

# TOOLS TO BE USED IN STEP 2.2.1 PARTNERS AND STAKEHOLDERS INVOLVEMENT

There are many different techniques designed to reach and enhance stakeholders' engagement, including public consultations, questionnaires, surveys, social media contributions, workshops, open debates, mass communication, participatory activities in the city, etc. (see Table 2).

Again, every technique must be adapted and designed bearing in mind which stakeholder is targeted, as well as the input we want to get through the activity.

We recommend to contact the previous teams involved in developing the existing SEAP/SECAP and SUMP (if applicable) and gather as much information as possible, contact and solicit feedback from additional relevant stakeholders, and, if possible, try to assess through surveys the current public opinion and expectations to avoid missing important information and points of view.

NAME OF STAKEHOLDER OR PARTNER	REASON FOR INVOLVEMENT	EXPECTED CONTRIBUTION	HOW TO INVOLVE THEM	WHEN TO INVOLVE THEM
<b>CITY COUNCIL</b>	Responsible for city politics	Vision, resources	Steering committee, working groups	At project start, regularly e.g. every 6 months
<b>DIFFERENT DEPARTMENTS OF CITY COUNCIL</b> (e.g. construction, transport, facility management, information, environmental office, land use planning etc.)	Responsible for technical aspects, involved in planning and implementation	Technical input, suggestions for improvement, resources, delegation of a project manager	Working groups	In meetings, e.g. every two months

<b>HIGH LEVELS OF ADMINISTRATION</b> (county, region, province)	Responsible for technical aspects, involved in planning and implementation	Input regarding land use planning and legal framework	Steering committee	Steering committee e.g. every six months
<b>PUBLIC UNDERTAKINGS</b> (energy supply, transport)	Public transport is one of the major areas of energy consumption, the energy suppliers can provide information on energy consumption	Technical input, suggestions for improvement, resources	Working groups	In meetings, e.g. every two months
<b>NGOS</b> (energy agency)	Reach out to citizens, have technical knowledge	Technical input, suggestions for improvement, resources	Steering committee, working groups	Steering committee e.g. every six months, Working group meetings, e. g. every two months
<b>SOCIAL HOUSING</b>	Buildings are big energy consumers	Technical input, suggestions for improvement	Working groups	In meetings, e.g. every two months
<b>UNIVERSITY</b>	Academic background, reflection, monitoring	Vision, technical input, suggestions for improvement	Steering committee, working groups	Steering committee e.g. every six months, Working group meetings, e.g. every two months
<b>CITIZENS</b>	Early information, inclusive process, participative involvement	Detailed observations, data, suggestions for improvement	Questionnaires, workshops	Meetings for information, meetings during initial assessment
<b>CHAMBER OF COMMERCE</b>	Link to enterprises	Technical input, suggestions for improvement	Working groups	In meetings, e.g. every two months

Table 2: Stakeholders and their involvement

## CIVIL JURY

“Civil jury” includes a number of citizens and enables the formulation of recommendations on a specific activity or a problem that needs to be solved.

Basically, the civil jury follows the model of a jury in which randomly selected citizens without special backgrounds discuss the reported evidence and come to a decision or recommendation. The debates are carried out on a predefined set of questions and are facilitated by a moderator who does not intervene in the discussion. Citizens may listen to experts who offer different perspectives. The civil jury listens to the reported evidence by the experts and has the right to ask questions for further clarification. Based on the information the jury proposes recommendations for concrete measures. Outcomes

and solutions are presented in a Citizen’s Report which is delivered to officials. Often the choice of experts and the range of questions that will be put forward to discussion are determined by an Advisory Board.

## VISUAL PLANNING

Visual planning is a method which is often applied in the urban planning process. It is a structured community-oriented process aiming at mobilizing the citizens’ active involvement in the development and improvement of the urban environment. The participants in the visual planning process identify problems and barriers in the community they live in, develop ideas for improvements, to access currently not used but available funding resources.