Annexes - Preparation of workshops - preliminary requirements

Deliverable D.6.1.1

Annex 1
Preliminary Public Questionnaire oriented on co-design
Stage 1 and Stage 2

STAGE 1

Your creativity and ideas are needed for designing an ecological set of five community public spaces.
SPIRE Baia Mare wants to mitigate pollution with heavy metals within the city area. In order to regenerate the polluted soil, the sites will be planted on order to phytoremediate.

At the same time the projects propose the transformation of these sites into community public space, to be used and valued by the local community you are part of.
Offer your ideas and creativity so that together we can build ecological and significant solutions for Baia Mare people.
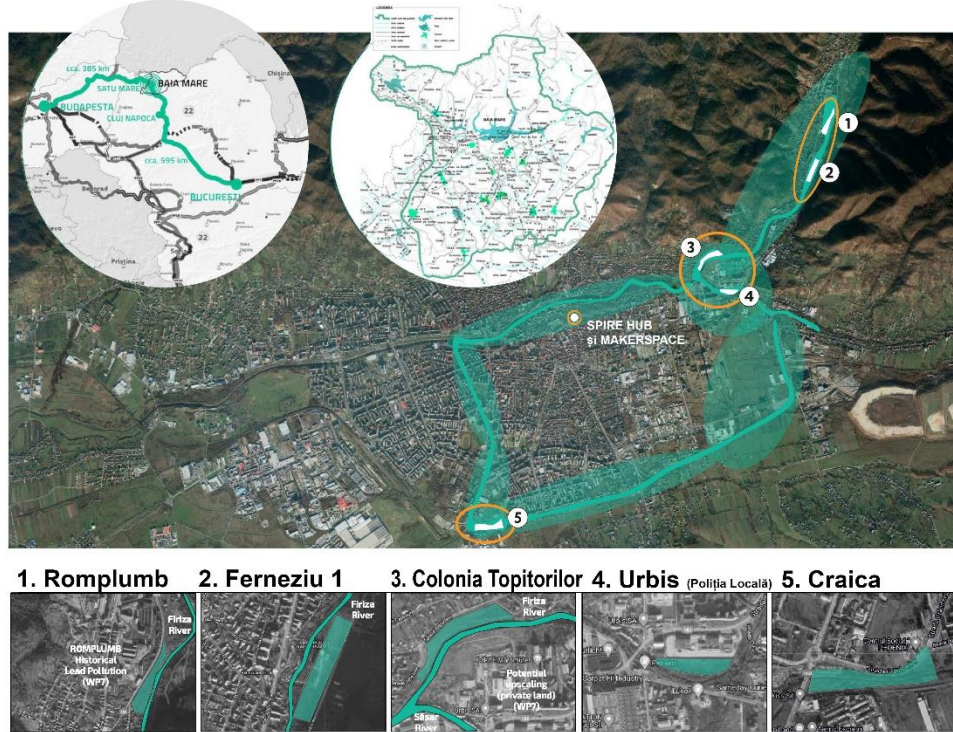
For how long do you live in Baia Mare?

      a.   My whole life, I was born here.
      b.   More than 10 years, I wasn't born here.
      c.   Less than 10 years, I wasn't born here.

How old are you?

      a.   0-14 years
      b.   15-24 years
      c.   25-34 years
      d.   45-60 years
      e.   60+ years

Pilot sites location

1. Romplumb   2. Ferneziu 1   3. Colonia Topitorilor 4. Urbis (Poliția Locală) **5. Craica**

Are you familiar with any of these sites?

   a.   Yes;
   b.   No;
   c.   Sort of, I know very little of the areas;

Which of the sites is closer to where you live?

   a.   Colonia Topitorilor
   b.   Ferneziu
   c.   Romplumb
   d.   Urbis
   e.   Craica

How close?

   a.   5-10 min of walking
   b.   10-15 min of walking
   c.   15-30 min of walking
   d.   More than 30 min of walking

Please evaluate how accessible the sites are.

    a. Accessible
    b. Moderate
    c. Hard to access
    d. I can't answer

How serious do you think is the pollution state of the Baia Mare city?

    a. It is a serious concern, improvement measures must be taken.
    b. At the moment is not an issue, I am not concerned.
    c. I don't know how serious the problem is

State of pollution in Baia Mare - The industrial past of the city affected approximately 627 ha of land polluted with heavy metals, with a concentration 5 times higher than the allowed limit. The health of citizens has been and is severely affected by environmental pollution.

Are you familiar with phytoremediation concept?

    a. Never heard of it.
    b. I heard, I am not sure of what is means and how it works.
    c. I know what it means and I think is a good solution.

Phytoremediation explanation - Phytoremediation is the procedure by which, with the help of plants, polluted land is cleaned. The project wants to plant the sites listed above, but also to transform them into public spaces for the community!

How important do you think the role of green spaces and vegetation is in combating the effects of pollution?

    a. A very important role, we need more green spaces.
    b. A moderate role.
    c. It doesn't represent an important role, or it is not enough.

The co-creation process in SPIRE Baia Mare - The project wants a long process of collaboration, by involving the community in various activities to make a joint decision. The land near your neighborhood is yours and the local community's and there is an opportunity to express your opinion, wishes and expectations.

How important do you consider the involvement of the community in making decisions regarding the arrangement, ambiance and functionality of these lands (along with the fulfillment of the phytoremediation role)?

    a. Very important, I am glad to be part of the co-creation process.
    b. Important, I am open to express my ideas.
    c. Moderate.
    d. Not important, I think it will not change the situation.

What is your opinion regarding the major issues of the sites and the areas? [open question]

How do you think landscaping in community public spaces can improve everyday life? (for example: future space for socializing, outdoor activities, relaxation activities) [open question]

The sites are transformed according to the needs of the community - The land will be planted mainly to clean the land of pollutants, but to a certain extent may have other functions, with the role of community public spaces, which you and the community you belong will use in the life of day by day!

What other functions and facilities do you think these spaces can accommodate? [open question]

Do you want to participate to other co-creation activities in the SPIRE project?

    a. Yes.
    b. No.
    c. No decided yet.

Thanks for participating! The questionnaire is anonymous and has the role of collecting valuable information for the co-creation process within the SPIRE Baia Mare project.

STAGE 2 (will change from in the implementation process)

Your creativity and ideas are needed for designing an ecological set of five community public spaces.
SPIRE Baia Mare wants to mitigate pollution with heavy metals within the city area. In order to regenerate the polluted soil, the sites will be planted on order to phytoremediate.

At the same time the projects propose the transformation of these sites into community public space, to be used and valued by the local community you are part of.

Offer your ideas and creativity so that together we can build ecological and significant solutions for Baia Mare people.

Do you consider the sites accessible?

    a.   Yes

    b.   No

    c.   Moderate

Choose one of the following (main alley):

    a.   Winding alley

    b.   Straight alley

Choose one of the following (secondary alley):

a. Tunnel alley

b. Secondary alley design type 1
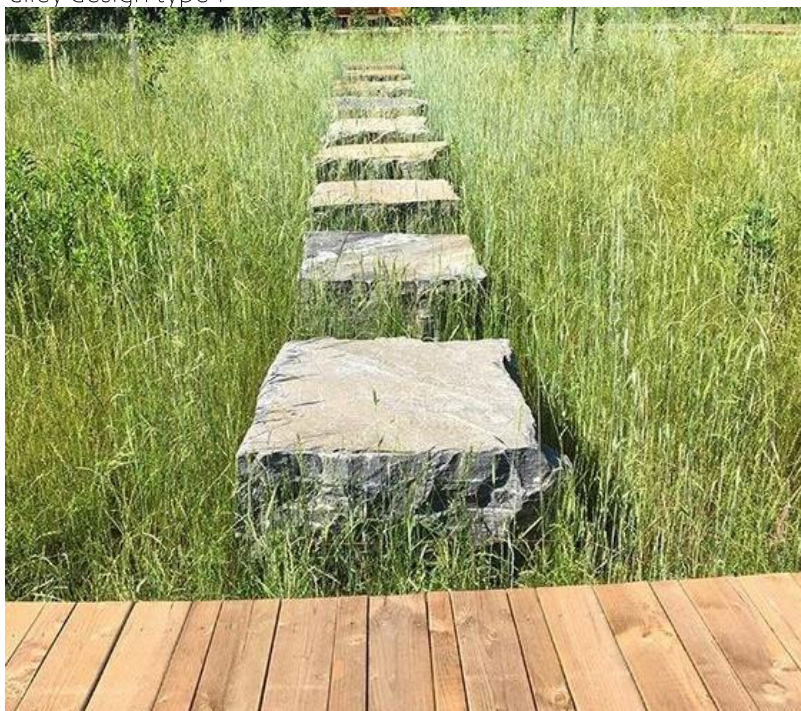
c. Secondary alley design type 2

How would you prefer the entrance to be signalized?

a. Image on an Artificial hill

b. Image of an Observation tower

c. Green-Gate

d. Colourful installations

Do you travel by bike often and prefer to have a dedicated parking space in this area?

    b. Yes
    c. No
    d. No, but I might in the future

Would you like to have access at the river for relaxing/ socializing?

    a. Yes
    b. No
    c. Indifferent

Do you prefer that the utilized public space be visually and functionally save from (multiple choice):

    a. Industrial sites
    b. Street area
    c. Water area

Do you consider that this site can be used as:

    a. Pedestrian transit area from home to school, work, other destinations
    b. Meeting space, spending free-time
    c. Meeting space where you can spend your free-time, but also would like to transit it during my daily commute (if the site has a pleasant atmosphere, is a safe place, has shaded areas when the sunlight is very harsh, and also is well illuminated during nighttime)

Annex 2
Preliminary Plans of Attack of Co-creation Process

Abbreviations:
Online/offline promoting = On.Pr./ Off.Pr;
Online/offline consulting = On.Cn. / Off.Cn.;
 Online/offline participating = On.Pa./ Off.Pa.

WORKSHOP AND RELATED ACTIVITIES PACKAGE 1 - DEFINING THE PROBLEMS AND PRELIMINARY CREATIVE INPUT	
PLAN OF ATTACK A - HYBRID APPROACH 50-50	PLAN OF ATTACK b - HYBRID APPROACH 80-20

1. On.Pr. Online communicating through mainstream media and official municipality website

— Announcement of the process of community co-creation and the need of citizens to be involved

— Updating on the first set of activities and the preliminary calendar

<div style="background-color:#2ca58d; color:white; padding:10px;">Activity 1 responsible partners (tasks distribution): to be decided throughout the implementation</div>

2. Off.Pr. Banners and panels

— Unconventional banner in the proximity of the sites in the neighborhood that contains:

— Short descriptions of the project and objectives of the current stage of co-creation

— Entertaining and engaging graphic representation of SPIRE project

— QR code to SPIRE website

— MAP with the pilot site and blank bubbles to be completed by the community

<div style="background-color:#2ca58d; color:white; padding:10px;">Activity 3 responsible partners (tasks distribution): to be decided throughout the implementation</div>

3. Off.Pr. Flyer distribution (convention or unconventional form of disseminative material)

— Conventional one with the purpose of informing about the project and co-creation process with QR code to SPIRE website

— Unconventional flyer – gamification of the presentation

4. Off.Pr. Contacting public institutions (schools) + Flyer distribution + Hardcopy questionnaire (stage 1) — Flyer distribution (conventional and unconventional) — Hardcopy questionnaire (stage1)	4. On.Pr. Contacting public institutions (schools) — Custom polls and questionnaire for this specific target group

Activity 4 responsible partners (tasks distribution): to be decided throughout the implementation

5. On.Cn. Questionnaire (stage 1) (see Annex 1) + Voting activity on potential issues

— General questions accompanied by representative pictures

— Polls on potential issues

Activity 5 responsible partners (tasks distribution): to be decided throughout the implementation

6. Off.Cn. Community evening (Open discussions + Interviews + Hardcopy questionnaire (stage 2)) — Prior online announcement at least a week before (maybe in the first week of implementation when announcing the co-creation process + questionnaire) — Ensure safety measures due to pandemic conditions — Catering (at least soda and coffee) — Introductive presentation of SPIRE and current stage of co-creation process evolution and objectives - 15 min — Engaging graphics/videos – 5 min — Stakeholder analysis exercise – 15 min — Short break	6. Off.Cn. Digital community gathering — Prior online announcement at least a week before (maybe in the first week of implementation when announcing the co-creation process + questionnaire) — Option to register to be an active speaker + option to participate as an attendee, answers polls, and address questions — Introductory presentation on the SPIRE project and objectives related to the co-creation process — Engaging graphics/videos – 5 min — Stakeholder analysis exercise – 15 min — Presentation of the pilot sites

— Instigate to discussions through strategic thought-out questions – 30 min — Open suggestions from the community – 15 min — Completing the Hardcopy questionnaire (stage 2) – 15 min	— Mediated discussion with the members of the community regarding problems and open questions — Polls and questions — Collaborative delineating the problems and challenges — Conclusions and completing the Online Questionnaire (stage 2)
Activity 6 responsible partners (tasks distribution): to be decided throughout the implementation	
7. Off.Pa. Gamification of the co-design guided, in schools working on teams In the case of an offline activity - schools (organization): — Ensure safety measures due to pandemic conditions — Short presentation 5-10 min — Form teams 5 min — Present the goals and principles (allow for creativity input) and a preliminary solution 10 min — Collaborative working 30 min — Allow for `homework` — Reward with iLEU coins	**7. On.Pa. Gamification of the co-design (open to everyone)** In the case of online open to anyone (requirements): — Short and easy to follow guidelines/tutorial — Allow for creative ideas — Reward with iLEU coins **7. On.Pa. Gamification of the co-design workshop** In the case of an online ZOOM conference workshop (organization): — Prior online announcement at least a week before (maybe in the first week of implementation when announcing the co-creation process + questionnaire) — Option to register — Tutorial of the user interface of the chosen application — Tasks to accomplish — Break to generate solutions — Presentation of the solutions and gather suggestions

	— Closing presentation + availability to work on the solution for a couple more days

Activity 7 responsible partners (tasks distribution): to be decided throughout the implementation

WORKSHOP AND RELATED ACTIVITIES PACKAGE 2

8. On.Pr. Steppingstone public announcement

— Short introduction

— Presentation of the Workshop and related activities Pack 1 results

— Engaging message to involve more people

Activity 8 responsible partners (tasks distribution): to be decided throughout the implementation

9. On.Cn. Questionnaire (stage 2)

Activity 9 responsible partners (tasks distribution): to be decided throughout the implementation

10. Off.Pa. Workshop 2 (thematic 2 - co-design/creative solutions) + Questionnaire stage 2 – for each target group of the pilot sites neighborhood	10. On.Pa. Workshop 2 (thematic 2 - co-design/creative solutions)
— Prior online announcement at least two weeks before	— Prior online announcement at least two weeks before
— Ensure safety measures due to pandemic conditions	— Prior online announcement at least a week before
— Catering (soda, coffee, snacks)	— Option to register
— Materials for creative purposes: markers, papers, creative and interactive maps	— Introductive presentation of SPIRE and current stage of co-creation process evolution and objectives + presenting the past Workshop and related activities pack results - 15 min
— Introductive presentation of SPIRE and current stage of co-creation process	

evolution and objectives + presenting the past Workshop and related activities pack results - 15 min

— Short engaging video 5-10 min

— First exercise – site understanding and necessities (collaborative and decision making as a collective) + Questionnaire stage 2 - 30-45 min

— Short break 15 min

— Form 3 teams 5 min

— Second exercise – ideas on design options using maps, lego, drawings (collaborative and decision making as a team) 30-45 min

— Select 3 ideas 15-30 min

— Open discussions on expectations + feedback from the community 30 min

— Reward with iLEU coins

— Thematic exercise 1: What do you consider that the main issues are (3 ideas) + What would you like to have in the neighborhood (3 ideas)

— Thematic exercise 2: Brainstorming of functions and facilities

— Voting and deliberating on the results

— Thematic exercise 3: Brainstorming on Planting ideas + Landscape ambiance Brainstorming

— Voting and deliberating on the results

— Template for ideas to be distributed - allow a couple of days for completing the tasks

— Invite to the gamification platform

— Closing presentation

— Online publication of the solutions on results

Activity 10 responsible partners (tasks distribution): to be decided throughout the implementation

---

WORKSHOP AND RELATED ACTIVITIES PACKAGE 3

---

11. On.Cn. Voting activities

— SPIRE team assignment: Preliminary `rendering`/graphic represent the 3 solutions from the past Workshop Pack

— Presentation of the co-creation process and all the past stages and results

— Vote on solutions

— Allow for recommendations

11. On.Cn. Voting activities

— Presentation of the co-creation process and all the past stages and results

— Present the best (five?) solutions and allow for public voting

— Allow for recommendations

Activity 11 responsible partners (tasks distribution): to be decided throughout the implementation

12. On.Pr. Steppingstone public announcement

— Present the evolution, stepping stones, challenges encountered

— Announce the implementation volunteering stage – registration

Activity 12 responsible partners (tasks distribution): to be decided throughout the implementation

13. Off.Pr. Implementation and volunteering

— Ensure safety measures due to pandemic conditions

— Ensure safety equipment (helmet, gloves, etc...)

— Catering (food and drinks)

— Short training for building activities + forming teams regarding different actions

Activity 13 responsible partners (tasks distribution): to be decided throughout the implementation

The above framework of the co-creation process is a proposal of two different approaches. In the case of implementing the co-creation process, the activities can transform and adapt. Due to the existing situation of the pandemic, the framework is constructed as a flexible system. Depending on the results of first activities, the following must modify accordingly.

1. Plan of Attack A – preliminary calendar

Month	October	November				December				January						February			March			
Week	4	1	2	3	4		2	3	4		1	2	3	4	5	1	2	3	4	1	2	3	4
Dates	26oct - 01	2 nov - 8 nov	9 nov - 15 nov	nov	nov	dec	7 dec - 13 dec	dec	dec	jan	4 jan - 10 jan	11 jan - 17 jan	18 jan - 24 jan	25 jan - 31 jan	1 jan - 7 jan	8 jan - 14 jan	15 jan - 21 jan	22 jan - 28 jan				

WORKSHOP AND RELATED ACTIVITIES PACKAGE 1 — WORKSHOP AND RELATED ACTIVITIES PACKAGE 2 — WORKSHOP AND RELATED ACTIVITIES PACKAGE 3

Activities:

1. On.Pr. Online communicating through

6. Off.Cn. Community evening ->Online promoting and inviting for the first workshop

2. Off.Pr.

3. Off.Pr. Flyer distribution (convention or

4. Off.Pr. Contacting public institutions

5. On.Cn. Questionnaire (stage 1) (see Annex 1) + Voting activity on potential issues

6. Off.Cn. Community evening (Open

7. Off.Pa. Gamification of the co-design - announcement, promoting and inviting and launch of open online part

7. Off.Pa. Gamification of the co-

8. On.Pr. Steppingston

9. On.Cn. Questionnaire (stage 2)

10. Off.Pa. Workshop 2 - prior announcement, promoting, registering

10. Off.Pa. Workshop 2 (thematic 2 - co-design/creative solutions)

11. On.Cn. Voting activities

12. On.Pr. Steppingston

13. Off.Pr. Implementation and volunteering

2. Plan of Attack B – preliminary calendar

Month	October	November				December				January					February				March			
Week	4	1	2	3	4	1	2	3	4	1	2	3	4	5	1	2	3	4	1	2	3	4
Dates	26oct - 01 nov	2 nov - 8 nov	9 nov - 15 nov	16 nov - 22 nov	23 nov - 29 nov	30 nov - 6 dec	7 dec - 13 dec	14 dec -20 dec	21 dec - 27 dec	28 dec - 03 jan	4 jan - 10 jan	11 jan - 17 jan	18 jan - 24 jan	25 jan - 31 jan	1 jan - 7 jan	8 jan - 14 jan	15 jan - 21 jan	22 jan - 28 jan				

| | WORKSHOP AND RELATED ACTIVITIES PACKAGE 1 | | | | | | | | | WORKSHOP AND RELATED ACTIVITIES PACKAGE 2 | | | | | | | | WORKSHOP AND RELATED ACTIVITIES PACKAGE 3 | | | | |

Activities:

1. On.Pr. Online communicating through mainstream media and official municipality website

6. Off.Cn. Digital community gathering ->**Online promoting and inviting for the first workshop**

2. Off.Pr. Banners and panels

3. Off.Pr. Flyer distribution (convention or unconventional form of disseminative material)

4. On.Pr. Contacting public institutions (schools)

5. On.Cn. Questionnaire (stage 1) (see Annex 1) + Voting activity on potential issues

6. Off.Cn. Digital community gathering - **registering**

6. Off.Cn. Digital community gathering

7. Off.Pa. Gamification of the co-design - **announcement, promoting and inviting and launch of open online part**

7. On.Pa. Gamification of the co-design workshop - **registering**

7. On.Pa. Gamification of the co-design workshop

8. On.Pr. Steppingstone public announcement

9. On.Cn. Questionnaire (stage 2)

10. On.Pa. Workshop 2 - prior announcement, promoting, **registering**

10. On.Pa. Workshop 2 (thematic 2 - co-design/creative solutions) + Questionnaire stage 2 – for each target group of the pilot sites neighborhood

11. On.Cn. Voting activities

12. On.Pr. Steppingstone public announcement

13. Off.Pr. Implementation and volunteering