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# WP3 meeting

Tuesday 23 January 2024

2.30 pm – 4.00 pm CET

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## Agenda

- 1/ Update on current and forthcoming WP3 Tasks**, with co-leaders and including the preparation of the next Deliverables
- 2/ Focus on D3.2/ Toolbox for co-production of pilot actions**, due in February 2024
- 3/ Schedule of Fairville labs Support meetings** ("peer-to-peer" meetings)
- 4/ Preparation of Mutual learning Seminar #4 dedicated to « Collective mapping »**, Thursday 1st February 2024, 2:30 PM CET, with commonspace and UrbaSen

1/

# Update on current and forthcoming WP3 Tasks

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## Update on current and forthcoming WP3 Tasks

**T3.1 Taking stock of on-going co-production** [M2-14, **Task Leader: APPUII**, UP8, NSCE / Participants: CSPACE, CNRS, UP8, AMU, UREG, UCL, ULB, APPUII, EGEB, Frontal, Just Space, K&I, UrbaSen, ICLEI EURO]

Construct a **typology** of the four on-going Fairville Labs taking stock of their diverse trajectories (contexts, types of actors involved, thematic focus, modes of action, duration of existence, etc), and exploring their commonalities. /

Identify different needs and challenges of each new FLs, and guide peer to peer exchanges with residents and users. The Deliverables [D3.1 and D3.2] will be produced out of the following specific activities:

- Build a **typology** of co production processes: the first step will be a detailed stakeholder database and multi-stakeholder engagement grouping (setting, objectives, methods, obstacles). The database will be updated annually [D 3.1];
- Local stakeholders **round** tables to critically identify inequality at stake ;
- Fairville Labs workshop in Paris (year 1) and Bruxelles (year 2) to co-produce participation strategy, and co-design operational plans. It will go along with field visits, to gain experience from others;
- **Toolbox** for co-production of pilot actions [D 3.2].



## Update on current and forthcoming WP3 Tasks

**T3.2 Launch and operation of eight “Fairville Labs (FLs)”** [M6-36, **Task Leader: CSPACE** / Participants: EGEB, UP8, all pilot partners] / [MS3.1-M8]

This task gathers all necessary work for the launch and operation of FLs, in collaboration with WP4. Actions will differ in time and scope depending on the previous existence of co-production alliances and according to the three main topics. The WP leader will share co-production methods, monitor and analyse on-going co-production activities as well as the launching of 4 new FLs. Activities :

- **Launch** of thematic FLs with multi-actors meetings : one for each topic (environmental inequalities, planning and housing inequalities, risks) in Calarasi ; Marseille, Bruxelles;
- Co-training sessions in each of the city;
- Implementation of operational plan, organizing lab events and actions, etc ;
- Coordination of co-production Campaigns year 1. Assess and redesign campaigns, in-line with WP4, year 2
- **Co-create eight online story maps**, one per local FL [D. 3.3].

## Update on current and forthcoming WP3 Tasks

### T3.3 Capacity building and p2p learning [M6-36, Task Leader : ICLEI EURO/ Participants: all pilot cases]

In order to support the eight local FLs, this task focuses on providing tailored peer learning services to the pilot areas involved in the project. Through peer learning, the pilots are able to openly exchange, overcome barriers and discover unexpected connections and opportunities. This task will allow task capacity-building and peer-to-peer learning between the FLs. A peer-learning plan will be drafted, including a range of activities (e.g., webinars, workshops, mentoring visits, etc.) There will also be trans-local knowledge co-production activities to help develop the pilot projects in which the local partners have an opportunity to exchange experiences with partners from other pilot areas. Here, peer to peer learning procedures and an open digital library of webinars will be used. Activities will take place in hybrid form, in each FLs location. The Deliverables [D3.4], and will be produced as such:

- Co-production capacity building/p2p learning workshops. Toolbox presentation. Participation from FLs core team members, project partners from other pilots and stakeholders ;
- Data collection webinar; Linked to Task 3.4;
- Policy making and urban literacy webinar; Linked to Task 3.5;
- Online library of webinars and learning material uploaded in an open repository <https://repository.participatorylab.org/en/organization> [D 3.4].

## Update on current and forthcoming WP3 Tasks

### **T3.4 Collective Mapping Campaigns to challenge Inequalities in planning** [M10-28, Task Leader: **Just Space**/Participants: UP8, APPUII, all pilot partners]

This task sees the deployment of **collective mapping procedures at a variety of scales in the 4 newly launched FLs**. Where appropriate, large-scale collective mapping campaigns will be used to gather community knowledge and reveal grounded realities. The Deliverable linked to this task is D3.4, carried out of the following specific activities:

- Co-produce investigations with key stakeholders to identify different kind of inequalities and epistemic obstacles;
- Co-elaborate appropriate tools (including mapping) to launch knowledge sharing workshops
- Dedicated FLs workshops to collectively map inequalities, including capacity-building.
- Collective mapping blended (in-person and online) workshops ; analysis and visualizing results as input to WP5

## Update on current and forthcoming WP3 Tasks

### T3.5 Co-production of Proposals [M10-34, Task Leader : CSPACE / Participants: UCL, all pilot cases]

- Co-production of action plans or policy proposals from the members of the FLs supported by “Advisory Panel” members as and when necessary.
- Co-production workshops of local urban actions/local policy for 8 Fairville labs (input to story maps D3.3).
- Procedure for bottom-up co-production of proposals (input to WP5).





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### Deliverable D3.3 – Collective Mapping

<b>Deliverable Number</b>	D3.3	<b>Lead Beneficiary</b>	6. CSPACE
<b>Deliverable Name</b>	Collective Mapping		
<b>Type</b>	R — Document, report	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	16	<b>Work Package No</b>	WP3

<b>Description</b>
Co-create eight online story maps, one per local Fairville Labs.

### Deliverable D3.4 – Online story maps, library of webinars, learning material and data to open repository

<b>Deliverable Number</b>	D3.4	<b>Lead Beneficiary</b>	6. CSPACE
<b>Deliverable Name</b>	Online story maps, library of webinars, learning material and data to open repository		
<b>Type</b>	DEC — Websites, patent filings, videos, etc	<b>Dissemination Level</b>	PU - Public
<b>Due Date (month)</b>	26	<b>Work Package No</b>	WP3

<b>Description</b>
Online library of webinars and learning material uploaded in an open repository <a href="https://repository.participatorylab.org/en/organization">https://repository.participatorylab.org/en/organization</a>





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# Focus on D3.2 Toolbox for co-production of pilot actions

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## From Grant Agreement

- Among the expected results: **Production of a Toolbox for co-production pilot actions** from the launch and operation of 8 (9) Fairville Labs in the pilot cities (p.129)
- As a deliverable: **D3.2 – Toolbox for co-production of pilot actions**
  - Work Package 3
  - Lead Beneficiary: commonspace
  - Type: Document, report
  - Dissemination Level: PU - Public
  - Due Date (month): 14 > February 2024

## What is a Toolbox?

*First degree:* A toolbox is a **container designed to hold and organize tools.**

(It typically consists of a sturdy case or chest with compartments and trays for storing different types of tools.

A toolbox can be made of various materials. Its purpose is to keep tools organized, easily accessible, and protected from damage or loss.

<https://thecontentauthority.com/blog/toolbox-vs-toolkit>)



## Difference with a Toolkit

The difference between toolkit and toolbox is that

- toolkit is an assembly of tools,
- while toolbox is a storage case for tools.

([https://wikidiff.com/toolkit/toolbox?utm\\_content=cmp-true](https://wikidiff.com/toolkit/toolbox?utm_content=cmp-true))

> how to move forward with the **design of the container** (the box) **and the content** (set of tools) ?  
At the same time, at different times, with several back and forth?

## Back to the Grant Agreement

P.118: « In WP3 and WP4, the Fairville labs and their co-assessment [...] are based on **the experience of the participatory LAB**: Laboratory of Spatial, Urban and Environmental Participatory Planning for Climate Change Adaptation, with a link to other national and international R&I activities.

The digital infrastructure of participatory LAB will be used to support the operation of the FLs, and specifically the **open repository** for uploading citizens data, co-production results, webinars, toolbox, and story maps. »

## Participatory LAB open repository

Link: <https://repository.participatorylab.org/>

Examples of resources and tools you can find:

<https://repository.participatorylab.org/en/group/hjektpov1kos-odnyos>

Cards explaining these tools and examples of their use in commonspace projects: Stakeholder Matrix, Questionnaires, SWOT analysis, Mind/mental maps, Problem tree/Tree of ideas...

The repository as the container?






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# Participatory LAB open repository



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**Fairville**  
Facing inequalities and democratic challenges through co-production in cities. Fairville is a RIA in the Cluster 2 – Democracy of Horizon Europe, the EU's key funding programme... [read more](#)

Followers **0**   Datasets **2**

[Datasets](#)   [Activity Stream](#)   [About](#)

Search datasets...

**2 datasets found**   Order by: Relevance

**Data collection from territorial cases: West Attica**  
The dataset contains resources provided by the West Attica FViab integrated with some resources identified by K&I team.  
[PDF](#) [XML](#)

**Cards Repository**  
A list of 51 compiled cards concerning data sources on the phenomena of inequality and political participation at global and national level.  
[PDF](#)

**Collective mapping - Συλλογική χαρτογράφηση**

Followers **0**

**Organization**



**participatory LAB**

Το έργο participatory LAB έχει σαν στόχο τη δημιουργία μια ενεργής διεπιστημονικής κοινότητας που μελετά, τεκμηριώνει, μαθαίνει, διαδίδει και εφαρμόζει διαδικασίες συμμετοχικού... [read more](#)

**Social**

[Google+](#)

[Twitter](#)

[Facebook](#)

[Dataset](#)   [Groups](#)   [Activity Stream](#)

## Collective mapping - Συλλογική χαρτογράφηση

Η **συλλογική χαρτογράφηση** είναι ίσως η σημαντικότερη μέθοδος συλλογής δεδομένων στον συμμετοχικό σχεδιασμό. Στόχος της είναι ο σχεδιασμός του λειτουργικού χώρου από τις/τους εμπλεκόμενες/ους. Πρόκειται για εργαστήρια εμπάθυνας και σχεδιασμού πάνω σε χάρτες, των επιμέρους θεματικών αξόνων. Μέσα από αυτή την διαδικασία λοιπόν, μπορούν να συλλεχθούν κάθε είδους πληροφορίες οι οποίες αναφέρονται χωρικά. Χρησιμοποιώντας ως υπόβαθρο έναν χάρτη οι συμμετέχουσες/οντες μπορούν να σημειώσουν, ζητήματα, προτερήματα, ιδέες, προτιμήσεις και συναισθήματα που αφορούν ένα πολύ συγκεκριμένο σημείο του δημόσιου χώρου. Στην εποχή του social distancing η συλλογική χαρτογράφηση μπορεί να πραγματοποιηθεί και μέσω ηλεκτρονικών εργαλείων. Επιπλέον ενδιαφέρουσα κατηγορία είναι αυτής της αισθητηριακής χαρτογράφησης όπου οι συμμετέχουσες/οντες αξιολογούν διάφορα σημεία της πόλης με κριτήρια τις αισθήσεις τους και κατηγοριοποιώντας το ως κάτι θετικό ή αρνητικό. Collective mapping is perhaps the most important data collection method in participatory design. Its goal is the conclude in the design of a public space or a strategy by the stakeholders.

The **collective mapping** process aims to make the participants see, understand, document, and finally record how they perceive public space/the field of study.

Through this process, any kind of information that is spatially reported can be collected. Using a map as a background, participants can note down issues, assets, ideas, preferences, and feelings about a specific part of the public space or general senses. An additional interesting category is this sensory and mental mapping. The participants evaluate different parts of the city with criteria of their senses and categorise it as something positive or negative.

### Data and Resources

**Παράδειγμα συλλογικής χαρτογράφησης ...**  
Συλλογική χαρτογράφηση στο πλαίσιο του προγράμματος "Σχεδιάζοντας την οδό..."

**Παράδειγμα συλλογικής χαρτογράφησης 1\_FemMap**  
Συλλογική χαρτογράφηση σε εργαστήρια στο πλαίσιο του έργου FemMap project (...)

[Explore](#)

[Explore](#)





## Idea: A Handbook with tool-cards?

For Fairville, we could collectively create a **Handbook with cards corresponding to tools we use for co-production pilot actions.**

Other examples:

- SAS<sup>2</sup> Dialogue, Handbook for Participatory Action Research, Planning and Evaluation (Canada 2021) > <https://www.participatoryactionresearch.net/tools>- -
- Responsible Research and Innovation (RRI), Community-led action research Toolkit > <https://rri-tools.eu/-/community-led-action-research-toolkit>
- Institute of Development Studies, Participatory Methods > <https://www.participatorymethods.org>



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# Idea: A Handbook with tool-cards?

Example:

- SAS<sup>2</sup> Dialogue, Handbook
- for Participatory Action
- Research, Planning and
- Evaluation
- (Canada 2021)



## Participatory Mapping

Telling the story

**Purpose** To acknowledge and visualize the spatial distribution of observed events or community resources (people, institutions, natural features, territories).

**Step 1** Define the topic and its spatial boundaries. Invite participants to draw an outline of the area on the ground using chalk, on the floor using masking tape or on large sheets of kraft paper. Alternatively, use **existing maps** of the area covered with transparent plastic people can write or draw on. Add landmarks that can act as reference points.

**Step 2** **Locate** and mark places of activity, interests or concern relevant to the topic. Encourage the use of colour and objects to represent resources and their spatial relationships.

**Step 3** Review the result by asking people to describe what they have included in the map and why. Add new information to the map that emerges from the discussion, and photograph the result. Conclude by inviting observations about the scope and importance of reported events or resources held by different community members and the community as a whole. Acknowledge and discuss the potential contribution of these events or resources to group goals.

### COMBINE

- *Resource Mapping with Storytelling.* The mapping exercise can include individual **stories** about sites that bring back vivid memories of personal experiences.
- *Resource Mapping with Timeline* (p. 57). When reviewing the resource map, ask people to comment on major changes in the resources compared to the past and create a **timeline** of these changes. Alternatively, use a Venn diagram to map resources of the present, resources of the past and resources the group wants to develop in the future.
- *Advanced Participatory Resource Mapping (PRM).* If scaling up is needed, participants may produce maps using a 3-D modelling method (using sheets of cardboard, pushpins, coloured string and paint) combined with more detailed information obtained from transect walks, videos, aerial and satellite images and from printed maps as well (covered with clear plastic sheets to capture local knowledge).



### Nemaska (Cree community), The Land of Plentiful Fish

Strings of different colours are used to identify thematic routes that bring together different sites. Tourists who choose the Nemaska route will...

1. Visit the COTA and community websites
2. Call the tourism officer by phone
3. Drive to Nemaska, refilling at the gas station
4. See posters (welcome, fishing) along the road
5. Enter the community and go to the restaurant
6. Check in at the Nemaska lodge
7. Look for information, go to Band Office
8. Visit old Nemaska, go shopping
9. Go fishing, see wildlife with local guide
10. Shop for local crafts and souvenirs
11. Visit the Hydro-Québec dams
12. Drive back home



## Idea: A Handbook with method/tool-cards?

The aim would not be to provide the widest possible range of potential tools, but to start from:

**the tools you have already experienced** in the past during co-production processes (cf. Task « Taking stock) and

**the tools which you intend to use** for the development of the Fairville Lab.

- We could include in the Handbook:
- Definitions of co-production processes (from WP2)
- Outcomes of Task « Taking stock of on-going co-production »
- Methods to co-asses co-production processes (from WP4)...

## Idea: Proposed structure of the handbook (pdf)

- Introduction
- For whom is this handbook
- Definitions of co-production processes (from WP2)
- Short description of « Taking stock of on-going co-production » outcomes and typologies (??)
- 1 page methodology/scheme from each lab
- Method/tool cards (including links to the repository)
- Methods to co-asses co-production processes (from WP4)

## FVLabs' Operational Plans & contribution to D3.2

Let's have a look to the tools and methods mentionned in the FVLabs'

> <https://miro.com/app/board/uXjVN3qnUDg=#tpicker-content>

Till February the 13<sup>th</sup>, (3 weeks) FVLabs' contribution :

- 1/ One page about your **FVLab's methodology** (short text + diagram/ graph)
- 2/ Documentation of **1 to 3 methods-tools**





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Ex. of diagram

# FVLabs' contribution to D3.2

1/ One page about your

**FVLab's methodology**

(co-production pilot action)

> **short text:**

1500 characters

Half page

> **1 diagram/ graph**

## Main steps in Fairville



For every steps

1. Public synthesis (to every door)
2. Public restitution
3. Validation of decision



## FVLabs' contribution to D3.2 (common framework)

### 2/ Documentation of **1 to 3 methods-tools for co-production pilot actions**

*Proposal (1 “card” per method-tool):*

- 1/ Name of the method
- 2/ Short description with purpose (when is it helpful/ when is it less helpful?)
- 3/ Who can use it / be involved?
- 4/ How (Steps)
- 5/ Resources and materials required
- 6/ Tips / What to pay attention to
- 7/ Example of use (links)
- 8/ Further reading / (re)sources (links)
- 9/ Tags - keywords (for storing the tools in the box)

## FVLabs' contribution to D3.2 (common framework)

### 2/ Documentation of **1 to 3 methods-tools for co-production co-production actions**

A **categorisation** of the tool-cards can be undertaken afterwards, in order to organise the handbook, in other words, to store the tools in the box.

If ok with the idea of handbook and a common framework for cards corresponding to methods & tools, proposed steps with the Fairville Labs:

**1/ Choice of tools to be documented** by Fairville Labs (Common Miro board:  
<https://miro.com/app/board/uXjVN3qnUDg=#tpicker-content>),

**2/ Common document on Fairville Website** or online form or to fill in, one per tool with the common framework



## Link with WP4

D4.1 Report on the results of the literature review on co-evaluation, including key findings and recommendations, « **Recommendations for planning and conducting a co-evaluation or follow-up** »:

- “Who” should be involved in the follow-up activities?
- “What”: Which criteria can be used?
- “How”: Which different approaches and methods can be used?
  - > Data collection
  - > Restitution and visualization methods
- Step by step (cycle)

## Deadlines

### **February the 13<sup>th</sup>**, (in 3 weeks):

- > Toolbox architecture discussed, tested and validated by all Fairville labs
- > Each FVLab has send
  - One page about your FVLab's methodology (text + diagram)
  - Documentation of 1 to 3 methods-tools

### **Second half of February 2024** (Month 14)

- > Report (Deliverable D3.2 Toolbox for co-production of pilot actions)

### **Months 14-24** (Year 2024 = Operation of the Fairville Labs)

- > Updating of tool-cards, addition of new cards, handbook formalisation



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# Schedule of Fairville labs Support meetings ("peer-to-peer" meetings)

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## Proposed schedule of Fairville labs Support meetings

### **Fairville labs Support meetings** ("peer-to-peer" meetings)

- 22/2 to talk about and finalise the deliverable D3.2 (toolbox)
- 12/3 Calarasi, Cairo, West Attica (support meeting / update of actions)
- 27/3 Berlin, Brussels, London (support meeting / update of actions)
- 3/4 Atelier 4-5, CVPT Marseille, Dakar (in French, support meeting / update of actions)
- 10/4 all labs and task leaders finalise the deliverable D3.3 format and outline (report on 8(9) on-line storymaps)



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# Info on Mutual learning Seminar #4 « Collective mapping »

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## Mutual learning Seminar #4 « Collective mapping »

- **Thursday 1st February 2024, 2:30 – 4.00 PM CET**
- Presentation by **commonsplace and UrbaSen**
- **All Fairville Labs** are invited to take part
- Need for a **2nd session** dedicated to « Collective Mapping » ? Reminder : D3.3/ Collective Mapping, due in April 2024



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