

Collaborative Platform Moderator Manual

Version : 2023A



REGIONE AUTONOMA DE SARDIGNA
REGIONE AUTONOMA DELLA SARDEGNA



Sustainable MED Cities

Sustainable MED Cities - Integrated Tools and Methodologies for Sustainable Mediterranean Cities, is a capitalization project whose main objective is to enhance the capacity of public administration in delivering, implementing and monitoring efficient measures, plans and strategies to improve the sustainability of cities, neighbourhoods and buildings.

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Content of the Booklet

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**The SMC
Collaborative
Platform**

Introduction

Stakeholder participation is a key element in all decision-making processes. It provides private individuals, as well as groups and institutions the opportunity to inform, influence, monitor and evaluate public decisions, processes, and actions. Moreover, it enables the effectiveness of public decisions and encourages transparency, responsibility, accountability, participation, and responsiveness to the needs of the people.

The following document is the user manual for the Sustainable MED Cities Collaborative Platform. An open-source digital tool that seeks to involve all stakeholders in each of the seven key phases of the decision-making process in order to fulfill the sustainability goals as efficiently as possible.

What is a Collaborative Platform?

A collaborative platform is an online digital tool to involve different types of stakeholders in every process where decisions need to be made. It serves governments, social groups, and other institutions to involve different types of stakeholders in all types and stages of participative processes. They are useful for:

- Community and stakeholder engagement.
- Deliberation and collective decision-making.
- Public communication.
- Monitoring and supervision of projects.



Platform Features

The Sustainable MED Cities Collaborative Platform is the open-source on-line tool to engage with stakeholders in every phase of the decision-making process. It is powered by Adhocracy+, a non-profit association that has been developing concepts and software for digital democracy as a non-profit association since 2009 with the aim to contribute to a modern, transparent, and democratic culture.

The different functionalities of the platform are:



Brainstorming

A space where participants can submit their own ideas and discuss the ideas of others.



Spatial Brainstorming

Participants are able to submit their own ideas and locate them on a map. They can also discuss the ideas of others.



Idea Challenge

In a first phase, participants can submit their own ideas and discuss the ideas of others. In a second phase, the ideas can be rated (pro/contra).



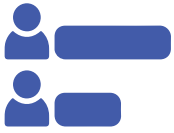
Spatial Idea Challenge

In a first phase, participants can submit their own ideas and discuss the ideas of others. In a second phase, the ideas can be rated (pro/contra).



Text Review

Participants can discuss the paragraphs of a text that has been added beforehand.



Poll

Participants can answer open and multiple-choice questions and comment on the poll.



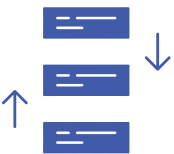
Participatory Budgeting

Participants can submit their own suggestions, mark them on a map, and add a budget. The ideas of others can be discussed and rated (pro/contra).



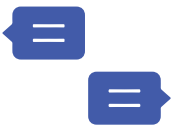
Interactive Event

The participants of an event can ask their questions online. Other participants can support the question. You as the moderator can sort the questions by support or affiliation.



Prioritization

Participants can discuss and rate (pro/contra) previously added ideas and topics. Participants cannot add ideas or topics.



Debate

The participants can lead structured discussions. The contributions can be marked as suggestions, comments, or questions.

How to use the platform

At the present, three projects have been set up on the Sustainable MED Cities Collaborative platform, one for each partner city implementing the SMC decision-making methodology. Each partner city has to manage autonomously the participative process throughout the implementation of the 7 phases included in the SMC decision-making methodology. To do this each city has, as a first thing, to designate a moderator.

Different roles inside the platform:

-Administrator: The administrator has control over the whole collaborative platform as well as the ongoing projects on it. Can create and edit projects and participation tasks and is the one capable of designating moderators.

-Moderator: A moderator user profile can create and edit participation tasks in the specific city project page with previous authorization from the administrator.

-User: Different stakeholders that will take part in the participation tasks available.

Being a moderator

- What is a moderator and what can the moderator do on the platform?

A moderator is a member of the SMC team responsible for enabling the participation activities in the collaborative platform for each phase of the decision-making process.

The platform allows moderators to add modules and publish them on the city project page as well as see and download the results of each participation activity carried out.

To do this, the designated moderator from the SMC team will have to send an email to **SMC@iisbeitalia.org** with the contact information (Full name and email) in order to be assigned as a moderator in the platform. Then, the moderator will have to create an account with Adhocracy+.

Getting Started

1. Open the link of the platform on Google Chrome:

https://adhocracy.plus/sustainable_med_cities/



2. Create an account with Adhocracy+:

Click on the Login/Register button in the top right corner of the platform to go to the registration form.



3. Fill in the Registration form:

In the registration form, you will be asked to enter your e-mail, create a username and set a password. Make sure to complete all the authentication steps before clicking on Register.

Register

Already have an account? Then please [login](#).

E-mail*

example@smc.com

Username*

Your username will appear publicly next to your posts.

Example.SMC2023

Password*

Password (again)*

I confirm that I have read and accepted the [terms of use](#) and the [data protection policy](#). *

I would like to receive further information

Projects you are following can send you additional information via email.

I am not a robot*

If you are having difficulty please contact us by [email](#).

> Text mode

25 - 4

21 24 3 4 10

With your account on [adhocracy+](#), you can take part in every public participation project on this platform. This platform allows organisations initiatives to conduct digital participation projects.

If you have any questions regarding the data protection on this platform you can find [further information here](#).

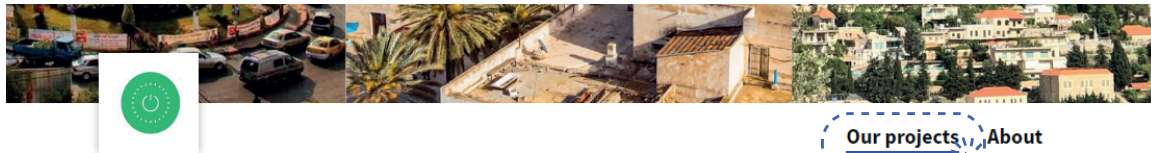


After registering you will have to verify your account by going to your email inbox and confirming your registration on the platform.

The Sustainable MED Cities Homepage

The homepage of the Sustainable MED Cities collaborative platform is where the general information of the project is found in addition to the active projects. The project library contains the project page for each one of the municipalities.

In the **Our projects** tab users can select access to the respective city project page to participate in the active collaboration activities set up by the municipality.






Sustainable MED Cities [↗](#)

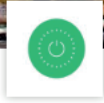
Welcome to the participative platform for the Sustainable MED Cities project!

Your opinion is important, here you will be able to follow phase by phase the decision-making process and participate in the development of your city. You will be able to submit your feedbacks, comment on proposals as well as share your own ideas, vote in public consultations and, open debates to share your opinion with other people. To take part select your city in the project library down below.

Participate now!

 <p>Sustainable MED Cities Moukhtara Welcome to the participation platform for the city of Moukhtara</p> <hr/> <p>🕒 16 days remaining JOIN IN</p>	 <p>Sustainable MED Cities Sousse Welcome to the participation platform for the city of Sousse</p> <hr/> <p>🕒 16 days remaining JOIN IN</p>
 <p>Sustainable MED Cities Irbid Welcome to the participation platform for the city of Irbid</p> <hr/> <p>🕒 Participation: from 30.04.2023</p>	

On the other hand, in the **About** tab, users can read more detailed information about the project's objective, aims, benefits and the expected results as well as the different partners involved.



Our projects **About**



Information

Sustainable MED Cities

In the Mediterranean region, two thirds of the population live in urban areas. By 2050, the United Nations Human Settlements Programme predicts that the urban population will grow to around 170 million in the countries on the northern shore and to over 300 million to the south and east. This fact generates serious challenges: growing number of slums, inadequate infrastructures and services (waste collection, potable water, mobility, health threats).

Cities play a major role in tackling these challenges. That is why a new sustainable approach to spatial planning and management in Mediterranean cities, offering longer-term sustainable solution, is needed. Combining the capitalisation of the Interreg MED project "CESBA MED: Sustainable Cities" with the ENI CBC MED project "GreenBuilding".

Sustainable MED Cities will provide Mediterranean municipalities with a system of innovative tools and methodologies to develop effective policies, strategies and action plans in relation to the Mediterranean Strategy for Sustainable Development 2016-2025. The project will also deliver innovative capacity-building programmes for Mediterranean cities to step up their capacity to drive the urban regeneration.

Objective:

To enhance the capacity of public administration in delivering, implementing and monitoring efficient measures, plans and strategies to improve the sustainability of cities, neighbourhoods and buildings with focus on energy efficiency and the promotion of participatory processes.

adh

The City Project Page

Select the city project on the homepage of the SMC Collaborative Platform by clicking in **Join In**. It will open the project page for the selected municipality.

Sustainable MED Cities Sousse
Welcome to the participation platform for the city of Sousse

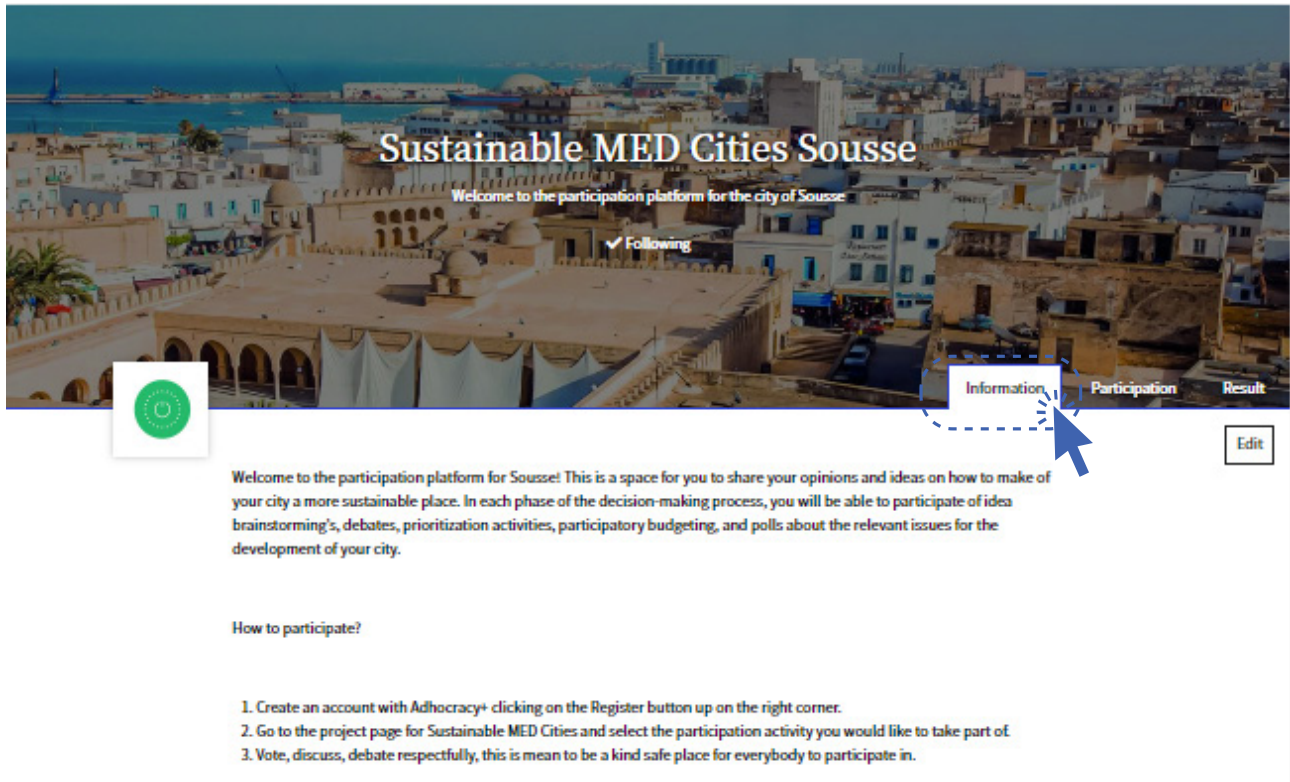
🕒 190 days remaining

JOIN IN

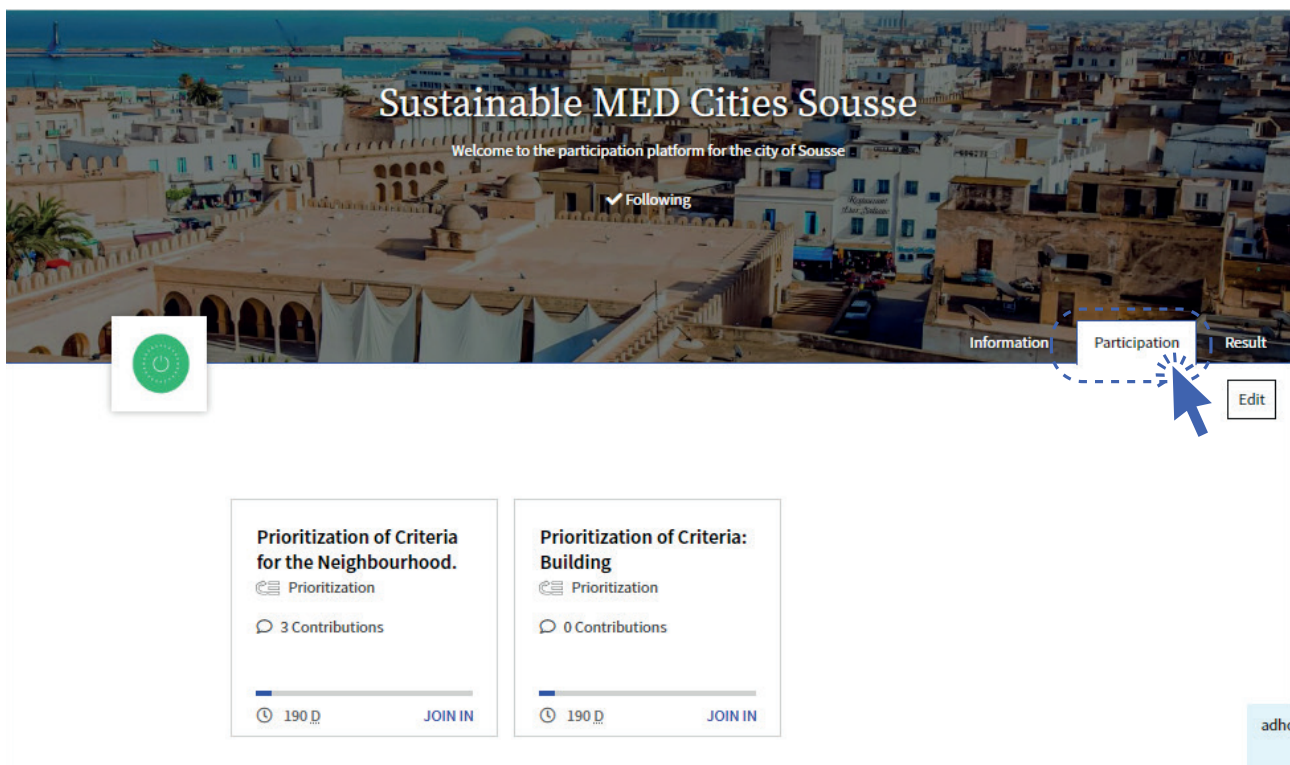


In the City Project Page, you will find three different sections, **Information, Participation and Results**.

In the **Information** section, users will find a short description of the objective and participation tools of the platform as well as how to participate in the present participation tasks.



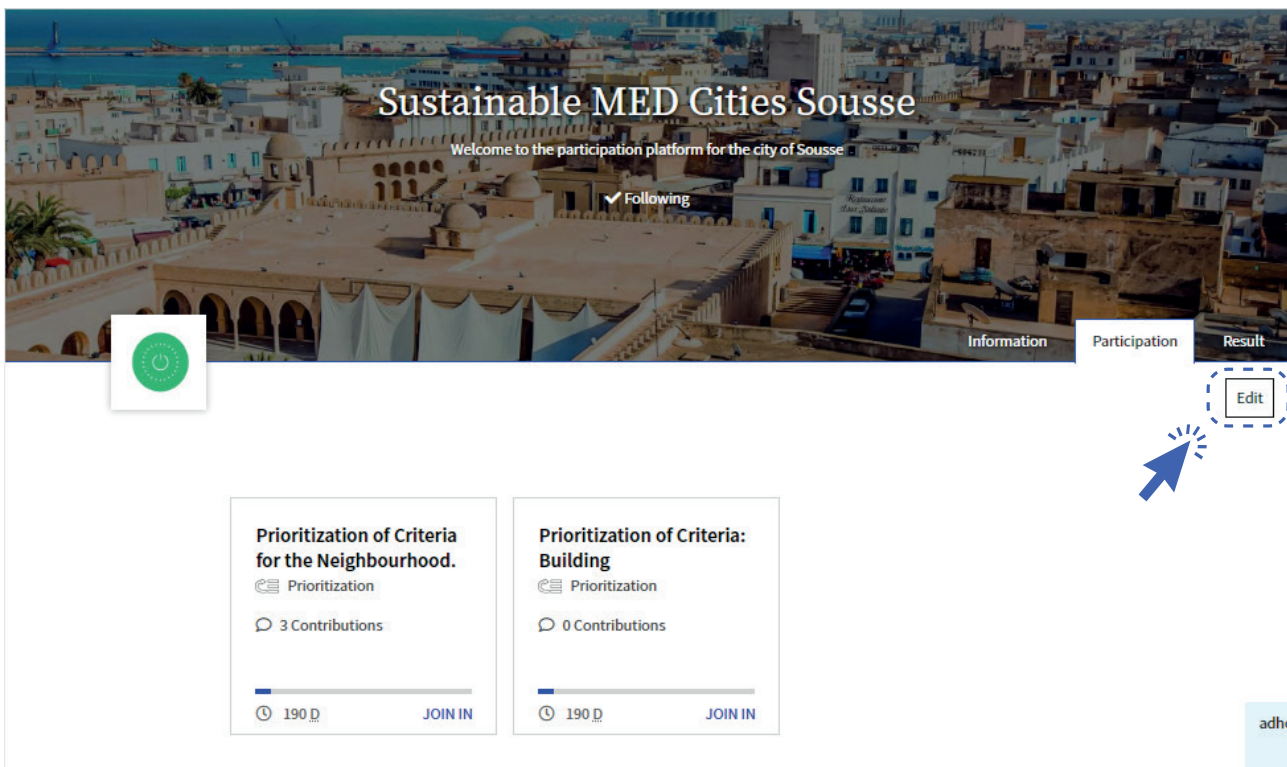
In the **Participation** section users will find all the participation tasks available to take part in. To engage in the activities just click on the Join In button in the task of your interest and follow the instructions.



And finally, in the **Results** section administrators and moderators of the collaborative platform will be able to see an overview of the obtained results for each participation task.



As a moderator, you will be able to create new participation tasks as well as edit existing ones by clicking on the **Edit** button on the right part under the Results section.



In the city project page, go to the edit section. It will open a general menu to set up the page.

Edit page general settings

Edit basic settings

Title of your project*
This title will appear on the teaser card and on top of the project detail page. It should be max. 120 characters long

Sustainable MED Cities Irbid

Header image
The image will be shown as a decorative background image. It must be min. 1500 pixel wide and 500 pixel tall. Allowed file formats are png, jpeg, gif. The file size should be max. 5 MB.

Irbid_Header.jpg

Your image will be uploaded/removed once you save your changes at the end of this page.

Header image copyright
Copyright shown in the Header image.

Tile image
The image will be shown in the project tile. It must be min. 500 pixel wide and 300 pixel tall. Allowed file formats are png, jpeg, gif. The file size should be max. 5 MB.

Select a picture from your local folder.

Edit page general settings

Basic settings, Title and description of the project. Graphical identity, Tile and header pictures are uploaded.

In the basic settings page it is possible to manage the accessibility to the project. Throughout the participation moments it is possible to change the settings of the page to public, semi-public or private depending on the objective of each phase based on the type of participants that each phase is expected to have. You can modify this setting anytime.

Copyright shown in the Tile image.

Short description of your project*
This short description will appear on the header of the project and in the teaser. It should briefly state the goal of the project in max. 250 chars.

Welcome to the participation platform for the city of Irbid

Access to the project*

- All users can see project tile and content and can participate (public).
- All users can see project tile and content, only invited users can participate (semi-public).
- Only invited users can see project tile and content and can participate (private).

Save

Information: Short description of the goals of the project and how to participate.

Result: Short description of the expected results of the project.

Offline events: Information of possible events outside the collaborative platform.

Moderators: Add or remove moderators to the project.

How to add a new module to the project?

Under the edit page general settings there is the **Add Module** tab, click on it to create a new participation task.

← ALL PROJECTS

Sustainable MED Cities Irbid ^

- Basic settings
- Information
- Result
- Offline Events
- Moderators
- Add Module**

Edit basic settings

Title of your project*
This title will appear on the teaser card and on top of the project detail page. It should be max. 120 characters long

Sustainable MED Cities Irbid

Header image
The image will be shown as a decorative background image. It must be min. 1500 pixel wide and 500 pixel tall. Allowed file formats are png, jpeg, gif. The file size should be max. 5 MB.

Irbid_Header.jpg











Your image will be uploaded/removed once you save your changes at the end of this page.

Header image copyright
Copyright shown in the Header image.

Tile image
The image will be shown in the project tile. It must be min. 500 pixel wide and 300 pixel tall. Allowed file formats are png, jpeg, gif. The file size should be max. 5 MB.

Select a picture from your local folder.

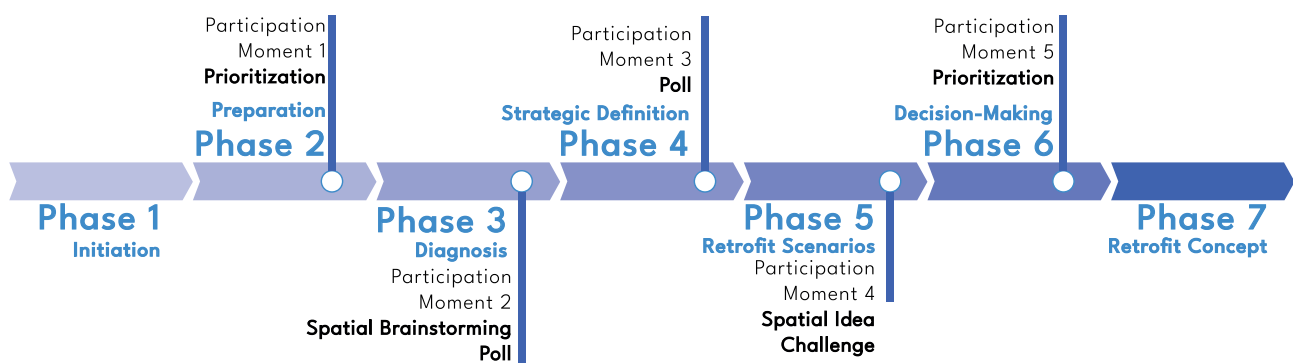
It will display the list of all the different participation modules available. After selecting the specific task, you would like to carry on with, click on **Add Module** to add it to the project.

	Brainstorming Participants can submit their own ideas and discuss the ideas of others. ADD MODULE		Poll Participants can answer open and multiple choice questions and comment on the poll. ADD MODULE
	Spatial Brainstorming Participants can submit their own ideas and locate them on a map. They can also discuss the ideas of others. ADD MODULE		Participatory budgeting Participants can submit their own suggestions, mark them on a map, and add a budget. The ideas of others can be discussed and rated (pro/contra). ADD MODULE
	Idea Challenge In a first phase, participants can submit their own ideas and discuss the ideas of others. In a second phase, the ideas can be rated (pro/contra). ADD MODULE		Interactive Event The participants of an event can ask their questions online. Other participants can support the question. You as the moderator can sort the questions by support or affiliation. ADD MODULE
	Spatial Idea Challenge In a first phase, participants can submit their own ideas, mark them on a map, and discuss the ideas of others. In a second phase, the ideas can be rated (pro/contra). ADD MODULE		Prioritization Participants can discuss and rate (pro/contra) previously added ideas and topics. Participants cannot add ideas or topics. ADD MODULE
	Text Review Participants can discuss the paragraphs of a text that you added beforehand. ADD MODULE		Debate Participants can discuss posted topics or questions. To do this, the participants comment on posted topics / questions as well as on contributions from other users. ADD MODULE

The SMC Collaborative Platform and the decision-making process

In the following section, we will go through each of the seven phases of the decision-making process stressing what type of participatory task should be developed in order to involve the different stakeholders in the most efficient way possible and achieve each phase's objective. Moreover, an explanation of how to create and edit each type of participatory task step by step as a moderator to finally publish it will be given.

Timeline of the participation moments:



Participation moment # 1 Prioritization of categories

Phase 2: Preparation

The first task on this phase consists in the contextualisation of the SBTool and SNTTool generic frameworks (transnational version) to the local conditions and priorities.

In this first participation moment it is recommended to carry out the selection of criteria and the weight assignment through a participatory approach, involving the key stakeholders identified in phase 1.

Task: Prioritization

What type of stakeholders to involve?

- The SMC team
- Municipality's departments and other local authorities (e.g., Building Control, Health & Safety, Green Areas, Mobility Management, Urban Planning).
- Experts (e.g., urban planners, energy managers, landscape designers, etc.)

In this phase it is recommended to set the platform in the semi-public option in order for people to see the task but only the selected stakeholders can participate

How to create a prioritization task in the sustainable MED Cities Collaborative Platform?

1. In the **Edit** section of the City Project Page, add a new module:
2. Select the option called **Prioritization**.



It will open a new menu to set up the participation task.

3. Fill the different sections as follows:

Basic Information

Edit basic module information

Title of the module*
This title will appear in the timeline and the header of the module and project detail pages. It should be max. 512 characters long

Prioritization of Criteria for the Neighbourhood.

Short description of the module*
This short description will appear on the header of the module and project detail pages. It should briefly state the goal of the module in max. 512 chars.

The preparation phase is the beginning of the urban and building retrofitting concepts development. The preparation phase will provide the necessary information to create a sufficient working basis for the next phases. During this phase, the contextualization of the assessment tools will be carried out.

Save

Phases

Edit phases information

Prioritize phase

Name*

Prioritization of Criteria

Description*

What topics do you think are more relevant for Sousse?

Rate positively or negatively the criteria in the list taking into account the topics that you consider more important or not for the improvement of the city. You can also share your comments by clicking on each topic.

Start date*

2023-03-10

End date*

2023-09-30

23:59

Categories

Edit categories

In this section, you can create categories. If you create any, each contribution has to be assigned to one of them. This way, content can be classified.

A. Use of land & biodiversity

B. Energy

C. Water

D. Solid waste

E. Environmental quality

F. Transport and mobility

G. Social aspects

H. Economy

I. Climate Change: Mitigation & Adaptation

J. Governance

Topics

Topics

Category: All

Accessibility (Disabled people)

Adaptation to the climatic action: drought

Adaptation to the climatic action: fluvial and coastal flood

Adaptation to the climatic action: heatwaves and

Fill the information in every section:

Basic information: In this section the title and description of the participation task is specified.

Phases: Description of the Decision-Making process phase the participation task belongs to. It is important to set the start and finalisation dates.

Categories: In the Categories section all the SNTool and SBTools Issues were identified in order to classify the feedback of users on the topics (SNTool and SBTool Categories) in a better way.

Topics: Corresponds to the section where all the SNTool and SBTool Categories will be shown. This section contains the information that the users will see in the participation task and will share their opinion about.

4. After all the information has been filled click on **Add to Project**.

Edit basic module information

Title of the module*
This title will appear in the timeline and the header on the module and project detail pages. It should be max. 512 characters long

Prioritization of Criteria for the Neighbourhood.

Short description of the module
This short description will appear on the header of the module and project detail pages. It should briefly state the goal of the module in max. 512 chars.

What topics do you think are more relevant for Irbid?

Rate positively or negatively the criteria in the list taking into account the topics that you consider more important or not for the improvement of the neighbourhood. You can also share your comments by clicking on each topic.

Save

Add to project

Add Module

Participation moment # 2.1 Analysis of the urban area and the building

Phase 3: Diagnosis

The diagnosis phase consists in the evaluation of the current condition and relative level of sustainability of the urban area and buildings using the contextualised versions of SNTTool and SBTool. The aim of the diagnosis phase is to analyse the current state of the buildings and the urban area, trying to identify their strengths and weaknesses.

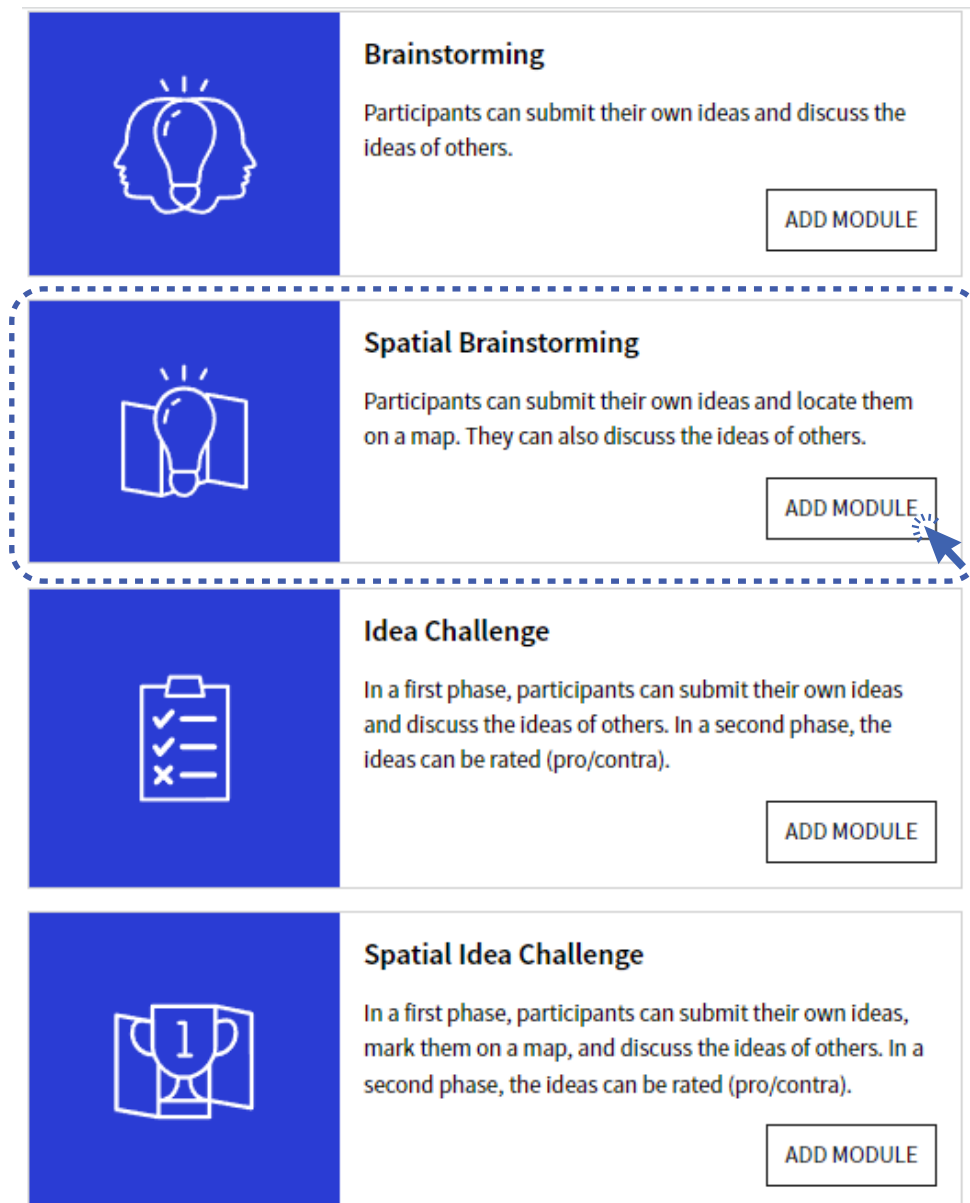
Task: Spatial brainstorming

What type of stakeholders to involve?

- Municipality's departments and other local authorities (e.g., Building Control, Health & Safety, Green Areas, Mobility Management, Urban Planning).
- Experts (e.g., urban planners, energy managers, landscape designers, etc.)
- Utilities and service providers (e.g., energy, water, solid waste, etc.)
- Public Interest Groups (e.g., neighbours, residents' associations, business associations, sports and other local clubs and societies, neighbourhood watch, NGO's, politicians)
- External Parties (e.g., banks, funding agencies)

How to create a Spatial Brainstorming task in the sustainable MED Cities Collaborative Platform?

1. In the **Edit** section of the City Project Page, add a new module:
2. Select the option called **Spatial Brainstorming**.



It will open a new menu to set up the participation task.

3. Fill the different sections as follows:

Basic Information

Phase

← ALL PROJECTS

Edit basic module information

Sustainable MED Cities Irbid

- Basic settings
- Information
- Result
- Offline Events
- Moderators
- Analysis of the current state of the neighbourhood**
- Basic information
- Phases
- Area settings
- Categories
- Labels
- Add to project

Title of the module*
This title will appear in the timeline and the header on the module and project detail pages. It should be max. 512 characters long

Short description of the module
This short description will appear on the header of the module and project detail pages. It should briefly state the goal of the module in max. 512 chars.

Help us analyse the current conditions of the urban area! Give us your feedback on what you think are the strengths and weaknesses of the neighbourhood and locate them on the map!

← ALL PROJECTS

Edit phases information

Sustainable MED Cities Irbid

- Basic settings
- Information
- Result
- Offline Events
- Moderators
- Selection of the best scenario**
- Basic information
- Phases
- Categories
- Labels
- Topics
- Add to project

Prioritize phase

Name*

Description*

The overall goal of this phase is to select the best scenario in terms of energy and cost efficiency as well as the overall sustainability among the ones created in the previous phase.

Start date

End date

SEPTEMBER 2023

mon	tue	wed	thu	fri	sat	sun
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Topics

← ALL PROJECTS

Edit area settings

Sustainable MED Cities Irbid

- Basic settings
- Information
- Result
- Offline Events
- Moderators
- Spatial Brainstorming**
- Basic information
- Phases
- Area settings**
- Categories
- Labels
- Add to project

Polygon*

Please draw an area on the map.

Basic information: In this section the title and description of the participation task is specified.

Phases: Description of the Decision-Making process phase the participation task belongs to. It is important to set the start and finalisation dates.

Area settings: In this section the moderator identifies the boundary of the urban area by using the pentagon or square tool.

4. After all the information has been filled click on **Add to Project**.

← ALL PROJECTS

Sustainable MED Cities Irbid ^

- Basic settings
- Information
- Result
- Offline Events
- Moderators

Spatial Brainstorming ^

- Basic Information
- Phases
- Area settings**
- Categories
- Labels
- Add to project
- Add Module

Edit area settings

Polygon*

Please draw an area on the map.

Save

Participation moment # 2.2 Validation of the sustainability assessment

In this second participatory moment within the phase 3 of the decision-making process, it is important to collect the point of view of people regarding the current situation of the neighbourhood and building in order to make a contrast between the results of the sustainability assessment using the tools and the local's perspective.

Task: Poll

What type of stakeholders to involve?

- Municipality's departments and other local authorities (e.g., Building Control, Health & Safety , Green Areas, Mobility Management, Urban Planning).
- Experts (e.g., urban planners, energy managers, landscape designers, etc.)
- Utilities and service providers (e.g., energy, water, solid waste, etc.)
- Public Interest Groups (e.g., neighbours, residents' associations, business as associations, sports and other local clubs and societies, neighbourhood watch, NGO's, politicians)
- External Parties (e.g., banks, funding agencies)

How to create a Poll task in the sustainable MED Cities Collaborative Platform?

1. In the **Edit** section of the City Project Page, add a new module:
2. Select the option called **Poll**.



It will open a new menu to set up the participation task.

3. Fill the different sections as follows:

Basic information: In this section the title and description of the participation task is specified.

Phases: Description of the Decision-Making process phase the participation task belongs to. It is important to set the start and finalisation dates.

Poll: In this section is where the questions of the poll are created. It allows you to write the question and write the possible answer options. Add as many answers as possible by clicking on **+New answer**.

Basic information

Edit basic module information

Basic settings
Information
Result
Offline Events
Moderators

Phase 3: Validation of the sustainability assessment

Basic Information
Phases
Poll
Add to project

Add Module

Title of the module*
This title will appear in the timeline and the header on the module and project detail pages. It should be max. 512 characters long

Phase 3: Validation of the sustainability assessment

Short description of the module
This short description will appear on the header of the module and project detail pages. It should briefly state the goal of the module in max. 512 chars.

After performing the sustainability assessment using the SNTool, some weaknesses were identified. Participate in the poll to share your opinion on the results based on your level of agreement or disagreement.

Save

Phases

Edit phases information

Basic settings
Information
Result
Offline Events
Moderators

Phase 3: Validation of the sustainability assessment

Basic Information
Phases
Poll
Add to project

Add Module

Voting phase

Name*
Phase 3: Diagnosis

Description*
In this second participatory moment within the phase 3 of the decision-making process, it is important to collect the point of view of people regarding the current situation of the neighbourhood and building in order to make a contrast between the results and the local's perspectives.

Start date
2023-04-30 00:00

End date
2023-05-31 23:59

Save

Poll

Edit poll

Basic settings
Information
Result
Offline Events
Moderators

Phase 3: Validation of the sustainability assessment

Basic Information
Phases
Poll
Add to project

Add Module

Question Id: Q2201

The area of green urban areas per inhabitant is extremely low in the neighbourhood.

Explanation

Answer below if you agree or disagree with the prior statement

Participants can vote for more than one option (multiple choice)

Participants can add their own answer

Answer 1 Id: A8682
I strongly disagree

Answer 2 Id: A8683
I disagree

Answer 3 Id: A8684
My opinion is neutral regarding the statement

Answer 4 Id: A8685
I agree

Answer 5 Id: A8686
I highly agree

+ New answer ✓ Explanation

+ New Question Save

4. After all the information has been filled click on **Add to Project**.

Edit basic module information

Title of the module*
This title will appear in the timeline and the header on the module and project detail pages. It should be max. 512 characters long

Phase 3: Validation of the sustainability assessment

Short description of the module
This short description will appear on the header of the module and project detail pages. It should briefly state the goal of the module in max. 512 chars.

After performing the sustainability assessment using the SNTool, some weaknesses were identified. Participate in the poll to share your opinion on the results based on your level of agreement or disagreement.

Add to project

Add Module

Save

Participation moment # 3 Identification of the main targets for the retrofitting stage

Phase 4 Strategic definition

The main goal of this phase is the definition of the main framework conditions for the later retrofitting design based on the results of the diagnosis phase. The strategic definition therefore serves as pointer for further design phases by setting meaningful targets for the retrofitting project and by identifying the main constraints and restrictions which may limit the retrofitting design. Indeed, this phase allows both to build a shared vision to support Decision-Making and to drive improvement in performance by setting a baseline from which to assess change.

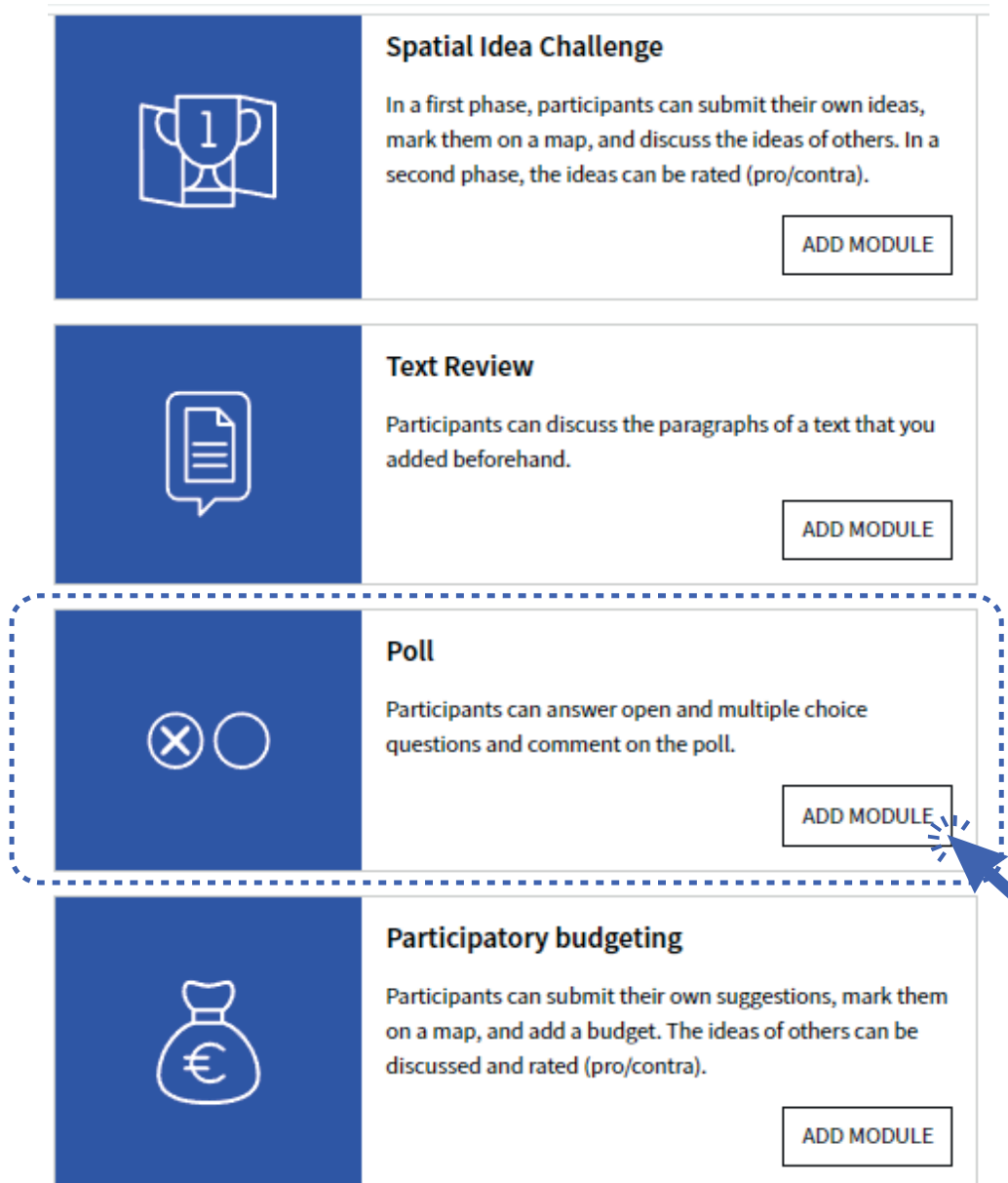
Task Poll

What type of stakeholders to involve?

- The SMC team
- Municipality's departments and other local authorities (e.g., Building Control, Health & Safety, Green Areas, Mobility Management, Urban Planning).
- Experts (e.g., urban planners, energy managers, landscape designers, etc.)

How to create a Poll task in the sustainable MED Cities Collaborative Platform?

1. In the **Edit** section of the City Project Page, add a new module:
2. Select the option called **Poll**.



It will open a new menu to set up the participation task.

3. Fill the different sections as follows:

Basic information: In this section the title and description of the participation task is specified.

Phases: Description of the Decision-Making process phase the participation task belongs to. It is important to set the start and finalisation dates.

Poll: In this section is where the questions of the poll are created. It allows you to write the question and write the possible answer options. Add as many answers as possible by clicking on **+New answer**.

Basic Settings

Edit basic module information

Title of the module*
This title will appear in the timeline and the header on the module and project detail pages. It should be max. 512 characters long

Phase 4: Identification of the main targets for the retrofitting stage

Short description of the module
This short description will appear on the header of the module and project detail pages. It should briefly state the goal of the module in max. 512 chars.

After the diagnosis phase, it is important to establish an expected performance for each one of the categories. Participate in the poll and give each category a target score from 0 being the minimum acceptable performance to 5 being the highest achievable performance.

Add Module **Save**

Phases

Edit phases information

Voting phase

Name*
Phase 4: Strategic Definition

Description*
The strategic definition serves as pointer for further design phases by setting meaningful targets for the retrofitting project and by identifying the main constraints and restrictions which may limit the retrofitting design.

Start date
2023-04-01 00:00

End date
2023-04-30 23:59

Add Module **Save**

Poll

Edit poll

Question Id: Q2204
What do you think target performance for the Green Urban Areas in the neighbourhood should be? Give a

Explanation
Results onf the diagnosis:
Category: Green Urban Areas

Participants can vote for more than one option (multiple choice)
 Participants can add their own answer

Answer 1 Id: A8698
0 - Minimum acceptable performance

Answer 2 Id: A8699
0.5

Answer 3 Id: A8700
1.0

Answer 4 Id: A8701
1.5

Answer 5 Id: A8702
2.0

Answer 6 Id: A8703
2.5

Answer 7 Id: A8704
3.0

Answer 8 Id: A8705
3.5

Answer 9 Id: A8706
4.0

Answer 10 Id: A8707
4.5

Add Module **Save**

The objective of this phase is to ask the stakeholders their opinion on what target score should each category has based on the previous diagnosis results. The target scores are the same score scale used for the Diagnosis score stage. The only difference is that the scale starts from 0 being the minimum acceptable performance.

Target score scale:

0- Minimum acceptable performance

- 1.0
- 1.5
- 2.0
- 2.5
- 3.0
- 3.5
- 4.0
- 4.5

5.0. Maximum acceptable performance

Note: In the Explanation section of the edit page for the poll is where the diagnosis score as well as the weight is shown for each category in order for people to have all the information obtained in the diagnosis phase and assign an appropriate target score.

4. After all the information has been filled click on **Add to Project**.

Edit basic module information

Title of the module*
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Phase 4: Identification of the main targets for the retrofitting stage

Short description of the module
This short description will appear on the header of the module and project detail pages. It should briefly state the goal of the module in max. 512 chars.

After the diagnosis phase, it is important to establish an expected performance for each one of the categories. Participate in the poll and give each category a target score from 0 being the minimum acceptable performance to 5 being the highest achievable performance.

Add to project

Add Module

Save

Participation moment # 4 Development of alternative retrofitting scenarios

Phase 5: Retrofit scenarios

In this phase, the SMC team develops possible alternatives for retrofitting scenarios to be applied to the urban area and the buildings that fulfill the defined sustainability targets in the Strategic Definition phase.

As is often the case, the team might come up with a number of different scenarios, all of which fulfill the sustainability targets.

In this phase, the participation moment is important so that the stakeholders can submit their ideas and help the SMC team structure the different scenarios.

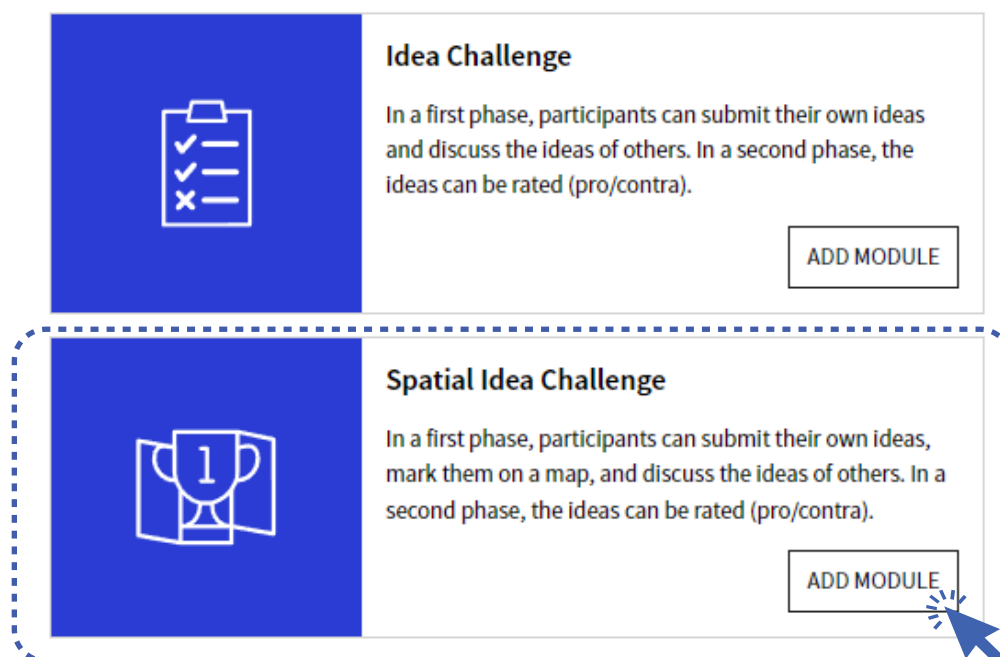
Task: Spatial idea challenge

What type of stakeholders to involve?

- Municipality's departments and other local authorities (e.g., Building Control, Health & Safety, Green Areas, Mobility Management, Urban Planning).
- Experts (e.g., urban planners, energy managers, landscape designers, etc.)
- Utilities and service providers (e.g., energy, water, solid waste, etc.)
- Public Interest Groups (e.g., neighbours, residents' associations, business associations, sports and other local clubs and societies, neighbourhood watch, NGO's, politicians)
- External Parties (e.g., banks, funding agencies)

How to create a Spatial Idea Challenge task in the sustainable MED Cities Collaborative Platform?

1. In the **Edit** section of the City Project Page, add a new module:
2. Select the option called **Spatial idea challenge**.



It will open a new menu to set up the participation task. Fill the different sections as follows.

Basic information: In this section the title and description of the participation task is specified.

Phases: Description of the Decision-Making process phase the participation task belongs to. It is important to set the start and finalisation dates. This type of task is divided into 2 moments. The moment where people submit their ideas and a second moment where users rank them.

Area settings: In this section the moderator identifies the boundary of the urban area by using the pentagon or square tool.

Basic Information

Phase

Area Settings

Edit area settings

Polygon*
Please draw an area on the map.

After all the information has been filled and the area identified click on [Add to Project](#).

← ALL PROJECTS

Edit basic module information

Title of the module*
This title will appear in the timeline and the header on the module and project detail pages. It should be max. 512 characters long

Development of alternative retrofitting scenarios

Short description of the module
This short description will appear on the header of the module and project detail pages. It should briefly state the goal of the module in max. 512 chars.

What solution do you think is better for the development of the urban area? Vote for the scenario that you consider is going to bring a better impact to the neighbourhood or propose a new one.

Save

Add Module

Participation moment # 5 Selection of the best scenario

Phase 6: Decision-making

The overall goal of this phase is to select the best scenario in terms of energy and cost efficiency as well as the overall sustainability among the ones created in the previous phase. This phase is articulated in two main steps represented by the assessment of the scenarios and their ranking process.

Only the scenarios which have reached the sustainability targets can be compared in the Decision-Making phase.

The selected best scenario will then be developed in a retrofitting concept in the next phase. Occupant and user participation becomes critical once more at the Decision-Making stage, where a selection is made from among the scenarios previously generated. In all cases, feedback from occupants and users should be invited at this point, before a final decision is made on the best scenario.

Task: Prioritization

What type of stakeholders to involve?

- Municipality's departments and other local authorities (e.g., Building Control, Health & Safety, Green Areas, Mobility Management, Urban Planning).
- Experts (e.g., urban planners, energy managers, landscape designers, etc.)
- Utilities and service providers (e.g., energy, water, solid waste, etc.)
- Public Interest Groups (e.g., neighbours, residents' associations, business associations, sports and other local clubs and societies, neighbourhood watch, NGO's, politicians)
- External Parties (e.g., banks, funding agencies)

How to create a Prioritization task in the sustainable MED Cities Collaborative Platform?

1. In the **Edit** section of the City Project Page, add a new module:
2. Select the option called **Prioritization**.

The image shows a vertical list of four module options. Each option consists of a blue square icon on the left, a title and description on the right, and an 'ADD MODULE' button at the bottom right. The 'Prioritization' module is highlighted with a dashed blue border, and a blue arrow points to its 'ADD MODULE' button.

	Poll Participants can answer open and multiple choice questions and comment on the poll.	ADD MODULE
	Participatory budgeting Participants can submit their own suggestions, mark them on a map, and add a budget. The ideas of others can be discussed and rated (pro/contra).	ADD MODULE
	Interactive Event The participants of an event can ask their questions online. Other participants can support the question. You as the moderator can sort the questions by support or affiliation.	ADD MODULE
	Prioritization Participants can discuss and rate (pro/contra) previously added ideas and topics. Participants cannot add ideas or topics.	ADD MODULE

It will open a new menu to set up the participation task. Fill the different sections as follows:

Basic information. In this section the title and description of the participation task is specified.

Phases. Description of the Decision-Making process phase the participation task belongs to. It is important to set the start and finalisation dates.

Topics. In this section all scenarios that reach the energy and cost efficiency targets are presented to the public in order to obtain feedback from the stakeholders. Each participant is going to be able to see the final retrofit scenarios, vote and comment their opinions. Moreover, the platform allows for each topic (scenario) to upload pictures and maps in order to better illustrate each solution to the participants.

Basic Information

Phase

Topics

After all the information has been filled and the area identified click on [Add to Project](#).

← ALL PROJECTS

← Sustainable MED Cities Irbid

- Basic settings
- Information
- Result
- Offline Events
- Moderators

← Selection of the best scenario

- Basic Information
- Phases
- Categories
- Labels
- Topics
- Add to project

Edit basic module information

Title of the module*

This title will appear in the timeline and the header on the module and project detail pages. It should be max. 512 characters long

Selection of the best scenario

Short description of the module

This short description will appear on the header of the module and project detail pages. It should briefly state the goal of the module in max. 512 chars.

The selected best scenario will then be developed in a retrofitting concept in the next phase. Occupant and user participation becomes critical once more at the Decision-Making stage, where a selection is made from among the scenarios previously generated. In all cases, feedback from occupants and users should be invited at this point, before a final decision is made on the best scenario.

Save

Add Module

Publishing the project

← ALL PROJECTS

← Sustainable MED Cities Irbid

- Basic settings
- Information
- Result
- Offline Events
- Moderators

← Development of alternative retrofitting scenarios

- Basic information
- Phases
- Area settings
- Categories
- Labels
- Hide from project

Add Module

Edit basic module information

Title of the module*

This title will appear in the timeline and the header on the module and project detail pages. It should be max. 512 characters long

Development of alternative retrofitting scenarios

Short description of the module

This short description will appear on the header of the module and project detail pages. It should briefly state the goal of the module in max. 512 chars.

What solution do you think is better for the development of the urban area? Vote for the scenario that you consider is going to bring a better impact to the neighbourhood or propose a new one.

Save

Publish

Preview

- Create project
- Fill in project details
- Add participation module(s)
- Fill in module details
- Add module(s) to project
- Publish project

After creating and setting up the expected phases and adding the modules click on Publish to make the project public to the selected audience. Otherwise, participants will not be able to see the city project page and the tasks in the collaborative platform.

Visualizing the results

Export

You can export the results of your participation project as an excel file.

here you can export all ideas

here you can export all comments

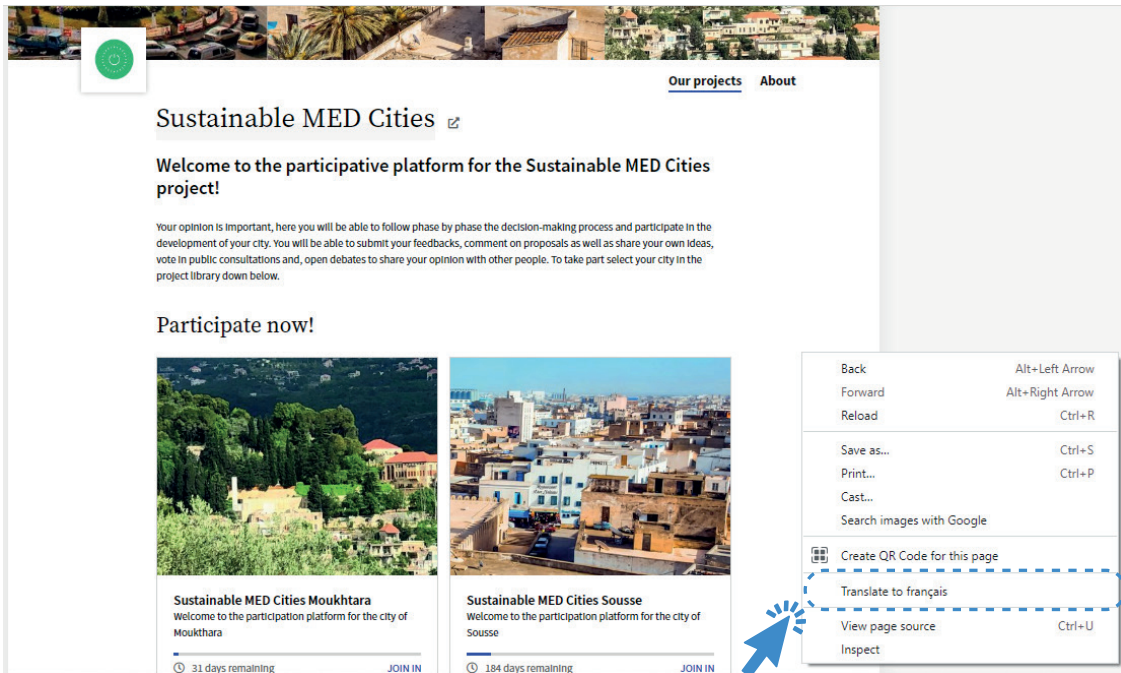
Export Excel

Hide from project

At the end of every participation task it is possible to download the results in order to carry on with the evaluation and analysis of the different outcomes. In the edit section of every task, you will find a tab called Export Excel. In this section it is possible to download an excel file with all ideas and comments of the people who participated.

How to translate the platform

The platform has been designed as default in English. The Adhocracy+ platform allows to change the language to German and Dutch. However, using the translation function of explorers like Google Chrome and Microsoft Edge it is possible to translate the platform to any desired language. Using Google Chrome, you can translate the platform by first [right clicking](#).



A small window on the right corner will appear. Click on the [three dots](#) to choose another language from the list.



It will display the list of any language available for google chrome to translate the platform. Pick the desired language and then click on **Done**.

The screenshot shows the main interface of the 'Villes MED durables' platform. At the top left is a green circular logo with a white power symbol. The main heading is 'Villes MED durables' with a small external link icon. Below it is a sub-heading: 'Bienvenue sur la plateforme participative du projet Sustainable MED Cities !'. A paragraph of text follows, explaining the importance of user feedback and the participatory process. Below this is a section titled 'Participez maintenant !' which contains two project cards. The first card is for 'Villes MED durables Moukhtara' with a '31 jours restants' timer and a 'SE JOINDRE À' button. The second card is for 'Villes MED durables Sousse' with a '184 jours restants' timer and a 'SE JOINDRE À' button. On the right side, a 'Language to translate into' dropdown menu is open, showing a list of languages including Afrikaans, Akan, Albanian, Amharic, Arabic, Armenian, Azerbaijani, Bangla, Basque, Belarusian, Bosnian, Bulgarian, Burmese, Catalan, Cebuano, Central Kurdish, Chinese (Simplified), Chinese (Traditional), Corsican, Croatian, Czech, Danish, Dutch, English, Esperanto, Estonian, Ewe, Filipino, and Finnish. The 'Done' button is highlighted in blue.



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Associated Partners



Mediterranean
Action Plan
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Convention

United Nations Environment
Programme Mediterranean
Action Plan



MedCities Association

