

# Collaborative Platform User Manual

Version : 2023A



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.

This project received funding from the European Union's ENI CBC MED Programme under Grant Contract C\_B.4.3\_0063.

Content of the Booklet:

Editor, Andrea Moro (iiSBE Italia R&D), Elena Bazzan (iiSBE Italia R&D), Paola Borgaro (iiSBE Italia R&D).

Editing and layout: Luis Alonso, Valentina Restrepo Rojas, ESDesigner - iiSBE Italia R&D

All rights reserved.

The document reflects the views of the authors. The ENI CBC MED Programme is not responsible for the use that may be made of the information contained therein.

Published February 2023

# Table of Contents

## The SMC Collaborative Platform

### Getting started

Register

Go to the project page for your city

Participate in the active tasks

### How to participate? Instructions step by step

Participation moment # 1: Prioritization of categories

Participation moment # 2: Analysis of the current state of the building and neighbourhood/ Validation of the sustainability assessment

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

Participation moment #4: Development of the alternative scenarios

Participation moment #5: Selection of the best scenario

# The SMC Collaborative Platform

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 a democratic culture.

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.



# Getting Started

1. Enter the platform

2. Register

3. Go to the page of your city

4. Select the participation task

5. iParticipate!

1. Enter to the collaborative platform,

[https://adhocracy.plus/sustainable\\_med\\_cities/](https://adhocracy.plus/sustainable_med_cities/)



[adhocracy.plus/sustainable\\_med\\_cities/](https://adhocracy.plus/sustainable_med_cities/)

2. Register in Adhocracy+

Click on the Login/Register button in the top right corner of the platform to go to the registration form. After filling the registration form you will have to confirm your email.



## 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](#).

[Register](#)

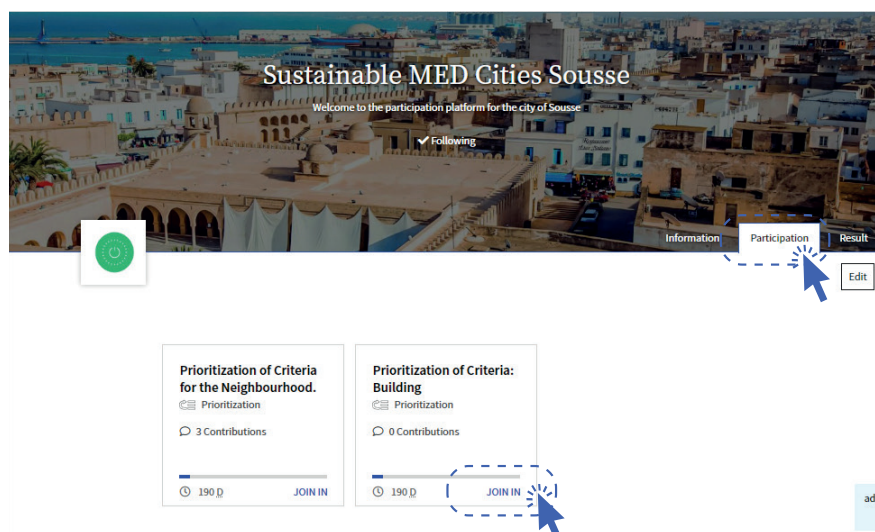
### 3. Go to the project page of your city

In the homepage of the SMC Collaborative Platform select the project active for your city from the **Participate Now!** section by just clicking **Join In**



### 4. Join the active participation tasks

Inside the project page for your city you will find the active participation tasks you can take part in. Click on **Join In** to participate!





# **How to participate**

Instructions step by step

# Participation moment #1 Prioritization of criteria

## Steps:

1. Select the task

2. Select the first category

3. Click on an item from the list

4. Vote according to the level of relevance

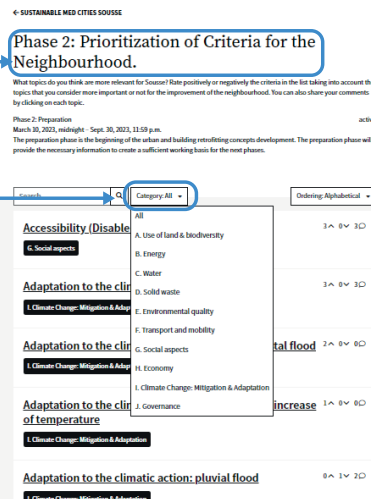
5. Post a comment

6. Go through all categories

7. Make sure to complete the task for building and neighbourhood

1 In the project page of your city go to the task you would like to participate in.

2 Click on Category to explore the list of items by group and rank them in an easier way



3 Select the item from the list that you would like to rank

6 After you have voted and commented, click on GO BACK to return to the list of categories and keep voting.

← GO BACK

## Biodiversity and ecosystems

A. Use of land & biodiversity

What categories do you consider relevant for the integrated and sustainable development of the neighbourhood? Vote **A** if you think this is a relevant topic in order to put it on top of the list of categories or vote **V** if you consider it is not very important as other categories. You can also share your thoughts by writing a comment and posting it.

4 Vote **A** if you think this is a relevant topic in order to put it on top of the list of categories or vote **V** if you consider it is not very important as other categories.

^ 4 v 0

Your comment

0/4000 characters

5 Share your thoughts by leaving a comment.

post

5 Click on Post after you are finished writing your comment



# Participation moment # 2.1 Analysis of the current state of the building and the neighbourhood

## Steps:

1. Select the task

2. Click on "Submit Idea"

3. Write the title and description of your idea

4. Locate your idea on the map

5. Click on "Save" to submit your idea

6. Click on "Go Back" to see all the ideas on the map

**1** In the project page of your city go to the task you would like to participate in.

**2** Click on "Submit Idea" To add a new idea to the map.

**3** Add a title and a description that explain your idea as clear as possible.

**4** Locate your idea on the map by clicking inside the marked area or by typing an address on the space below the map.

**5** Click on "Save" to submit your idea.

**6** After submitting your idea, click on GO BACK to return to the map and see all the submitted ideas.

© SUSTAINABLE WEB CITIES SOURCE

**Phase 3: Analysis of the current state of the urban area.**

What do you think are the strengths and weaknesses of the urban area? Give us your feedback by locating on the map your opinion on the neighbourhood.

Phase 3: Diagnosis  
April 13, 2021, midnight - July 31, 2021, 11:59 p.m.  
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.

active

Submit Idea

GO BACK

Submit a new idea for this project

Phase 3: Analysis of the current state of the urban area.

What do you think are the strengths and weaknesses of the urban area? Give us your feedback by locating on the map your opinion on the neighbourhood.

Title\*

Description\*

Add image  
Visualize your idea. It must be min. 600 pixel wide and 400 pixel tall. Allowed file formats are png, jpeg, gif. The file size should be max. 5 MB.

Select a picture from your local folder.

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

☐ I hereby confirm that the copyrights for this photo are with me or that I have received rights of use from the author. I also confirm that the privacy rights of depicted third persons are not violated.

Where can your idea be located on a map?

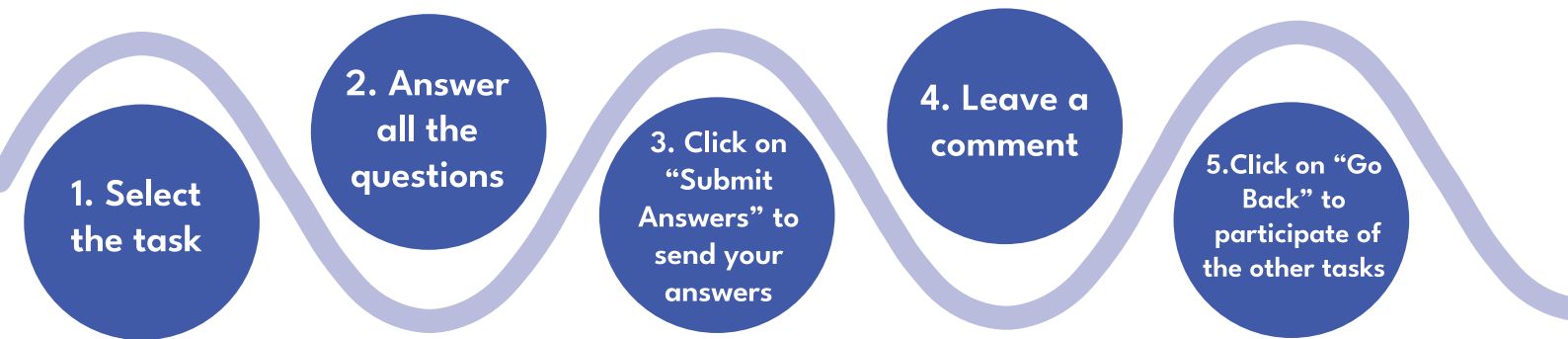
Click inside the marked area or type in an address to set the marker. A set marker can be dragged when pressed.

Label of the ideas location  
This could be an address or the name of a landmark.

Cancel Save

## Participation moment # 2.2 Analysis of the current state of the building and the neighbourhood

### Steps:



← SUSTAINABLE MED CITIES SOUSSE

**Phase 3: Validation of the sustainability assessment**

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.

Voting phase  
May 1, 2023, midnight - May 31, 2023, 11:59 p.m.  
Answer the questions and comment on the poll.

active

**1** In the project page of your city go to the task you would like to participate in.

**2** Answer all the questions on the poll by clicking on the answer that most represents your opinion regarding each statement

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

Answer below if you agree or disagree with the prior statement:

☐ I strongly disagree  
☐ I disagree  
☐ I have a neutral opinion  
☒ I agree  
☐ I strongly agree

**There are not enough bus stops for the amount of people using the public transport system**

Answer below if you agree or disagree with the prior statement:

☐ I strongly disagree  
☐ I disagree  
☐ I have a neutral opinion  
☐ I agree  
☐ I strongly agree

**3** Click on "Submit Answers" to send your answers for the poll

[Show preliminary results](#) **Submit answer**

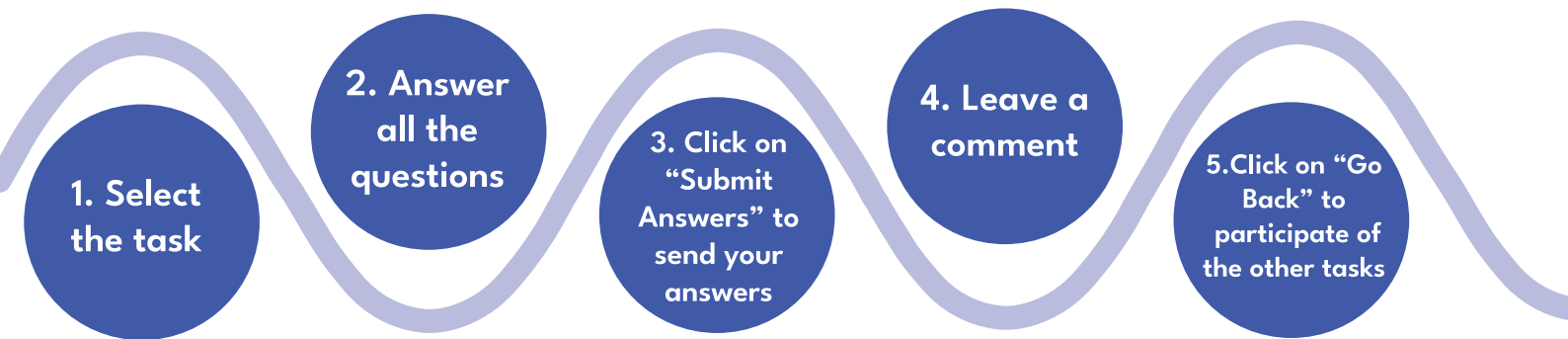
**4** You can leave a comment regarding the poll and the statements by writing your thoughts on the box and clicking on "Post"

Your comment

0/4000 characters **post**

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

### Steps:



**1** In the project page of your city go to the task you would like to participate in.

**2** Answer all the questions on the poll by clicking on the score that most represents your opinion regarding the expected performance for each category.  
Note: Select the target score you consider acceptable based on the results of the diagnosis.

**3** Click on "Submit Answers" to send your answers for the poll

**4** You can leave a comment regarding the poll and the statements by writing your thoughts on the box and clicking on "Post"

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

April 1, 2023, midnight – May 31, 2023, 11:59 p.m.  
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.

**What do you think target performance for the Green Urban Areas in the neighbourhood should be? Give a target score from 0 being the minimum acceptable performance to 5 being the highest achievable performance.**

Results on the diagnosis: Category: Green Urban Areas Diagnosis Score: -1 Weight Score: 10%

☐ 0 - Minimum acceptable performance

☐ 0.5

☐ 1.0

☐ 1.5

☐ 2.0

☐ 2.5

☒ 3.0

☐ 3.5

☐ 4.0

☐ 4.5

☐ 5.0 - Highest achievable performance

[Show preliminary results](#) **Submit answer**

Your comment

0/4000 characters **post**

0 entries

# Participation moment # 4 Development of retrofitting scenarios

## Steps:

1. Select the task

2. Click on "Submit Idea"

3. Write the title and description of your idea

4. Locate your idea on the map

5. Click on "Save" to submit your idea

6. Click on "Go Back" to see all the ideas on the map

**1** In the project page of your city go to the task you would like to participate in.

**2** Click on "Submit Idea" To add a new idea to the map.

**3** Add a title and a description that explain your proposal as clear as possible. You can also upload images to visualize your idea.

**4** Locate your idea on the map by clicking inside the marked area or by typing an address on the space below the map.

**5** Click on "Save" to submit your idea.

**6** After submitting your idea, click on GO BACK to return to the map and see all the submitted ideas.

← SUSTAINABLE MED CITIES SOURCE

**Phase 5: Development of retrofitting scenarios**

What solutions do you think will promote the sustainable development of the neighbourhood? Prepare your ideas on the map.

Participation is not possible at the moment. It continues on May 31, 2023, midnight.

Phase 5: Retrofitting Scenarios  
April 5, 2023, midnight - April 30, 2023, 11:59 p.m.  
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.

Submit Idea

← GO BACK

Submit a new idea for this project

Phase 5: Development of retrofitting scenarios

What solutions do you think will promote the sustainable development of the neighbourhood? Prepare your ideas on the map.

Title\*

Description\*

Add image  
Visualize your idea. It must be min. 600 pixel wide and 400 pixel tall. Allowed file formats are png, jpeg, gif. The file size should be max. 5 MB.

Select a picture from your local folder.

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

☐ I hereby confirm that the copyrights for this photo are with me or that I have received rights of use from the author. I also confirm that the privacy rights of depicted third persons are not violated.

Where can your idea be located on a map?\*

Click inside the marked area or type in an address to set the marker. A set marker can be dragged when pressed.

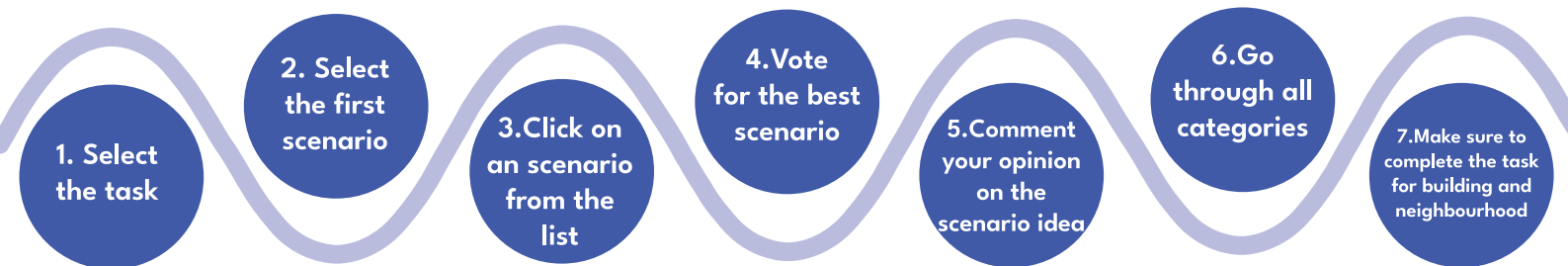
Label of the ideas location  
This could be an address or the name of a landmark.

Type the address here

Cancel Save

# Participation moment # 5 Selection of the best scenario

## Steps:



1 In the project page of your city go to the task you would like to participate in.

← SUSTAINABLE MED CITIES SOUSSE

### Phase 6: Selection of the best scenario

Which scenario do you think is the best one for the development of the urban area? Vote for the option that you consider the best solution for the neighbourhood. Read the description to find more information on each scenario.

Phase 6: Decision-making  
April 1, 2023, midnight – May 31, 2023, 11:59 p.m. active  
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 previously. This phase is articulated in two main steps represented by the assessment of the scenarios and their ranking process

2 Click on an scenario from the list to get more information about each one.

| Search     | Ordering: Alphabetical |
|------------|------------------------|
| Scenario 1 | 0 ^ 0 v 0              |
| Scenario 2 | 0 ^ 0 v 0              |
| Scenario 3 | 0 ^ 0 v 0              |

6 After you have voted and commented, click on GO BACK to return to the list of scenarios and go through all of them.

← GO BACK

## Biodiversity and ecosystems

### A. Use of land & biodiversity

What categories do you consider relevant for the integrated and sustainable development of the neighbourhood? Vote **A** if you think this is a relevant topic in order to put it on top of the list of categories or vote **V** if you consider it is not very important as other categories. You can also share your thoughts by writing a comment and posting it.

3 After reading the description of the scenario, vote **A** if you agree with the proposed scenario for the integrated development of the neighbourhood/-building, or vote **V** if you consider it is not the most appropriate scenario.

^ 4 v 0

Your comment

0/4000 characters

post

4 Share your thoughts by leaving a comment.

5 Click on Post after you are finished writing your comment



Generalitat de Catalunya  
**Departament de la Vicepresidència  
 i de Polítiques Digitals i Territori**

Government of Catalonia  
 (Spain)  
[sustmedcities.tes@gencat.cat](mailto:sustmedcities.tes@gencat.cat)



iiSBE Italia R&D  
 (Italy)  
[Info@iisbeitalia.org](mailto:Info@iisbeitalia.org)



Municipality of Sousse  
 (Tunisia)  
[mehdoulk@gmail.com](mailto:mehdoulk@gmail.com)



Moukhtara Municipality  
 (Lebanon)  
[ashiro@terra.net.lb](mailto:ashiro@terra.net.lb)



Greater Irbid Municipality  
 (Jordan)  
[rjammal@gmail.com](mailto:rjammal@gmail.com)



National Observatory of Athens  
 (Greece)  
[costas@noa.gr](mailto:costas@noa.gr)

## Associated Partners



Mediterranean  
 Action Plan  
 Barcelona  
 Convention

United Nations Environment  
 Programme Mediterranean  
 Action Plan



MedCities Association

