

DEFINITION OF A FORMAT FOR LOCAL WORKSHOP

Deliverable D.C.4.1

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Index

A.	Introduction	2
A.1	Overview of the format for a local workshop on citizen involvement	2
A.1.1	The InViTo Tool	2
A.1.2	The LUMATO Tool	2
A.2	List of documentation for running a local workshop	3
B.	STRUCTURE OF the LOCAL WORKSHOP	4
B.1	Structure of the Local Workshop	4
B.2	Organisation and timing of the workshop	5
B.3	Workshop Preparation	6
B.3.1	Data gathering and elaboration	6
B.3.2	Selection of participants	6
B.3.3	Reserve a venue	7
B.3.4	Preparation meeting and introducing LUMAT to workshop participants	7
B.4	Workshop for stakeholder involvement	8
B.4.1	Proposed Agenda structure	8
B.4.2	Enhance the discussion	8
B.4.3	Satisfaction survey	9
B.5	Post-workshop activities	12
B.5.1	Assessing the outcomes of workshop and survey	12
C.	EXAMPLES FROM PILOT WORKSHOP IN TURIN	13
C.1	Material for running the workshop	13



A. INTRODUCTION

The LUMAT project includes the organization of **local workshops** for the definition of integrated environmental management structures for FUAs. This format is provided to the LUMAT partners so that the local workshops are planned upon one common structure. These technical workshops are to be held for professionals in order to teach and train them on the use of LUMAT tool. Furthermore discussion on the possibilities, responsibilities and tasks related to the implementation of integrated environmental management in the FUA will take place during the workshops.

This document was created on the basis of a pilot workshop which was organized in Turin in which the Interactive Visualization Tool (InViTo) was tested as a **tool for the involvement of citizens** as well as a best practice workshop held in Leipzig which introduced the LUMATO 1.0 Tool to stakeholders. Local workshops will be organized by LUMAT partners according to this common format.

A.1 Overview of the LUMAT Workshop Tools

In the LUMAT partners regions, there is currently a limited set of data and tools for the sustainable management of soil and land in functional urban areas. In this context, the LUMAT project requires the development of further methods and tools through the collaborative efforts of the partner consortium (D.T2.1.1 - Draft transnational concept of action plans). The two LUMAT tools are:

- the Interactive Visualization Tool (InViTo) - PP4
- the LUMAT Tool (LUMATO) - PP3

The tools are intended to improve citizens involvement in FUA-wide integrated environmental management of land resources. The management of land aims for the prevention of undesired urban sprawl and land degradation as well as unsustainable land consumption.

A.1.1 The InViTo Tool

The developed SDSS calibration model and Interactive Visualization Tool (InViTo) produces sensitivity maps for an entire FUA in order to help visualize planning scenarios which propose redevelopment schemes for land management. Public decisions on land use planning can benefit from the application of such a SDSS because it can reduce the decision time needed and increase the accuracy and awareness of the individual decision makers for local conditions. The SDSS also enable a better involvement of both citizens and stakeholders of the area.

A.1.2 The LUMATO Tool

The developed tool for improved environmental management in the context of compensation measures was developed under work package 2 by the Saxon State Office for Environment, Agriculture and Geology. It shall assist users in the steering of soil and land management decisions in Functional Urban Areas. The goal is to bring about the sustainable use of these resources through the interdisciplinary observation, mapping and evaluation of “threats” to the provisioning function of ecosystem services. For example, the identified LUMAT common threats in the project currently include brownfields, soil sealing, areas of soil contamination and flood hazard land. Mapping of threats in the LUMAT pilot regions shall also happen within LUMAT. This must take into consideration the local information technology systems and software of the future tool users. The tool establishes a common base for data homogeneity within and among FUAs to



ensure the comparable evaluation of threats. This will potentially enable the application of LUMAT goals for making more liveable places and developing sustainable development strategies on the Central European wide scale.

A.2 List of Documents for Running a Local Workshop

Documents for running a local workshop are:

- Local workshop guidelines (this document);
- Toolbox information and tool files for editing (LUMAT-workshopToolbox_InViTo.zip or “LUMAT-workshopToolbox_LUMATO.zip), these must be tested before the event
- Elaborated data to be input in LUMAT tools
- Brochures, posters and informative materials about the overall LUMAT project, integrated environmental management structures for FUAs and the country specific case study.
- “Post Workshop Survey” template (to be completed by workshop participants)
- Promotion materials (as have been provided by the LUMAT lead partner)



The documents and instruments required to run a LUMAT local workshop are available on:

- Forum on the digital platform: <https://www.lumatproject.eu/forum-index/>
- LUMAT-project-info_InViTo.zip” or “LUMAT-project-info_LUMATO.zip”
- For the InViTo tutorial, available at <http://www.urbantoolbox.it/documentation/getting-started/>



B. STRUCTURE OF THE LOCAL WORKSHOP

B.1 Tool Selection

Local workshops are intended as a planning session in which local stakeholders are given the opportunity to interact with the LUMAT tools in order to obtain a shared planning strategy for their pilot areas. Workshop activities are to take place before, during and after the workshop. The common LUMAT workshop structure follows the same steps and includes two options depending on the chosen tool:

- Interactive Visualization Tool (InViTo)
- LUMATO





B.2 Organisation and Timing of the Workshop

The three steps for workshop preparation, implementation and evaluation are:

1. Workshop Preparation

4 weeks before the workshop

- Chose a LUMAT tool for use during the workshop
- Organize and elaborate on FUA wide spatial data, FUA threats and case studies. If possible the information should come directly from the partners and stakeholders
- Select the participants to receive an invitation and contact them asking for their participation. Analyse what their requirements in respect to LUMAT are. Arrange for a date and location. Send information on LUMAT goals and tools (“LUMAT-project-info_InViTo.zip” or “LUMAT-project-info_LUMATO.zip” depending on chosen tool)
- Reserve a venue as soon as possible

1 week before the workshop

- physical / virtual preparation meeting with participants for:
 - provide background information on LUMAT and specific workshop goals
 - introduce the case study
 - distribute LUMAT training materials (D.T1.4.1) and chosen LUMAT tool and related tutorial
- Finish preparing spatial data to be input in LUMAT tools
- Secure all workshop materials (handout information, project poster, presentations, etc.)

2. Workshop Implementation

During the workshop

- Provide an overview of the LUMAT project concepts
- Present local project/data as uploaded in InViTo/LUMATO
- Explain and use of the chosen tool
- Enhance the discussion:
 - Plan for time to hold an open discussion with participants
 - Discuss how the tool maps can be useful or improved for developing new ideas
 - Ask questions to gather feedback
- Conclude the discussion to reach a shared scenario/vision
- Distribute the LUMAT “Satisfaction Survey” (according to the format provided)

3. Workshop Evaluation

Up to 2 weeks after the workshop

- Assess and document the outcomes of workshop and post-workshop survey



- Write guidelines for policy-making/ FUA strategies using the feedback gathered

This is a guideline based on earlier experiences and following tests within the Pilot Workshop, which was held in Turin on the 30th October 2017. It should be considered as a protocol to be followed as strictly as possible. However, due to the large variety of local contexts in LUMAT, each partner is allowed to make adaptations to it where necessary. It is very important that each adaptation or change is reported to PP4 in order to keep track of different needs.

Table 1. Time schedule for activities before and after the workshop event

Preliminary activities -----				Event	----- Post-workshop activities	
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	
Gathering and elaboration of spatial data relative to the case study area (see section B.3.1)			Preparation of local workshop (see section B.3.4)	Assessing the outcomes of workshop and post-workshop survey (see section B.5)	Writing the guidelines for policy-making/ FUA strategies (see section B.5)	
Selection of participants and invitation (see section B.3.2)	Physical or virtual pre-meeting (see section B.3.4)	Further spatial data gathering from participants (see section B.3.4)	Send the workshop material to participants by e-mail (see section B.3.4)			
Choose place and date for the workshop (see section B.3.3)						

B.3 Workshop Preparation

B.3.1 Data Gathering and Elaboration

Project partners have to confirm the boundaries of their FUA and pilot action areas. The case study will consist in the application of LUMAT tools for an integrated environmental management of each FUA. Each LUMAT partner should organize spatial data on the case study as soon as possible. This entails preparing maps which are easily understandable and relatable to the audience members. These maps will be presented and elaborated on during the workshop in a LUMAT tool. For data gathering, please refer to institutional sources which are responsible for creating and publishing of relevant GIS information to ecosystem service threats. For inputting data into a LUMAT tool, please refer to the respective tutorial.

B.3.2 Selection of Participants

Each LUMAT partner has to invite stakeholders from the FUA to join the workshop since the LUMAT project is explicitly focused on the implementation of pilot actions and investments in FUAs. The participants should be selected who are interested in receiving more knowledge about the effectiveness of LUMAT tools.

In-between 10 to 20 people who are evenly distributed among the relevant planning disciplines should be involved in the workshop. It is strongly advised that the group consists of different target audiences (see table 1 on target groups - Full Application Form, D.2 Target groups, page 68; and annex IV of the



application manual) with particular focus given to involving local actors who deal with planning and decision making.

Table 2. Description of target groups

Target groups	Description of target groups - see examples in annex IV of the application manual
Local public authority	Representatives of municipalities and inter-municipal organisations in the selected FUA responsible for economic environmental and spatial development.
Regional public authority	Representatives of regional councils or planning bodies where the project functional urban areas are located and of other regions of similar problems.
Sectoral agency	Environment Agencies, Agriculture Agencies, Local Development Agencies.
Higher education and research	Representatives of urban planning and environmental protection departments in universities
Infrastructure and (public) service provider	Departments for traffic networks in FUA including bicycle and walking routes, waterways. Service providers from urban and landscape architecture.
SME	Local farmers, land owners, construction companies, local food co-operatives, leisure and tourism service provider.
Business support organisation	Chamber of Commerce and Agriculture, Technological and Industrial Parks, Revitalization Clusters.
General public	Inhabitants of functional urban areas, local community associations, future users of new peri-urban (green infrastructures).

Note: If you think that your team cannot comply with these recommendations, please contact PP4 as soon as possible with an alternative solution that approaches the advice as close as possible.

B.3.3 Reserve a Venue

In order to run the workshop, firstly a place and a date need to be set and communicated to workshop participants. Please make sure to arrange a venue which will be suitable for holding the workshop. This means that the proper technical equipment be provided for (presentation wall or canvas, adequate electricity outlets, access to Wi-Fi if required, and similar situations. Make sure the participants are informed about the best access routes to the venue where required.

Note: If the workshop will be run with InViTo, check the availability of Wi-Fi in the room.

B.3.4 Preparation Meeting and Introducing LUMAT to Workshop Participants

Each LUMAT partner should arrange and maintain contact with the selected workshop audience members before the workshop takes place. Informative material on the chosen tool, project specific material including general information on the LUMAT project and an explanation of the workshop should be sent to the participants (for example by e-mail). The LUMAT partners must also produce explanatory document(s) for illustrating the situation and LUMAT goals in their national languages and the risks and opportunities present in the FUA.

Note: When contacting participants, it is really important to ask for their contribution to the construction of data sets. These additional data will contribute to enhance the discussion during the workshop and to re-formulate project scenarios.



LUMAT partners, as workshop organizers, have to prepare the presentations and the questions to be asked to participants for enhancing the discussion and to achieve a pre-defined objective (for more details see Chapter B.4.2).

B.4 Workshop for Stakeholder Involvement

B.4.1 Proposed Agenda Structure

The workshop will be half a day long and can be organized as suggested in the following agenda:

- 30 minutes: Activity 1 - Presentation of LUMAT project concepts
- 30 minutes: Activity 2 - Presentation of FUA as uploaded in InViTo/LUMATO
- 45 minutes: Activity 3 - Explaining the use of the tool
- 15 minutes: Activity 4 - Let participants play with the tool
- 30 minutes *Coffee break*
- 60 minutes: Activity 5 - Use of the tool
- 20 minutes: Activity 6 - Developing strategies and conclusions
- 10 minutes: Activity 7 - Filling the satisfaction survey

B.4.2 Enhance the Discussion

Objective of InViTo and/or LUMATO workshops is the involvement of stakeholders in planning decisions. The organizers and participants need to be made aware that the workshop is organized in a free environment in which they can experiment with FUAs and learn how this professional language and shared database can (or cannot) help them in their daily planning work. The main goal of the Local Workshop is to reflect on the usability of the instrument when engaging in inter-municipal planning.

The production and use of a common database must be seen as a collective learning process, in which all participants should be involved. FUAs evaluation should directly relate to both risks and opportunities related to the pilot area. The aim of the workshop is to stimulate vision and policy design processes through the use of a common database.

It is important that participants have the opportunity to openly discuss the threats and opportunities in the FUA area. Local workshops will address the existing planning process used in the region as defined by the pilot actions of each LUMAT partner.

By the end of the workshop, participants can agree upon one or more desirable interventions. The goal is to let the end users use the tools in order to let them produce evidence based reasoning on planning questions. Also the long term use of the tool should be aimed for as well, with it becoming an effective method for making integrated decisions for improved ecosystem services. The participants shall be allowed to actively and effectively interact with the tool.

Workshop organizers can use the following questions to enhance the discussion and stimulate feedbacks regarding the tool:

- Is it the representation suitable for illustrating the case study?
- Is the representation easily understandable?
- Are the represented data sufficient for understanding the case study?



- Are there any missing data?
- Did the tool deepen the participant's knowledge?
- Did the tool strengthen or change a pre-existing idea or opinion?

B.4.3 Satisfaction survey

At the conclusion of the workshop, participants will be asked to complete the following satisfaction survey for the workshop and the usability of proposed tools.



Post Workshop Survey

Location:

Date:

Event:

Dear Participant

We would like to thank you for your participation to the meeting.

The organizing committee would like to invite you to take a moment to complete our evaluation feedback. Your feedback will enable us to improve our conferences and better meet your needs.

This evaluation will take no more than 3 minutes of your time.

Thanks for your collaboration.

The LUMAT Communication Manager

1. Personal info

1.1 Gender:

- Male
- Female

1.2 Please select your age group:

- 20-35
- 36-50
- 51-65
- 66 and over

1.3 Please select your role:

- Local Public Authority
- Regional Public Authority
- Sectoral agency
- Higher education and research
- Infrastructure and (public) service provider
- SME
- Business support organization
- General public
- Other (please specify): _____

2. Feedback about the event

2.1 Please indicate your overall satisfaction with this conference/seminar:

- Very Satisfied
- Somewhat Satisfied
- Neither satisfied nor dissatisfied
- Somewhat Dissatisfied
- Very Dissatisfied

2.2 What was MOST VALUABLE about the conference?



2.3 What was LEAST VALUABLE about the conference?

2.4 How would you rate the following items?

- Relevance of conference contents
 - Excellent Very good Good Fair Poor N/A
- Providing a forum for exchange of information with organizers and other participants
 - Excellent Very good Good Fair Poor N/A
- Quality of presentations
 - Excellent Very good Good Fair Poor N/A
- Information available online
 - Excellent Very good Good Fair Poor N/A
- Degree of openness and possibility to interact during the event
 - Excellent Very good Good Fair Poor N/A
- Conference venue/facilities
 - Excellent Very good Good Fair Poor N/A

Is there anything else you would like to share with us?

3. How would you rate LUMAT tool (InViTo/LUMATO)?

3.1 How would you rate the usability of the tool?

- Cleanness and readability of data:
 - Excellent Very good Good Fair Poor N/A
- Cleanness and readability of produced maps:
 - Excellent Very good Good Fair Poor N/A
- Level of utility of the tool on data sharing at inter-municipality level:
 - Excellent Very good Good Fair Poor N/A
- Level of utility of information visualized through the tool:
 - Excellent Very good Good Fair Poor N/A
- Level of utility of the tool on supporting the discussion and collective reasoning:
 - Excellent Very good Good Fair Poor N/A

3.2 Do you think that the tool could be used in decisional processes at inter-municipality level? Yes No
Why? _____

Other comments:

Thank you for your feedback!



B.5 Workshop Evaluation

B.5.1 Assessing the Outcomes of Workshop and Survey

Each LUMAT partner has to gather all of the materials produced during the workshop for developing a shared planning strategy in the FUA. This includes drawings, discussion transcripts, even the filters and weighting setting in the InViTo and LUMATO tools. This material will be essential for writing the report about the local workshop (following the LUMAT project template) and the action plans for integrated environmental management in FUAs. Statistics and charts should be produced on the basis of surveys compiled by workshop participants, also using the LUMAT project template file.



C. EXAMPLES FROM PILOT WORKSHOP IN TURIN



