

# Designing and managing participation processes, e-learning course

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2<sup>st</sup> Training Course

30th October 2018– Barcelona ( Spain)

# Agenda

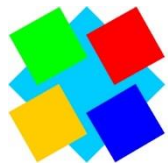
- Introduction to the e-learning course
- What input can be expected from the participatory processes in Co-Evolve pilots
- Practical exercise on the e-learning platform



# Self-Pa Course Texts on participation

SELF is the e-learning system of the Emilia-Romagna Regional Government and the Public Bodies of its territory. It is a network of public organizations sharing technologies and human resources to carry out e-learning projects.

The course on "**Participation Experiences. Designing and managing participatory processes**" is intended to provide a methodological and operational support to all those who intend to design, plan and manage a participatory process despite not having specific direct experience and expertise.



e-Learning federato per la  
pubblica amministrazione  
in Emilia-Romagna

The screenshot shows the 'ioPartecipo+' interface. The main content area is titled 'DEVELOPMENT' and contains the following text:

**DEVELOPMENT** ©

Anteprima   Modifica   Risultati   Valuta i testi liberi

**Organization and setting of live meetings**

As for the operational organization of live meetings, it is clear that the logistics and setting will depend strictly on how you chose to set up the process (one or more meetings? Shall they take place in one place or shall they be held in various locations?) and on the **technique** that has been chosen, which often provides for a maximum number of participants and requires some precautions. However, it is possible to provide some general guidelines, which can then be verified through a site inspection, to enhance participation and make it more effective.

- Choose an easily accessible venue (on foot, by bike, by car, by public transport, etc.), free from any architectural barriers and preferably close to free parking spaces;
- give accurate information on how to reach it, for example by inserting the section "How to reach it" on handcopy leaflets, invitations and communications / web sites, providing a geo-localized map and indicating the presence of bus stops and car parks nearby;
- facilitate localization by signs that signal the itinerary and information panels at the entrance;
- avoid the classic setting of "Traditional Face-to-Face lectures", with speakers sitting behind the panelists' table in front of participants, in turn seated in horizontal rows, thus being unable to look at each other, but rather preferring a circle, semicircle, or "horseshoe" arrangement;
- fit out the room by using the empty walls for hanging posters, photos, maps, or boards or flip charts;
- fit out the room for a possible projection of photos or videos.

Below the text is a photograph of a group of people sitting around a table in a meeting room, engaged in a discussion.

Before live online meetings, as well as before the opening of the online square, you may want to browse the **documents and communication materials** (together with the **Working group** and with any external facilitators) that are deemed to be useful and available for participants to help them understand the object of the process and the expected pathway. If the available material is too technical and difficult to understand for non-experts, you will need to "translate" it into a more accessible and communicative language, possibly accompanied by a glossary (such as **Glossary of the participatory process**, on "Good Mobility" or **Glossary of the participatory process** "close the circle") reporting the most commonly used terms in a simple and clear way.



It is designed as a fully self-learning course: none of the planned activities include any external evaluation: the results of the various verification tests do not affect the continuation of the course and only serve as a self-assessment tool for one's learning level.

The screenshot displays the ioPartecipo+ web interface. At the top, it shows the course title "Participation experiences. Designing and managing participation processes - Edition 01" and the user name "Sabrina Franceschini". A breadcrumb trail indicates the current location: "Dashboard > RER-Regione Emilia Romagna > RER-ParticipationExperiences\_01 > Introduction > Course structure and utilization rules".

The interface is divided into three main sections:

- NAVIGAZIONE:** A sidebar menu with options like "Home del sito", "Pagine del sito", "Corso in uso", and "RER-ParticipationExperiences\_01". The "RER-ParticipationExperiences\_01" section is expanded to show "Partecipanti", "Badge", "Introduction", "Course structure and utilization rules" (highlighted in red), "Course presentation video", "Message from the tutor", "Participation: when and why", "Participation techniques", "The participatory process", "Chiusura corso", "Strumenti di lavoro", and "I miei corsi".
- AMMINISTRAZIONE:** A sidebar menu with options like "Gestione Pagina", "Impostazioni", "Ruoli locali", "Verifica autorizzazioni", and "Filtri".
- Main Content Area:** Titled "Course structure and utilization rules". It contains a list of 4 modules: "1 Participation: when and why", "2 Participation tools and techniques", "3 Participatory process design", and "4 Working tools". Below this, there are detailed descriptions for the first, second, and third modules, explaining their content and purpose. A "BACK TO HOMEPAGE" link is visible in the top right corner of the content area.



The course includes:

- Participation: when and why
- Participation tools and techniques
- Participatory process design

• Quiz to check the acquisition of the main concepts

Experiences. Designing and managing participation processes

onExperiences\_01 ▶ Ending of the course ▶ Quiz: the participatory process ▶ Preview

Question 1

Not yet answered

Marked out of 1.00



Edit question

If some participants have already been engaged in a previous participatory process on the same topic, it is advisable not to involve them again.

Select one:

- True  
 False

Question 2

Not yet answered

Marked out of 1.00



The SMART acronym indicates that each objective should be Specific, Measurable, Accessible, Relevant and Temporally Defined.

Select one:

- True



## What can be expected from CO-EVOLVE partners

- Do the course
- Evaluate the course (at the end of the course)
- Suggest integration with input coming from your pilot area participatory process



## At the end of the project...

The course will be issued with a *creative commons license* and those who wish will be provided with a useful backup to perform an installation on any Moodle platform.



# THANKS YOU FOR YOUR ATTENTION!



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Twitter of the project: [@CoEVOLVEmed](https://twitter.com/CoEVOLVEmed)

Web site of the partner: [www.regione.emilia-romagna.it/](http://www.regione.emilia-romagna.it/)

E-part platform: <http://partecipazione.regione.emilia-romagna.it/iopartecipo>

Twitter: [@iopartecipoplus](https://twitter.com/iopartecipoplus)

