 1st PB pilot: n/a.

14. Citizens were informed about the initiation of the 2nd PB cycle in the following way and the following changes were implemented compared to the 1st PB pilot:

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 and in local media and promotional materials. In addition, a social media promotional campaign was carried out with a reach of over 48 000 residents.

15. These were the (internal and external) main promoters and success factors in the development of the 2nd PB cycle and the following changes appeared compared to the 1st PB pilot:

Bielsko-Biała Municipality Council

15a. Has an Advisory Board been installed to develop the 2nd PB run? If yes, please describe composition and organisation: Bielsko-Biała Municipality Council:

- Director of the Municipal Council Office
- Deputy Director of the Municipal Council Office

15c. These were the role models that were used as an inspiration for own PB

The Bielsko-Biała Commune has a lot of experience in PB implementation. The participatory budget in Poland was introduced relatively late, in compared to well known international examples such as those in Brazil. In 2013, the city of Bielsko-Biała joined the implementation of the participatory budget for the first time.

16. These were the main opponents and hindrances in the development of the 2nd PB cycle and it was coped with these in the following way:

The only obstacle resulting from the implementation of the PB in 2021 is the continuing state of COVID-19 pandemonium. Therefore, on 7 April 2021, the Mayor of Bielsko-Biała decided to change some deadlines resulting from the adopted schedule of the Civic Budget of Bielsko-Biała for 2022.

First of all, the changes included the extension of the deadline for submission of project proposal forms by the residents and extension of the deadline for voting on the positively assessed projects.

The amended deadlines included:

- Submission of project proposal forms by residents - from 23 March to 14 May 2021 (inclusive);
- Formal evaluation of projects - until 20 May 2021;
- Evaluation of projects with regard to their location by the appropriate Housing Estate Councils - until 18 June 2021;
- Substantive evaluation of projects, including compliance with the law and technical feasibility - until 30 June 2021;
- Voting of residents for positively verified projects - from 23 September to 9 October 2021 (inclusive).

17. A project team for the 2nd 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.

18. For the IT part / online implementation of the PB, the following considerations and steps were taken and the following changes were implemented compared to the 1st PB pilot

As in the 1st Pilot Action, in the 2nd Pilot voting for the participatory budget took place (in addition to traditional methods) electronically using a specially prepared form on the PB website. When voting electronically, you can use any device with access to the Internet, such as a desktop computer, laptop, smartphone or tablet:

<https://obywatelskibb.pl/glosowanie-elektroniczne-i-tradycyjne-wazne-informacje>

Comparison with the 1st PB pilot:

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 2nd PB pilot: n/a

19c. Of these suggestions, the following were not implemented in the 2nd PB pilot due to the following reasons: n/a

20. The following documents, manuals, regulations were developed and used during the development of the 2nd PB cycle: https://partycypacjaobywatelska.pl/wp-content/uploads/2016/01/BP_krokpokroku.pdf

3. Implementation of the 2nd 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 2022, is already the 9th 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 and in local media and promotional materials.

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

There were no changes between the 1st and the 2nd pilot.

Stage II: Submission of projects by residents

Every resident of Bielsko-Biała could apply for the implementation of one city and one 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.

There were no changes between the 1st and the 2nd pilot.

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 also considers whether the estimated cost of the realization of the city project does not exceed 700 000 PLN (\approx 155 500 EUR) gross, whereas the gross cost of the district project was 200 000 PLN (\approx 44 400 EUR).

There were no changes between the 1st and the 2nd pilot.

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.

There were no changes between the 1st and the 2nd pilot.

A total of 19 245 valid votes were cast via the Internet and voting cards, including 9 209 votes for city-wide projects and 10 036 votes for housing estate projects.

Stage V: List of selected projects to be implemented in 2022.

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.

There were no changes between the 1st and the 2nd pilot.

21a. Total annual PB budget (in EUR and %-change of 1st PB pilot): 1 644 444 EUR (-26%)

(In view of the difficult situation related to the pandemic, the Mayor of Bielsko-Biała decided to change the financial resources earmarked for the next edition of PB.)

21b. Annual PB budget per citizen (in EUR and %-change of 1st PB pilot): 9,67 EUR (-25,7%)

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 limits: no

Definition of persons: Residents

Number of eligible persons (in total): 169 956 (all citizens, no age limit)

Number of participating persons (% of citizens): 11,32%

A city-wide project may be submitted by resident of Bielsko-Biała, and a district project may be submitted by resident of the given District to which the project relates. Each resident of Bielsko-Biała (there is no age limit) can vote for one city-wide project and one of district projects, in which the resident is based.

No changes have been implemented compared to the 1st PB pilot.

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

Not applicable - everyone could submit a project/vote. According to the PB regulations in Poland, if you are not a resident of the city you cannot vote/submit a project. Verification is done through the residential address so no action is taken in this regard.

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 8.03.2021
- Stage II: Submission of projects by residents – from 25.03. to 14.05.2021
- Stage III: Evaluation and evaluation of projects – from 15.05to – 15.09.2021
- Stage IV: Residents' vote on projects – from 23.09. – 9.10.2021
- Stage V: List of selected projects to be implemented in 2022. – 21.10.2021

23. As key learnings from the 1st PB pilot, these aspects were considered when implementing the 2nd PB pilot:

The implementation of the 2nd Pilot Action took place in the same way as the 1st Pilot.

24. For citizen involvement in the PB-phases (e.g. information, proposal, 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 residents 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 20 district projects and 7 all-city projects

Consultations lasted from March to May 2021.

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 residents 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 20 district projects and 7 all-city projects

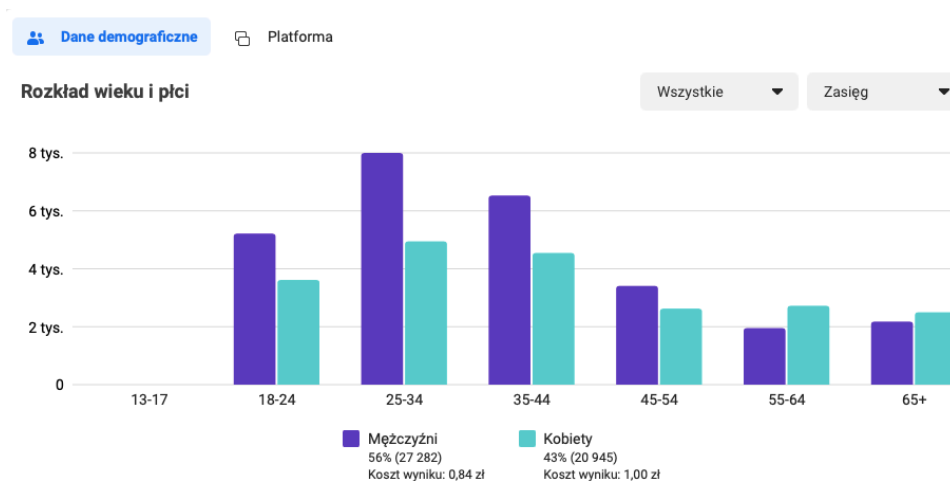
Consultations lasted from March to May 2021.

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

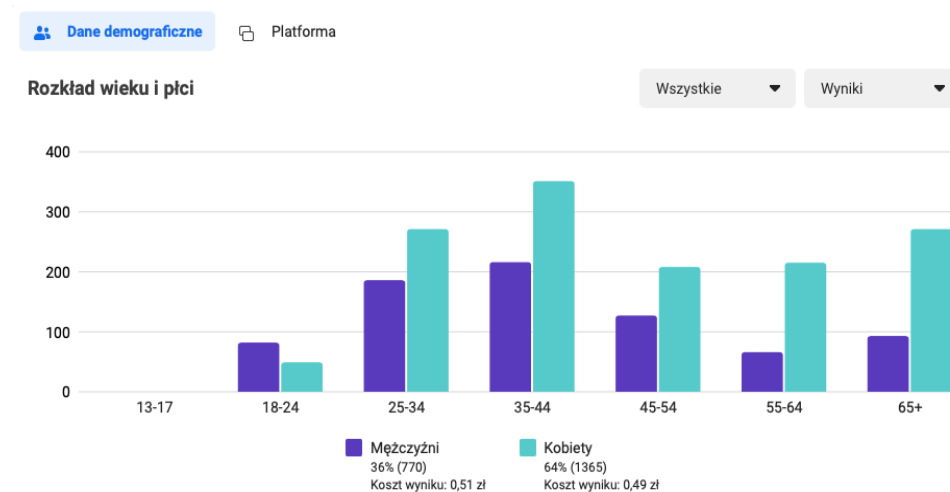
Two promotional campaigns were conducted in social media, including Facebook, encouraging Bielsko-Biała residents to take part in the vote. The advertisement was addressed to the residents of Bielsko-Biała living in an area with a diameter of 6 miles from the city center, aged 18 to 65+, of all genders 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.

Two social media awareness campaigns were conducted:

- the 1st during the project submission stage (reached 48 227 people, thereof 43% women (20 945))



- 2nd during the voting phase (reached 159 866 people, thereof 64% women (102 315))



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:

On 2, 3 and 19 March 2021, webinars were conducted on communication with residents and community engagement in terms of effectiveness of outreach to residents, as well as ease of implementation.

The webinars were addressed to representatives of the Bielsko-Biała City Hall and city organisational units responsible for PB implementation. They were attended by 22 persons.

The topics of the webinars included:

- the parties involved in cooperation with the residents and how to address them;
- communication and public engagement processes - how to organise them?
- obstacles and problems - how to solve them?
- proceeding with the implementation of a participatory budget in the municipality

On 3, 4 and 5 November 2021 training was conducted on communication with citizens involved in the participatory budget process in the city of Bielsko-Biała.

The trainings were attended by 20 people.

The subject matter of the training included:

- entities involved in cooperation with the residents and how to address them;
- communication and public involvement processes - how to organise them?
- obstacles and problems - how to solve them?
- how to implement a participatory budget in the municipality

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

4. Results of the 2nd PB pilot

Proposal phase:

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

Each resident 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.

Number of Online Accounts (if applicable): 78

Number of interrupted proposal procedures (if applicable): data not available

32b. Number of citizens participating: 101

32c. Participation rate: 0,060% (increase of 0.019% compared to 1st pilot)

Percentage of females: 26,73% (no data from 1st pilot)

32d. Number of proposals received in total: 101

Submitted online: 78 (57,78%) - no data from 1st pilot

Submitted by paper-and pencil: 57 (42,22%) - no data from 1st pilot

Submitted otherwise? How?: n/a

Innovativeness of proposals

Number of “new” proposals (number and %-change compared to 1st PB pilot): 101 (100%)

Number of resubmitted proposals: 0

Co-Creation of proposals

If applicable, number of originally not feasible proposals that were reworked together with the proposer: n/a

If applicable, number of proposals that were reworked together with the proposer: n/a

32e. Main categories of proposals:

The city-wide projects were dominated by those focusing on the development and improvement of the sports and recreation zone in our city, i.e.: sports fields, pumptrack, playgrounds, parks, including theme parks and green areas, picnic spots and cultural events. We could also observe an increase in the number of health care projects dedicated to different age groups. There were also projects containing - to a greater or lesser extent - historical, ecological or educational aspects, as well as those supporting local culture and raising the tourist attractiveness of our city.

As in previous years, the majority of housing estate projects concerned the following topics: modernisation of playgrounds, sports fields, running tracks, renovation of streets, pavements, footbridges, creation of local car parks, development of sites into parks, squares, gardens, dog runs, outdoor gyms, sports facilities (including the extension and modernisation of existing ones), provision of equipment for housing estate libraries, Municipal Cultural Centre, schools or local Voluntary Fire Brigade units. The aim of these projects is mainly to improve the living conditions of the residents of a particular housing estate and to address their expectations in terms of culture, sport, education etc.

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

Number of positive comments on implementation (if applicable): n/a

Number of negative comments on implementation (if applicable): n/a

Feasibility check:

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

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

Number of feasible proposals: 66

Percentage of feasible proposals (% of proposals received in total): 65,34%

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

The submitted projects were verified for formal, legal and technical correctness. The cost estimation of the project and the possibility of its execution were also checked. The applicants had to bear in mind that the estimated cost of the realization of the city-wide project may not exceed 155 500 EUR gross, whereas the gross cost of the housing estate project was 44 400 EUR.

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: None

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

33g. As a consequence:

Number of feasible proposed projects /feasible voted projects

Number of passed checks: 66

Number of not feasible proposed projects /not feasible voted projects

Number of failed checks: 35

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.

Additional for online tools:**Number of Online Accounts:** 14 367**Number of discontinued voting procedures:** data not available**34b. Each citizen was given the following number of votes:**

Each residents of Bielsko-Biała (there is no age limit) could express support by voting for one city-wide project and one local (housing estate) project (in which the voting resident is based) .

34b. Number of citizens voting : 14 367 (-1,78%)**Ratio of females of total (%):** 57,40% (+1,82%)**34c. Participation rate (% of residents):** 8,46% (+2,21%)**34c. Number of votes received :** 19 245 (+24%)**34d. Results of the votes (which projects with which amounts and votes were winning):**City-wide projects:

- Searching for Joe Biden's ancestral Guardians of the Church – 1 724 votes
- Green playgrounds – 1 419 votes

District projects:

Estate	Project	Votes
Aleksandrowice	Bicycle and roller track, asphalt Pumptrack in Lotnicza Street next to the airport	207
Beskidzkie	Retrofitting of the "Green Corner" leisure and recreation area in the Beskidzki estate	273
Biała Krakowska	Walking has POWER or Slow Renewal of the pavement in Waleriana Łukasińska Street	146
Biała Północ	Extension of the park in the Rosta residential area	142
Biała Śródmieście	Modernisation of the playground "Biała Śródmieście 2"	204
Biała Wschód	Playground "Education and Play" and "Resident Friendly Library"	89
Bielsko Południe	Forest Park in Kamienicka Street. Creating conditions for rest and recreation in natural surroundings	224
Dolne Przedmieście	Improvement of road traffic safety by replacement of road surface in ul. Czecha in the area of the building ul. Czecha 3	103
Górne Przedmieście	Gallery of Contemporary Art in the Secondary School No. 8 in Bielsko-Biała	205
Grunwaldzkie	Integration from Junior to Senior 2	161

Hałcnów	Together for Halcnow	477
Kamienica	Mini multi-functional pitch in Kamienica	530
Karpackie	Dream library - a modern cultural and educational facility in the Carpathian Settlement	411
Komorowice Krakowskie	Komorowice Krakowskie - the colours of life - from local threats to documenting celebrations - OSP and House of Culture in service of everyday and festive life of the district	274
Komorowice Śląskie	Everyone can save a life	131
	Renovation of the grass pitch at Primary School No. 30 in Bielsko-Biała	105
Kopernika	More movement, little boy - purchase and installation of an integration fitness set and other recreational equipment with a fence for Kindergarten No. 1	182
Leszczyny	Always ready to help	185
Lipnik	In the centre of Lipnik	202
Mieszka I	Estate garden with flowering meadow and resting place	80
Mikuszowice Krakowskie	Playground in Mikuszowice Krakowskie - additional equipment	229
Mikuszowice Śląskie	Purchase of a Fire and Rescue Vehicle and construction of a parking place	402
Piastowskie	Improving road traffic safety by replacing the surface of Ksiecia Przemysława and Piastów Śląskich streets	151
Polskich Skrzydeł	Renovation of the car park and pavements in the Polish Wings housing estate near the Health Clinic	167
Słoneczne	"Development of physical activity space" - installation of selected outdoor gym equipment	160
Stare Bielsko	Stare Bielsko 2021 - Culture and safe education	475
Straconka	Traffic town and yard games on the premises of Primary School No. 26	264
	Equipping firemen-rescue workers of the Voluntary Fire Brigade in Bielsko-Biała Straconka who have been guarding the safety of the Straconka district and the city of Bielsko-Biała for 115 years with personal protective equipment and purchasing books, equipment, materials and supplies for the branch of the Beskid Bookshop - Library in Straconka according to the list	154
Śródmieście Bielsko	Pavement renovation in Luther Square	108
Wapienica	Digital Primary School No. 32 in Wapienica - modernisation of computer labs and school network	810
Wojska Polskiego	A Friendly Housing Estate for All	256
Złote Łany	Modernisation of a sports field for children and young people on the "Langiewiczza" housing estate	283

34e. Total PB budget realized / implemented : 1 592 852 EUR (-16 %)

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

- ☐ No ☒ Yes, unused
- ☐ Yes, otherwise designated (e.g. follow up costs or projects implemented in previous PBs)

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 51 592 EUR come from the district where the projects did not receive the required support.

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

Number of delayed proposal implementations /feasibility checks: ----

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 2022 were established. For this purpose, the President of the City issued an appropriate order.

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

Accepted projects may only concern tasks that can be carried out within one budget year (2022) 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.

34h. Timeframe planned to realize the approved projects: in 2022

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

During the implementation of the winning projects in 2022 the proposers 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 2nd PB pilot in the following ways:

Link to accountability report: <https://obywatelskibb.pl/wyniki>

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**36a. Number of increased contacts outside of the PB process:** none

5. Assessment of PB pilot and potential for enhancements

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

Taking into account the last editions of PB in our city, we believe that this edition brought good results.

- Firstly, the launch of the consultation point did not exclude older people from the participatory process, who do not have the IT equipment and knowledge to effectively submit their own ideas.
- Secondly, the number of projects submitted to the PB increased by 46% compared to the 1st pilot
- Thirdly the number of votes cast was 24% higher than in the 1st edition of the Pilot Action

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:

Regarding the structure of the voters, we were most interested in some facts:

- Firstly, the most numerous group that was the recipient of our social media information campaign were people aged 35-44, who were much less active in the previous Pilot Action. The 65+ group was again very active (second place).
 - Secondly, the gender structure has shown for many years that women are the group more involved in the participation process. Polish women are better educated than men, and since 2000 more and more of them have higher education. With better education, women's career aspirations increase. At work they can be more dutiful, more precise and more motivated. They also have a strong sense of responsibility for loved ones and their own environment, which makes them more interested in politics, more active in public life and more concerned about social issues.
 - Thirdly, we see the need for greater involvement of children and young people in the participation process, which we hope will be achieved by having no age limits and an effective educational campaign.
- Unfortunately, in our municipality there are no statistics on the distribution of voters in the districts, which could give more information about the needs of a particular group.

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

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

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, which task it 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, dissemination and communication materials, webinars were organised for officials and residents on the subject of communication and cooperation of local government with residents.

42. These changes are recommended for future PB processes to better reach objectives of PB:

Since in the 1st pilot it was not possible to organise voting using blockchain, as the undertaking is not easy due to legal aspects, we propose to the Municipality to present the advantages, that is:

- Thanks to its decentralisation and the public key cryptography technologies used, any attempt to falsify the results can be immediately caught;
- tracking of voting results can be done in real time;
- the ease of casting votes from all over the world via the Internet;
- the ability to change your vote until the close of voting.

43. These changes are recommended for future PB processes to better involve target groups or to better represent the eligible persons:

Recommended actions:

- a social media campaign to involve people under 18 and over 65
- the tightening of the voting system and elimination of irregularities associated with voting by ballot. In the participatory process it is extremely important that residents make mature decisions, fully aware of the responsibility for their choices.

44. The pilot municipalities plans to run PB also in the future

☒ Yes ☐ No

Telšiai/Lithuania

1. Situation before the 2nd PB implementation

Compared to the 1st PB pilot of the municipality, have there been any major changes in the key data about municipality-related or citizen-related factors?

☒ No ☐ Yes

PB process-related factors

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

☐ Yes ☒ No

2. Development of the 2nd PB pilot

Citizen- and PB process-related factors

9. PB is implemented to realize the following objectives:

The objective of the council is to create closer links with the district's residents, to listen to their needs through PB.

Municipality's administration aims that the residents understand that the funds of municipality's budget are restricted and it is quite complicated to decide on priorities. Therefore, PB is a perfect tool for involving the residents in decision making and thus reducing their dissatisfaction in the decisions made.

To involve as many various groups of residents as possible: active representatives of communities, representatives of NGOs, active residents not belonging to any organizations.

We believe that it will be purposeful to correct specific goals (objectives) in the future, after the analysis of PB accomplishment. When analyzing the data of PB accomplishment in the future, with the purpose of involving a wider circle of residents in PB, we will find out what resident groups are less active, which need more attention, and we will find ways for mutual communication.

9a. Which objectives have changed compared to the 1st PB pilot? Have objectives been added or abandoned?

PB objectives remained the same:

- increasing residents' activeness;
- involving as many residents in city (district) problem solving (arranging the residential environment, occupation, education, social and other questions) as possible;
- aiming at involving various resident groups (youth, men, women, elderly people, unemployed, disabled).

Residents were invited to provide proposals which would improve their residential environment, conditions, occupation, education, health, cultural situation and what else is important to them.

Municipality's council and administration aimed at:

- understanding the residents, their wishes and needs;
- introducing the society with the importance of their attitude;
- being more oriented towards the number of residents;
- clearer decisions and greater trust of the society.

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

It is important for both politicians and municipality's administration that various residents' group participate in the implementation of PB. Positive results can be achieved only with active participation of all these groups and receiving each other's support.

Community representatives were mostly involved in the 2nd PB. Communities in Telšiai district become more active and more actively participate in PB life.

The role of rural sub-district administrations is really important in encouraging, consulting and supporting the residents (communities).

11. In case an analysis of citizen satisfaction of the 1st PB pilot has been conducted before developing the 2nd PB pilot, the following needs of citizens were taken into account for the 2nd PB pilot's implementation:

Before the 2nd PB pilot, the citizen satisfaction analysis of the 1st PB pilot was performed:

- information availability was positively assessed by 90 % of respondents,
- voting process was positively assessed by 70 % of respondents,
- usefulness of PB was positively assessed by 90 % of respondents,
- around 70 % of respondents learned about the problems of other communities,
- the PB organization process was positively assessed by 80 % of respondents.

As the residents did not provide essential remarks or suggestions regarding the organization of the PB process, no essential changes were made.

PB process-related factors

12. The following steps were undertaken to develop ideas and concepts for the 2nd PB cycle and the following changes were implemented compared to the 1st PB pilot:

When implementing the 2nd PB, the same PB regulating legal acts remained valid. The provision was changed in a way that project proposals can be provided not only by the residents declaring the place of residence in Telšiai district municipality, but also those living in other places. But this year, 11 project proposals were received and all of them were provided by the municipality's residents. We think that in the future, a wider publication about the possibility of providing the ideas (proposals) is necessary, to perform the spread of information not only in the municipality's territory, but also on the national level. Thus, more various and more interesting ideas would be hopefully received.

13. Citizens were involved in the development of the 2nd PB cycle the following way and the following changes were implemented compared to the 1st PB pilot:

The PB process was organised in the same order as the 1st.

14. Citizens were informed about the initiation of the 2nd PB cycle in the following way and the following changes were implemented compared to the 1st PB pilot:

The citizens were informed about the initiation of the 2nd cycle in the municipality's internet website, social networks, local press, via e-mails, like during the 1st PB process.

During the 1st PB process, one training session was arranged for a bigger group of residents and the filmed training broadcast was announced in the municipality's website.

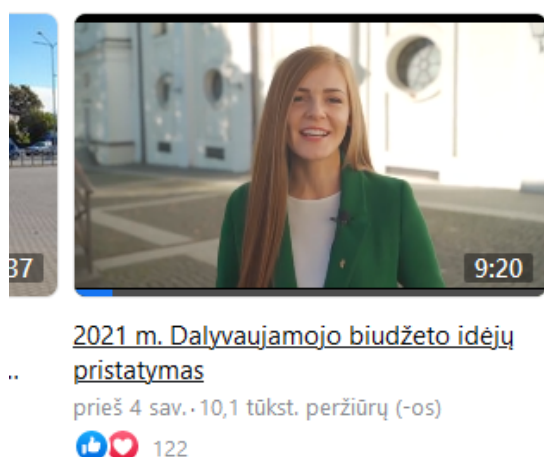
During the 2nd PB, five training sessions were arranged in different sub-districts on purpose of more concentrating on the questions and problems of the residents of corresponding locality related to PB, and directly communicating with the residents.

15. These were the (internal and external) main promoters and success factors in the development of the 2nd PB cycle and the following changes appeared compared to the 1st PB pilot:

The same personnel were occupied with the organization of the 2nd PB process and its implementation after analyzing the results of the 1st PB cycle and the results of the residents' questionnaire about the satisfaction in the 1st PB cycle. Direct communication was useful with the residents in smaller groups during the training. The residents were more active, were more daring when giving questions and received answers to the provided questions. Practical occupations were useful during which we tried to create the

project idea. We think that this had influence on a greater amount of project ideas – eleven (eight in the 1st PB process) and the quality of the provided project ideas: five of eight were acknowledged as suitable for implementation in the 1st one, all 11 project ideas were acknowledged as suitable for implementation in the 2nd one. Thus, time is saved in later stages of PB implementation.

The project ideas, provided by the residents, were presented in the video material: https://www.youtube.com/watch?v=binCx_DK4SA. We think that this video encouraged more residents to vote (2 207 residents voted during the 1st PB, 4 367 residents voted during the 2nd PB). The video received more than 10 000 views:



During the 1st PB process, the partners of EmPaci project provided enough methodological support, therefore during the 2nd PB process, the municipality already could act and organize the processes on their own. Telšiai education centre, the local adult education institution, was involved in resident training and education. The employees of this institution went deeper into the essence of PB, organized training for residents and, if necessary, are ready to consult and train the residents of various groups at any time.

15a. Has an Advisory Board been installed to develop the 2nd PB run? If yes, please describe composition and organisation:

During the 2nd PB process, the same work group for assessing the community's initiative project idea proposals, approved by the municipality's council, was active like during the 1st PB process. This work group also had the advisory vote during the PB organisation (regarding the processes, regarding the assessment and other rising questions).

15c. These were the role models that were used as an inspiration for own PB

Poland – Bielsko-Biała, Lithuania – Alytus, Finland – Lahti.

16. These were the main opponents and hindrances in the development of the 2nd PB cycle and it was coped with these in the following way:

The biggest disappointment of residents is in that many attempts are put on purpose of the residents supporting the project idea, but only one idea, receiving most votes, is implemented. Two years in a row, the idea, which will be implemented in the same place (sub-district), received most votes of the residents. This sub-district has got a very active community gaining the experience in the 1st PB process how to activate the residents and collect more votes. The politicians of the municipality, referring to the results of the 2nd PB process, undertook to plan funds for implementing two project ideas in the budget of the year 2022. Thus, during the implementation of the 2nd PB process, two project ideas will be realized in two different sub-districts.

17. A project team for the 2nd PB development was formed:

☒ Yes ☐ No

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

The same team worked during the 2nd PB process as during the 1st PB process, but one member was added. This team member worked 15 % (later 25 %) of the working time and took over the functions of publication and spreading.

18. For the IT part / online implementation of the PB, the following considerations and steps were taken and the following changes were implemented compared to the 1st PB pilot

During the implementation of both the 1st and the 2nd PB process, all information about PB was placed in the municipality's internet website <https://www.telsiai.lt/go.php/lit/Dalyvaujamasis-biudzetas>. Information is provided for the following topics:

- General information;
- Training;
- Invitations to provide the residents' initiatives and their assessment;
- Residents' voting;
- Provided projects;
- Implemented projects.

Also, here one can find the documents created during the implementation of the project EmPaci: "Status Quo", Public Budgeting Tool Feature Matrix, Communication and Dissemination Plan, etc.

A Google platform was used for electronic voting of the residents. The municipality aims that the internet website is adapted to a more comfortable implementation of the participatory budget, residents' voting, but it emerged some difficulties as the procurement of new municipality's internet website is being

performed at the moment. Public procurement procedures were delayed. We hope that we will manage to implement that in the nearest future.

Comparison with the 1st PB pilot:

19a. The following suggestions for changes were made from the EmPaci team to improve the process:

In COVID-19 situation, the EmPaci team suggested a wider usage of the possibilities of video material for spreading of information and news.

19b. Of these suggestions, the following were implemented in the 2nd PB pilot:

Telšiai district used the advice and presented the video material about the provided project ideas to the residents, invited them to vote. Twice more residents' votes were received:

https://www.youtube.com/watch?v=binCx_DK4SA

Also video material about the implementation of the 1st PB process:

<https://www.facebook.com/telsiaisavivaldybe/videos/428077342219926>

<https://wettransfer.com/downloads/c52cafd8a183459406a4ecc505517f6b20211111133356/7d2ed3?fbclid=IwAR2BrTo7DjGJdUMQAp-ERZOZ0VaBCRXDeGM043F8qE4LbqB9U4OVWSIHuQI>

<https://youtu.be/occdraxRsl4>

19c. Of these suggestions, the following were not implemented in the 2nd PB pilot due to the following reasons: –

20. The following documents, manuals, regulations were developed and used during the development of the 2nd PB cycle:

When implementing the 2nd PB process, Telšiai district used the same legal acts and regulations as during the 1st PB process.

3. Implementation of the 2nd PB pilot

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

21a. Total annual PB budget (in EUR and %-change of 1st PB pilot):

	1 st PB process (one project, receiving most votes, being implemented in 2021)	2 nd PB process (two projects, receiving most votes, being implemented in 2022)
Value of one provided project	EUR 20 000	EUR 20 000
Implemented projects	1	2
Total value of the projects being implemented	EUR 20 000	EUR 40 000
%-change of total PB budget value	-	+ 100 %

21b. Annual PB budget per citizen (in EUR and %-change of 1st PB pilot):

1 st PB process	2 nd PB process	
EUR 0,43	EUR 0,86	+ 100 %

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: 18.

Definition of persons: Proposals can be provided by 18-year-old and older citizens irrespective of their declared place of residence (Lithuanian inhabitants).

18-year-old and older people, having declared their place of residence in the municipality's territory, can vote for the idea they like.

Number of eligible persons (in total): 38 827

Number of participating persons (% of citizens): 83,89 %

Changes that have been implemented compared to the 1st PB pilot

During the implementation of the 2nd PB pilot, it was decided that proposals can be provided by the people not necessarily declaring their place of residence in the municipality's territory. But the people, who provided the project ideas, have all declared their place of residence in the municipality's territory. In the future, we hope receiving more and more various proposals (project ideas).

The participation of young people up to 18 years in the implementation of PB is restricted because of the application of the provisions of the Law on Personal Data Protection. Ways of how to involve young people in PB are necessary in the future.

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

The employees of the municipality's administration verified the data of every voter in the Register of the Residents of the Republic of Lithuania. In the future, we hope to have an electronic voting system of the residents which would identify the voting person, also, the amount of verified data would be reduced.

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

The director of the municipality's administration approved the term of implementation of the 2nd PB pilot – 26.05.2021 order No. A1-841: (<https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/cb710050bee911eb91e294a1358e77e9>).

This document established the action schedule and responsible sections of administration (training, support in the internet website, invitation to provide proposals, proposal provision, proposal assessment, residents' voting, vote counting, announcing of the winning proposal):

Measure	Implementation date
Organizing and conducting the training for residents, representatives of non-governmental organizations and communities, heads of sub-districts, librarians, etc.	Till June 30, 2021.
Application of Telšiai district municipality internet website for the realization of the participatory budget.	Depending on the course of procurement of the service of the internet website application for the participatory budget.
Formation and publication of invitations to provide project proposals (hereinafter – proposals).	Till June 1, 2021.
Proposal admission and registration.	From June 1, 2021 to August 6, 2021.
Verification of the identity and place of residence of the people, approving the proposal, in the register of residents.	Till August 13, 2021.
Proposal assessment including legal, technical, financial and other aspects.	From August 7, 2021 to August 25, 2021.
Sending of the information about the reasons of non-compliance or impossibility to realize the proposal to the applicants.	Till August 26, 2021.
Appealing of the decisions made by consulting work group to the municipality's mayor and preparation of the replies to the appeals.	Till September 7, 2021.
Preparation and publication of the order of the administration's director regarding the approval of the list of proposals suitable for funding and implementing.	Till September 15, 2021.
Organization of residents' voting for the best proposal.	From September 13, 2021 till October 10, 2021.
Verification of the identity and place of residence of the voting people in the register of residents.	Till October 17, 2021.
Preparation and publication of the order of the administration's director regarding the approval of the list of proposals collecting most votes.	Till October 22, 2021.
Fund planning for implementing of the winning proposals in the municipality's strategic plan 2021-2023 and municipality's budget for the year 2021.	Till the approval of the municipality's budget for the year 2022.
Implementation of the winning proposal.	Till December 1, 2022.

23. As key learnings from the 1st PB pilot, these aspects were considered when implementing the 2nd PB pilot:

After the implementation of one project, receiving most votes, only the expectations of a very small part of residents are satisfied. Referring to this, it was proposed to implement two ideas, receiving most votes of the residents, allocating twice as big funding for PB.

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

Telšiai District Municipality (LT) implements the 2nd participatory budget and, after the release of the quarantine restrictions, it was decided to organize five contact trainings “Implementation of Community Initiatives through the Participatory Budgeting”: one in Telšiai city and four in rural elderships of Telšiai district to reach residents living further from the city center. The aim was to make the population more active in submitting project ideas.

Telšiai District Municipality made a purchase for training services and has signed an agreement with the Budget Institution Telšiai Educational Center (adult education institution). Telšiai Educational Center prepared a training program, training materials (coordinated with the Municipal Administration), invited participants, conducted trainings and disseminated information about the trainings. Eldership employees, community representatives and active residents were invited to participate in training.

Map of completed trainings:



Information about trainings:

Date and time of training	Training place	Number of participants	Participants
June 15, 2021 15.00-18.00	The conference hall of Telšiai Bishop Vincentas Borisevičius Priest Se minary 	52	The residents of Telšiai city, the representatives of Telšiai city and region communities, eldership, NGO, who will become the ambassadors of the participatory budget in 2021
June 17, 2021 15.00-18.00	The house of culture in Kaunatava village 	24	The community representatives of Telšiai district municipality administration, Tryškiai, Luokė and Upyna elderships
June 21, 2021 15.00-18.00	The centre of culture in Degaičiai 	29	The community representatives of Telšiai district municipality administration, Degaičiai, Viešvienai, Ryškėnai elderships
June 22, 2021 15.00-18.00	The hall of the administrative building at Varniai eldership 	26	The community representatives of Telšiai district municipality administration, Varniai and Žarėnai elderships
June 29, 2021 15.00-18.00	The centre of culture in Nevarėnai 	25	The community representatives of Telšiai district municipality administration, Nevarėnai and Gadūnavas elderships

The ending of training was announced in the municipality's Facebook account:

<https://www.facebook.com/telsiaisavivaldybe/posts/3677615015700693>.

During the implementation of the 1st PB pilot, two training sessions were arranged and 40-60 people took part in them. Training video was placed in the municipality's internet website.

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

On purpose of activating the residents through active community members, active residents of communities were invited to the training. Communities are formed of the residents of various characteristics (gender, ages, hobbies and social status). The information about the arranged training sessions can be found on question 24.

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

The results of the residents' survey regarding the satisfaction in the spread of information during the 1st PB pilot showed that information was provided suitably and sufficiently. During the 2nd PB process, information spreading was performed in the same channels: the municipality's internet website, social networks, local press. Video material was used additionally for the presentation of the project ideas, provided by the residents, and the implementation of information of the winning proposal of the 1st PB process.

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

When arranging the training sessions in smaller resident groups, attention was given to the residents of specific residents of a smaller locality, more attention could be given to personal invitations and active residents could be found.

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

Municipality's politicians and administration were introduced with PB when implementing the first PB. During the 2nd PB pilot, more attention was given to the residents. The arranged training sessions are described in question 24. The following training material was used:



IMPLEMENTATION OF THE PROJECT „EMPOWERING PARTICIPATORY BUDGETING IN THE BALTIC SEA REGION”, project No. #R084, acronym EmPaci

Training „Implementation of Community Initiatives through the Participatory Budgeting“

2021 June 15th

Training participants: the residents of Telšiai town, the representatives of Telšiai town and region communities, elderships, NGO, who will become the ambassadors of the participatory budgeting in 2021.

Training venue – the conference hall of Telšiai Bishop Vincentas Borisevičius Priest Seminary (Katedra st. 6, 5th floor).

PROGRAM

Time	Activity
14.45 – 15.00	The registration of the participants.
15.00 – 15.20	Welcome speeches. The mayor of Telšiai district municipality Kęstutis Guzarovas. The director of Telšiai district municipality administration direktorius Tomas Kufius. The elder of Telšiai city Česlovas Ubartas.
15.20 – 16.00	„Participate!“ The head of the Klaipėda community association Renaldas Kulikauskas.
16.00 – 16.15	The implementation of the project „Empowering Participatory Budgeting in the Baltic Sea Region“ funded by the Telšiai district municipality from the EU funds, in Telšiai district municipality. The methodologist of the Telšiai educational centre Nijolė Vaitėkauskė.
16.15 – 16.30	The good experience of Telšiai district municipality administration Degačiai eldership while implementing the idea of the project „Installation of Amlelia pond beach with the campus“. The member of Degačiai community Bronius Šiaudkulis.
16.30 – 16.45	Coffee break.



Training participants: The community representatives of Telšiai district municipality administration Nevėžiai and Gėdišiai elderships.

Training venue – The centre of culture of Nevėžiai (Liepų st. 10).

PROGRAM

Time	Activity
14.45 – 15.00	The registration of the participants
15.00 – 15.20	The implementation of the project „Empowering Participatory Budgeting in the Baltic Sea Region“ funded by the Telšiai district municipality from the EU funds, in Telšiai district municipality. The methodologist of the Telšiai educational centre Nijolė Vaitėkauskė.
15.35 – 15.50	„Protinūlis“ (Trivia quiz) for training participants. (The reflection of the training in Telšiai town).
15.50 – 16.15	„How community initiatives can help forming the attractive image of the countryside area“. The head of the Department of Architecture of Telšiai district municipality administration Indrė Žutautienė.
16.15 – 16.30	Coffee break.
16.30 – 17.30	Group work „From an idea to the result“ (The preparation of an application to the participatory budgeting).
17.30 – 17.50	„What helps to grow the identity of a community? Sharing good experience about participation in the projects of international partnership.“ The methodologist of the Telšiai educational centre Aldona Kleivienė.
17.50 – 18.00	Reviewing the training. The head of Financial department of Telšiai district municipality administration and the leader of the project Regina Radimienė on the implementation of „Empowering Participatory Budgeting in the Baltic Sea Region“ in Telšiai district municipality.



16.45 – 17.05	„How community initiatives can help forming the attractive image of the area“. The head of the Department of Architecture of Telšiai district municipality administration Indrė Žutautienė.
17.05 – 17.20	„The realisation of creative initiatives in Telšiai town. Challenges and possibilities“. The director of UAB „Skinta“ Birutė Lekavičiūtė.
17.20 – 17.50	Group work „The café of the world“. (Generating models for community creation and project ideas).
17.50 – 18.00	Reviewing the training. The head of Financial department of Telšiai district municipality administration and the leader of the project Regina Radimienė on the implementation of „Empowering Participatory Budgeting in the Baltic Sea Region“ in Telšiai district municipality.

THE SCHEDULE OF THE TRAININGS IN TELŠIAI DISTRICT MUNICIPALITY ELDERSHIPS

2021 June 17th

Training participants: The community representatives of Telšiai district municipality administration Tryškiai, Luokė, and Upyna elderships.

Training venue – The house of culture of Kaušatava village (Mokykla st. 10, Kaušatava).

2021 June 21st

Training participants: The community representatives of Telšiai district municipality administration Degačiai, Viešvilienai and Ryskėnai elderships.

Training venue – the centre of culture of Degačiai (Amlelių st. 1, Degačiai).

2021 June 22nd

Training participants: The community representatives of Telšiai district municipality administration Varniai and Žarėnai elderships.

Training venue – The hall of the administrative building of Varniai eldership (Vytautas st. 2, Varniai).

2021 June 29th



The training is funded from the Telšiai district municipality project „Empowering Participatory Budgeting in the Baltic Sea Region“, project No. #R084, acronym EmPaci.

The training material is available in Menu 6 of the [EmPaci PB Online Manual](#).

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

4. Results of the 2nd PB pilot

Proposal phase:

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

The order of proposal submission stayed the same as during the 1st PB pilot.

Residents could submit the proposals by filling the established document form and by sending to the municipality's administration or eldership's administration via the classic post, e-mail or personally. The agreement of the residents of the 15th eldership, in which the project is to be implemented, has to be submitted together with the proposal. During the training sessions, the residents were recommended to discuss the places with employees of the eldership or municipality administration, where the proposal can be implemented or other rising questions. Therefore, later there was no need to reject the proposals as not feasible. Also, the stage of proposal assessment was easier.

If the proposals were to be submitted online: –does not apply

Number of Online Accounts (if applicable): –does not apply

Number of interrupted proposal procedures (if applicable): –does not apply

32b. Number of citizens participating: 11 persons plus 165 (persons that supported the proposal).

32c. Participation rate : 0,42 % (1st PB – 0,33 %).

Percentage of females: 64 % (1st PB – 75%)

32d. Number of proposals received in total: 11

Submitted online: does not apply

Submitted by paper-and pencil: 11 (1st PB – 8), 100 % (1st PB – 100%)

Submitted otherwise? How?: not applicable

Innovativeness of proposals

Number of “new” proposals (number and %-change compared to 1st PB pilot): 9

Number of resubmitted proposals (previously submitted during earlier cycles, if applicable): 2

Co-Creation of proposals

During the training sessions, residents were offered to consult the specialists of eldership administrations, the specialists of architecture department of the municipality's administration regarding the selection of the place for the project idea, suitability for implementation, etc.

If applicable, number of originally not feasible proposals that were reworked together with the proposer: 0

If applicable, number of proposals that were reworked together with the proposer: 0

32e. Main categories of proposals:

Infrastructure projects – 8.

Education, training, learning programmes – 3.

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

After the proposal stage, the proposal assessment work group considered the proposals together with the heads of administration and providers of proposals. With reference to the decision of the work group's protocol regarding the suitability of proposals, the order of the municipality's administration's director was issued for approving the list of project ideas suitable for implementation. This list was announced in the municipality's internet website, social networks, press and voting of residents was initiated.

Number of positive comments on implementation (if applicable):

Number of negative comments on implementation (if applicable): The number of comments is unknown, but there have been no negative comments on social media.

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

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

Number of feasible proposals: 11

Percentage of feasible proposals (% of proposals received in total): 100%

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

The feasibility check was implemented by the work group, confirmed by the municipality's council, formed of politicians, specialists of various areas of administration, a representative of non-governmental organisations. A period of three weeks was given for the verification of possibilities. Administration specialists assessed the place of the proposed project's implementation, preliminary value, essential possibilities for implementation. The assessment was performed in the similar manner as during the 1st PB pilot.

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

The representatives of political parties (council members) and the employees of various areas of administration are involved in the project proposal assessment work group. Politicians and specialists assessed the project idea proposals in their departments. Later, there was a meeting of the work group

with proposal providers. The heads of administration also took part in the meeting. During the meeting, questions were given to proposal providers, the possibilities of project implementation were considered. The work group made decisions regarding the possibility of implementation of every project. The assessment was performed not allocating additional time or financial resources.

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

Citizens, providing proposals, were invited to present their proposals in a more detailed manner and to take part in the discussion in project proposal assessment work group.

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

After performing the feasibility check, the list of projects suitable for implementation was announced and resident voting was initiated. We did not confront any difficulties in this stage.

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

33g. As a consequence:

Number of feasible proposed projects /feasible voted projects: 11/11

(Number of passed checks): 11 (100 %)

Number of not feasible proposed projects /not feasible voted projects: 0

(Number of failed checks): 0

Voting phase:

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

Resident voting, like during the 1st PB pilot, was performed electronically – using Google voting questionnaire, and on paper – with a pencil.

Additional for online tools: 0

Number of Online Accounts: 1

Number of discontinued voting procedures: 0

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

34b. Number of citizens voting : 38 827 or 83,9 % of all residents (1st PB – 38 827).

Ratio of females of total (%): no data.

34c. Participation rate (% of citizens): 11,25% of the population having the right to vote (1st PB – 5,7%).

34c. Number of votes received : 4 367 or 98% more than 1st PB (1st PB – 2 207).

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

	ONLINE	%	PAPER-PENCIL	%	TOTAL	%	Amounts, EUR
FREE TIME GROUNDS IN DEGAIČIAI PARK - FOR BOTH SMALL AND BIG	672	26	469	27	1 141	26	19 925,00
FIELD BASKETBALL GROUNDS IN ŽARĖNAI	322	12	616	35	938	21	20 000,00
MOUNTING OF CHILDREN PLAYGROUND IN LYGUMŲ STREET	391	15	291	17	682	16	19 996,76
MOBILE BIOTECHNOLOGY CLASSROOM	176	7	290	16	466	11	20 000,00
FIELD CLASSROOM OF TELŠIAI GERMANTAS PROGYMNASIUM	280	11	0	0	280	6	7 700,00
DOMES	259	10	2	0	261	6	18 920,00
SOUNDING TELŠIAI	179	7	0	0	179	4	20 000,00
MOUNTING OF FIELD GAME COMPLEX AND TRAINERS IN VIEŠVĖNAI	175	6	0	0	175	4	20 000,00
STRONGER ME – KEY TO OUR BETTER FUTURE	58	2	85	5	143	3	2 180,00
DISC GOLF PARK IN TELŠIAI	71	3	0	0	71	2	12 395,78
MINT – FOOD AND MEDICATION	31	1	0	0	31	1	2 180,00
2 nd PB (total)	2 614	100	1 753	100	4 367	100	X
Comparison: 1 st PB (total)	1 513	X	694	X	2 207	X	X

The project proposal assessment work groups, under the proposal of municipality's administration, with the agreement of council members, proposed implementing the two projects which received most votes of residents. Hence, the funds planned for project implementation in the municipality's budget for the year 2022 were doubled to EUR 40 000. It is planned to implement the two projects in 2022.

34e. Total PB budget realized / implemented :

In 2021, the project of the 1st PB pilot was implemented the value of which was EUR 20 000. The two projects of the 2nd PB will be implemented in 2022. The value of one project – EUR 20 000, allocated in total – EUR 40 000.

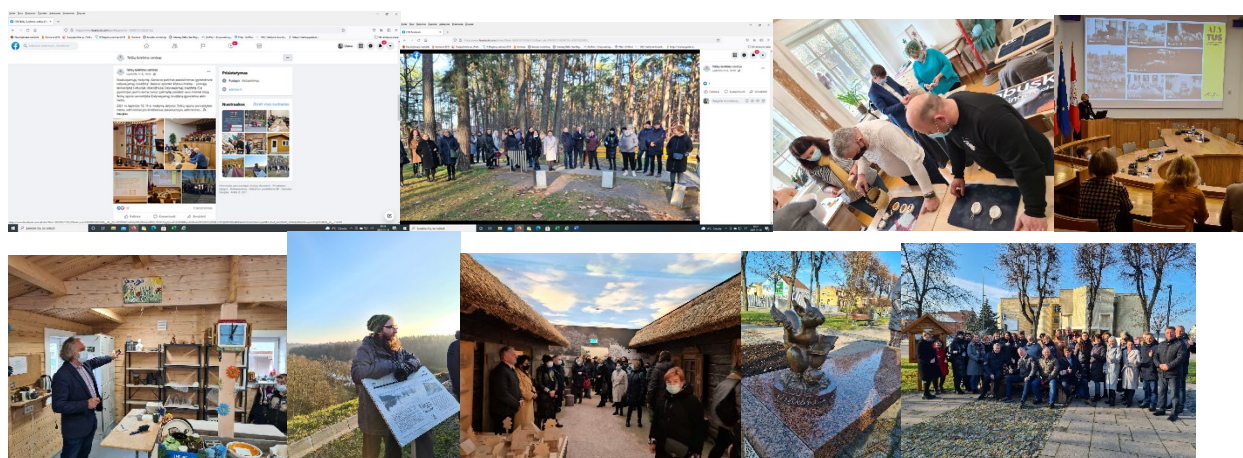
34f. Was part of the total PB budget unused?

☒ No ☐ Yes, unused ☐ Yes, otherwise designated

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

Residents' voting results were announced in the municipality's internet website: <https://www.telsiai.lt/go.php/lit/2021-metai>, social network Facebook: <https://www.facebook.com/telsiaisavivaldybe/posts/4024716650990526>.

Final training "Sharing of good experience when implementing the participatory budget" of the EmPaci project was arranged for municipality's administration, active residents and providers of project ideas. It was organized as outbound training to Alytus city municipality, which was one of the first ones to implement PB in Lithuania. During the training, meetings with the administration of Alytus city municipality, representatives of Alytus communities, business representatives, implementing PB, were arranged. Training participants were introduced with the project ideas implemented in Alytus city.



An article "Gained experience in Alytus" in the republican newspaper "Savivaldybių žinios" ("The knowledge of the municipalities") about the visit of the representatives of Telšiai district to Alytus city municipality and the sharing of experience about the participatory budget.



Number of delayed proposal implementations /feasibility checks: 0

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

In 2021, the municipality implemented the winning project of the 1st PB pilot, and in 2022, it plans to implement two projects of the 2nd PB pilot receiving most votes.

In 2021, as planned, the project “Installation of Anulėnai pond beach with resort” was implemented:

<https://www.facebook.com/telsiaisavivaldybe/videos/428077342219926>

<https://wettransfer.com/downloads/c52cafd8a183459406a4ecc505517f6b20211111133356/7d2ed3?fbclid=IwAR2BrTo7DjGJdUMQAp-ERZOZ0VaBCRXDeGM043F8qE4LbqB9U4OVWSIHuQI>

34h. Timeframe planned to realize the approved projects: December 1 , 2022

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

The coordinator of the 1st PB implementation was the headman of the territory. The headman communicated and collaborated with community while implementing the project. There was the discussion on works with the community representatives. Part of project implementation works, on purpose of saving funds, was performed by the members of community themselves. The course of project implementation can be found in the video material:

<https://www.facebook.com/telsiaisavivaldybe/videos/428077342219926>

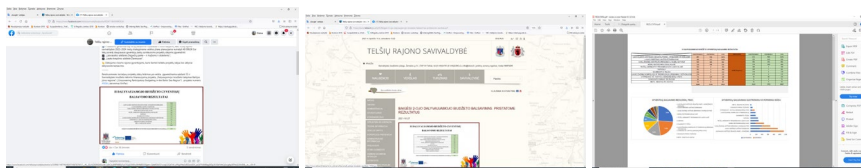
<https://wettransfer.com/downloads/c52cafd8a183459406a4ecc505517f6b20211111133356/7d2ed3?fbclid=IwAR2BrTo7DjGJdUMQAp-ERZOZ0VaBCRXDeGM043F8qE4LbqB9U4OVWSIHuQI>

The presentation of the implemented project to the community was organized in an event:



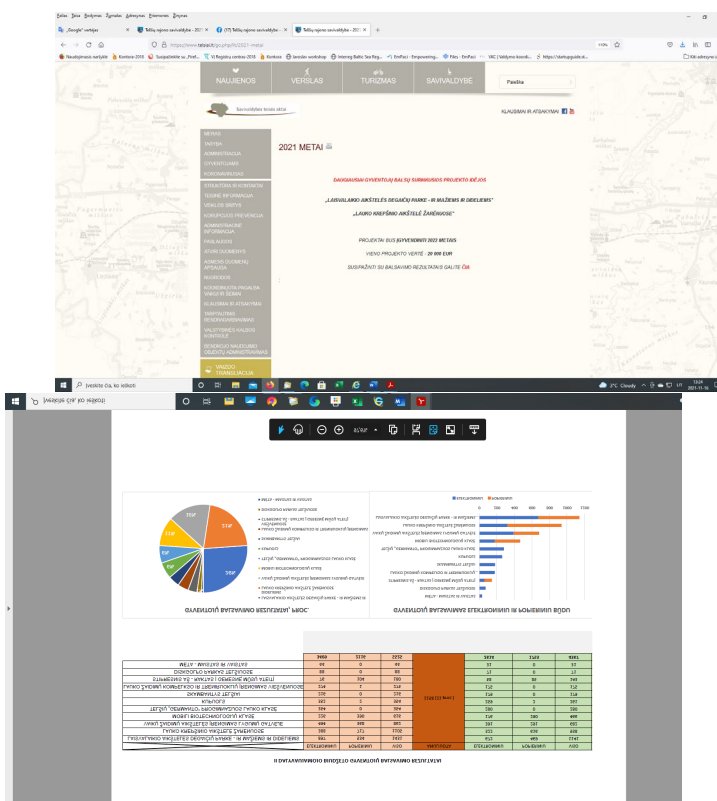
35. Citizens were informed about the completion of the 2nd PB pilot in the following ways:

Information was published in the municipality’s internet website, social network Facebook:



Link to accountability report (incl. screenshot):

<https://www.telsiai.lt/go.php/lit/2021-metai>



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

Information about the voting results was provided to the municipality's mayor and administration director individually. Other council members could learn the voting results in the public internet area, like all residents of the municipality.

36a. Number of increased contacts outside of the PB process:

Alytus city municipality, budgetary institution Telšiai education centre.

5. Assessment of PB pilot and potential for enhancements

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

- The municipality's council and administration was introduced with PB, its objectives and ways of implementation.
- The municipality's administration prepared and the council approved the legal acts regulating PB.
- The municipality's council approved the work group for assessing the proposals provided by residents. This group also performs basic functions of consultation regarding the implementation of PB, assessment of legal acts and helps solving the rising questions.
- Great attention was given to communication with residents: training was arranged, direct communication with residents, training videos provided. The residents were explained about their possible expectations and possible benefit of PB for them. Both the employees of the municipality's administration and politicians participated in meetings with residents.
- The spread of information was guaranteed for the information about PB to reach as various resident groups as possible.
- The whole PB process was implemented.

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:

PB implementation helps the residents not only getting acquainted with the municipality's budget, funding possibilities of community needs and fund usage possibilities when implementing projects. But PB encourages communities gathering, wider analysing and looking at the problems of surrounding people, looking for more various ways of problem solving, provides friendship and greater satisfaction in the residential locality.

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

The question of inclusion of various resident groups in PB stays open. With respect to specific social groups, such as unemployed, residents having great social separation, in the current PB pilot it wasn't solved enough. It was difficult to get in touch with the representatives of these groups because of the COVID-19 situation. The observation of resident inclusion in PB and resident inclusion is a regular process demanding the attempts of the responsible employees of the municipality and politicians. People, younger than 18 years do not participate in PB process because of the Law on Personal Data Protection. In the future, we will have to look for the ways how to involve them in the processes.

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

Methodological material was created about PB which is public and allows municipalities finding the necessary information and makes the preparation for PB implementation processes easier and quicker:

- “Status Quo” analysis;
- A guidebook PB Blueprint;
- Guide and description of the PB approaches;
- Guidebook for practitioners on how to implement PB;
- Public Budgeting Tool Feature Matrix;
- Online Manual and different Training materials;
- Communication and Dissemination Plan (CDP).

One can find various documents, examples of regulations, what markedly accelerates and facilitates PB implementation processes. One can get acquainted with the experience of pilot municipalities, methodologies and recommendations provided by EmPaci project partners, therefore it is easier to avoid erroneous decisions or negative results when implementing PB.

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

An international review and analysis of the implementation of PB was performed by the EmPaci team which also supported the implementation of PB in Telšiai District Municipality especially with respect to information about citizen participation, democratic innovations, participatory modernization and community expansion. Pilot municipalities like Telšiai District Municipality could compare themselves in an European context. The project helped analyzing social and political context, also the possibilities of modern civil inclusion and democracy internationally.

42. These changes are recommended for future PB processes to better reach objectives of PB:

On purpose of better achieving PB goals, regular observation of PB implementation processes and analysis are necessary for making conclusions and applying process changes.

43. These changes are recommended for future PB processes to better involve target groups or to better represent the eligible persons:

On purpose of involving the objective resident groups (by gender, age, employment, social status, etc.), regular observation and analysis (constant analysis and monitoring of the situation) of PB processes as well as resident interviews are necessary for establishing what resident groups are not involved in processes, and to look for the ways of involving them.

44. The pilot municipality plans to run PB also in the future:

☒ Yes ☐ No

Sverdlov Urban Settlement, Leningrad Region/Russia

Note: This was the 1st PB pilot in the Sverdlov Urban Settlement by the EmPaci project (no 2nd PB pilot).

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:	11 868
6b. Share of females (% of citizens):	57%
6c. Share of persons aged below 18 (% of citizens):	19,5%
6d. Share of persons aged 66 and above (% of citizens):	26%
6e. Share of unemployed persons (% of citizens):	4,3%
6f. Share of unemployed females (% of unemployed persons):	30%
6f. Particularities of the population are the following:	

The total number of residents is almost twice the number of registered citizens. Many residents in new houses rent housing and do not take an active part in the life of the settlement. At the same time, no more than 3-5% of the local residents can be called active citizens. The average level of earnings is higher than the national average, but lower than in St. Petersburg. The distance to the district center is 37 km. Distance to St. Petersburg - 12 km. Proximity to the metropolis causes a high degree of daily migration of residents

to and from the workplace. There are not enough jobs in the community. The infrastructure is underdeveloped. Only in the last 2 years, the new government began an active dialogue with citizens, as a result of which the needs of residents appeared and were identified.

Of the characteristics of the population, there is an uneven social status. A large number of residents with a low social index, low education, working in simple positions are adjacent to the so-called "new residents", as a rule, visitors from neighbouring regions to work in St. Petersburg. The private sector of the settlement is inhabited by "elites" - people holding high positions, wealthy businessmen, etc. Recently (about 3-5 years), requests to the authorities are mainly formed by residents of the second category. This may be due to the fact that many of them, when moving to the Leningrad region, still imagined that they were going to a metropolis, so their expectations were high. The subsequent collapse of expectations led to a general background of discontent and an increase in the level of claims.

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: (provide name and link):

Federal Law No. 236-FZ of July 20, 2020 "On Amendments to the Federal Law "On the General Principles of Organizing Local Self-Government in the Russian Federation" - <http://www.consultant.ru/law/hotdocs/63662.html/>

8. PB was implemented before the EmPaci PB pilot:

☐ Yes ☒ No

2. Development of the 2nd PB pilot

Citizen- and PB process-related factors

9. PB is implemented to realize the following objectives:

PB is being implemented to better meet the needs of the citizens of the municipality.

Initiative projects are initiated in the interests of the population of the Municipality as a whole, as well as in the interests of residents representing the following categories:

Residents of apartment buildings are the most massive segment with relatively low incomes, a large number of problems and weak social activity.

Residents of private houses are a small segment of residents with relatively high incomes, few problems and high social activity.

9a. Which objectives have changed compared to the 1st PB pilot (here Gatchina)? Have objectives been added or abandoned?

The goals of introducing information security in the Sverdlov Settlement were not based on the goals of the project in Gatchina. The objectives of the project in Sverdlov are described above.

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

In general, it is planned to involve in the PB processes all residents over 16 years of age living in this territory. Particular attention will be paid to residents of apartment buildings due to their poor well-being and low social activity.

To solve operational issues, more intensive work is planned with a small number of representatives of the target groups.

11. In case a citizen survey has been conducted before developing the PB pilot, please specify which needs (e.g. online and/or offline, topics for PB) of citizens were taken into account for PB implementation:

Despite the Coronavirus restrictions, the residents of the municipality have strongly requested that most of the work be carried out in the form of offline meetings. They asked to voice all projects publicly and with the possibility of substantiation and open discussion.

PB process-related factors

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

Project experts, the Head of Administration, members of the municipality council, as well as active residents and a local marketing agency were involved in developing the ideas and concept of PB processes. During the first organizational meeting (30.04.2021), a general decision was made on the active involvement of the population in all PB phases and on the working title of the PB implementation project – “Nash budget” (Our budget).

To inform citizens about the beginning of the creation and implementation of the PB and their involvement in all further processes, a special thematic group was created 01.05.2021 on the social network VKontakte - https://vk.com/budget_sverdlova

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

Initially, there was hope for the early removal of COVID-19 restrictions, but it did not materialize, and the thematic group on the VKontakte social network became the main means of involving citizens in the process of creating the PB. During the Concept formation period (1-3 May 2021) 21 information messages

were published in this group and more than 60 feedback posts were received on the PB goals, tasks and procedures.

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

A series of publications in the social network VKontakte:

31.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_112
 27.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_109
 26.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_106
 25.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_104
 24.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_102
 22.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_95
 20.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_92
 19.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_84
 18.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_76
 17.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_72
 15.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_63
 13.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_49
 12.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_42
 11.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_39
 10.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_32
 09.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_31
 08.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_27
 07.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_24
 06.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_17
 05.05.2021 https://vk.com/budget_sverdlova?w=wall-204323615_4

An article in a local newspaper Zvezda "What do the residents want?" - https://filedn.com/IEs88hlf9oG5TIm5LnNMYv7/07112019/1/zvezda_vypusk_10.pdf

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

The main promoters were the Head of Administration, municipal Council and active citizens. The most important success factors are the Administration's readiness to react on citizens' initiatives and citizens' willingness to "push" on Administration.

According to the Administration: "We fulfill our direct duties using existing in the Russian Federation PB models."

15a. Has an Advisory Board (GoA 2.3) been installed to develop the PB? If yes, please describe composition and organisation:

An initiative group of citizens was formed, the work of which was directed by moderators attracted by the project partners

15c. These were the role models that were used as an inspiration for own PB:

Various PB models from Russia and around the world were presented to the Administration and municipal Council by project partners and invited experts (representatives Russian Academy of National Economy and Public Administration, North-West Institute of Management). As a result of a series of discussions, none of the ready-made models was found suitable for implementation in the pilot municipalities.

The decision was made to create a customized PB model step by step using best practices that meet the requirements of simplicity and the ability to meet the basic needs of citizen engagement.

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

There were no formal opponents of PB. An obstacle to the implementation of the PB project could be the situation in the settlement in which its budget was not approved by the existing municipal councillors due to their internal contradictions. However, the executive body of the municipality represented by Andrey Petrovich Shornikov, acting Head of Administration, found the means and opportunity to implement this PB project.

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 curator (full-time) - 1

Meeting moderators (part-time) - 2

Social media administrator (part-time) - 2

Technical Assistants (part-time) - 4

In addition to the permanent members of the project team, Project Partners and specialists from various related fields were involved in the project processes. For example, a public procurement specialist, an urbanist, a cadastral engineer, a graphic designer, etc..

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

The following IT/online instruments were used:

- Social network VKontakte, Group “Our Budget” (https://vk.com/budget_sverdlova, **866** subscribers, **>800K** visits),
- Social Network VKontakte, Group Sverdlov settlement Administration (https://vk.com/sverdlova_adm, **10 422** subscribers, **>1M** visits)

- official newspaper (paper and .pdf at Administration's web-site <https://sverdlovo-adm.ru/info/vyipusk-gazetyi-zvezda>),

The choice of these instruments was based on their simplicity and familiarity with their use among the population.

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: (e.g. PB process description, PB regulation, framework for feasibility analysis, communication/dissemination plan, IT model, manual for using IT, resolution for local council, information material etc.):

A draft of PB Concept was developed, but an attempt to widely discuss it by citizens showed their low interest in formalizing the PB at the initial stages of its implementation, and work on it was stopped.

To legalize existing PB processes, the existing legislation of the federal level is sufficient.

3. Implementation of the 2nd PB pilot

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

Information phase May 2021 - Publication of the announcement of the initiation of the PB process in the local newspaper <https://sverdlovo-adm.ru/info/vyipusk-gazetyi-zvezda>) and Social network https://vk.com/budget_sverdlova; Organization of an open offline meeting with a PB consultant, presentation of the project, acquaintance of all project participants with the principles of Urbanism.

Proposal phase May-June 2021 - Collection of proposals online and in paper form through boxes installed in Administration and other public places (14 collection points). The submission forms and the box addresses were published in the local newspaper and in social network;

Discussion and Feasibility check phase July-August 2021 – Formation of a selection committee of active citizens and specialists. A series of joint meetings of the municipality Administration, the Council, the designers and representatives of the residents.

Voting phase September 2021 – Voting online and in paper form. Summing up the voting results at an open joint meeting of the Administration and the Municipal Council;

Implementation phase Jan-May 2022 - Conducting state competitive procurement, concluding contracts, starting work on the implementation of initiatives;

21a. Total annual PB budget (region/city + district projects, if applicable) **48 780 EUR**

21b. Annual PB budget per citizen: **4,11 EUR**

21c. If applicable, budget earmarked for related internal work, communications etc.: **0**

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: **18 years and older**

Definition of persons: **Residents only**

Number of eligible persons (in total): **9 554**

Number of person (% of citizens): **80,5%**

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 May 2021 and end with a vote of citizens and the choice of an initiative for implementation by September 2021. The necessary purchases should be carried out in January - March 2022. The implementation of the initiated project should take place by the end of 2022.

23. As key learnings from the 1st PB pilot in another municipality (i.e. Gatchina/Russia), these aspects were considered when implementing the PB pilot in a new pilot municipality.

The experience of Gatchina was deemed inapplicable, since there were other goals and tools to achieve them.

24. For citizen involvement in the PB-phases (e.g. information, proposal, voting phase), the following steps were taken and events organized: (detailed also with giving dates and number of attendees, also screenshots of online events etc. max. 500 words)

Information phase May 2021 - Publication of the announcement of the initiation of the PB process in the local newspaper (<https://sverdlovo-adm.ru/info/vyipusk-gazetyi-zvezda>) and Social network (https://vk.com/budget_sverdlova);

Online citizens survey 13.05.2021 - <https://vk.cc/c1SLho>

23/06/2021 Organization of an open offline meeting with a PB consultant, presentation of the project, acquaintance of all project participants with the principles of Urbanism - https://vk.com/wall-204323615_165.

Publications in the Administration of the settlement of Sverdlov:

18.05.2021 https://vk.com/sverdlova_adm?w=wall-193595721_24289

05.05.2021 https://vk.com/sverdlova_adm?w=wall-193595721_23394

Publications in the group "Our budget":

19.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_84
18.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_76
17.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_72
15.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_63
13.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_49
12.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_42
11.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_39
10.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_32
09.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_31
08.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_27
07.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_24
06.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_17
05.05.2021	https://vk.com/budget_sverdlova?w=wall-204323615_4

Proposal phase May-June 2021 - Collection of proposals online

(https://docs.google.com/forms/d/1sWu257wWZSe6IOa3T2mgfPy2_8njvMBxCZFIL0OWcCQ/viewform?edit_requested=true) and in paper form through boxes installed in Administration and other public places (14 collection points). The submission forms and the box addresses were published in the local newspaper and in social network;

23.06.2021 Organization of an open offline meeting with a PB consultant, presentation of the project, acquaintance of all project participants with the principles of Urbanism - https://vk.com/wall-204323615_174.

29.06.2021 The first organizational meeting of the members of the initiative group who will take part in the assessment of the feasibility of the submitted initiatives. https://vk.com/wall-204323615_174

30.06.2021 Second meeting of the initiative group. Presentation by Pavel Sivokhin, an analyst of the urban environment and a participant in spatial development projects in different cities. https://vk.com/wall-204323615_197

Publications in the Administration of the settlement of Sverdlov:

30.06.2021	https://vk.com/sverdlova_adm?w=wall-193595721_28957
25.05.2021	https://vk.com/sverdlova_adm?w=wall-193595721_24869
22.05.2021	https://vk.com/sverdlova_adm?w=wall-193595721_24576

Publications in the group "Our budget": https://vk.com/budget_sverdlova

Discussion and Feasibility check phase July-August 2021 – Formation of a selection committee of active citizens and specialists. A series of joint meetings of the municipality Administration, the Council, the designers and representatives of the residents.

08.07.2021 Third meeting of the initiative group with the participation of the Head of Administration. Discussion of the procedure for assessing the feasibility of submitted initiatives. https://vk.com/wall-204323615_248

15.07.2021 Fourth meeting of the initiative group. Work to assess the feasibility of submitted initiatives https://vk.com/wall-204323615_297

22.07.2021 Continuation of the work of the initiative group to assess the feasibility of submitted initiatives with the participation of invited authors of initiatives https://vk.com/wall-204323615_386

29.07.2021 Open meeting of the initiative group with presentation and discussion of the initiative to create an open public space (coworking) https://vk.com/wall-204323615_432

05.08.2021 Open meeting of the initiative group + 16 interested citizens. Discussion of the preliminary results of the assessment of the feasibility of submitted initiatives before involving specialists in their examination https://vk.com/wall-204323615_462

18.08.2021 Completion of the feasibility assessment of submitted initiatives and publication of 8 finalist projects for subsequent voting https://vk.com/wall-204323615_547

Article in Zvezda newspaper "Our budget - the project continues"

https://filedn.com/IEs88hlf9oG5Tlm5LnNMYv7/19072021/1/%D0%B7%D0%B2%D0%B5%D0%B7%D0%B4%D0%B0_21_13_%D0%B8%D1%8E%D0%BB%D1%8C_%D0%BE%D0%B1%D1%89%D0%B0%D1%8F.pdf

Article in the Zvezda newspaper "The project Our budget has entered an active phase"

<https://sverdlovo-adm.ru/6VT8PAj2>

[https://filedn.com/IEs88hlf9oG5Tlm5LnNMYv7/02102019/2/%D0%B7%D0%B2%D0%B5%D0%B7%D0%B4%D0%B0_21_12_%D0%B8%D1%8E%D0%BD%D1%8C_%D0%A8%D0%BE%D1%80%D0%BD%D0%B8%D0%BA%D0%BE%D0%B2_%D0%B8%D1%82%D0%BE%D0%B3\(1\).pdf](https://filedn.com/IEs88hlf9oG5Tlm5LnNMYv7/02102019/2/%D0%B7%D0%B2%D0%B5%D0%B7%D0%B4%D0%B0_21_12_%D0%B8%D1%8E%D0%BD%D1%8C_%D0%A8%D0%BE%D1%80%D0%BD%D0%B8%D0%BA%D0%BE%D0%B2_%D0%B8%D1%82%D0%BE%D0%B3(1).pdf)

Several publications in the Administration of the settlement of Sverdlov and in the group "Our Budget" were posted: https://vk.com/budget_sverdlova

Voting phase September 2021 – Voting online and in paper form. Summing up the voting results at an open joint meeting of the Administration and the Municipal Council;

19.08.2021 Inviting citizens to vote on initiatives that have successfully passed the feasibility assessment https://vk.com/wall-204323615_557 The online voting form is here: <https://vk.cc/c55zxT> and here https://vk.com/wall-204323615_547

02.09.2021 The final meeting of the initiative group together with the Administration and the Council of the Municipality. Discussion of the voting results and approval of the winning projects. https://vk.com/wall-204323615_617

19.10.2021 Conducting a survey on citizen satisfaction with PB processes https://vk.com/wall-204323615_621

Implementation phase Jan-May 2022 - Conducting state competitive procurement, concluding contracts, starting work on the implementation of initiatives;

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

As indicated above, particular attention was paid to residents of apartment buildings due to their poor well-being and low social activity. To activate this specific target group, the graphic design and texts of numerous online and newspaper publications and questionnaires were adapted to their psychological and cultural characteristics identified by the involved marketing agency.

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

Only communication channels familiar to residents and comfortable for them graphic design and style of texts of information messages were used. All face-to-face events were held in a comfortable and friendly environment in the premises where cultural events are usually held.

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

Due to ongoing COVID19 restrictions, all efforts to achieve a high level of participation have been focused on intensifying online participation. To this end, a large number of publications were initiated in various channels and feedback, comments and responses to them from the Administration and enterprising citizens were stimulated. Also, publications in the local newspaper and collection boxes of initiatives were provided with large and bright illustrations to attract the attention of citizens and encourage them to participate in the PB processes.

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

On April 24, 2021, the project partners, together with the Administration and the Council of the Municipality, held a seminar on the basics of the PB.

As part of the project, lectures were organized for citizens and representatives of the Administration:

- basics of urbanism 02.07.2021 https://vk.com/wall-204323615_197
- PB and the public procurement system 07.07.2021 https://vk.com/wall-204323615_252

In addition, many interested citizens and representatives of the administration took part in a series of open online seminars prepared by the Russian partners of the project and later viewed their recordings:

- “Opportunities and limitations of citizens' involvement in the decision-making process”
https://youtu.be/zT3_mQPyoJU
- “Urban laboratories as a mechanism for involving citizens” <https://youtu.be/BcSmEIYHYGI>
- “Instructions for use: mechanisms and practices of citizen involvement”
<https://youtu.be/7gKpKQeV3ZY>
- “Dialogue between the municipality and citizens: questions and answers”
<https://youtu.be/foEXrGreA3M>.

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 Sverdlov settlement were used by Russian partners in other pilot municipalities. Some of the most important and interesting results and lessons of PB implementation in Sverdlov were presented at the PBbase online event on December 9, 2021

4. Results of 2nd PB pilot

Proposal phase:

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

Citizens' initiatives could be submitted using a form containing its description, purpose, justification, estimated cost, expected benefit for interested groups, contacts of the author for feedback both in electronic form and in paper form through collection boxes questionnaires installed in 14 locations in the territory of the municipality (where it was also possible to take the questionnaire form)

If the proposals were to be submitted online:

Number of Online Accounts (if applicable): **>150 unique accounts**

Number of interrupted proposal procedures (if applicable): **N/A**

32b. Number of citizens participating: 150

32c. Participation rate (% of citizens): 1,2%

Percentage of females (% of proposers): 60%

32d. Number of proposals received in total:

Submitted online (number and % of total proposals): 50; 59%

Submitted by paper-and pencil (number and % of total proposals): 35; 41%

Submitted otherwise? How? (number and % of total proposals): 0

Innovativeness of proposals

Number of "new" proposals: 85 (27 unique proposals)

Number of resubmitted proposals (previously submitted during earlier cycles, if applicable): 0

Co-Creation of proposals

If applicable, number of originally not feasible proposals that were reworked together with the proposer: 0

If applicable, number of proposals that were reworked together with the proposer: 0

32e. Main categories of proposals:

Construction - 45%

Landscaping - 35%

Utilities - 10%

Ecology -5%

Other - 5%

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

Publication in social networks of information about the completion of the proposal phase and about the most interesting initiatives accompanied with an invitation to online discussion of all submitted initiatives and to a face-to-face meeting for a more detailed discussion of the submitted initiative to create a coworking space for young people.

Number of positive comments on implementation (if applicable): 60 approx

Number of negative comments on implementation (if applicable): 25 approx

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

☒ **Yes, of the proposals** ☐ Yes, of the voted projects ☐ No

Number of feasible proposals: 8

Percentage of feasible proposals (% of proposals received in total): 9,5%

33b. The feasibility check was implemented in the following way: *(describe tools, steps, responsibilities, time and resources needed)*

The feasibility check was carried out in several steps:

- Compliance with the powers of the local government and the territory of the municipality - Municipal clerks
- Preliminary comprehensive feasibility assessment by an initiative group of citizens formed and prepared in the beginning of the PB project
- Technical feasibility – by experts invited by the Administration and EmPaci Project Partners
- Final comprehensive feasibility assessment by the Municipality Administration with the participation of interested citizens

33c. If applicable, political decision-makers were involved in the feasibility check in the following way: No. Political decision-makers were not involved

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

All authors of the proposals were invited to participate in the feasibility check

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

Involvement in the implementation of most of the proposed initiatives of many different executive authorities and organizations.

Low qualifications of the participants in the assessment in many specific areas (finance, procurement, powers of authorities, electricity, sewerage, etc.)

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

Participants in the feasibility check processes must complete specific training courses in various areas

33g. As a consequence:

Number of feasible proposed projects /feasible voted projects (Number of passed checks): 8 (of 27 unique proposals)

Number of not feasible proposed projects /feasible voted projects (Number of failed checks): 19 (of 27 unique proposals)

Voting phase:**34a. The voting phase was implemented in the following way: (describe tools, e.g. online, how)**

The voting process was carried out both offline and online.

1. **Offline:** The voting date was set (August 30, 2021) and citizens were informed through all channels used. On the eve of the voting, a room in the cultural and leisure center was prepared in accordance with the requirements of COVID-19 restrictions. On voting day, after presenting an identity card, a citizen received a special form in which he could indicate the 3 projects he liked most out of the proposed 8 and lowered it into the ballot box.
2. **Online:** The invitation to vote was published on August 19, 2021 in the social network VKontakte https://vk.com/wall-204323615_ where there was a link to the voting form: <https://vk.cc/c55zxT> and here https://vk.com/wall-204323615_547/. A citizen who passed verification by means of the social network VKontakte could indicate the 3 projects he liked the most out of the proposed 8 and submit the form. The voting lasted until August 29 (10 days) and the interim results were announced in the local media and in the social networks of the project and the municipality administration.

Additional for online tools:

Number of Online Accounts: 948

Number of discontinued voting procedures: 0

34b. Each citizen was given the following number of votes: (e.g. 1 vote only, 3 votes on separate proposals, possibility of cumulating votes on proposals etc.)

Each citizen had the right to choose three initiatives.

34b. Number of citizens voting:

Offline – 315 (15 forms were damaged and not taken into account.)

Online – 948

Ratio of females of total (%): 71%

34c. Participation rate (% of citizens): 10,6%

34c. Number of votes received in total: 1 263

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

- Improvement of the embankment and the adjacent territory - 548 votes
- Organization of free educational activities for preschool children - 463 votes
- Youth coworking space - 436 votes
- Construction of a skate park - 286 votes

34e. Total PB budget realized / implemented: 48 780 EUR

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

☒ **No** ☐ Yes, unused

☐ Yes, otherwise designated (e.g. follow up costs or projects implemented in previous PBs)

If yes, why was part of the budget unused? (describe reasons, max. 100 words)

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

Following the results of the voting, on September 2, 2021, a meeting was held with the initiative group of the project, which was attended by representatives of the administration of the settlement - Head of Administration Shornikov Andrey Petrovich, Deputy Head of Administration for Housing and Communal Services Alexey Vladimirovich Erofeev. The meeting discussed the results of voting and the timing of the development of roadmaps for the subsequent implementation of initiatives. The voting results and the results of this meeting were published on social networks and in local and district media.

03.09.2021 https://vk.com/sverdlova_adm?w=wall-193595721_32314

03.09.2021 https://vk.com/budget_sverdlova?w=wall-204323615_617

Number of delayed proposal implementations /feasibility checks: 0

34g. Extent to which the approved projects can be realized: (*describe how many, reasons for non-implementation etc.*)

All approved initiatives will be implemented in full

34h. Timeframe planned to realize the approved projects:

Landscaping of the embankment and adjacent territory - November 2022

Organization of free educational activities for preschool children - March 2022

Organization of youth space (coworking) - June 2022

Construction of the skate park - May 2022

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

The involvement of citizens in the implementation of approved initiatives is planned at all stages, from the selection and adjustment of the most suitable locations, the adjustment and development of implementation projects, support for implementation, and to the final acceptance of the work performed.

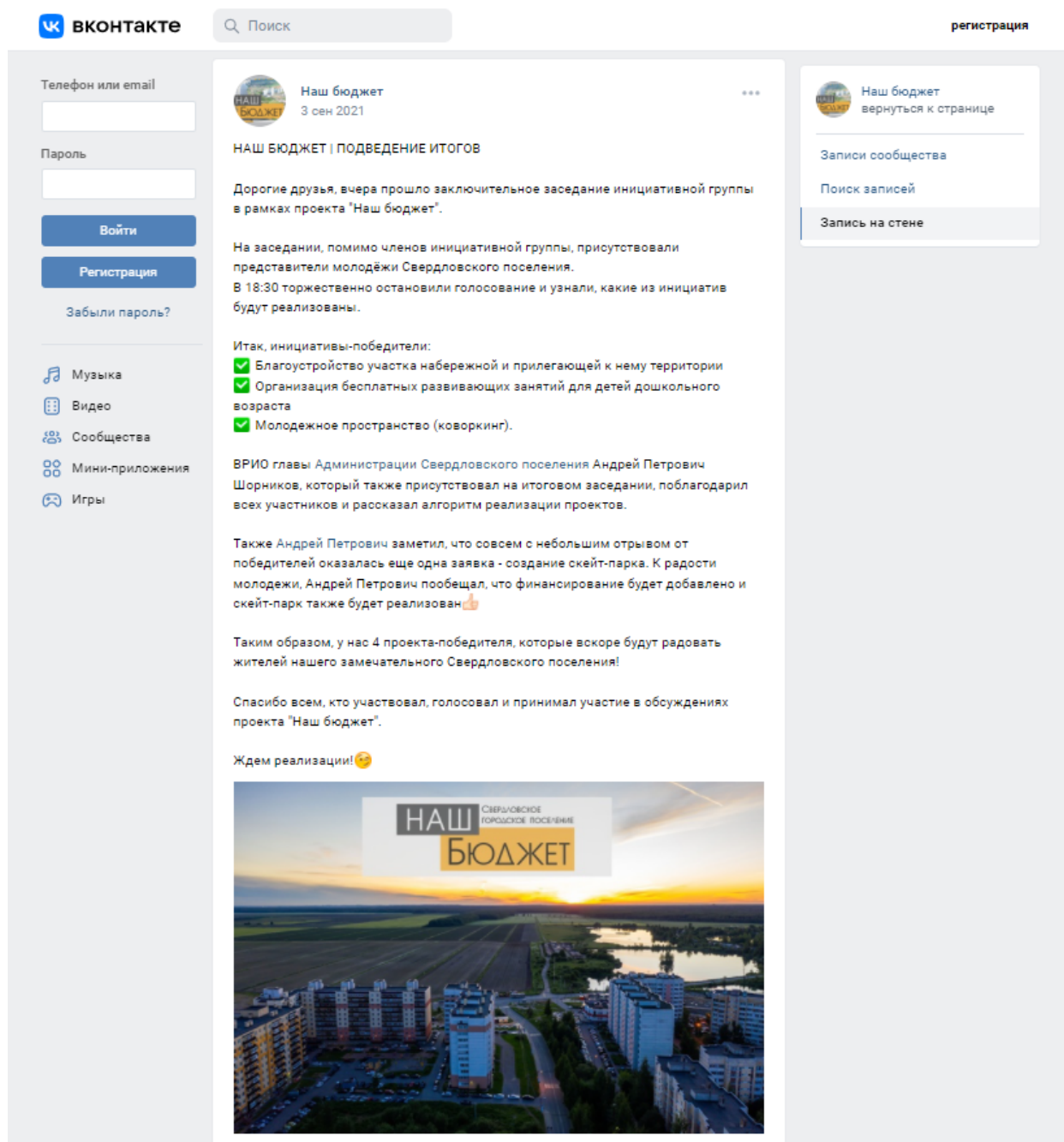
35. Citizens were informed about the completion of the 2nd PB pilot in the following ways:

Citizens were informed about the completion of the PB pilot via publication in the project and municipal Administration's groups in social network VKontakte:

03.09.2021	https://vk.com/sverdlova_adm?w=wall-193595721_32314
03.09.2021	https://vk.com/budget_sverdlova?w=wall-204323615_617

Link to accountability report and screenshot:

https://vk.com/wall-204323615_617



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

To announce completion of the PB pilot and voting results, representatives of the youth council and council of veterans of the Sverdlov urban settlement were invited to the meeting on September 2, 2021.

36a. Number of increased contacts outside of the PB process:

According to the municipality Administration, the number of external contacts of PB processes participants has increased significantly.

5. Assessment of PB pilot and potential for enhancements

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

The goals of the pilot initiative budgeting project were achieved significantly, but not completely. The main tasks that were completed:

- involvement of residents in the initiation of PB projects, their implementation and control;
- increasing the openness and efficiency of spending budget funds;
- increasing the openness of the activities of local governments;
- development of interaction between local governments and the population;
- strengthening public control over the activities of local governments.

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:

- more careful operation of facilities;
- increase in opportunities to attract additional financing.
- increasing the interest of citizens in their involvement in the local budget management process;
- increasing the level of conflict both between groups of citizens and between citizens and the Administration;
- decrease in dependent attitudes of citizens;
- increasing the population's literacy in matters of budget distribution.

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

Achieving the goal of better meeting the urgent needs of citizens is difficult due to the huge number of unresolved everyday, social and economic problems of citizens that have accumulated in previous years and the very limited available budget.

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

Extremely active use of the social network both to inform citizens and to receive feedback in all PB processes

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

The benefit from the international project and approaches is that the EmPaci project partners have the capacity (administrative, organizational, methodological, financial) to show possible benefits from the implementation of best world PB practices for both citizens and municipal leaders due to the more efficient

use of their own resources. International cooperation and the methodological and educational materials collected, created and published on the EmPaci Project portal as the Project's results help answer the question "How to do it?". Unfortunately, due to the poor knowledge of foreign languages by the residents and administration of the municipality, the flow of useful knowledge and positive experience to the municipality from outside may not continue after the end of the project.

42. These changes are recommended for future PB processes to better reach objectives of PB:

The implemented PB processes were created using the experience of the Project Partners gained in other pilots and they seem to be quite optimal and do not require further significant improvements in the near future. However, they are not well documented and enforced by local regulations. It is recommended to describe and consolidate the PB processes formally.

43. These changes are recommended for future PB processes to better involve target groups or to better represent the eligible persons:

In the process of implementation and execution of the PB processes, there was a significant negative reaction from citizens belonging to various target groups. A possible recommendation could be to unite the "negativists" into a separate target group for its further study and targeting of efforts on them.

44. The pilot municipalities plans to run PB also in the future

☒ Yes ☐ No

If no, provide reasons of why / which hindrances:

Municipal District Moskovskaya Zastava, Moscow region of St. Petersburg/Russia

1. Situation before the 2nd PB implementation

Compared to the 1st PB pilot of the municipality, have there been any major changes in the key data about municipality-related or citizen-related factors?

☒ No ☐ Yes

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:

Federal Law of 06.10.2003 N 131-FZ Article 26.1 (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>

7b. If yes, the law has changed compared to the 1st PB pilot with respect to the following rules:

At a meeting of the Council of Deputies on October 20, 2021, the Moskovskaya Zastava Municipality approved the Procedure for nominating, submitting, discussing and considering initiative projects in the intracity Municipality of St. Petersburg, the Municipal District of Moskovskaya Zastava

2. Development of the 2nd 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).

9a. Which objectives have changed compared to the 1st PB pilot? Have objectives been added or abandoned?

The focus of municipal PB was expanded to all population groups, and specific areas of improvement were identified, within which projects are being implemented: landscaping, the formation of a common sports area, recreation areas for people with limited mobility.

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

Traditionally, in St. Petersburg there is a proportional representation of all social groups (age, gender, professional, etc.) in voting and other citizen involvement processes. Therefore, the communication policy does not provide for the use of targeted engagement methods (at least for the first piloting). Also, people with limited mobility were added as one of the target groups.

11. In case an analysis of citizen satisfaction of the 1st PB pilot has been conducted before developing the 2nd PB pilot, the following needs of citizens were taken into account for the 2nd PB pilot's implementation:

As a result of the first pilot, the needs of the inhabitants of the municipality in the preservation of certain traditions in the territories were identified. In particular, there are perennial plants that are of value to the inhabitants of the area. Such facts were important, and they were taken into account when further consideration of the initiatives.

PB process-related factors

12. The following steps were undertaken to develop ideas and concepts for the 2nd PB cycle and the following changes were implemented compared to the 1st PB pilot:

Upon completion of the first PB pilot, an expanded meeting of the Municipality Council was held where the results were summed up and ideas for the further development of PB in the municipality were proposed. The most significant development challenge was the need to strengthen the systematic approach to planning and implementing PB processes. The following actions were planned and implemented: A meeting was held with the participation of the Municipality Administration, experts and representatives of residents to discuss the necessary degree of formalization of key PB processes (informing, submitting ideas, feasibility assessment, discussion, voting, monitoring of implementation). A joint work of the Municipality

Administration and experts was organized in order to form a description of the PB procedures for their further approval and execution. As a result, a step-by-step PB procedure was developed, discussed, tested and implemented in a form of an approved local regulatory document.

13. Citizens were involved in the development of the 2nd PB cycle the following way and the following changes were implemented compared to the 1st PB pilot:

Citizens were involved in the development of the 2nd PB-pilot in the form of participation of their representatives in a meeting with municipal administration and experts dedicated to evaluating the results of the first PB pilot and generating ideas for the further development of the PB. Also, citizens were involved in the discussion of drafts and final versions of the PB processes description, which were further approved as local regulations.

14. Citizens were informed about the initiation of the 2nd PB cycle in the following way and the following changes were implemented compared to the 1st PB pilot:

- Information posted and updated on the official website of the Municipality Administration (<http://www.mo44.net/>).
- A single SMS was sent to residents of the municipality who subscribed to this service.
- A series of publications in the local paper newspaper "Moskovskaya Zastava":
 - Who lives in the labyrinth? How to improve the landscaping of your yard. [http://mo44.net/2021/37/7\(144\)2021.pdf](http://mo44.net/2021/37/7(144)2021.pdf)
 - In the city, region and district. Submit an initiative. [http://mo44.net/2021/37/6\(143\)2021.pdf](http://mo44.net/2021/37/6(143)2021.pdf)
 - How to improve the landscaping of your yard. We fix, paint, install. [http://mo44.net/2021/37/5\(142\)2021.pdf](http://mo44.net/2021/37/5(142)2021.pdf)
 - Improvement: how the district will change. [http://mo44.net/2021/20/4\(141\)2021.pdf](http://mo44.net/2021/20/4(141)2021.pdf)
- A series of publications in the social network VKontakte
 - October 12, 2021 Small residents of the district are developing a new site on Basseinaya, 45 https://vk.com/moskovskaya.zastava?w=wall-189609257_507
 - September 23, 2021 How to influence the improvement of your yard https://vk.com/moskovskaya.zastava?w=wall-189609257_502
 - September 22, 2021 How to make your yard well-groomed and safe? https://vk.com/moskovskaya.zastava?w=wall-189609257_501
 - July 12, 2021 How to influence the structure of your yard https://vk.com/moskovskaya.zastava?w=wall-189609257_440

- June 7, 2021 Proactive budgeting: we are waiting for new proposals

https://vk.com/moskovskaya.zastava?w=wall-189609257_415

15. These were the (internal and external) main promoters and success factors in the development of the 2nd PB cycle and the following changes appeared compared to the 1st PB pilot:

The main promoters were:

- Council
- Commission for the consideration of initiative projects
- 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)

15a. Composition and organisation of the Advisory Board to develop the 2nd PB run:

- Eugeny Vidyasov, Deputy Head of the Local Administration of the Municipality Moskovskaya Zastava
- Aleksandra Vanieva, Leading Specialist, Entrepreneurship Development and Investment Policy Department, Suojärvi Administration
- Lyudmila Okrukova, Deputy Head of Administration of Suojärvi
- Mikhail Klimovsky, Adviser to the Rector of ITMO University on Urban Improvement
- Kirill Galustov, project director at Centre for urban studies and spatial development

Members of the advisory council were invited to all events held in the framework of the preparation and implementation of the AAA in the municipality, and also had the right of initiative and the obligation to respond to substantive questions and requests from all other participants

15c. These were the role models that were used as an inspiration for own PB:

As at the previous stage, the role model was a customized PB model step by step using best practices that meet the requirements of simplicity and the ability to meet the basic needs of citizen engagement. The main goals of the PB creation, the requirements to the created model, the main steps and criteria for making decisions on the use of individual PB tools and methods were described in the PB Concept. All of the above meetings participants took part in the creation of the concept.

16. These were the main opponents and hindrances in the development of the 2nd PB cycle and it was coped with these in the following way:

During the 2nd PB pilot in September 2021, elections to the Legislative Assembly of St. Petersburg were held, which caused individual cases of opposition from the opposition, including at the municipal level. In particular, there were attempts to challenge the placement of informational materials in courtyard areas. Opposition deputies created obstacles in the approval of the PB procedure for the submission, discussion and consideration of initiative projects in the inner-city municipality of St. Petersburg, the municipal district of Moskovskaya Zastava.

Opposition deputies tried to establish themselves and earn political points at this expense. As a result, the PB procedure in the 1st edition was not adopted at the first meeting.

In addition, coronavirus restrictions have been tightened in the city, which significantly impede the organization of meetings of residents, etc. There is a difficulty in transferring the process completely online due to the significant proportion of the older population. At the same time, without taking into account the opinions of this social group, the adoption and support of initiatives will be difficult.

17. A project team for the 2nd 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...)

18. For the IT part / online implementation of the PB, the following considerations and steps were taken and the following changes were implemented compared to the 1st PB pilot:

The following channels were used:

- official newspaper (paper and .pdf at Administration's web-site),
- Social network VKontakte (https://vk.com/mos_zastava)
- SMS-distribution to residents of information messages, invitations to submit an initiative, to participate in a survey.

Compared to the first pilot, attempts were made to expand online communications: online forms for voting and proposals for initiatives were posted and enjoyed popularity. The satisfaction survey of residents of the municipality was conducted entirely online.

Comparison with the 1st PB pilot:

19a. The following suggestions for changes were made from the EmPaci team to improve the process:

There were no serious proposals to change the processes.

There was a desire to pay more attention to the involvement of the target group of citizens with limited mobility, but this can be done within the existing processes.

19b. Of these suggestions, the following were implemented in the 2nd PB pilot:

As part of existing processes, there has been increased use of online tools to increase the involvement of people with limited mobility.

19c. Of these suggestions, the following were not implemented in the 2nd PB pilot due to the following reasons: N/A

20. The following documents, manuals, regulations were developed and used during the development of the 2nd PB cycle: (e.g. PB process description, PB regulation, framework for feasibility analysis, communication/dissemination plan, IT model, manual for using IT, resolution for local council, information material etc.):

- The PB Concept in the municipality
- Administrative regulations and decrees that legitimize PB processes
- The PB Procedure for the nomination, submission, discussion and consideration of initiative projects in the intra-city municipal formation of St. Petersburg, the municipal district of Moskovskaya Zastava

3. Implementation of the 2nd 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** - 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; **Feasibility check**;

- **Co-creation phase** – Design project. Project statement. A series of joint meetings of the municipal 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.

21a. Total annual PB budget (in EUR and %-change of 1st PB pilot):

Planned for the 2nd PB pilot- 116 300 EUR² (annual – 768 300 EUR). 18% of 1st PB budget.

21b. Annual PB budget per citizen (in EUR and %-change of 1st PB pilot): Planned: 14,10 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 limit: **18 and older**

Definition of persons: **residents only**

Number of persons: **46 159 (total population of the district)**

Number of person (% of citizens): **85%**

Changes that have been implemented compared to the 1st PB:

In addition to the 1st PB pilot, representatives of people with limited mobility were actively involved in the discussions in order to take into account the needs and opinions of this target group.

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

² 10 000 000,00 RUB, Exchange rate 86.00

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

The 2nd PB pilot began with the publication of the call for initiatives in June 2021. In July-August 2021 it was planned to collect initiatives and discuss them with residents. A discussion of project initiatives was scheduled for September 2021. A vote was scheduled for October 2021, followed by the preparation of tender documentation and the selection of a supplier in the form of an auction. The physical implementation of the project is scheduled for 2022.

23. As key learnings from the 1st PB pilot, these aspects were considered when implementing the 2nd PB pilot:

Based on the 1st PB pilot results, the formats for collecting initiatives, as well as the formats for communicating with citizens, were revised. In particular, it was important to use the online format more actively in view of the ongoing coronavirus restrictions caused by the epidemiological situation.

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

As noted above in the report, changes were made to strengthen the online participation format. The format was received positively, the response was quite good, given the fact that the collection took place in the summer, the traditional holiday season.

Information phase: June 2021**Publications in the municipal free newspaper with a circulation of 20 000 copies:**

How to improve the landscaping of your yard. We fix, paint, install. № 5. 2021. C. 1-2.

[http://mo44.net/2021/37/5\(142\)2021.pdf](http://mo44.net/2021/37/5(142)2021.pdf)

Publications in VKontakte (social network):

June 7, 2021 Proactive budgeting: we are waiting for new proposals

https://vk.com/moskovskaya.zastava?w=wall-189609257_415

Proposal phase: July-August 2021**Publications in the municipal free newspaper with a circulation of 20 000 copies:**

In the city, region and district. Submit an initiative. № 6. 2021. C.2.

[http://mo44.net/2021/37/6\(143\)2021.pdf](http://mo44.net/2021/37/6(143)2021.pdf)

Publications in VKontakte (social network):

June 7, 2021 Proactive budgeting: we are waiting for new proposals

https://vk.com/moskovskaya.zastava?w=wall-189609257_415

The number of participants is unknown due to their anonymity (420 submitted initiatives, approx. 1 400 unique visits to the social network (3% of adult residents))

420 initiatives submitted

The ratio of initiatives submitted by men / women 43% / 57%

49% of the submitted initiatives belong to one courtyard territory

Co-creation phase: September- October 2021

Joint meetings of the administration of the municipality, the Council and representatives of the residents of the houses of the selected courtyard territory:

- 12 August 2021 - 22 delegates from houses surrounding the selected courtyard area. Discussion and open voting for the general concept of landscaping the courtyard territory.
- 29 September 2021- 20 delegates from houses surrounding the selected courtyard area. Discussion and open voting for the general concept of landscaping the courtyard territory.

Publications in the municipal free newspaper with a circulation of 20 000 copies:

Who lives in the labyrinth? How to improve the landscaping of your yard. № 7. 2021. C.2.

[http://mo44.net/2021/37/7\(144\)2021.pdf](http://mo44.net/2021/37/7(144)2021.pdf)

Publications in VKontakte (social network):

- September 23, 2021 How to influence the improvement of your yard
https://vk.com/moskovskaya.zastava?w=wall-189609257_502
- September 22, 2021 How to make your yard well-groomed and safe?
https://vk.com/moskovskaya.zastava?w=wall-189609257_501

Voting phase: October-November 2021

Voting phase of the 2nd cycle took place from October 29 to November 15.

Due to epidemiological restrictions (in Russia, long state holidays from October 30 to November 7 with tightening restrictions and preferable isolation were officially announced in Russia), it was decided to conduct online voting.

Information about voting and an invitation to the questionnaire was posted on the official website of the municipality and official group VKontakte (https://vk.com/moskovskaya.zastava?w=wall-189609257_524).

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

As indicated in the previous stage, 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: Ratio of initiatives submitted by men / women: 43% / 57%

Participation of men / women in face-to-face meetings: 45% / 55%

Representatives of people with limited mobility and representatives of organizations expressing their interests were specially informed about the stages of collecting initiatives and voting.

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

At the 2nd PB Pilot, an account on the social network VKontakte was actively used to communicate with the audience. The publications used a clear and understandable style of presentation, without difficult to read and understand wordings. Meetings with residents are planned in the courtyard area in a more relaxed atmosphere than in the municipality, which will contribute to comfortable communication and discussion.

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

Compared to the 1st PB pilot, online communication channels have been added to collect suggestions and opinions from residents. The questionnaire was placed in the social group VKontakte and on the website, then a telephone call was made to residents with information about voting and proposals to fill out questionnaire forms. In addition, an SMS alert was used to draw the attention of residents to information on online resources.

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

At this stage, the experience of the 1st PB pilot was actively used. During the 2nd PB pilot, 2 round tables were held to disseminate the experience of initiative budgeting projects and discuss the most pressing issues in this area. Round tables were held in the municipality "Moskovskaya Zastava" on July 27 and August 26, 2021. Representatives of district administrations, local governments, urban communities and individual interested residents took part in the trainings. At the round tables, an exchange of experience took place with colleagues from the Pulkovsky Meridian, Novoizmailovskoye, Zvezdnoye, and the Administration of the Moskovsky District.

29. The following steps were taken to train actors in other municipalities:

25-26 November 2021, a series of 4 open zoom open seminars were held for municipal servants and other target groups on the common topic "Why should we involve citizens in the decision-making process?".

13 registered participants & open broadcasting. Lectures were recorded and disseminated as video learning materials through official web site and social networks of Council of Municipalities of St. Petersburg. The records also available on the PBbase network YouTube channel:

- "Opportunities and limitations of citizens' involvement in the decision-making process"
https://youtu.be/zT3_mQPyoJU
- "Urban laboratories as a mechanism for involving citizens" <https://youtu.be/BcSmEIYHYGI>
- "Instructions for use: mechanisms and practices of citizen involvement"
<https://youtu.be/7gKpKQeV3ZY>
- "Dialogue between the municipality and citizens: questions and answers"
<https://youtu.be/foEXrGreA3M>.

Information about activities and training materials were disseminated among 111 municipalities of St. Petersburg through media resources of Council of municipalities of St. Petersburg. All trainings were opened and attended not only by pilot municipality, but also by administrative clerks and politicians of other municipalities of St. Petersburg.

4. Results of 2nd PB pilot

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

☒ Yes ☐ No

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

The scope of the proposal of initiatives was limited to the area of improvement of adjacent territories due to the conditions of the global pandemic and the ban on mass events.

Proposal phase:

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

The proposal phase was conducted in 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.

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:

32c. Participation rate: 1% (420 proposals from 49 160 adult citizens) -0,2% to 1st pilot

Percentage of females: 57%

32d. Number of proposals received in total: 420, 69% compared to 1st PB Pilot (606)

Submitted online: 306, 73% of total proposals

Submitted by paper-and pencil: 114, 27% of total proposals

Submitted otherwise? How?: 0

Innovativeness of proposals

Number of “new” proposals (number and %-change compared to 1st PB pilot): 364

Number of resubmitted proposals: 56

Co-Creation of proposals

If applicable, number of originally not feasible proposals that were reworked together with the proposer: 0

32e. Main categories of proposals:

– Construction of a sports ground	24,6 %
– Plant trees, shrubs, lawns	18,4 %
– Construction / repair of a playground	10, 2%
– Construction of a waste collection site	7,1%
– Road repair	8,3%
– Lighting installation	5,4%
– Other	26%

Feasibility check:

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

☒ **Yes, of the proposals** ☐ **Yes, of the voted projects** ☐ **No**

Number of feasible proposals: 34

Percentage of feasible proposals (% of proposals received in total): 8%

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:

Political decision-makers (deputies of the legislative assembly of St. Petersburg - residents of the municipality) were involved at the stages of checking compliance with current legislation, as well as compliance with municipal capabilities and public values. The leadership of the municipality studied in more detail the proposals that were selected after all the checks.

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:**

During the feasibility check, it was found that residents do not always understand the real boundaries and possibilities of implementing the proposed initiative. First of all, there is low awareness of the technical and legal feasibility of implementing specific proposals. In addition, the level of awareness of the real cost of implementing an initiative is at a rather low level. Based on the results of the feasibility check of the proposals, it was decided to strengthen public outreach before the next cycle.

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

As a result of the feasibility check, no proposals were developed to change the PB procedures. However, it was found that better preparation of citizens and their awareness of the submission of proposals and their categories will positively influence the quality of submitted initiatives and reduce the rejection rate. In addition, some of the proposals were quite fragmentary, or focused on one of the aspects that can be implemented as part of a comprehensive project. Therefore, after the general feasibility check procedures, such proposals were grouped into larger groups.

33g. As a consequence:

Number of feasible proposed projects /feasible voted projects 58 (including enlarged)

Number of not feasible proposed projects /not feasible voted projects: 362

Voting phase:

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

Voting phase of the 2nd cycle took place from October 29 to November 15.

Due to epidemiological restrictions (in Russia, long state holidays from October 30 to November 7 with tightening restrictions and preferable isolation were officially announced in Russia), it was decided to conduct online voting.

Information about voting and an invitation to the questionnaire was posted on the official website of the municipality and official group VKontakte (https://vk.com/moskovskaya.zastava?w=wall-189609257_524).

Residents of the municipality were asked to vote for the choice of the concept of improvement in the area located at st. Kuznetsovskaya, 46, st. Sveaborgskaya 27, st. Sveaborgskaya 25, st. Sveaborgskaya 23. The area for the improvement project is located between the garage structures and 46, Kuznetsovskaya street. During the voting period, 57 votes were received. According to the voting results, the most preferable way for the concept is creation of a courtyard square with green spaces (50,9%). The rest options received less votes: 12.3% voted for the creation of a playground, 19.3% for a playground with elements of sports equipment, 17.5% for the creation of a recreation area.

34b. Each citizen was given the following number of votes: 1 vote per representative

34b. Number of citizens voting: 57 (+73% compared to 1st PB pilot)

Ratio of females of total (%): 61%

34c. Participation rate (% of citizens): 2,8% (57 delegates of 2 036 residents of houses adjacent to the territory chosen for improvement)

34c. Number of votes received: 57 (+73% compared to 1st PB pilot)

34d. Results of the votes: A courtyard square with green spaces (50,9%)

34e. Total PB budget realized / implemented: 116 300,00 EUR³, 18% of 1st PB budget.

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

☒ **No** ☐ Yes, unused

34f. 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.

Number of delayed proposal implementations /feasibility checks: 0

34g. Extent to which the approved projects can be realized: 100%, no major obstacles to implementation (In the absence of global force majeure)

³ 10 000 000,00 RUB, Exchange rate 86.00

34h. Timeframe planned to realize the approved projects:

Municipal procurement of construction services is scheduled for March 2022 (after the availability of budget money in accordance with the normal budget process). Physical work is due to start in May 2022 and be completed in July 2022.

34i. 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 by them.

35. Citizens were informed about the completion of the 2nd PB pilot in the following ways:

On November 19, 2021, a meeting of the administration and the council of the municipality with residents of houses adjacent to the target area of the second PB pilot took place. The purpose of this meeting was to inform residents about the results of the voting, which ended on November 15, and to discuss further joint actions. A brief report on this meeting was published on the social network VKontakte: https://vk.com/wall-189609257_553

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.

36a. Number of increased contacts outside of the PB process: n/a

5. Assessment of PB pilot and potential for enhancements

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

The main objective of the 2nd PB pilot was to consolidate the results of the 1st pilot and increase the involvement of residents in the decision-making processes of municipal development to better meet the needs of citizens. In the second pilot, the involvement of a larger number of residents was ensured both at the stage of submitting initiatives and at the stage of voting. As a result, the feedback received from residents after the completion of the 2nd PB pilot shows that citizens feel their increased influence and express satisfaction with their participation in the PB processes.

So, the PB implementation goal has been fully achieved.

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:

Simultaneously with the implementation of the 2nd PB pilot, the procedure for Proposing, Submitting, Discussing and Considering Initiative Projects in the Intra-City Municipal Formation of St. Petersburg, the Municipal District of Moskovskaya Zastava, was adopted and approved. It defines the basic PB procedures and fixes them at the legislative level. This is an important step that confirms the legitimacy of information security processes and, accordingly, increases the level of trust and loyalty to it.

Active participation in the co-creation and voting stages in the second pilot was taken by residents of a municipality area different from the target area of the first pilot, and for them it was a new experience. It was noticed that they actively discuss both among themselves and with residents of other municipal territories various issues of their involvement in social networks. Thus, we can conclude that there is an increase in social activity, which is a good sign of the development of the local civil society.

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.

In the second pilot, efforts were made to increase public awareness and involvement in all phases of the Initiative Budgeting. As certain restrictions related to the spread of COVID-19 were introduced, the proportion of residents potentially able and willing to take part could slightly decrease due to the impossibility of holding separate discussion events. However, the transfer of the survey and voting online has significantly expanded the possibilities for implementing the second pilot.

At the same time, the draft law on the powers of municipalities, currently being considered by the State Duma, contains provisions that will limit the powers of municipalities and the role of citizens in managing them. If this new law is approved, the PB's established processes and practices will be at risk.

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

Efforts were made to maximize the transfer of all stages of participation of residents to the online format in view of the existing restrictions. As a sociological study of the residents of the district showed, these efforts were perceived positively by them. This format is more convenient for residents and it allows to involve more participants in decision-making processes. However, it is impossible to refuse to use the local newspaper, which allows you to convey information to each apartment (but with less interactivity).

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?”.

The methodological materials developed within the framework of the project contain consolidated knowledge from different countries and will be very useful to participants in the PB processes in the future.

42. These changes are recommended for future PB processes to better reach objectives of PB: None

43. These changes are recommended for future PB processes to better involve target groups or to better represent the eligible persons:

As part of the expert discussions, a model for increasing interest in PB was identified for clarification and action in accordance with the interests of citizens. The model was developed by E. St. Elmo Lewis as a marketing theory called the AIDA model. It helps to understand the behavior of citizens before committing an activity. AIDA is one of a class of models known as the Outcome Hierarchy, or Hierarchical Model, which implies that citizens move through a series of steps or stages in decision making: attention, interest, desire, action. The AIDA model is described in the [EmPaci Online Manual](#) in more details.

According to the AIDA model, in establishing communication, the first step towards citizen engagement is to capture their attention through concise, engaging information conveyed through channels preferred by each specific target group of interest. The content of the message should cause a desire to learn more and become interested in the issue. If the message aligns with the values and attitudes of citizens so that they perceive PB as an opportunity to improve their well-being, then they will be willing to participate and will be motivated enough to propose or vote.

It is recommended to act according to this model at the next PB cycles.

44. The pilot municipalities plans to run PB also in the future

☒ Yes ☐ No

Municipality Suoyarvskoye Urban Settlement, Republic of Karelia/Russia

1. Situation before the 2nd PB implementation

Compared to the 1st PB pilot of your municipality: Have there been any major changes in the key data about municipality-related or citizen-related factors?

☒ No ☐ Yes

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>

2. Development of the 2nd PB pilot

Citizen- and PB process-related factors

9. PB is implemented to realize the following objectives:

The main objective of introducing PB in Suojärvi is to reduce the level of conflict between citizens and the municipality's leadership. (Not changed)

9a. Which objectives have changed compared to the 1st PB pilot? Have objectives been added or abandoned?

The first pilot initiated an ambitious project to create a point of growth for the city and attract tourists (the city's embankment of the lake). However, it was revealed that a significant part of the residents is not interested in strategic development but in solving momentary but acute problems. While maintaining the overall goal of the PB (reducing the level of conflict), the 2nd pilot focuses more on solving the issues of repairing and improving housing and yard areas.

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

All interested adults in the municipality planned to be involved in the PB processes. Based on the need to achieve the above PB objectives, special attention will be focused on the following target groups:

- Citizens-Opinion leaders;
- Schoolchildren (senior) -fresh ideas generators;
- Owners and managers of small and medium-sized enterprises located in the municipality - pragmatic agents of influence

11. In case an analysis of citizen satisfaction of the 1st PB pilot has been conducted before developing the 2nd PB pilot, these needs of citizens were taken into account for the 2nd PB pilot's implementation:

An attempt to assess citizens' satisfaction with the results of the first PB pilot according to the methodology proposed by the project was made (https://vk.com/wall-184761945_5739, https://vk.com/wall-184761945_5908), but the number of answers was insufficient and their content was contradictory. Therefore, satisfaction was assessed by project experts based on the texts of posts and comments on the VKontakte social network and on the Otmetky.com (<https://moi-suoyarvi.ru/>) platform.

Key expert findings from this analysis:

- Citizens liked the implemented PB processes, but the reality of taking their opinion into account by the Administration continues to cause them doubts;
- Citizens liked the Otmetky.com platform, but they prefer to continue using their usual discussion groups on the social network VKontakte because "everybody is there";
- Many citizens believe that the finalist initiatives were proposed and promoted by the Administration.

Main conclusion: The decision to introduce PB is correct and leads to achieving the set goal, but it takes some time (several cycles) and tangible results of completed projects to achieve the necessary level of understanding between citizens and the Administration.

PB process-related factors

12. The following steps were undertaken to develop ideas and concepts for the 2nd PB cycle and the following changes were implemented compared to the 1st PB pilot:

The 1st pilot results were discussed at an open joint meeting of the Municipal Council and the Administration with the invitation of active citizens and project experts. The previously developed and used concept was generally approved and a recommendation was made to strengthen efforts to attract citizens to use a single PB Otmetky.com platform instead of disparate discussion groups on social networks.

13. Citizens were involved in the development of the 2nd PB cycle the following way and the following changes were implemented compared to the 1st PB pilot:

Citizens were involved in the open joint meeting of the Municipal Council and the Administration with the invitation of project experts. At this meeting, among other things, the results of the citizens' satisfaction with the 1st PB pilot expert analysis were presented and discussed. The results of this open discussion formed the basis for deciding on the form and content of the second PB pilot. Changes in the 2nd PB

concept concerned the activation of the schoolchildren involvement and additional efforts to attract citizens to the Otmetky.com platform.

14. Citizens were informed about the initiation of the 2nd PB cycle in the following way and the following changes were implemented compared to the 1st PB pilot:

As planned by the updated concept, the Otmetky.com platform became the main source of information about the start and progress of the 2nd PB pilot. All important and operational information was posted on its home page (<https://moi-suoyarvi.ru/>). Additionally, in order to attract citizens to the Otmetky.com platform, on April 24, 2021, a publication was made in the official group of the Suojärvi Administration on the VKontakte social network with a notification of a strategic session that launched the second PB pilot (https://vk.com/wall-184761945_4569).

15. These were the (internal and external) main promoters and success factors in the development of the 2nd PB cycle and the following changes appeared compared to the 1st PB pilot:

The main promoters were:

- Council and Administration,
- Active citizens – volunteers,
- Otmetky.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.

15a. Has an Advisory Board been installed to develop the 2nd PB run?: No.

15c. These were the role models that were used as an inspiration for own PB:

Previously, it was decided to form an own PB model that meets the very specific requirements of Suojärvi and the restrictions of Russian legislation. The implementation of the first and second PB pilots showed the acceptability of the model created and described in the PB Concept.

16. These were the main opponents and hindrances in the development of the 2nd PB cycle and it was coped with these in the following way:

In addition to the hindrances described in the previous report and which continue to have a negative impact, a new negative factor has appeared - the parallel existence of competing programs. In 2021, in parallel with participation in the EmPaci project, Suojärvi began to take part in three federal-level programs: Municipal Initiatives Support Program, People's Budget and Formation of a Comfortable Urban

Environment. Unlike the PB, successful participation in these programs allows not to distribute money from the municipal budget, but to receive external subsidies of 5 to 50 million rubles (58 000 – 580 000 EUR). A prerequisite for receiving funding from all these programs is the active involvement of citizens in the submission of initiatives and voting for them. Thus, citizens begin to get confused in the abundance of calls for initiatives and for voting, and the Administration makes a choice in favor of those events that help attract external money to the municipality. In the end, the 2nd PB pilot was completed with relative success, but the result could have been much better in the absence of these competing programs.

17. A project team for the 2nd 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 (apart 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...)

18. For the IT part / online implementation of the PB, the following considerations and steps were taken and the following changes were implemented compared to the 1st PB pilot:

The following channels were used:

- Otmetky.com platform (<https://moi-suoyarvi.ru/>) – the main IT tool with functions of informing, submitting ideas, discussing submitted ideas, rating voting for ideas;
- Official web portal (<https://suojarvi.ru/>), newspaper “Suoyarvskoe urban settlement” (<http://suojarvi-gp.ucoz.ru/>) and thematic group in the social network VKontakte (<https://vk.com/raionsuo>) - auxiliary channels used to redirect citizens' attention to the main channel (<https://moi-suoyarvi.ru/>).

Comparison with the 1st PB pilot:

19a. The following suggestions for changes were made from the EmPaci team to improve the process:

The main improvement in the second pilot was a greater effort to involve schoolchildren (senior) in generating fresh ideas.

19b. Of these suggestions, the following were implemented in the 2nd PB pilot:

These efforts toward senior schoolchildren involvement included: Directly and regularly inviting schoolchildren to participate in PB processes through phone calls from the Administration, Placing paper posters about project events on school premises, Using a “youthful” design for news published at the Otmetky.com portal.

19c. Of these suggestions, the following were not implemented in the 2nd PB pilot due to the following reasons:

All suggestions made have been implemented.

20. The following documents, manuals, regulations were developed and used during the development of the 2nd PB cycle:

The roles of the PB processes participants became part of their job responsibilities, and therefore it was decided not to continue the further development of the PB Concept as an official document.

With the active participation of the Otmetky.com portal team, a Brochure and Methodological Guide on Participatory Budgeting were prepared, printed, distributed in Suojärvi and made available online.

Brochure on PB in English - http://www.empaci.eu/photo/Files/PB_Otmetky_ENG.pdf

Study Guide on PB in Russian - http://www.empaci.eu/photo/Files/PB_Otmetky_RUS.pdf

3. Implementation of the 2nd PB pilot

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

1. Proposal phase
2. Discussion phase
3. Voting phase
4. Implementation phase

21a. Total annual PB budget (in EUR and %-change of 1st PB pilot): 116 280,00 EUR⁴ - 103%

21b. Annual PB budget per citizen (in EUR and %-change of 1st PB pilot): 13,50 – 103%

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

Volunteer work. Methodological and organizational support is carried out from the EmPaci project

⁴ 10 000 000,00 RUB, Exchange rate 86.00

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: 18 years and older

Definition of persons (e.g. citizens only or residents, if necessary separately for proposals and votes): **residents only**

Number of eligible persons (in total): **6 972 (81% of 8 607)**

Number of participating persons (% of citizens): **81%**

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

All proposals were accepted only through the Otmetky.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:

- May 2021 - informing citizens about the beginning of the 2nd PB pilot through publications on Otmetky.com portal and social networks as supporting channels. An invitation to propose initiatives.
- June-July 2021 – Initiatives submissions, feasibility pre-check.
- August-October 2021 – Open discussion of submitted and pre-checked initiatives. Final feasibility check. Formation of a list of initiatives for voting.
- November 2021 - Final voting. Preparation and adoption of an official Municipal Council Decision for its execution by the Administration.
- April-June 2022 - implementation of the approved initiatives (once the 2022 budget becomes available).

23. As key learnings from the 1st PB pilot, these aspects were considered when implementing the 2nd PB pilot:

The initiatives proposed and voted by the most active citizens in the 1st PB pilot caused objections and rejection among less active citizens. In the 2nd PB pilot, more attention was paid to attracting more citizens and especially young people (senior schoolchildren). Difficulties associated with a large number of thematic groups in social networks used by citizens to discuss local problems were overcome by their active involvement in a single collection point - the Otmetky.com portal

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

If applicable, please describe any changes that have been implemented compared to the 1st PB pilot and explain reasons:

Information phase: April-May 2021

Start of regular information materials publication about the start and progress of the second PB pilot on the Otmetky.com portal tailored for Suojärvi - <https://moi-suoyarvi.ru/> (>450 visits by the end of May)

Publication in VKontakte (social network) - <https://vk.com/raionsuo>:

- 24 Apr 2021 - https://vk.com/wall-184761945_4569 (>340 visits by the end of May)

Publication in VKontakte (social network) - https://vk.com/portal_moi_suoyarvi (>3 000 visits by the end of May)

Proposal phase: June-July 2021

Regular information materials publication about the progress of the 2nd PB pilot on the Otmetky.com portal tailored for Suojärvi - <https://moi-suoyarvi.ru/> (>450 visits in June-July)

Publication in VKontakte (social network) - <https://vk.com/raionsuo>:

- 30 July 2021 - https://vk.com/wall-184761945_5256 (>1 500 visits by the end of July)

47 initiatives submitted

Discussion phase: August-October 2021

Regular information materials publication about the progress of the second PB pilot on the Otmetky.com portal tailored for Suojärvi - <https://moi-suoyarvi.ru/> (>270 visits in August-October)

Publication in VKontakte (social network) - <https://vk.com/raionsuo>:

- 13 August 2021 https://vk.com/wall-184761945_5347 (>400 visits by the end of October)
- 16 August 2021 https://vk.com/wall-184761945_5374 (>500 visits by the end of October)
- 24 August 2021 https://vk.com/wall-184761945_5420 (>500 visits by the end of October)

Face-to-face meeting:

23 September 2021 – Public hearings on the results of the discussion of the submitted initiatives in the context of the development strategy of the urban settlement of Suojärvi: https://vk.com/wall-184761945_5700.

Voting phase: November 2021

Online rating voting on the portal Otmetky.com 01-10 November 2021

- <https://moi-suoyarvi.ru/> (>273 votes)

Face-to-face meetings:

- 13 December 2021 - Strategic session with city activists and local businesses. Discussion of the voting results on the submitted initiatives, making a decision to include two winning initiatives in the program for creating a comfortable urban environment (yards of houses No. 3, 5 and 7 on Kaimanov Street and house No. 43 on Lenin Street). 24 participants.

Implementation phase: Spring-Summer 2022

It is planned to periodically inform residents about the status of the approved initiatives' implementation. 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:

The main improvement in the 2nd pilot was a greater effort to involve schoolchildren (senior) in generating fresh ideas.

These efforts toward senior schoolchildren involvement included: Directly and regularly inviting schoolchildren to participate in PB processes through phone calls to schools from the Administration, placing paper posters about the project events on school premises, using a “youthful” design for news published at the Otmetky.com portal.

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

If applicable, please describe any changes that have been implemented compared to the 1st PB pilot and explain reasons:

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 citizens are 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. Also, in addition to the tools used in the first pilot, paper posters hung in public places were used to draw attention to key PB events and information about them posted online.

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

The 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. Also, efforts have been made to customize, localize and simplify the Otmetky.com platform interfaces and use a “youthful” design of publications.

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

Due to COVID19 restrictions, it was decided to hold only one special face-to-face training session besides regular telephone and online consultations with project experts.. At the same time, many interested citizens and representatives of the administration took part in a series of open online seminars prepared by the Russian partners of the project and later viewed their recordings:

- “Opportunities and limitations of citizens' involvement in the decision-making process”
https://youtu.be/zT3_mQPyoJU
- “Urban laboratories as a mechanism for involving citizens” <https://youtu.be/BcSmEIYHYGI>
- “Instructions for use: mechanisms and practices of citizen involvement”
<https://youtu.be/7gKpKQeV3ZY>
- “Dialogue between the municipality and citizens: questions and answers”
<https://youtu.be/foEXrGreA3M>.

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

The experience and specific knowledge gained by the project partners in Suojärvi were used by Russian partners in other pilot municipalities. Some of the most important and interesting results and lessons of PB implementation in Suojärvi were presented at the PBbase online event on December 9, 2021

4. Results of 2nd PB pilot

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

☒ Yes ☐ No

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

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.

Proposal phase:

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

Regular information materials publication about the Proposal phase beginning started in the June 1st and continued till the end of July on the Otmetky.com portal tailored for Suojärvi - <https://moi-suoyarvi.ru/> and in the social network VKontakte - <https://vk.com/raionsuo> as an auxiliary tool used to redirect citizens' attention to the main channel (<https://moi-suoyarvi.ru/>)

If the proposals were to be submitted online:

Number of Online Accounts (if applicable): 134 registered users of Otmetky.com + >2 000 anonymous visitors.

of interrupted proposal procedures (if applicable): N/A

32b. Number of citizens participating: >134

32c. Participation rate: >1,7% (400% compared to 1st PB pilot)

Percentage of females: 52% approx

32d. Number of proposals received in total:

Submitted online: 47 proposals, 100% online, 138% compared to 1st PB pilot

Submitted by paper-and pencil: 0 proposals

Submitted otherwise? How?: 0 proposals

Innovativeness of proposals

Number of “new” proposals: 30, 88% of 1st PB Pilot

Number of resubmitted proposals (previously submitted during earlier cycles, if applicable): 14

Co-Creation of proposals

If applicable, number of originally not feasible proposals that were reworked together with the proposer: N/A

If applicable, number of proposals that were reworked together with the proposer: N/A

32e. Main categories of proposals:

- **Improvement of courtyard areas of apartment buildings,**
- **Improvement of water supply,**
- **Repair of roads and footpaths**

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

Information on the results of the proposal phase prior to the feasibility study was not disseminated

Feasibility check:

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

☒ **Yes, of the proposals** ☐ **Yes, of the voted projects** ☐ **No**

Number of feasible proposals: 12

Percentage of feasible proposals (% of proposals received in total): 25%

33b. The feasibility check was implemented in the following way: (describe tools, steps, responsibilities, time and resources needed and changes compared to 1st PB pilot)

The feasibility check was carried out by a commission formed from representatives of the Administration and interested citizens 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:

Member of the Legislative Assembly of the Republic of Karelia - a resident of Suojärvi took part in the work of the commission for assessing the proposals feasibility

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

All authors of the proposals were invited to participate in the feasibility check, but only 3 of them took part

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

The complexity of assessing the proposals implementation possible cost.

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

Local entrepreneurs should be even more involved in the feasibility check process by all means. Their professional assessment and suggestions for optimizing the submitted proposals were extremely valuable.

33g. As a consequence:

Number of feasible proposed projects /feasible voted projects 12

(Number of passed checks):12

Number of not feasible proposed projects /not feasible voted projects 35

(Number of failed checks): 35

Voting phase:

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

To conduct a rating voting the built-in function of the Otmetky.com platform was used. Any registered and authorized persons could vote in support of no more than three items in the proposals list. As the votes were cast, the list was automatically ranked in the collected votes descending order.

The results of the e-voting were discussed and approved at the next meeting of the municipal council.

Additional for online tools:

Number of Online Accounts: 134

Number of discontinued voting procedures: N/A

34b. Each citizen was given the following number of votes: 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 (total and %-change compared to 1st PB pilot): 134

Ratio of females of total (%): 52% approx

34c. Participation rate (% of citizens): >1,7% (400% compared to 1st PB pilot)

34c. Number of votes received (total and %-change compared to 1st PB pilot): 134x3=402, 670% compared to 1st pilot

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

Of the 12 proposals that passed the feasibility test and were put to the vote, 2 were selected:

- Repair of courtyard passages, installation of trash cans and benches near houses No. 5 and No. 7 on Kaimanov Street,
- Performance of work on lighting the courtyards of house No. 3 on Kaimanov Street and house No. 43 on Lenin Street.

34e. Total PB budget realized / implemented: 116 280 EUR, 103% compared to 1st PB pilot

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

- ☒ **No** ☐ Yes, unused
- ☐ Yes, otherwise designated (e.g. follow up costs or projects implemented in previous PBs)

34f. 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.
- 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)

Number of delayed proposal implementations /feasibility checks: No

34g. 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 spring-summer of 2022. (In the absence of global force majeure)

34h. Timeframe planned to realize the approved projects:

The Administration and the Municipal Council assure citizens that the project will be fully implemented by the fall of 2022. (In the absence of global force majeure)

34i. 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 2nd PB pilot in the following ways:

Information about the completion of the 2nd PB pilot cycle was published on the Otmetky.com platform (<https://bereg-moi-suoyarvi.ru/>) and on the social network VKontakte (https://vk.com/wall-184761945_6381, https://vk.com/wall-184761945_6423)

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.

36a. Number of increased contacts outside of the PB process: N/A (Additional to previously existing contacts with Russian colleagues turned out to be uninteresting and with foreign partners are limited by lack of knowledge of foreign languages)

5. Assessment of PB pilot and potential for enhancements

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

The main objective of the 1st PB pilot in Suojärvi was to reduce the level of conflict between citizens and the leadership of the municipality. In the process of the 2nd pilot PB implementation, it is clear that some positive results exist. Residents' comments on social networks have become more friendly and constructive.

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, the 2nd PB pilot failed to cover a wider range of issues to be resolved due to the strong competition of various federal programs that allocate money for the implementation of projects proposed by the involved residents.

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

The main objective was not achieved in desired extent due to the long history of the existing problem and inertia in changing the citizens attitude toward the authorities. Full achievement of the main 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 and some other federal-level organizations and state programmes, 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 practical benefits from the implementation of best world PB practices for both citizens and municipal leaders from more efficient use of own resources. 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. Unfortunately, due to the poor knowledge of foreign languages by the residents and administration of the municipality, the flow of useful knowledge and positive experience to the municipality from outside may stop after the end of the project.

42. These changes are recommended for future PB processes to better reach objectives of PB:

It seems important to analyze the positive effects achieved as a result of the two conducted PB pilots and use the results of this analysis to strengthen the motivation of residents and the administration of the municipality to further use and develop the implemented PB practices.

43. These changes are recommended for future PB processes to better involve target groups or to better represent the eligible persons:

It is necessary to continue efforts to attract citizens to the Otmetky.com platform, making it the main platform for discussing the most pressing problems of the municipality and ways to solve them.

In addition to its active advertising, it is necessary to regularly update its content with important information for residents.

44. The pilot municipalities plans to run PB also in the future

☒ Yes ☐ No

Riihimäki/Finland

Note: This was the 1st PB pilot in the City of Riihimäki by the EmPaci project (no 2nd PB pilot).

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. | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| It is prescribed by an own PB regulation. | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

Citizen-related factors

6. The citizenry is composed as follows:

6a. Number of citizens: 28 710

6b. Share of females (% of citizens): 50,5 %

6c. Share of persons aged below 15 (% of citizens): 15,4 %

6d. Share of persons aged 64 and above (% of citizens): 22,8 %

6e. Share of unemployed persons (% of citizens in workforce): 10,4 % (05/2021)

6f. Share of unemployed females (% of unemployed persons): 43,6 % (05/2021)

6f. Particularities of the population are the following :

The unemployment rate of Kanta-Häme, the region of which Riihimäki is a part of, has decreased from 2020. The number of unemployed persons has however declined in a slow pace compared to the rest of the country with the unemployment rate decrease in Kanta-Häme being the third slowest in the whole country.

The rise in employment is seen as a positive sign of bouncing back from the COVID-19 -crisis, which affected especially those working in the service and hospitality sectors. (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

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

1 completed cycle

8b. Does an own PB regulation/statute (before the EmPaci project involvement) already exist?

☒ Yes ☐ No

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

Riihimäki completed its first round of PB in 2019 with a budget of 50 000EUR. The municipality asked its citizens to bring up different ideas in which to distribute the 50 000EUR in the municipality. The project yielded 119 different PB proposals from the public of which 64 were selected as plausible. The ideas were collected using an electronic participation platform and via paper forms in a two-month period. The public got to vote on the 64 PB-ideas with the minimum age-limit of voting being 12 years. The most popular plan got 121 votes in total, and it involved transforming a local stream into a river. The other eight winning ideas got 59-110 votes each, respectively. Categorically, the winning ideas dealt with common issues such as city cleanliness, holiday activities and health and safety. No category of the municipality's operation was prominently represented in the winning group of ideas. The municipal manager validated the winners, and the nine plans were implemented by the municipality in 2019-2020.

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

The Riihimäki city council approved in 2017 a city strategy spanning to the year 2030. One of the main themes of this strategy was the sense of community. This strategy was updated in 2019 with an amendment that stated that the residents of Riihimäki should have more opportunities to influence city decisions concerning their own day-to-day life. The participatory efforts in the city of Riihimäki are based on an additional participation programme approved by the city council in June 2018. In this programme, the city determined different ways the municipality will try to get the citizens more involved in the preparation

processes of municipal issues. In October 2018, a city council initiative was filed that proposed the initialization of PB in Riihimäki. In September 2019 the city council approved the set-up of a multi-year PB-fund which held 1 million EUR. During the same time the principals of PB in Riihimäki were approved. The first round of PB was allocated 50 000 EUR from the PB fund; for the following rounds the sum was upped to 100 000 EUR per PB round.

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

The PB was run by a small group of city officials from different departments such as communications and coordinated by development manager, Merja Viitanen, from the administration department – a part time resource for PB. The chair of city council, Mia Nahkuri, was an invited member of the working group.

7f. The main success factors of previous PB cycles?

There is currently no official data available on this matter. One can say that the successful implementation of the PB round within the planned timeframe and with the planned resources is a mark of success. City representatives were satisfied with the turnout of 1st PB round, that can be summed in these details:

- 50 000 EUR budget
- 119 ideas in total
- 64 feasible ideas approved for voting
- 7 ideas implemented in 2019-2020

The municipality can benefit from the first successful round of PB in the following PB rounds, as it is expected that there will be similar propositions from the citizens and the municipal workers are now prepared to evaluate them more efficiently with the help of the previous assessments made.

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

Ideas submitted by citizens dealt mainly with parks and green areas, thus resulting in a shortage of resources during the idea feasibility check by those municipal departments. Overall, the amount of ideas given by citizens can be considered to be rather low. Also, there were some difficulties with the Decidim online platform. The platform did not allow the gathering of any data concerning the citizens submitting the ideas or voting for them. This created hindrances but also knowledge gaps in developing PB in the city. For the second round some minor changes were made on the platform. However, data gathering is still not possible at all when using the Decidim platform.

2. Development of the 2nd PB pilot

Citizen- and PB process-related factors

9. PB is implemented to realize the following objectives:

The city council of Riihimäki approved a new city strategy for 2030 in June 2017, where one of the main themes is community spirit or sense of community. As a general strategic aim, Riihimäki wants its citizens to be active in planning, designing and creating city operations and services. Also, new approaches, such as PB, are promoted. The city strategy was updated in the autumn of 2019. Opportunities for citizens to participate and collaborate were included in the city vision. There are no specific goals or objectives defined for PB at this time.

9a. Which objectives have changed compared to the 1st PB pilot (here Lahti / Gatchina)? Have objectives been added or abandoned?

Since no changes were made in the second round of PB in Riihimäki, no specific goals were set. Also in Lahti, there were only general aims to offer opportunities to participate and influence in city operations for citizens.

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

Riihimäki has not specified any target groups for the PB. The rules of the PB regulate that all participants must be residents of Riihimäki and over 12 years old.

11. In case a citizen survey has been conducted before developing the PB pilot, these needs (e.g. online and/or offline, topics for PB) of citizens were taken into account for PB implementation:

Does not apply here.

PB process-related factors

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

There is only limited data available on this matter. After the first round of PB, there was a change in the staff and the person responsible of coordinating PB left the city organization. The task was at this point given to a development manager Katja Törrönen without allocating actual work time resources. Some minor changes were made in the online platform: in order to move on to the feasibility check, ideas must get 10 'likes' in the platform. This was seen within the municipality as a way to reduce the workload in the city departments.

The online platform was also updated in a way that it shows the vote count for each idea in real time during the voting phase. The city council also updated the PB rules by determining that if two or more ideas get the same vote count in the voting phase, but the PB budget can't fit them all, the idea that will get implemented is chosen by a draw. The city council also noted that the different municipal branches must allocate enough resources to evaluate the feasibility and expenses of the citizens' ideas in the fall of 2020.

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

There was no citizen involvement in the development of the PB cycle.

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

Riihimäki followed the same media-plan layout in their second round of PB as in their first ever PB. The Public Relations regarding the first PB was conducted mainly in channels that were quite cost-effective. The PB message was spread out in the municipality's website, municipal social media channels and in a free newspaper distributed in the municipality. The local media also did some stories regarding the PB and its processes.

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

The goals for the Riihimäki PB were laid out already during the first round of PB, where the municipality assessed that the main goals for the PB is to get the citizens involved. The municipality has determined that the PB development can be seen as a success in terms of the amount of citizens reached during these two PB rounds. The second PB run was in a technical sense a success regarding the Decidim online platform, with no bigger issues regarding the use of the platform. Naturally the COVID-19-pandemic caused some difficulties in this second round of PB, but the round was still successfully processed.

15a. Has an Advisory Board been installed to develop the PB? If yes, please describe composition and organisation: No.

15c. These were the role models that were used as an inspiration for own PB

There is no specific data available regarding this, but Riihimäki municipal workers have been introduced to various Finnish PB-projects before they implemented their own PB. Specifically, the municipality of Tuusula in Southern Finland was an important benchmarking experience for Riihimäki personnel, and they had good and insightful conversations with Tuusula employees during the process of developing their own PB. Workshops in the TtT-programme strengthened the understanding and skills concerning participative methods and interaction with citizens. The TtT-programme shared information and insights concerning the experiences of PB processes.

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

The tight timeframe and lack of sufficient personnel resources can be seen as having had an impact also on the development of the Riihimäki PB. The municipality lost a key worker in between their first and second round of PB, so there was no one appointed employee developing and planning the PB before the second round. Also, the planned timeframe for the PB meant that the second round had to get started quite quickly after the first round.

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 was run by a small working group of city officials from different departments such as communications and coordinated by development manager, Katja Törrönen, from the administration department – a part time resource for PB. The chair of city council, Mia Nahkuri, was an invited member of the working group. The working group was responsible of the development of PB.

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

The municipality of Riihimäki opted for the open-source online tool Decidim to conduct their PB with. The main reasons behind this were that it is easy to use, and it won't add unreasonable costs to the PB. Riihimäki also considered other online options, but two main reasons mentioned were the reason that Decidim was the ultimate choice. Other Finnish municipalities have also had good experiences using Decidim as their online PB-platform.

In case PB existed before the pilot by the EmPaci project:

19a. The following suggestions for changes were made from the EmPaci team to improve the process:

The EmPaci team encouraged Riihimäki to collect as much data from the PB participants as possible. The team also raised the question of target groups and wider inclusion. There were also suggestions that Riihimäki could try out thematic PB, which focuses on one or more target group or a certain theme within the municipality's operations in one round of PB. This way different citizen groups, age groups or themes within the municipality's operations (such as exercise or arts, for example) could get more visibility per PB round.

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:

Due to the specific online platform being used, the municipality could not collect any additional background information from the PB-participants, so this suggestion did not bear fruit. Scarce resources and a tight timeframe meant that the city did not want to specify target groups for this run, but considered the ideas for future PB rounds. Instead, it was regarded important that participation would be as wide and unrestricted as possible.

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

3. Implementation of the 2nd PB pilot

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

- brainstorming phase (autumn 2020),
- implementation and cost evaluation phase (autumn 2020),
- voting phase (winter 2020/2021),
- the municipal manager affirmed the voting results (winter 2020/2021),
- idea implementation phase (winter 2021 – end of 2021) and
- process evaluation and further development phase (winter/spring 2021).

21a. Total annual PB budget: 100 000 EUR

21b. Annual PB budget per citizen: 3,5 EUR

21c. Budget earmarked for related internal work, communications etc.: This information is not available.

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

☒ Yes ☐ No

City council affirms the voting turnout of the implemented ideas. City council has a ceremonial role here.

21e. The PB is designed for

☐ Region/City projects only ☐ District projects only ☒ Both

21f. Persons eligible participating in the PB:

Age limits: 12 years old

Definition of persons: only residents can participate

Number of eligible persons (in total): 12 656 (Turnout: Brainstorming phase: 42, Voting phase: 740)

Number of person (% of citizens): 44,1 % (Turnout: Brainstorming phase: 0,14 %, Voting phase: 2,5 %)

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

The online platform required registration through Facebook or Gmail. The user had to approve of terms of use that stated that all users must be over 12 years old and a resident of Riihimäki. There were no other measures taken to assure that users were eligible to the PB process.

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

- Brainstorming phase 1/9 – 11/10/20
- Implementation and cost evaluation phase 1/9 – 9/11/20
- Voting phase 10/11 – 13/12/20
- The city manager affirmed the voting result before the publication of the voting result
- Publication of the voting results 14/12/20
- Implementing ideas, evaluation and process development 4/1/21– to end of 2021

23. As key learnings from the 1st PB pilot in another municipality (i.e. City of Lahti/Finland), these aspects were considered when implementing the PB pilot in a new pilot municipality.

The TtT-material provided by the Finnish EmPaci-team was a good way to transfer learnings from the first PB in Lahti over to the municipality of Riihimäki. With the TtT-material and trainings the Riihimäki municipal workers got much needed support for the PB process in a way that didn't burden the municipality financially, as it has scarce resources. The TtT-events organized by the Finnish EmPaci team were free of charge for the Riihimäki municipal workers, and they were held by a professional event manager.

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

The COVID-19 –pandemic influenced heavily the involvement of citizens in the PB-phases in Riihimäki in 2020-2021. No face-to-face events could be held, so the only involvement the citizens could have with the process was submitting their ideas for the PB, commenting other's ideas on the PB-online platform and voting their favourite idea to be implemented by the municipality.

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

Riihimäki has not specified any specific target groups for the PB.

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

The municipality utilized different media outlets (social media, local newspaper) as well as the city's web page in distributing information about the PB and its processes. The municipality also gathered as much

information as possible regarding the PB in the Decidim online platform. The information regarding past PB rounds is also still available at the Riihimäki Decidim platform. All in all, the first round of PB was seen as a success also regarding the information available to citizens, so the municipality did not see that the process needed many alterations for the second PB round.

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

The first PB round was disseminated actively by the Riihimäki municipality. For example, the local newspaper in Riihimäki did news stories about the first round as a way of encouraging people to get involved in the second round of PB. The Finnish EmPaci-team also shared online as much as possible of the online news and materials produced by Riihimäki municipality. This was done as to increase the visibility of the second round of PB. The Finnish EmPaci-team also organized the TtT-events for the municipal workers of Riihimäki as a way of giving them the tools to get citizens and municipal employees interested in and excited about the PB in Riihimäki.

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

The municipal workers attended a two-day TtT (Train the trainer)-event organized by the Finnish EmPaci team and an external company in the fall of 2020 to learn more about citizen participation. The attendees were municipal workers involved in the day-to-day affairs of Riihimäki's PB. The workers also had access to Teams platform, which consisted of different training materials, that were produced by Finnish EmPaci partners. The platform was maintained by the Finnish EmPaci partners and it was a part of the TtT-programme.

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

Riihimäki took part in the first PBbase-event organized by the Finnish EmPaci-team as a way of disseminating their PB successes and to inform other PB actors, Finnish and international, in how they have successfully conducted their PB. The event was held on 18th of March in 2021, and it had about 40 attendees. The CFO of Riihimäki municipality Kari Ora presented the attendees the key figures of Riihimäki's PB and their biggest learnings from it.

4. Results of the 2nd PB pilot

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

☐ Yes ☒ No

Proposal phase:

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

If the proposals were to be submitted online:

Number of Online Accounts: 42 including all citizens registered. The total number of "thumbs up" left on the platform is 1 244, but this figure does not evolve on the number of accounts behind these "likes".

Number of interrupted proposal procedures: This data is not available

32b. Number of citizens participating: This cannot be determined from the data available (42 including all citizens registered)

32c. Participation rate (% of citizens): No data

Percentage of females (% of proposers): No data

32d. Number of proposals received in total: 45

Submitted online (number and % of total proposals): 45

Submitted by paper-and pencil (number and % of total proposals): not in use

Submitted otherwise? How? (number and % of total proposals): not in use

Innovativeness of proposals

Number of "new" proposals: not available

Number of resubmitted proposals (previously submitted during earlier cycles, if applicable): -

Co-Creation of proposals

If applicable, number of originally not feasible proposals that were reworked together with the proposer: not available

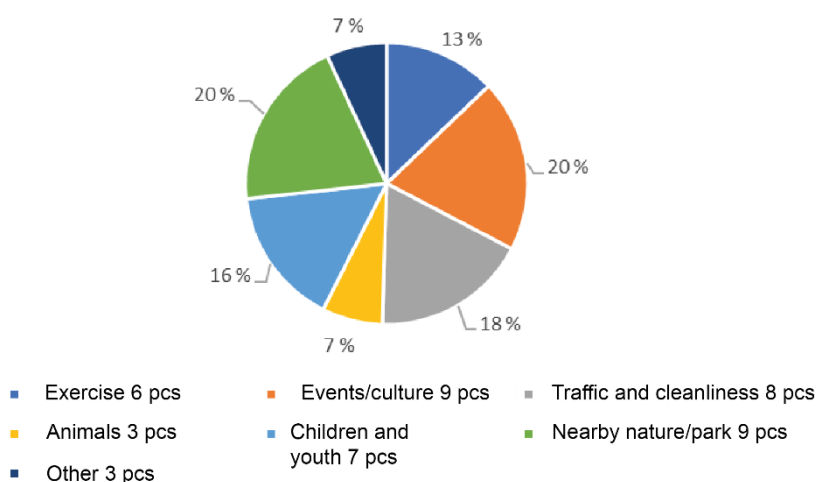
If applicable, number of proposals that were reworked together with the proposer: not available

32e. Main categories of proposals:

- Exercise/Sport 13 %
- Animals 7 %
- Other 7 %
- Events/culture 20 %
- Children and youth 16 %
- Traffic and cleanliness 18 %
- Nearby nature/park 20 %

(pieces = pcs)

Distribution of Riihimäki's PB 2020 ideas into themes (45 in total)



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

Number of positive comments on implementation (if applicable): -

Number of negative comments on implementation (if applicable): -

Feasibility check:

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

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

Number of feasible proposals: 17

Percentage of feasible proposals (% of proposals received in total): 37,7 %

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

The municipal workers went through every idea and compared it to the framework set for the PB in advance. There was no specific tools or steps designed for this and the work was done manually in a way suited for the municipal department in case. The evaluation done by the EmPaci team revealed that this step in the PB process could in some cases be time consuming depending on the department and the number and quality of the submitted ideas. The municipality could streamline this process in the future by for example making a better guide and toolkit for workers going through the ideas.

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

The feasibility check was done by municipal workers, so the politicians were not involved.

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

Some of the municipal workers had contacted a few of the citizens about their proposals in order to clarify the idea or understand it better. No systematic citizen involvement was however implemented in the timeframe between the submitting of the ideas and the voting-phase, and there is no data available on the number of citizens contacted by the municipal workers in the PB process.

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

The time and effort required for the feasibility check differentiated between different municipal department so that it was more demanding for others.

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

A clear guide and a set of evaluative tools for the proposed ideas could be set up in the municipality.

33g. As a consequence:

Number of feasible proposed projects /feasible voted projects (Number of passed checks): 17

Number of not feasible proposed projects /feasible voted projects (Number of failed checks): 28

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

Additional for online tools: The voting phase was carried out online on Riihimäki's own participation platform. The service was a website that citizens had to log in to make an impact. It was possible to register for the service with new IDs or log in with Facebook or Google IDs. As many projects were voted as possible within the budget (100 000 EUR).

Number of Online Accounts: 740

Number of discontinued voting procedures: This data is not available.

34b. Each citizen was given the following number of votes: Each citizen could vote multiple ideas until the total sum (EUR) of PB was met.

34b. Number of citizens voting: 740

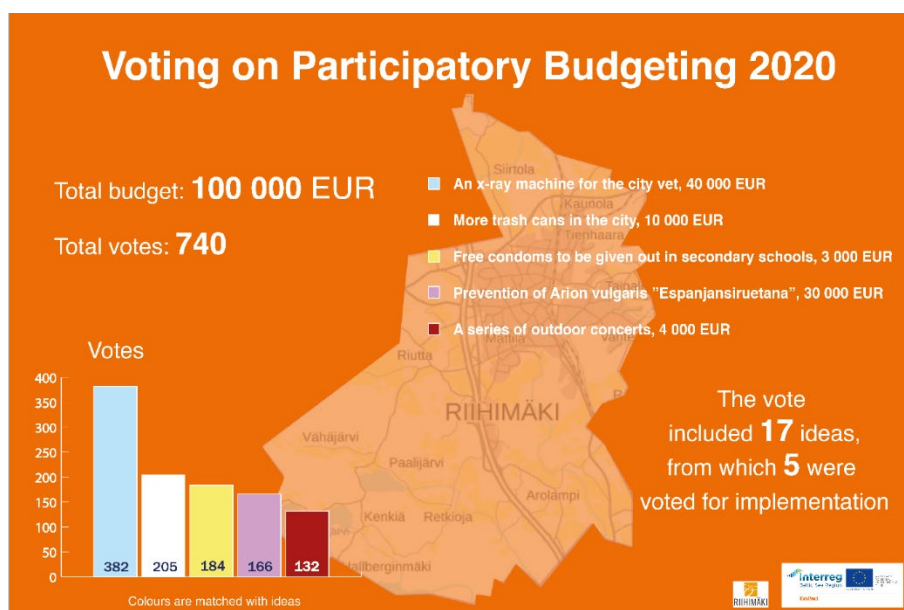
Ratio of females of total (%): No data.

34c. Participation rate (% of citizens): 2,5 %

34c. Number of votes received in total: 1 887

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

- An x-ray machine for the city vet, 382 votes, 40 000 EUR
- More trash cans in the city, 205 votes, 10 000 EUR
- Free condoms to be given out in secondary school, 184 votes, 3 000 EUR
- Prevention of *Arion vulgaris* "Espanjansiruetana" (Spanish slug), 166 votes, 30 000 EUR
- A series of outdoor concerts, 132 votes, 4 000 EUR
- **87 000 EUR in total**



34e. Total PB budget realized / implemented: Total budget 100 000 EUR of which 87 000 EUR was used.

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

☐ No ☒ Yes, unused ☐ Yes, otherwise designated

Why was part of the budget unused?

If the municipality had accepted the first runner-up of the ideas that didn't get implemented, the total amount set aside for the PB round would have been exceeded. If the next idea with enough votes had been cheaper to be implemented, it would have fit in the budget and therefore would have proceeded to the implementation phase. The amount of money left in the budget after the last idea that went through was 13 000 EUR, and the first runner-up idea, which was a skate-hall, would have cost the municipality 55 600 EUR, therefore exceeding the budget by 42 600 EUR.

34f. Information provided to citizens after completion of the voting phase:**Number of delayed proposal implementations /feasibility checks:**

None of the proposal implementations have been delayed from their original timetable.

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

All the approved projects can and will be realized 100%. The process of implementation is currently underway accordingly.

34h. Timeframe planned to realize the approved projects: 01/04/2021 - 31/12/2021**34i. Extent to which citizens were involved in the realization of the approved projects:**

The citizens are not involved at this stage of the PB process.

35. Citizens were informed about the completion of the 2nd PB pilot in the following ways: Please post link to accountability report and include a screenshot:

Riihimäki followed the same media-plan layout in their second round of PB as in their first ever PB. The PR regarding the first PB was conducted mainly in channels that were quite cost-effective. The PB message was spread out in the municipality's website, municipal social media channels and in a free newspaper distributed in the municipality. The local media also did some stories regarding the PB and its processes.

36. Other actors involved (e.g. local council) were informed about the completion of the 1st PB pilot in the following ways: Local council was not specifically informed about the completion of the PB pilot.**36a. Number of increased contacts outside of the PB process:** No data.

5. Assessment of PB pilot and potential for enhancements

37. Objectives for PB as specified in Question 9 were reached as follows: Does not apply here.**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 fact that the municipality got through the PB in the middle of the COVID-19-pandemic can be seen as a definite success, as it caused the municipality to quickly organize the PB in a way that involved no physical contacts or live events.

39. Some objectives for PB as specified in Question 9 were not reached due to the following reasons: -**40. To our knowledge, the following elements of the PB process are innovative compared to other PB initiatives in the BSR:**

Riihimäki established a specific fund used only for PB in upcoming years (see question 8d). Originally the capital for the PB fund was taken from the funds acquired from the sale of the municipally owned energy

company. Local council made the decision to create this fund for long-term utilization for PB. The council has not set up specific time frame for the use of this PB fund, however the use of the capital is restricted to PB use only.

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

The PB benefitted especially from the evaluation done in the spring of 2021. This comprehensive evaluation provided the municipality and its employees valuable information regarding their PB processes and ideas on how they could improve things in their future PB-rounds. The municipality also gained new insights and new information in the Train the Trainer-workshops organized by the Finnish EmPaci team.

42. These changes are recommended for future PB processes to better reach objectives of PB:

The Finnish EmPaci-team recommends that Riihimäki considers appointing a fixed employee to handle the PB and to take ownership in the processes. We also recommend that they re-consider how they distribute their PB-budget and what kind of information they collect from the citizens who take part in the PB.

43. These changes are recommended for future PB processes to better involve target groups or to better represent the eligible persons:

EmPaci project suggested that existing networks (e.g. schools, NGOs) should be actively and systematically utilized.

44. The pilot municipalities plans to run PB also in the future

☒ Yes ☐ No

If no, provide reasons of why / which hindrances: