

TRANSNATIONAL CONCEPT OF LOCAL TRAININGS ON URBAN ENVIRONMENTAL ACUPUNCTURE

D.T1.3.1

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1. CONTEXT

Urban Environmental Acupuncture (UEA) is an innovative approach to shaping green public spaces in Central Europe cities. The precondition for the successful implementation of long-term UEA activities (an Action Plan) is the integration of various planning and action scales - from the FUA scale to the scale of the place. Such integration requires close cooperation between urban entities representing various sectors and various interest groups, including professionals from various specialties (botanist, gardener, urban planner, sociologist, civil engineer), local stakeholders as well as decision makers. In order to build solid foundations for cooperation in urban FUAs, it is necessary to jointly understand and accept the UEA goals and ways of implementation. This will determine the success in creating urban Action Plans and in undertaking the first practical ventures, followed by the process of consistent development and implementation of this plan under the FUA development policy.

The key and at the same time a very difficult task in the creation process of urban Action Plans is the recognition of needs, a competent selection of UEA sites, and a good choice of suitable solutions for individual sites. Supporting this approach is the subject of local trainings of UEA in the framework of SALUTE4CE project. It is assumed that the majority of the training participants will also be participants in working on the Action Plan.

The two-day training activity on UEA is addressed to professionals and stakeholders, directly or indirectly involved in planning, designing, arranging public space including greenery, as well as to people making key decisions regarding the development and use of urban space. Therefore, key importance will be on an appropriate selection of participants.

Based on the presented concept, training materials (D.T1.3.2) will be elaborated by SIBG team in close cooperation with all project partners, in particular with IOER, LAMORO, CoLM, and IURS. The final version of training materials will be translated into 4 national languages (DE, IT, PL, SK) and provided to the participants of the trainings.

2. TRAINING OBJECTIVES

Objective of UEA training is equipping the local group of leaders with practical knowledge necessary for the selection of UEA sites and interventions, using a multi-criteria approach and expert-participatory procedures. The competences acquired during training are to be used in creating and implementing the Action Plan for the FUA.

As a result of participating in this training, local professionals and stakeholders:

- are able to use their specialized competences for multidisciplinary team work on the selection of UEA sites and interventions, including:
 - > acquisition, assessment and use of spatial information available on digital platforms as well as available in the city departments (plans, maps etc.)
 - > application of the procedure for assessing and ranking places and selection of interventions
- improve their knowledge on the Urban Environmental Acupuncture (UEA) concept and on ways to implement it in FUAs
- understand the challenges faced by their FUA in the field of UEA, and know how to meet these challenges



- understand how a complex task is a good choice of places and solutions, and know how to carry out the selection procedure

3. METHODOLOGY OF THE TRAINING

3.1. TARGET GROUPS

The following target groups will be represented in the trainings:

- Municipalities and inter-municipal organisations in the FUA, responsible for spatial development, quality of public space, green infrastructure and nature based solutions.
- Infrastructure and (public) service providers.
- General public - inhabitants of functional urban areas, local community associations, users of public spaces including green-spots.
- Planning bodies - institutes, departments or agencies involved in planning procedures and preparation of planning documents.
- Higher education and research - urban planning and environmental protection departments in universities.

This training is intended for professionals, decision makers and representatives of the key stakeholders groups that will also participate in the development of the UEA Action Plans. According to the objectives of SALUTE4CE project, materials and lessons from the trainings will make guidelines for practitioners, and the formula of the trainings will also be implementable outside the project. However, in this case the use of the teaching material would require its adaptation.

3.2. TRAINING MATERIALS:

Training materials (as well and lessons from the trainings) will make guidelines for practitioners. The content referred to points a-d will be the same for all four trainings. It will be a contribution to the SALUTE4CE e-learning Manual and summary Handbook.

The materials (D.T1.3.2) will include:

- presentation slides with the main ideas on this topic (20 copies, ppt/pdf)
- a booklet containing compressed knowledge - easy information of urban ecosystem services, urban (blue) green infrastructure, Nature Based Solutions
- explanation of possible tools and sources of information useful for assessing urban space for the purposes of UEA
- step-by-step instructions for participants in working groups regarding Module 1, Module 2 and Module 3 (20 copies, pdf).

To conduct the exercises, partners responsible for training in individual FUAs will prepare, in cooperation with SIBG, auxiliary material. This will be prepared in a given national language - it will be not a contribution to the D.T1.3.2 deliverable. However, subsequent English translation may be useful for using in the SALUTE4CE e-manual). The material will include:

- information brochure (including map) for the commented walk (20 copies, pdf)



- brief information on FUA in the context of the UEA needs (including thematic maps of the FUA with administrative limits, green open spaces, social issues, key transport modes, etc.) (5 copies, pdf)
- In case of using InViTo tool, also instructional video will be needed as well as a ready layer for GIS

3.3. TRAINING FORMAT

- Basic forms of training:
 - > field visit
 - > peer learning workshop
 - > simple consensus workshop
- Duration of training: 2 working days
- Number of participants: 20

3.4. TRAINING METHODS

- commented walk
- seminar incl. presentation + explanatory comments
- moderated discussion (both in 5 workshop group and in a common forum), including discussion on concrete plans for FUA (e. g. maps with distribution of selected UEA areas, proposed NBS, etc.)
- group exercises in the practical application of site & intervention selection criteria, with use of digital space)
- silent brainstorming & “notice board”
- consensus development with use of GE McKinsey grid (as described in D.T1.1.1 deliverable)

3.5. LOGISTICS

The following are responsible for the logistic preparation of individual workshops: SIBG, Lamoro, IOER, CoLM.

- max capacity: 20 training participants
- trainers: 1 leading + at least 3 supervisors to advise and help working groups; the leading trainer and at least 1 supervisor are representatives of the partner who, according to Application Form, is responsible for organizing the meeting; in addition, SIBG provides at least 2 supervisors each time
- a room with WiFi access, with enough space to carry out seminar with 25 people. This room must be spacious enough to be able to divide participants into 5 working groups. Each group will sit by its own table. Each table must be large enough to fit two laptops and at the same time it is possible to write notes conveniently.
- ppt presentation stand (screen, projector, table) wall board/flipcharts, markers (3 colours)
- 5 sets of A3 paper’ matrices with criteria for deficit area determination, site selection and selection of intervention
- 20 sets of sheets/cards and pens, for writing comments and statements,
- a mode of transport enabling a joint visit of 26 people to potential UEA locations



- time slot: two working days (2 x 7 hours incl. breaks and time of travel)

4. CONCEPTS

4.1. PREPARATION OF THE TRAINING

Project Partners: SIBG, IOER, LAMORO and CoLM respectively, are responsive for preparation of the trainings. The leading trainer should take care of the following:

3 months before training:

- gathering and elaboration of spatial data relative to the FUA; if possible, the information should come directly from the partners and stakeholders
- selection of potential participants and contacting them for recognition of their expectations for SALUTE4CE
- selection of study area in the UEA area of a FUA and pre-selection of sites
- assessing the availability and quality of data on the pre-selected sites, using available digital platforms as well as any other sources
- selecting several examples of solutions implemented in other cities (case studies of improving public space quality with use of NBS) that are adequate for the pre-selected UEA sites, to be presented during the training
- field visit in the study area and selection of potential UEA sites to be evaluated during the training
- choosing place and date for the workshop (a venue should be reserved as soon as possible)

1 month before training:

- securing all the digital data and links to be used during the exercises in using the ICT platforms (including the data needed for preparation of the GIS layer for InViTo, if this tool were to be used)
- securing and analysing information about the visited area (local plans, strategies, programs, diagnoses, reports)
- pre-meeting with local Support Group (SG) - providing background information on SALUTE4CE and on specific training goals (via video conference if possible); according to SALUTE4CE, SGs are few-person, informal groups of competent stakeholders, created in each region for supporting the implementation of WPT1 activities.
- planning in detail the course of the commented walk

2 weeks before training:

- completing the list of people who confirmed their participation
- securing all auxiliary materials for participants
- sending information on SALUTE4CE objectives and methodology



1 week before training:

- distribution of agenda for the two days, training materials and the links to crucial SALUTE4CE deliverables by e-mail
- completion of logistical preparations for training

4.2. TASKS FOR SELF-STUDY OF THE TRAINERS

The lead trainers are representatives of Project Partners: SIBG, IOER, LAMORO and CoLM respectively, as partners who, according to Application Form, are responsible for training in individual FUAs.

For the self-study we recommend the following:

Content analysis of the:

- training materials in national language (translation of the materials elaborated in English by SIBG team)
- SALUTE4CE Application Form
- SALUTE4CE deliverables, especially: D.T1.1.1, D.T1.2.1, D.T2.1.1 (<http://www.interregcentral.eu/Content.Node/SALUTE4CE.html>)
- digital platforms that will be used during training session
- the InViTo tool: <http://www.urbantoolbox.it/documentation/getting-started/>
- other sources of information on potential UEA sites that are subject to analysis during training

Preliminary exercises in:

- field visit to the problem area, including potential UEA locations, carried out together with local Support Group (SG)
- optionally: practical use of digital platform and InViTo tool for identifying problem areas, site selection, and intervention selection, on the same examples that will later be subject to analysis during the training
- multi-factors decision making procedures, including use of the McKinsey matrix

Review of materials containing in-depth knowledge of:

- theory and practice of urban ecosystem services as well as of urban (blue)green infrastructure - easy information provided by the SALUTE4CE team, including links to texts with compressed knowledge
- national specific issues and frame conditions concerning planning, implementation and managing of green infrastructure
- social, legal, environmental, infrastructural and strategic conditions for implementing UEA in the FUA



- good and bad practices in the arrangement and use of public greenery in the FUA of SALUTE4CE
- theory and practice of using McKinsey matrix for decision-making - easy information provided by the SALUTE4CE team, including links to texts with compressed knowledge

We recommend discussing with the persons indicated by the local Support Group (SG) on the following topics:

- the awareness on (blue)green infrastructure issues within professional planners' community
- the context of UEA concept's issues under specific local conditions
- the main approaches in the field of green infrastructure management in the FUA
- the lessons what to do and what not to do that you learned while researching the case studies concerning public greenery in the FUA

4.3. TRAINING SCENARIO

4.3.1. DAY 1 - MODULES 0 AND 1.

MODULE 0. CONTEXT INFORMATION - IN BRIEF

a-g: seminar 2 x 30'

- a) presentation of the context and purpose of the workshop
- b) presentation of standards and basic indicators of the availability and quality of public greenery
- c) an explanation of what UEA is and why it is used
- d) presentation of successfully implemented solutions on a scale of place
- e) brief (see the note below) introduction to the Action Plan concept (according to the deliverable D.T2.1.1)
- f) brief introduction to the procedures for selecting sites and solutions (in the scope of deliverables D.T1.2.1 and D.T1.2.1)
- g) introduction to sources of information on deficit areas and potential UEA locations

h - commented walk: 90' - field visit in the study area and potential UEA sites - 2 UEA locations

NOTE:

a, b, c, d - the issues are to be presented once, at the beginning of the training

e, f, g - these issues are again, more specifically presented and discussed in the implementation of modules 1, 2 and 3



MODULE 1. DIAGNOSIS OF THE STUDY AREA

a - b: seminar 30' (presentation, moderated discussion - all 20 participants)

- a) introduction to the criteria for defining problem areas in accordance with the methodology described in D.T1.1.1
- b) introductory explanation and discussion on the results of the field visit, outlining the initial hypothesis regarding the necessity and suitability of UEA in the visited area and its individual places

c - d: workshop groups (5 x 4 people), 90' in total: exercises in using the ICT platforms (and - optionally - InViTo tool), discussion in working group

- c) exercises in collecting and analysis of the information about the visited area by using local plans, strategies, programs, diagnoses, reports, etc., as well as data available on digital platforms (and - optionally - using the InViTo tool)
- d) initial delimitation of the study area based on the achievements of the commented walk and of practical exercise

e - g: notice board, moderated discussion, brainstorming 45' (common work of 20 training participants)

- e) comparing the delimitation versions proposed, explaining reasons for differences in proposals prepared by individual workshop groups and consensus
- f) an indication of what was unclear or particularly difficult,
- g) discussion on the completeness, quality and availability of information on the study area

4.3.2. DAY 2 - MODULES 2 AND 3.

MODULE 2. ASSESSMENT OF POTENTIAL UEA SITES IN TERMS OF NECESSITY AND SUITABILITY

a - seminar 30' - introduction to the criteria for selection of UEA sites in accordance with the methodology described in D.T1.1.1

b - d: workshop groups (5 x 4 people), 3 x 30': exercises in using the ICT platforms (and optionally InViTo tool), discussion in working group

- b) exercises in collecting and analysing information about two potential sites by using local plans, strategies, programs, diagnoses, reports, etc., as well as data available on digital platforms (and optionally using the InViTo tool)
- c) analysis of additional information about the sites, provided by the trainer
- d) formulation of a preliminary assessment (scoring) of necessity and suitability for 2 potential sites based on the achievements of points b and c, and on the achievements of the first day of training

e - h: notice board, moderated discussion, brainstorming (whole group of around 20 participants)- 45'



- e) comparing the assessment results proposed by individual workshop groups, explaining reasons for differences, and scoring agreement
- f) agreeing the final assessment of both sites using the McKinsey matrix
- g) an indication of what was unclear or particularly difficult
- h) discussion on the completeness, quality and availability of information on the sites

MODULE 3. SELECTION OF INTERVENTION

a - seminar 30' - introduction to the guidelines and criteria for selection of intervention in accordance with the methodology described in D.T.1.1.2

b - d: workshop groups (5 x 4 people), 45': moderated discussion, exercises in using the digital platforms (and -optionally - InViTo tool), discussion in working group

- b) exercises in collecting and analysing information about selected site by using by using local plans, strategies, programs, diagnoses, reports, etc., as well as data available on digital platforms (and - optionally -using the InViTo tool)
- c) analysis of additional information about the site, provided by the trainer
- d) selection of the preferred green-spot for the site based on the achievements of points b and c, of Module 2 and of the first training day

e - notice board, moderated discussion 20' (common work of 20 training participants) - comparing the assessment results proposed by individual workshop groups, and final agreement of the transformation type

f - h: workshop groups (5 x 4 people), 45': moderated discussion, exercises in using the digital platforms (and -optionally -InViTo tool) - interpretation of the data

- f) further analysing the data available on digital platforms (and optionally -using the InViTo tool) in the context of NBS assessment criteria
- g) assessing necessity and suitability of possible NBS according to the guidelines and criteria of D.T.1.1.1
- h) selection of the preferred NBS for the site

i - l: notice board, moderated discussion 30' (common work of 20 training participants)

- i) comparing the assessment results proposed by individual workshop groups, explaining reasons for differences, and scoring agreement
- j) agreeing the final selection of NBS using the McKinsey matrix
- k) an indication of what was unclear or particularly difficult
- l) summary: moderated discussion on the completeness, quality and availability of information on the sites



5. ADVICE TO THE TRAINER

- Before you attempt to study this conception, please make sure that you understand the entire SALUTE4CE project. Please recognize its specific within the context of your country.
- While preparing training materials, you need to include, where ever you can, local examples of good or bad practice. Use also your specific professional knowledge to illustrate the points and findings arising from this material.
- The final scenario and list of training participants as well as the final content of training materials should take into account the results of the initial consultation conducted with a local Support Group (SG). SG representatives should also be asked to identify and help in acquiring the most representative people from the FUA area, representing various expert communities and social groups.
- Pre-training (including a commented walk, as well as a seminar and workshop) should result in the selection of five people from local professionals/stakeholder who will then be supervisors of working groups during the actual training.
- Having the final list of participants, before the start of the training, it is necessary to divide into 5 working groups, binding on both days of work. It should be ensured that each group consists of people with different competences, so that there is sufficient knowledge in the group regarding environmental, infrastructure, planning and social issues.
- The trainer has to remember about the satisfactory survey which is obligatory for the trainings performed in the Interreg CE projects. Each participant should submit the survey to the leading trainer.
- Both the trainer and supervisors must thoroughly know the main training materials (in translation into their native language) as well as all the auxiliary materials related to the given FUA. They must also have ordered all information about the study area that will be used during training. They must also be fluent in using digital platforms to the full extent of their use in training.
- You can contact the authors of this concept module and ask for a consultation on l.trzaski@sibg.org.pl

6. TRAINING EVALUATION

1. Satisfaction survey

At the conclusion of the training, participants will be asked to complete a survey. This will include:

- Personal info (gender, age group and social/professional role)
- Feedback about the event (overall satisfaction level, indication of what was most valuable/less valuable),
- Rating of particular items:
 - > relevance of the training contents,
 - > providing a forum for exchange of information with organizers and other participants,



- > quality of presentations,
- > quality of on-line exercises,
- > degree of openness and possibility to interact during the event, quality of training venue/facilities)
- Quality of the knowledge and skills obtained as a result of participation in training:
 - > the level of usefulness of acquired skills for participating in teamwork
 - > clearness and readability of data and of information
 - > the level of usefulness of this knowledge and skills in professional work or public activity
- Usefulness of acquired knowledge and skills for participating in decisional processes at inter-municipality (FUA) level

2. Assessing the outcomes of training and survey

Each SALUTE4CE partner has to gather the materials produced during the training. This includes drawings, data sets, discussion transcripts, conclusions. This material will be essential for writing the report about the local training as well as for developing the UEA Action Plan in the FUA. Statistics and charts should be produced on the basis of surveys compiled by training participants, also using the SALUTE4CE project template file.