

# TOOLBOX

Rebooting democracy through  
citizen participation

## The Council of Europe toolbox on civil participation



**Civil Participation:**  
**Be the Change**

2020

**Developed by**  
**Elections and Civil Society Division**

within the framework of the project "Promoting civil participation  
in democratic decision-making in Ukraine"

COUNCIL OF EUROPE



CONSEIL DE L'EUROPE

This Toolkit is developed  
by the Elections and Civil Society Division  
in the framework of the implementation  
of the Council of Europe project  
"Promoting civil participation in democratic  
decision-making in Ukraine".

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## The Council of Europe toolbox on civil participation

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**Civil Participation:  
Be the Change**



## NOTATION KEYS

### Recommended as a good practice for:



national (executive and legislative) authorities



local self-government authorities



non-governmental organisations, citizens

### Use format:



online



offline



combined

### Work option:



individual



in groups

### Decision-making level:



central



local

### Regulatory legal acts to be amended:



laws / Government resolutions



budgets (local or central) / policy documents (development strategies, sectoral policies)



charters of amalgamated communities / regulations (on civil participation tools)

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## **THE COUNCIL OF EUROPE AND CIVIL PARTICIPATION**

The participation of citizens in the decision-making processes is the foundation of the functioning and development of a genuinely democratic society as it promotes social dialogue on the most important issues. Citizens accept decisions and trust their representatives when they are aware of their opportunities to express themselves during political discussions on important issues and decisions.

Among the most pressing challenges of concern for the European democracies are the issues of alienation of the people from political processes, lack of public confidence in democratic institutions and decorrelation between citizens' preferences and decisions made by public authorities.

Such challenges should be urgently addressed as citizens who have no voice in political discussions and decision-making will more likely challenge them, and their trust in public authorities will be low. In such circumstances, neither citizens' voices are heard, nor their needs met, and governments act lacking appropriate information about the needs, problems and preferences of citizens, which, in turn, makes it complicated for the politicians to understand the implications of their decisions for the citizens' lives.

The practice of the representative system demonstrates that the change of political actors does not always improve the situation if the good functioning of the system itself is at stake. Therefore, the participation of citizens is of vital importance for the functioning of

democracy as it increases public supervision of authorities and so ensures that the latter act in public interests.

Citizens must have equal rights and opportunities to express their opinions in the course of local decision-making and implementation of important policies which have an impact on their lives, and everybody's voice must be taken into account, including the voices of seldom heard groups (young people, vulnerable and marginalised groups). Ensuring equal and favourable opportunities for citizens to participate is one of the best ways of addressing most problems our democracies face. The best democratic governance usually takes place when citizens are more active, bridging thus the gap between civil society and authorities.

Many countries in the world are nowadays in a critical need for the transformation of their political systems. The Council of Europe possesses the whole range of innovative instruments to this end. Such innovative mechanisms help countries to use the unbelievable potential of citizens, NGOs and civil society as a whole and ensure that such approaches are included in the functioning of political institutions, making civil participation the basis for the renewed democratic systems. This Toolkit is a



**Dan Popescu,**  
*Head, Department of Democracy and Governance, Council of Europe*

roadmap demonstrating what can be done to make democracy work again, along with the strengthening of election systems and investing in democratic education. The tools presented below have demonstrated their success in uniting public authorities and civil society in an open and fair political dialogue, which brought about sustainable reforms, strengthened public trust in democratic institutions, helped to identify and eliminate barriers and obstacles between stakeholders in the process of decision-making. The Council of Europe can provide expert, methodological, consultative and advocacy support in the implementation of the civil participation instruments listed below.

## WE INVITE YOU

To take the interactive online course: [Civil Participation and the Council of Europe Standards](#)

To visit the [web page of the Civil Society Division of the Council of Europe](#).

To visit the web page of the Project "[Promoting civil participation in democratic decision-making in Ukraine](#)".





TOOL

# CivicLab



A methodology aimed at developing and analysing options for decisions and predicting their outcomes in the process of decision-making at local, regional and national levels.

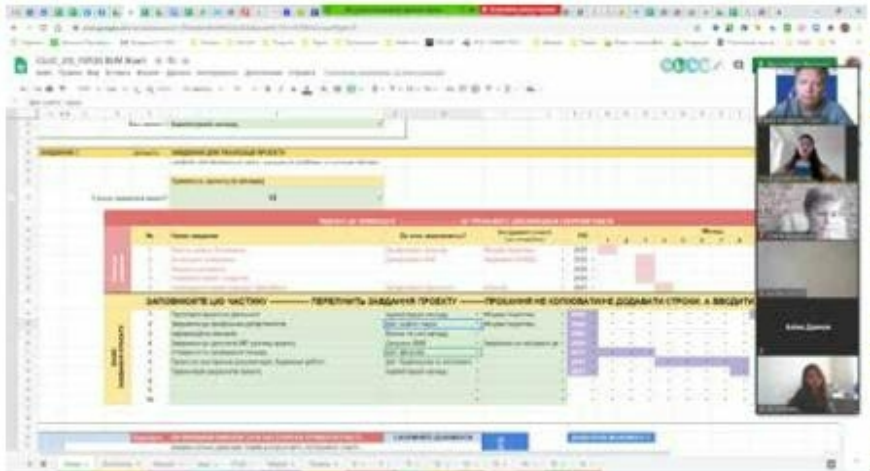
**The objective:** to increase the effectiveness and efficiency of the decision-making process and civil participation in it.

CivicLab ensures that participants to consultations effectively observe the standards and guidelines of the Council of Europe and put them into practice in the process of development and adoption of political decisions at the local, regional and national levels, in compliance with the principles of gender equality and non-discrimination (on

the grounds of age and gender, persons with disabilities, socially disadvantaged, vulnerable and marginalised groups, etc.).

This tool can be used during consultations, public hearings, strategizing, workshops, drafting of regulatory and policy documents of different levels and at other events, intended to produce ideas or proposals, develop options for solutions with their simultaneous feasibility assessment and provision of recommendations.





# CivicLab

Since November 2019  
have been organised

over **20** events

attended by

**1143**  
participants

online of which

**783**

With the help  
of CivicLab  
methodology  
have been  
developed

**17**  
policies

**15** DECISIONS  
successfully  
implemented

**The CivicLab tool includes:** the innovative automated programmatic and analytical system “Digital Component of the Analysis of Visualisation and Prediction of Options for Decisions”, which digitalises ideas proposed by participants; the set of standardised digital matrices to insert proposals (ideas, objectives, events, etc.); needs assessment form and the selection of participants to certain events following established criteria, and the facilitation methodology adaptable to the needs of a certain target audience and a relevant topic of an event.

**The CivicLab tool will be useful** for the civil society, including active citizens, non-governmental and international organisations, businesses, local self-government bodies, central and local executive and legislative bodies.





### How does it work?

Participants work (individually or in groups) in a usual format (a workshop, a strategy session, etc.) online, offline or in a combined manner, with a facilitator. In parallel, notetakers, using computers, insert in real-time each participant's proposals into a matrix (electronic table) designed and tailored for a certain event, cluster them, display them on a common screen, analyse and visualise them in the form of informative charts and diagrams.

### What is the expected outcome?

1. Decisions are prepared in a transparent manner, taking into account participants' suggestions, and the participants themselves make a high-quality assessment of their feasibility.
2. A matrix containing participants' proposals and visualised data.
3. An analytical document (policy proposal) which includes options for decisions or well-grounded proposals and guidance on which effective option to choose in order to further implement them.

Examples  
of successful use:  
<https://bit.ly/32T0r6S>



An example of an  
analytical report:  
<https://bit.ly/3hSNv5f>





## TOOL

# INTERACTIVE GAME UChange



An interactive practical game which teaches citizens how to interact with authorities through an effective application of civil participation instruments in order to address pressing challenges and implement ideas.

**The objective:** to bring up conscious, responsible and pro-active citizens capable and able to make an effective impact on decision-making to develop their communities.

The UChange is a playing field for modelling of the interaction between authorities and a

community to address a real issue (problem or idea) pertaining to a game participant. Game participants gain new knowledge, practical skills and competencies related to particularities of functioning of a country or a city and receive knowledge about the participatory tools available to influence the decision-making.

This tool may be used to jointly train interaction between public authorities and civil society, develop projects, advocacy and awareness-raising campaigns, seek solutions to address local city challenges, model the improvement of sectoral and city policies and time frameworks for obtaining results in budget advocacy.

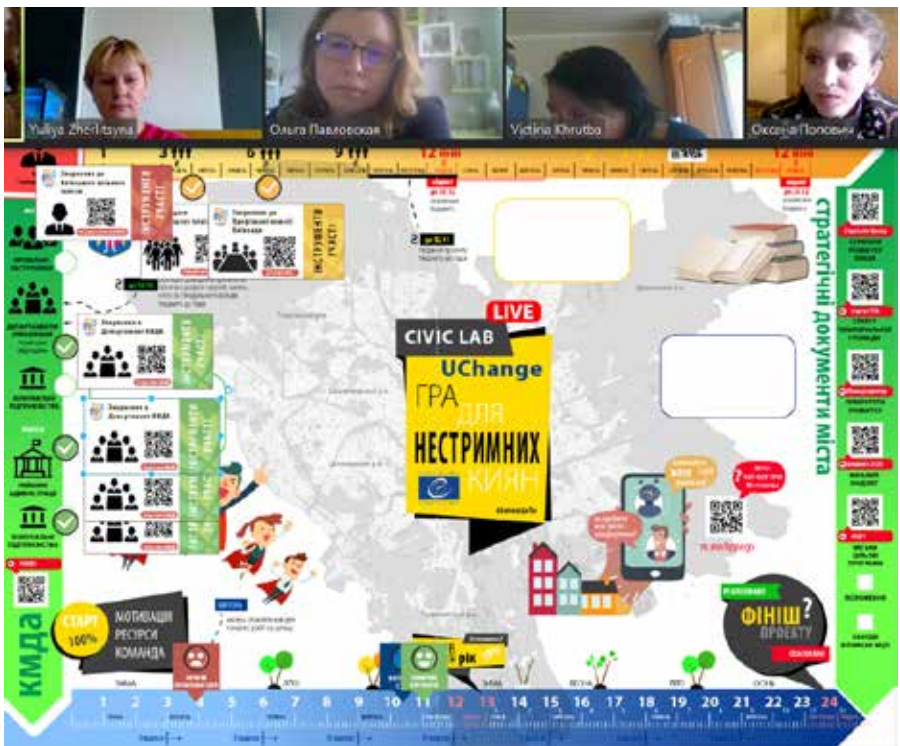
**The UChange tool includes:** the playing field (reflecting the structure of national and local authorities, the basic regulations governing their performance, the budget cycle and the time scale of progress in addressing issues), the card set (up to 10 civil

participation instruments) and the game pieces (representing problems, their current status and intended outcome).

The CivicLab Tool will be useful for the civil society, including active citizens, non-government and international organisations, businesses, local self-government bodies, national and local public authorities.

**How does it work?**

One of the following fields is used during the game: the city (models the performance of



# UChange

Since January 2020  
have been conducted

more than **13** games

of which

**10** **LIVE**

were conducted in LIVE  
format (remotely, online)  
during the COVID-19  
quarantine,

*in particular:*

**UChange**  
Your  
Neighbourhood

**UChange**  
Ecology  
and Environment

**UChange**  
**LIVE**

local self-government bodies), the country (models the performance of central and local authorities including the legislative branch and budget processes), or the **School PB. Dream School** (models the use of the School Participatory Budgeting). The game can be conducted offline (**UChange**) and online (**UChange LIVE**).

While playing the game, each participant uses his or her issue (problem/idea/project) to identify entry points to interact with authorities and the documents regulating the solution of his or her issue, prepares a substantive appeal, uses civil participation tools and outlines a clear sequence of measures to resolve his or her specific problem successfully or to implement an idea or a project.

Participants play in groups (online or offline), each of the groups having its own field where it plays together with a facilitator and a notetaker. The game can be complemented by the CivicLab methodology (project preparation matrix). In such an event, each participant obtains, following the game, an electronic document containing his or her project, ready to be implemented. The game can also be played as a competition between two teams searching for the most effective solution of a certain problem.

### What is the expected outcome?

1. Each player knows how to address his or her issue proposed for a game and can resolve it, knows who he or she needs to turn to and which civil participation tools to use, has obtained a sequence of clear measures to be taken to address his or her issue.
2. All players know how public authorities of different levels function, they have got new knowledge on how to interact with them, and they can use civil participation instruments to influence decision-making to develop their communities.
3. The project is outlined, its awareness-raising or advocacy campaign is developed, and the budget advocacy datasheet is completed.

Examples of successful use:  
<https://bit.ly/3hXO7Xt>



# UChange

Attended  
the games

473  
participants

of which  
played **online**

448

UChange  
LIVE

got lots of  
*positive feedback*  
from its participants.





## TOOL

# SCHOOL PARTICIPATORY BUDGETING



An innovative tool of youth participation in the decision-making that concerns the distribution of local budget shares allocated to school/youth community development projects.

**The objective is** to bring up conscious and responsible young citizens actively engaged in the decision-making process, who are able to influence the development and activities of their communities, whose voice is heard and opinion is taken into account.

This tool teaches school students to create and develop ideas, elaborate projects, communicate and work in teams, develop a sense of involvement and the importance of his or her voice.



The School Participatory Budgeting tool is a comprehensive solution for communities allowing to develop distinctively new regulatory acts governing the School Participatory Budgeting under the Council of Europe model and introducing an educational methodology which provides skills and competencies to students and teaches them the basics of civil participation: what should a school student and a citizen do, in what way should he or she act, what tool to use to make his or her voice heard and opinion taken into account. Such an approach is the key element of bringing up conscious young individuals with active

citizenship, capable of making an efficient impact on decision-making throughout his or her life.

**The School Participatory Budgeting** includes the [Toolkit on School participatory budgeting](#), the standard [Regulation on the School Participatory Budgeting](#), the educational component including the “Basics of civil participation” curriculum and syllabus, separately for teachers and students (of various ages), and the series of activities (online/offline) helping to introduce the School Participatory Budgeting in cities and schools.

## WEB-CONFERENCE

8 JULY  
10.00 - 12.00 CET

Elections and Civil Society Division

With the assistance of the project "Promoting and generalising of established good practices in libraries"

## INVOLVING CHILDREN AND YOUNG PEOPLE under 18 in civil participation mechanisms and decision making process

International standards and best practices



Since July 2020, regulatory acts on the **School Participatory Budgeting** have been approved in two Ukrainian cities:



**Ternopil**

*(students of grades 7-11 from 23 schools will gain new knowledge and submit projects totalling more than 1.7 million UAH)*



**Kirovohrad Amalgamated Territorial Community**

*(1,265 students of grades 5-11 from 5 schools will gain new knowledge and submit projects).*

The relevant educational methodology has been piloted in [Poltava region](#) and the city of [Vinnytsia](#) and is being permanently introduced in Kirolevets and Ternopil.



12 more Ukrainian cities are working on the introduction of the School Participatory Budgeting.

**This tool will be useful for:**

- local self-government bodies wishing to engage youth in decision-making, promote dialogue between authorities and society in the decision-making process and prevent miscommunication and destructive interaction between them by means of education;
- youth willing to defend their right to participate in decision-making to develop their communities and address their needs;
- local education units and departments, central authorities, public organisations engaged in educating influential young people who pro-actively participate in public life at the municipal and national levels.

**How does it work?**

According to Toolkit on School participatory budgeting, a School Participatory Budgeting model is selected which takes into account all the particularities of a given community. On the basis of the standard Regulation on the School Participatory Budgeting, the decision and the regulation to introduce the School PB are drafted. The local council decides on the allocation of funds to implement the School PB winning projects. The calendar of the School PB phases is developed, including a school curriculum and a syllabus. A series of events are organised, supported by the Council of Europe Project, to educate teachers and students how to use the School Participatory Budgeting during the first pilot year. The implementation process of the School Participatory Budgeting acquires sustainability due to education, transfer of methodology and practising skills.

**What is the expected outcome?**

1. Conscious and responsible young citizens pro-actively participate in the process of decision-making, they are capable of influencing the development and activities of their communities, their voice is heard, and their opinions are taken into account.
2. The Regulation on the School Participatory Budgeting is approved, funds are allocated to implement winning projects, and the community's charter is amended.
3. The school course "Basics of civil participation" is introduced.

The toolkit to select the SPB model : <https://bit.ly/32SZlmZ>



The standard regulation on the SPB: <https://bit.ly/2ZZIz9J>



The presentation of the educational component of the SPB: <https://bit.ly/3j9fWxy>



The presentation of the methodology to introduce the SPB: <https://bit.ly/3mEoo9U>



The presentation of the SPB toolkit: <https://bit.ly/3hVXsyP>





TOOL

# ACADEMY OF CIVIL PARTICIPATION



Support for the interaction, dialogue and strengthening of mutual trust and respect between public authorities and civil society.

**The objective is** to create an environment enabling strengthening civil participation, mutual trust, respect and recognition between civil society actors and civil servants to promote further co-operation between them and build an inclusive dialogue in the process of decision-making. The purpose of

the Academy is to lay foundations for a start to shape a qualitatively new participative process of decision-making where the voice of each member of the society is heard.

**The tool includes** seminars, training sessions and lectures, which last for several days and

gather together civil servants and civil society actors to discuss selected policies or projects and jointly develop sustainable political decisions.

**This tool will be useful for** official and members of city councils and civil society actors seeking changes and wishing to build partnerships between authorities and the public.

**How does it work?** The Academy of Civil Participation aims to support interaction and increase of mutual trust between NGOs and public authorities. This unique training and practical course was created on the basis of international experience and practices and the Council of Europe standards and is aimed at enhancing competencies and skills of civil society actors and civil servants related to joint elaboration of policies and at involving individuals to decision-making at all levels. The Academy can be adapted to be introduced in different municipalities by adhering its content as close as possible to local needs and priorities.

### What is the expected outcome?

1. Broader use of tools and forms of the involvement of individuals in the decision-making process.
2. Strengthening of co-operation and interaction between civil society and civil servants, open and substantive dialogue between them.
3. Real cases of influence by the civil society on the definition of the final modes of certain policies.

**This tool was successfully applied in Kyiv, Zhytomyr and Lviv. Such success stories demonstrate that the local introduction of the Academy helps to eliminate barriers between stakeholders and safeguard inclusive and meaningful participation within which local politicians duly consider the standpoints of citizens and NGOs.**

Academy of Civil  
Participation, Kyiv:  
<https://bit.ly/367MBOa>



Academy of Civil  
Participation, Lviv:  
<https://bit.ly/3kNTVWm>





TOOL

# ACADEMY OF CIVIL PARTICIPATION ONLINE



The implementation of the Academy at the local level helps to remove barriers between stakeholders in the decision-making process and provide such further inclusive and constructive civil participation, when the opinions of citizens and NGOs are taken into account by local authorities.

**The objective is** to raise the awareness of officials and members of local councils, members of non-governmental organisations and city residents about the provisions of the charters of their territorial communities, increase the

opportunities for interaction and co-operation in the decision-making process and the development of their communities, promote the implementation of the revised norms, regulations and the Council of Europe standards on civil participation.

The Academy has been created proceeding from local needs and city contexts; still, the majority of the Online Academy modules would be useful for each individual, irrespectively of his or her residence.

Its monitoring and analytical components make it possible to create the portfolio of an “active citizen” and to measure the public awareness of participatory instruments and the success of the online course.

### **The Academy of Civil Participation Online includes:**

#### **Module 1.**

Civil participation and the Council of Europe standards;

#### **Module 2.**

The Charter of an amalgamated community;

#### **Module 3.**

General assemblies, local initiatives and public hearings;

#### **Module 4.**

E-petitions, public consultations and Participatory Budgeting;

#### **Module 5.**

Citizens’ engagement in public spaces’ development, open data, gender-based approach.

Each module includes 3 thematic sections dedicated to various civil participation instruments and the examples of their practical use. Thus, 15 training topics are available for the participants. To better capture these topics, the course is supplemented with videos, infographics, and user interaction elements. The course includes an introductory and final knowledge evaluation, as well as individual case studies to be dealt with independently.

Following the launch of the Online Academy, IPARTICIPATE, the awareness-raising and information participatory campaign, will start.

### **The Academy of Civil Participation Online will be useful for:**

- officials wishing to get a broader understanding of how to involve citizens in the decision-making process, search for partners from among the civil society, perform effective consultations and collect proposals from all the stakeholders, bring up governance in their cities closer to the European standards and enhance the quality of life for the individuals;
- members of local councils wishing to address the issues of their communities with the help of their residents;
- members of NGOs (public and charitable organisations, associations of apartment owners) searching for opportunities to implement their initiatives, address problems of their peers or specific local problems;
- active residents of cities, villages and towns who wish to implement useful initiatives and know more about what the local council is doing and how to influence its decisions;
- young people wishing to change their cities for the better.

### **How does it work?**

Participants click the link and visit the Academy web-site. They select the module and the topic they want to be trained in online.

# ACADEMY OF CIVIL PARTICIPATION ONLINE

Since May 2020 undertook this course

over **900**

persons (completed at least one thematic training)

gained new knowledge

over **200**

persons (completed tests and tasks)

completed the whole course (obtained certificates)

**86** persons

the first, the third and the fourth modules

**78** **36** completed the second and the third modules

Participants may choose whether they want to be trained in full or obtain skills in using a particular instrument of civil participation. Participants may verify their knowledge of certain topics through testing and individual tasks. They receive by e-mail the results of their testing and the results of the checked assignments with recommendations. Upon successfully completing all the modules, participants receive the Academy electronic certificate of completion.

## What is the expected outcome?

Participants, who have completed training in the Academy, know the provisions of the local community's statute, can use civil participation instruments and have learned the skills necessary to interact and co-operate in the process of decision making and community development.

The menu of the Academy of Civil Participation Online: <http://kpp-ngo.org/coe/dtohbvch/d/>



The introduction to the Academy of Civil Participation Online: <http://kpp-ngo.org/coe/dtohbvch/d/>







TOOL

# ADVOCACY SCHOOL FOR NGOS

## ACADEMY OF CIVIL PARTICIPATION



This course is aimed at improving knowledge and practical skills of civil society actors related to the role of the public in the process of policy-making and promoting community interests through advocacy campaigns.

**The objective is** to assist civil society actors effectively in the processes of development, monitoring and review of public policy environments to be able to participate more solutions at all levels.

This tool includes practical and theory sessions which last for several days and provide civil society actors with knowledge and skills necessary to lead successful civil lobbying (advocacy) campaigns at the national and local levels.

The tool will be useful for civil society actors wishing to master competent advocacy of public decisions.

**How does it work?** The Advocacy School is an interactive practical course which includes a series of sessions covering various topics and led by professional trainers in specific fields (communication, advocacy, public policy, gender-based approaches). After the School course has been completed, its participants obtain the full range of expertise to plan and implement advocacy campaigns.

### What is the expected outcome?

1. Civil society actors get a clear understanding of basic concepts related to analysing public policy to be able later to inform decision-making actors of the interests and values of their communities.
2. Civil society actors competently present themselves before all the stakeholders involved in policy-making and successfully advocate public decisions.

Summer Advocacy School:  
<https://bit.ly/2G2GWMl>





TOOL

# REGULATION ON PUBLIC SPACES' DEVELOPMENT



Introduction of public consultations to engage citizens in the decision-making process aimed at public spaces' design.

**The objective is** to engage city residents in city planning to create comfortable, safe, inclusive and modern public spaces while preserving historical and cultural heritage.

When local self-government bodies adopt decisions, then one of the most problematic issues arises, that is, opportunities for the community to independently influence the



design and development of public spaces. The public defines public spaces as an environment for communication and co-operation with local authorities, that is, the place which combines very many diverse interests and needs possibly contradicting each other.

This tool aims at introducing a new participatory instrument through the approval and adaptation of a regulation on the involvement of residents in the design of public spaces and at organising a series of online training activities to civil servants and representatives of city communities. Strengthening of civil participation in this policy is intended to balance contradictions and conflicts to ensure sustainable development of the environment.

This tool includes the standard regulatory act on the involvement of residents in design of public spaces and a series of trainings and consultative events to be held according to the established methodology.

**This tool will be useful for:**

- civil servants wishing to engage the public in designing of public spaces;
- pro-active citizens wishing to participate in the process of discussing public spaces design to secure that their needs and proposals are taken into account in the course of project development.

## How does it work?

A certain public space is being chosen to pilot the methodology and the draft regulation. Consultations are arranged, and a draft decision is elaborated to introduce the Regulation on citizens' engagement in public spaces' development. The local council adopts the Regulation.

This tool was applied in the city of Drohobych to involve residents in the reconstruction of the main street, the issue which residents actively discussed during the last 10 years.

It was possible to involve 518 residents in public consultations due to the effective methodology and the consistent implementation plan. The results of the consultations can be found in this [report](#) and [this video](#) shows the implemented project.

## What is the expected outcome?

1. Residents are pro-actively engaged in the city planning to create comfortable, safe, inclusive and modern public spaces and preserve historical and cultural heritage.
2. A new civil participation instrument is applied in the community; all public consultations are arranged under the adopted Regulation on citizens' engagement in public spaces' development.

The detailed description of the methodology, illustrated by the case of Drohobych, is available at: <https://bit.ly/3iWicYP>



## REGULATION ON PUBLIC SPACES' DEVELOPMENT

1 city 518 residents 3 consultations 2 adopted regulations

# Mentoring for Change

International Mentoring Programme

**Civil Participation**  
Be the Change

Developed by  
**Elections and Civil Society Division**  
within the framework of the project "Promoting civil participation in democratic decision-making in Ukraine"



TOOL

## PROGRAMME "MENTORING FOR CHANGE"



A three-month comprehensive online mentoring programme for representatives of civil society and civil servants of regional and local public authorities.

**The objective is** to assist active citizens, NGOs, representatives of public authorities in obtaining necessary knowledge, skills and support in:

- planning and implementation of public initiatives;
- assessment and development of regulatory acts governing the application of civil participation instruments in the society;
- development of an individual strategy of applying participatory instruments to implement public initiatives;
- advocacy strategies, actions to promote and implement initiatives;
- communication component of the implementation of public initiatives and civil participation;
- project management;

- fundraising;
- establishment and registration of a NGO;
- management and strategic development of a NGO.

**The tool includes** the assessment of needs and basic skills of participants, an individual programme of personal and professional development of a participant, sessions with a personal mentor (consultations, practical assignments).

**This tool will be useful for:**

- representatives of local public authorities wishing to improve their competencies and introduce the best international



## First mentorship programme

attended **15** participants

practices, the Council of Europe standards and the principles of good democratic governance;

- active citizens wishing to enhance their competencies and develop new skills to implement their initiatives;
- members of NGOs, involved in the cooperation with public authorities to implement policies and introduce new instruments of influencing decision-making, enhance the professionalism and effectiveness of their organisations to reach their objectives and develop their communities.

### How does it work?

Firstly, an online audit of participants' skills takes place to assist them in assessing their current skill level in target spheres; further on, personal development plans are being elaborated based on audit results and with due regard to the values of the Council of Europe and the opportunities of their inclusion in the programmes of personal and professional development of participants. Each participant is assigned within the programme with a mentor in the sphere which the participant has shown the greatest interest in. Prior to individual consultations, participants learn recommended courses, study literature and other electronic resources. Participants work with their mentors on the strengthening of specific skills and the

ability to apply democratic values as a whole and the Council of Europe values in particular.

### What is the expected outcome?

Active citizens, members of non-governmental organisations and civil servants capable of applying best international practices, Council of Europe standards and principles of good democratic governance in their day-to-day activities.

Mentor **Quintin**

**Oliver's** team:

<https://bit.ly/3mlAgqZ>



Mentor **Iryna**

**Titarenko's** team:

<https://bit.ly/3IzPjJc>

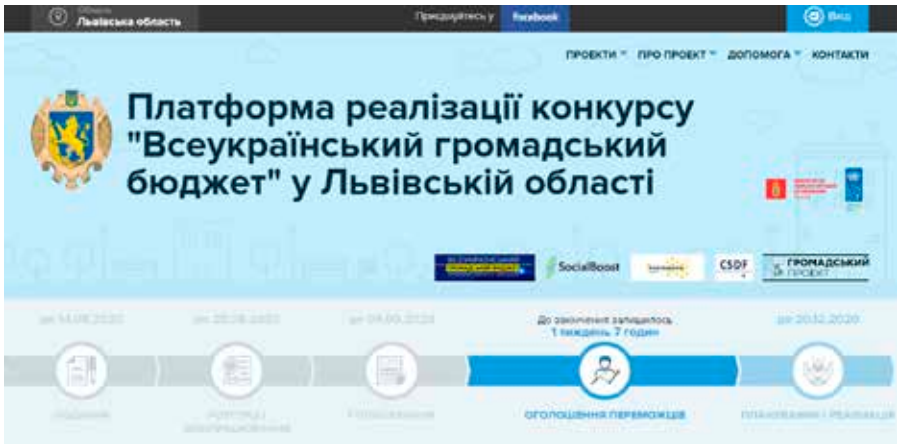


An example of implemented initiatives:

<https://bit.ly/3cmOTMv>







## TOOL

# PARTICIPATORY BUDGETING

## (NATIONAL AND LOCAL LEVELS)



Civil participation tools through which part of the budget is spent on projects that have been proposed and supported by the community.

**The objective is** to bring up conscious and responsible citizens actively engaged in the decision-making process, who are able and capable to influence the development and activities of their communities, whose voice is heard and whose opinion is taken into account.

This tool allows engaging citizens in the decision-making at the national and local levels in the distribution of shares of local and government budgets to implement development projects in their communities.

Knowledge, practical skills and competencies related to decision-making are necessary to ensure effective interaction between the society and authorities to address together different issues and implement citizens' ideas. Such instruments as Participatory Budgeting and National (all-Ukrainian) Participatory Budgeting exist to this end. The key difference is that the Participatory Budgeting provides for the allocation of a share of city budget funds to projects proposed



by the community, and the All-Ukrainian Participatory Budgeting is an instrument of engagement in the distribution of the state budget, promoting civic engagement and information literacy of citizens.

Each resident may propose an idea, collect the necessary number of votes and implement his or her project using budget funds. However, an author’s supervision is necessary at each stage. The high quality of projects and budget estimates is the key to positive results of expertise and expert opinions. Involvement in the Participatory Budgeting and the All-Ukrainian Participatory Budgeting develops fantastic teamwork skills, in particular, through the use of modern e-tools.

**The tools includes** the standard regulatory acts on Participatory Budgeting and the National (all-Ukrainian) Participatory Budgeting, methodological guidance

on implementation, training courses for the representatives of public bodies and communities on the effective use of these tools, methodological guidance on awareness-raising and educational campaigns and the series of activities to implement these tools for the sake of the community.

**This tool will be useful for:**

- central authorities and local public authorities wishing to involve residents in the decision-making on the distribution of budget shares with due regard to community needs;
- individuals wishing to safeguard their right to participate in decision-making to develop their communities with due regard for their needs.

**How does it work?**

Consultations are held, and the draft of a decision introducing the regulation on Participatory Budgeting is prepared. The Parliament or a local council, depending



on the level, adopts the regulation on Participatory Budgeting. The calendar of the Participatory Budgeting is developed, including the curriculum and the syllabus. With the expert and legal support from the Council of Europe Project, the regulation is being developed and a series of events to teach the implementation of the Participatory Budgeting in its first pilot year is conducted. Consultations, methodology and expert support are provided to the awareness-raising campaign. The implementation process of the Participatory Budgeting (national) acquires sustainability due to education, transfer of methodology and practising skills.

capable of influencing the development and activities of their communities, their voice is heard, and their opinions are taken into account.

2. The Regulation on Participatory Budgeting is approved, and funds are allocated to implement winning projects, the community's statute is amended.
3. The training course "Basics of civil participation" is introduced.

**What is the expected outcome?**

1. Conscious and responsible young citizens pro-actively participate in the process of decision-making, they are

All-Ukrainian Participatory Budgeting page:  
<https://www.facebook.com/vgbua/>



The training course on Participatory Budgeting for Drohobych city, Ukraine:  
<http://kpp-ngo.org/coe/drohobych/gb/>



The presentation of the concept of the National (all-Ukrainian) Participatory Budgeting:  
<https://bit.ly/2FZ1rO3>



The presentation of the outcomes of the Participatory Budgeting awareness-raising campaign illustrated by the case of Kyiv, Ukraine:  
<https://bit.ly/3co6kmc>



An example of the Regulation:  
[vgby.pb.org.ua/help/base](http://vgby.pb.org.ua/help/base)





TOOL

# ENHANCING CIVIL PARTICIPATION MECHANISMS



Provision of expert and methodological support to public authorities to improve the legal framework for civil participation at the municipal level.

**The objective is** to ensure the transparency of local self-government, develop a modern legal framework for civil participation, adapt civil participation mechanisms to local circumstances and context through supporting and promoting the participation of citizens, develop and introduce innovative civil participation mechanisms, improve current regulations related to civil participation tools.

**This tool includes** the assessment of needs with respect to improving legal and regulatory framework used by municipalities, central and regional authorities in the field of civil participation; consultations with experts; expert and methodological support in developing and introducing renewed regulatory acts, charters and innovative civil participation mechanisms.

This tool will be useful: for local authorities wishing to actively engage citizens in decision-making.

**How does it work?** Following requests from municipalities, the Council of Europe experts assess their current legal and regulatory framework related to civil participation, hold consultations, prepare proposals to enhance regulatory acts concerning civil participation instruments. Local councils make decisions to adopt regulatory acts.

### What is the expected outcome?

1. Following the improvement of the regulatory framework for civil participation through the implementation of statutes and regulations, citizens have more opportunities to influence decision- and policy-making at the municipal level.
2. The performance of local self-government becomes more transparent, thus bridging the gap between civil society and authorities.

**This tool, in the form of permanent and systemic support for a number of Ukrainian municipalities, has resulted in the strengthening of the local regulatory framework for civil participation mechanisms in the cities of Kyiv, Lviv, Zhytomyr, Ternopil, Mukacheve, Obukhiv, Drohobych, Merefá, Krolevets and others (city councils adopted modern regulations/ charters providing broad opportunities for civil participation, where the gender aspects of the decision-making process have been duly considered).**

### Brochure “Instruments of civil participation”:

Lviv:



Zhytomyr:



Ternopil:



## TOOL

# ONLINE COURSES IN CO-OPERATION WITH THE CONSULTATION INSTITUTE



Effective public consultations are the cornerstone of an inclusive participatory process. In co-operation with the Consultation Institute, we offer online courses on key elements of successful public consultations.

**The objective:** we wish the decision-making process to be more open for the civil participation and that decisions adopted by municipalities consider the interests and the needs of all the parties, including those seldom-heard.

**This tool includes** courses on effective public consultations (in English):

- The Consultation Charter: a foundation course in consultation
- Stakeholder mapping for public consultation
- Focus groups
- Surveys and questionnaires
- Data analysis and report writing
- Collecting data, information and sampling
- Consultations and public events

**This tool will be useful** for civil servants, active citizens, NGOs, civil activists and experts in civil participation.

**How does it work?** The courses are interactive, and theoretical knowledge is interconnected with practical cases provided.

**What is the expected outcome?**

1. Participants to the courses get the necessary knowledge and skills to conduct public consultations effectively.
2. The decision-making process in the municipalities represented by participants becomes more open, and local authorities take into consideration while making decisions the interests and needs of all the individuals, including those seldom -heard.



The Elections and Civil Society Division provides advice and technical assistance to the member states on various aspects of elections, such as the capacity building of electoral stakeholders and the raising of voter awareness.

One of the key objectives of the Division is to promote the active role of civil society in political decision-making through creating a favourable environment, including improvement of legal and regulatory frameworks for NGOs; developing sustainable mechanisms and platforms for dialogue, consultation and cooperation between civil society and government in member states, innovative tools and methodologies to increase the effectiveness and efficiency of decision-making process and the civil participation in it.

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[www.coe.int](http://www.coe.int)

The Council of Europe is the continent's leading human rights organisation. It comprises 47 member states, 27 of which are members of the European Union. All Council of Europe member states signed the European Convention on Human Rights - a treaty aimed at protecting human rights, democracy and the rule of law. The European Court of Human Rights oversees the implementation of the Convention by the member states.