

# Participatory.Tools

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**HUPMOBILE**



January 2019 – December 2021

# HUPMOBILE

## Holistic sustainable mobility solutions

to provide a holistic approach to the planning, implementation, optimization and management of integrated, sustainable mobility solutions in Baltic Sea port cities

How it all started... *(some of the project goals)*

Improvement of  
**stakeholder processes**

**Co-creation** with  
residents

Aiding creation of  
**Stakeholder engagement plans**

Framework and Policy  
Guidelines

stakeholders' involvement

So we got on with our trials

- National legislative
- State of the n...ent culture & practices
- Identifying
- Settling...work
- 



... and then

# Participatory planning

## Socially distant participatory planning tool-kit

The aim was to guide partner cities through stakeholders' involvement processes and assist the cities in their work with stakeholders within the core activities of the HUPMOBILE project and beyond.

Best practices of each partner city to be shared, assessed and peer-reviewed with aim to improve stakeholder processes in each partner city.

Commitment to create Stakeholder involvement guidelines  
Participatory urban planning is largely **Face-To-Face process**  
COVID-19 caused gathering restrictions is new normality

**REMOTE** Participatory urban planning experience became required

# Welcome to Hupmobile's **Participatory.Tools**

*Improve & enrich your Stakeholder Engagement Process with 5 easy steps*

03

## **Participatory.Tools**

TOOL-KIT

Tool-KIT is here to help you chose a suitable stakeholder participation method for your project

### **02 Define goals**

Identify the goals you want to acheive with for stakeholder engagement

### **04 Engage**

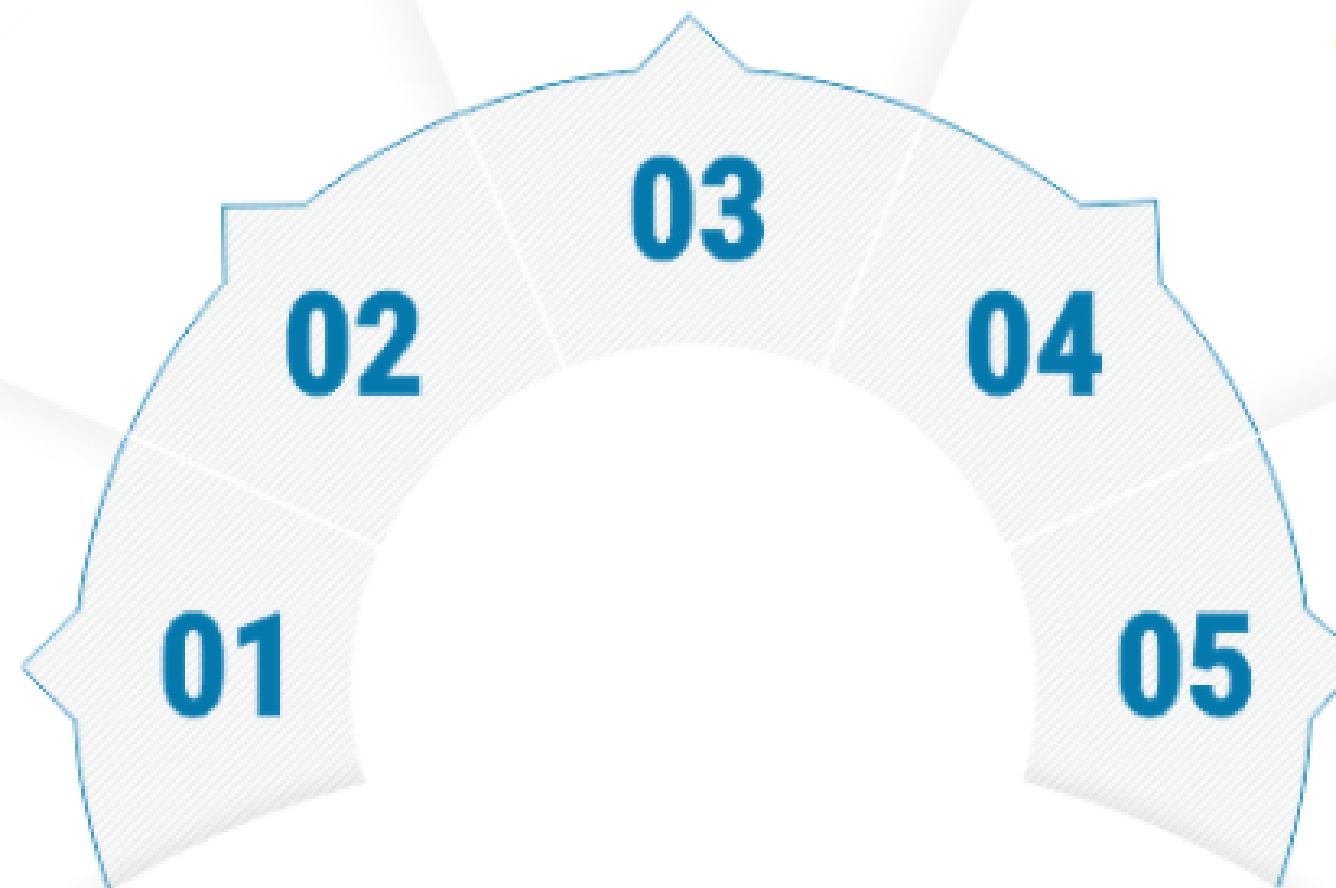
Working with diverse groups enriches your project. For better results you may consider mixing several tools – one for group or goal

### **01 Know the stakeholders**

It is important to identify and analyse relevant stakeholders for your project before you engage them

### **05 Evaluate**

Reflection on the process and outcomes is an essential step, which helps you to improve your Stakeholder Engagement Process in the future



# What is it?

## Participatory planning **tool-kit** is

### Online repository of Participatory planning tools

- Face-To-Face & Remote tools
- Digital & analogue tools

### Selection of pre-existing tools

#### served nicely & with a cherry on the top

- Unified & short presentation of various methods
- Searchable & sortable base
- Partner case studies

*Probably the best Go-To-Resource for practitioners in the world™*

- for HUPMOBILE framework
- for everyday use
- ...probably long after the project ends.

# What does it do?

## Participatory planning **tool-kit**

Makes choosing the right method for your project needs easy & fast

- Simplified searching interface
- Advanced sorting by selected criteria
  - methodology
  - expected outcome (project stage)
  - application to mobility planning (and other disciplines)
  - etc.
- Mixture of Face-To-Face, remote, digital, and analogue tools
- Optional feedback from users

Makes the universe of Participatory planning methods easy to navigate, understand, & use

- description of the method
- examples of application
- possible variations of the method
- materials to ease the process
- best practices by partner cities
- some pointers for further reading

# What does it do? (2)

## *Participatory planning tool-kit*

### Pick a Method From Tool-KIT

*Choose a Suitable Participation Method*

Use the Tool-KIT of participation methods to choose a method which suits you most. The choice of participation method depends on the following criteria:



#### Number of participants

How many people do you want to involve? Do you want to discuss the prospective project in a small group or the general public?



#### Geographical & thematic scope

The number and profile prospective stakeholders depend on the scale of the planning document.



#### The planning phase

Planning can be conceptualised a process, which unfolds in certain stages. Each stage has its own goals, methods, and results.



#### The level of stakeholder engagement

Classification of participation exercises according to the share of public authority in planning decisions



#### Spectrum of Public participation

Classification of participation exercises according to the share of public authority in planning decisions



#### The mode of communication

Take a pick between traditional face-to-face methods or modern online tools



#### Type of methods

Choose between Expressive, Diagnostic, Organisational, and Political tools



#### Skills and resources required

What skills and resources are required of the participants and you



#### Knowledge needs and the mode of working

Do you want to diverge or converge your knowledge? Furthermore, do you want to encourage participation or collaboration



# What does it do? (3)

## Participatory planning *tool-kit*

Welcome to Hupmobile's **Participatory.Tools**

*Improve & enrich your Stakeholder Engagement Process with 5 easy steps*



# What it?

## Participatory planning *tool-kit*

### Selection of 16 digital & 16 face-to-face methods

...with ambition to add more

#### Analogue Methods

1. (Stakeholder) interviews
2. Observation (Behavioral mapping)
3. Questionnaire (& structured interview)
4. Focus groups
5. Living lab
6. Big Room
7. Design charette
8. Public display (public hearings)
9. (Expert) panel discussion
10. Participatory mapping
11. Walkthrough (Transect Walk)
12. Concept Mapping (e.g. Tactile Tools, Miro)
13. Environmental conflict resolution
14. Information desk
15. (Serious) Game
16. Future workshop (Scenatio building)

#### Digital/Online Methods


1. PPGIS
2. Participatory Budgeting
3. Virtual Walkthrough
4. Planning Forum
5. WikiGIS
6. Online Official Comment
7. Decision Theatre
8. Report Platform
9. Social Media
10. Geo-Design
11. Video Games
12. Mobility Tracking
13. Participatory 3D Design
14. Extended Reality
15. Geo-Discussion
16. Instawalk



**Stakeholder interviews**

Interview is a purposeful conversation between two or more people, requiring the interviewer to establish rapport and ask concise and unambiguous questions, to which t...

[Read more](#)



**Video Games**

Several existing entertaining video games (such as Minecraft, Cities Skylines, SimCity, NIMBY Rails, etc.) can be used for participatory planning. These video games ca...

[Read more](#)



**Walk-through**

A walkthrough is a systematic walk along a defined path across the community/project area together with the local people to explore the local conditions by observing, a...

[Read more](#)



**WikiGIS**

WikiGIS is a map-based platform that allows participants to contribute local knowledge. It is similar to traditioanal Wiki page, where everyone can contribute in shapi...

[Read more](#)

<https://Participatory.Tools>

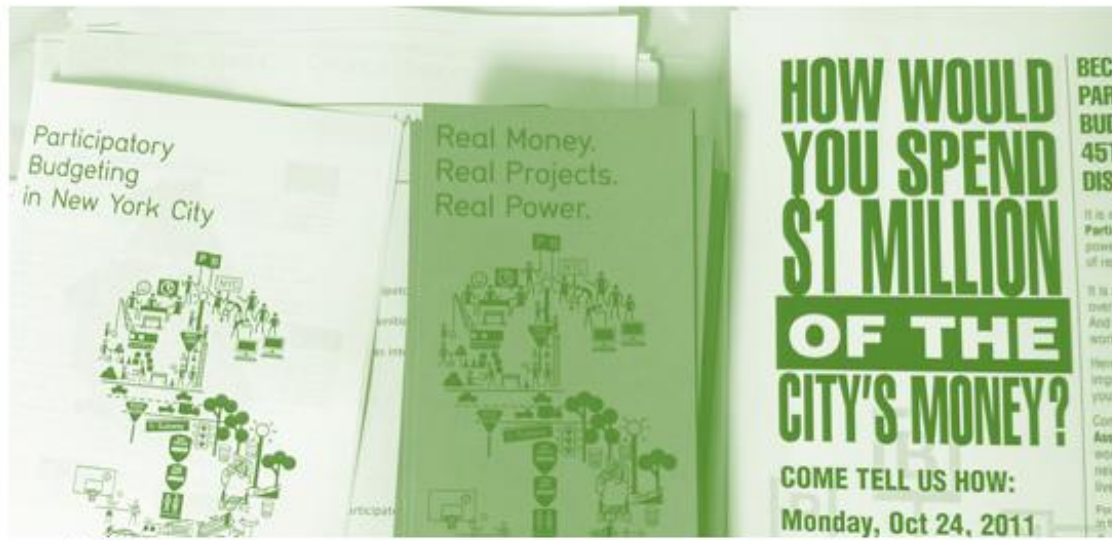


**HUPMOBILE**

# Methods Descriptions Framework

- Introduction
- Group size
- Geographical scale
- How to Use the Method
- Planning phase
- Level of involvement
- Mode of communication
- Methodological approach
- Skills and resources required
- What are the outcomes
- Type of knowledge enabled
- Strengths and weaknesses
- Tools
- Cases
- Reference

## Participatory Budgeting



<https://images.app.goo.gl/DHx1CxqYRPXuDBeAS>

### 1. Introduction

Participatory Budgeting is an approach by which community members can decide how to spend part of a public budget. Through Participatory Budgeting, the public can make proposals and vote for the proposals they agree with.

### 2. Group size



### 3. Geographical scale



### 4. How to use the method

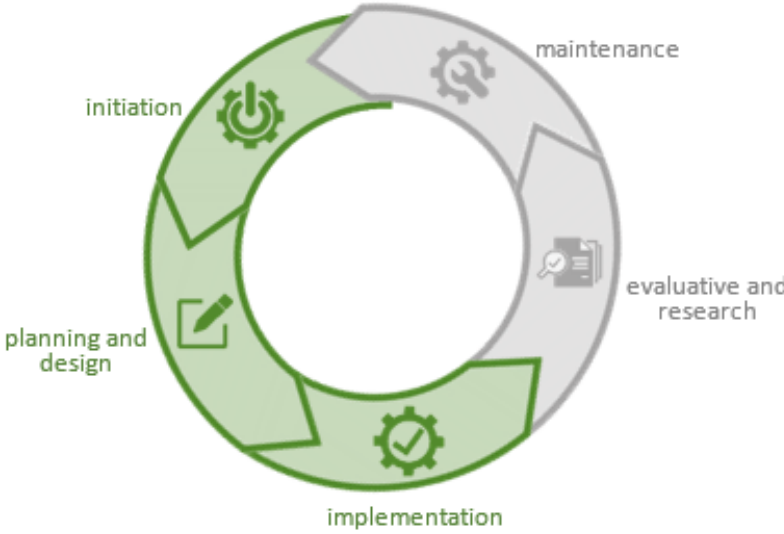
Participatory Budgeting is an annual cycle act that integrated into regular budgeting process, and it is usually operated following these steps:

- 1) Preparation:
  - mobilize communities and sectors.
- 2) Processes design:
  - a steering committee composed of representatives creates rules, priorities, criteria, engagement plans, and methodologies.
- 3) Call for ideas:
  - Citizens share and discuss ideas for projects through meetings or online tools.
- 4) Develop proposals
  - Volunteer "budget delegates" develop the ideas into feasible proposal
- 5) Investigation and evaluation:

- Experts and representatives investigate the proposal sites, and give evaluation based on the designated priorities and criteria.
- 6) Citizens and representatives vote on the proposals:
- 7) Government/institution funds winning proposal, and allocates resources:
- 8) Implementation of selected project(s).

### 5. Planning phase

Participatory Budgeting is usually applied in the preparation/exploration phase of planning, to initiate new ideas/ projects. However, the processes of Participatory Budgeting itself contain a feasibility evaluation step, which makes this method has influence on the second phase of planning.



### 6. Level of involvement

- empower
- collaborate
- involve
- consult
- inform

### 7. Mode of communication



### 8. Methodological approach (?)



### 9. Skills and resources required



# What else could it do?

<https://Participatory.Tools>

## Sorting & Filtering algorithms to help you the right method

The image shows a screenshot of the Participatory.Tools interface with several callout boxes explaining its features:

- Selection of basic filters & selectors**: Multiple self-explanatory filtration criteria. This callout points to the 'Basic Categories' section, which includes:
  - Mode of communication
  - Group size
  - Geographical scope
  - Skills of the participants
  - Resources: Time & Money
- A few more complex filtration criteria**: This callout points to 'Planning phase' and 'Level of Involvement' in the 'Basic Categories' section.
- Level of stakeholders' engagement**: This callout points to the 'Level of Involvement' filter.
- Planning phase**: This callout points to a central diagram titled 'COMMUNICATIVE TRANSACTIONS' which shows a cycle of 'Engagement', 'Economic', 'Network', and 'Participation' with sub-phases like 'Exclusion and Access', 'Implementation', and 'Planning and Design'.
- Fourfold classification of communicative actions**: This callout points to a 2x2 matrix diagram. The vertical axis is 'DIVERGING' (top) to 'CONVERGING' (bottom), and the horizontal axis is 'PARTICIPATION' (left) to 'COLLABORATION' (right). The quadrants are:
  - I: The mode of working (Diverging/Participation)
  - II: The knowledge needs (Diverging/Collaboration)
  - III: (Converging/Participation)
  - IV: (Converging/Collaboration)
- Additional Criteria**: This section includes:
  - Staffans 2 dimensions
  - Enabling methods

- Horelli, L. (2002) A Methodology of Participatory Planning. In Bechtel, R.B. & Churchman, A. (2002) Handbook of Environmental Psychology. New York: Wiley.
- Staffans, A. Kahila-Tani, M. & Kyttä, M. (2020) Participatory urban planning in the digital era. In Geertman, S. & Stillwell, J. (eds.) Handbook of Planning Support Science. Springer International Publishing.



# What else could it do? (2)

## National participation baseline

### Practice Context for Participatory Planning in Four Hupmobile Project Countries

*Finland, Estonia, Latvia and Germany*

Since public involvement in spatial planning has been increasingly propagated and recognised in the 1970s, many countries have ensured the requirements for it in legislation. However, the legislation framework for participatory planning differs across countries, depending on their political and planning culture, as well as economic and civic capacity (Horelli, 2002; Prilenska, 2020). In addition to the requirements by laws/regulations, many cities have their own participatory planning strategy and practices. This article introduces the statutory requirements and practices for participatory planning in four member countries of HUPMOBILE project: Estonia, Finland, Germany, and Latvia.



<https://Participatory.Tools>

## Step-by-Step description that guides you through the process

### Extended Stakeholders' Engagement Cycle

Stakeholder engagement is a series of communication processes, which involve preliminary research, communication design, implementation and evaluation. Stakeholders' engagement is highly dependent on the (1) planning culture, (2) scale and scope of the planning document, (3) stakeholders' number and profile, (4) anticipated level of stakeholders' empowerment, (5) planning phases, in which participation occurs, (6) availability of participatory methods and tools (Horelli, 2002). This means that stakeholder engagement processes should be tailored for each case, when the planning document is under discussion. The Extended stakeholders' engagement cycle (The Cycle) guides you through a series of five consecutive steps, assisting you design, implement and evaluate your **Public participation plan (PPP)**, so that that you do not start each time from scratch.

- 1 Identify and analyse the relevant stakeholders**
  - Identify relevant stakeholder groups and contact persons within these groups (with contact information)
  - Establish contacts with the stakeholders
  - Inform the stakeholders about the benefits (and drawbacks) of participation
  - Identify stakeholder roles, power capacities, needs and interests
- 2 Identify participation goals**

We strongly advise to discuss participation goals and preferred participation formats with the prospective stakeholders, e.g. in a focus group, as there may be dramatic differences between planners' and stakeholders' goals.

**Common participation goals:**

  - inform the stakeholders
  - collect data from the stakeholders
  - resolve a conflict
  - develop social capital
- 3 Choose a suitable participation method(s)**

Browse through the Toolbox of analogue and digital methods and choose the suitable civic engagement methods depending on:

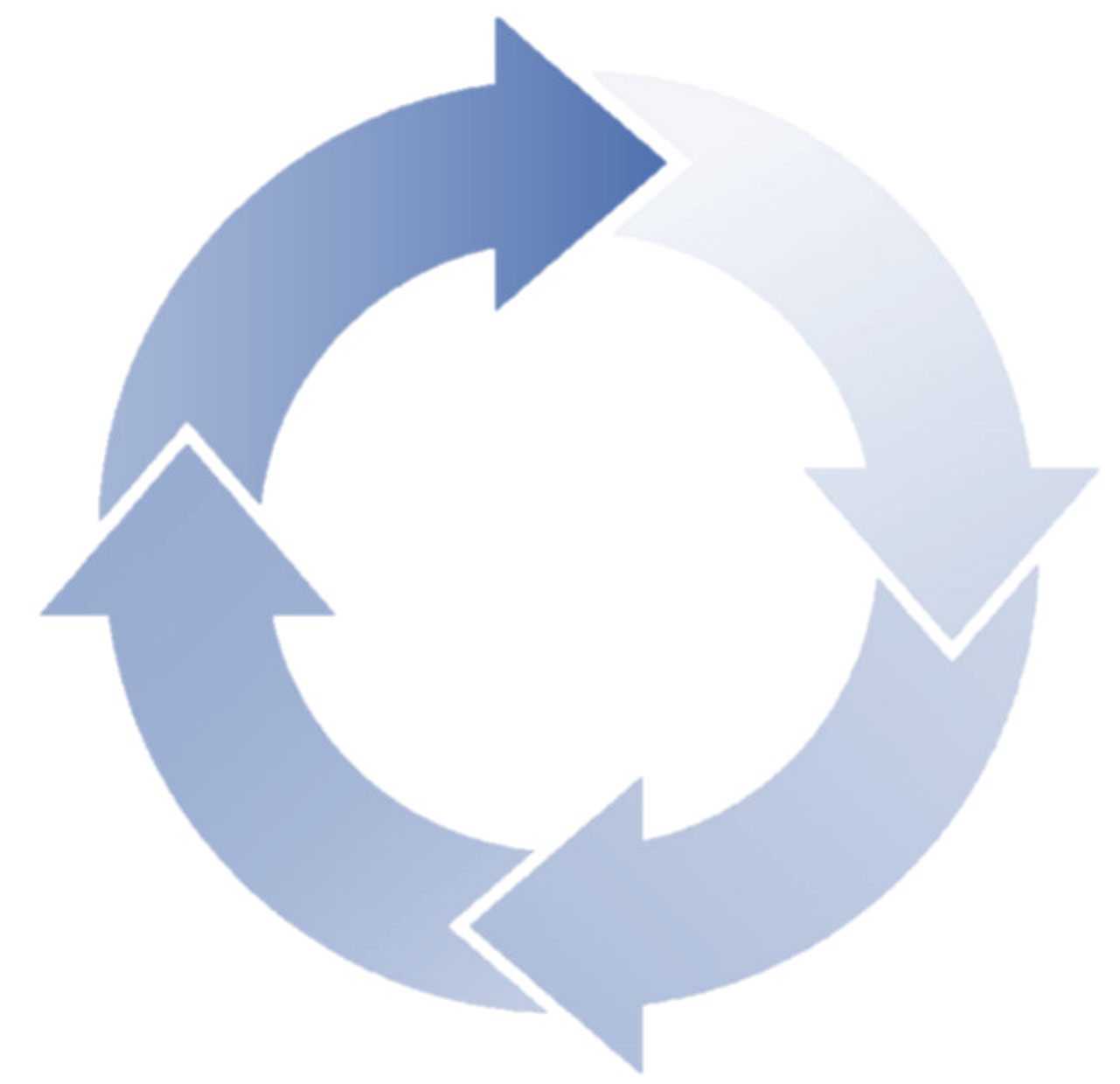
  - the geographical scale (and thematic scope) of the planning document
  - the rough number of stakeholders and their planning related skills
  - the mode of engagement (online / face-to-face)
  - the amount of resources available
  - planning phase
  - level of civic engagement;
  - knowledge needs and the mode of work.
- 4 Engage the stakeholders / Data collection and analysis**
  - Make a Public participation plan (PPP)
  - Conduct civic engagement activities according to the Public participation plan (PPP)
  - If civic engagement activities were targeted at data collection, then analyse the collected data
- 5 Evaluate participation process and outcomes**

Reflect on the civic engagement process and outcomes:

  - Did you manage to reach the goals, outlined in PPP? If not, what were the reasons, why?
  - Were the stakeholders satisfied with the process / outcomes? If not, what were the reasons, why?
  - Brainstorm, how to modify your public participation strategy in the future!

# What else could it do? (3)

The screenshot shows the HUPMOBILE website interface. At the top left are the logos for Interreg Baltic Sea Region and the European Union. The navigation menu includes 'HOME', 'BEFORE YOU START', 'PARTICIPATORY TOOL-KIT', and 'PROJECT & TEAM'. A dropdown menu is open under 'PARTICIPATORY TOOL-KIT', listing 'Engagement steps', 'Fourfold model', 'Context for Participatory Planning' (with a sub-menu for Finland, Estonia, Latvia, and Germany), 'Policy Brief', and 'Partner city workshops'. The main content area features a large heading 'Welcome to Hupmobile's Participatory Tools' and a sub-heading 'Improve & enrich your Stakeholder Engagement Steps'. Below this is a section titled 'Participatory Tools TOOL-KIT' with a description: 'Tool-KIT is here to help you chose a suitable stakeholder participation method for your project'. A 4-step process diagram is shown at the bottom, with steps: 01 Know the stakeholders, 02 Define goals, 03, and 04 Engage. Step 02 is highlighted.



# What else could it do? (4)

The screenshot shows the HUPMOBILE website interface. At the top left, there are logos for Interreg Baltic Sea Region, the European Union, and the European Regional Development Fund. The navigation menu includes 'HOME', 'BEFORE YOU START' (with a dropdown arrow), 'PARTICIPATORY TOOL-KIT', and 'PROJECT & TEAM'. A search icon is also present. The 'BEFORE YOU START' dropdown menu is open, listing 'Engagement steps', 'Fourfold model', 'Context for Participatory Planning', 'Policy Brief', and 'Partner city workshops'. The main content area features a section titled 'Hupmobile project partner c...' with a sub-header 'First partner workshop 27.10.2021'. Below this, a paragraph states: 'The first partner workshop took place on 27.10.2021 and focused on Participatory Tool-KIT and innovative methods for stakeholders' engagement.' At the bottom of the screenshot, there is a section titled 'Improving stakeholders' processes' with a sub-header 'Step 3. Pick a method from a Tool-KIT' and a description: 'Chose participation method/tool to reach established objectives'. A progress indicator shows three steps, with the third step being active. The page number '8' is visible in the bottom right corner of the screenshot.



<https://www.hupmobile-project.eu/output/improving-stakeholder-processes>

The report consists of a detailed information on Improving stakeholder processes and a web-based stakeholder engagement toolkit

**Participatory.Tools** (<https://participatory.tools/>) = five easy steps for improving stakeholders' processes and creating public participation plans.

= methodological framework and set of guidelines for arranging public engagement processes,

= detailed descriptions of 16 face-to-face and 16 digital/online participation methods and a search engine to find a suitable combination of methods for each particular case,

+ descriptions of participatory planning practices in the Project's partner cities

The report describes the process and strategies towards an improved and supplemented stakeholder engagement plan in each Project's partner city



## Who did it?

### Team of Experts:

- **Riga Energy Agency (municipal agency of the Riga City, Latvia)**
- **Department of Built Environment of the Aalto University (Espoo, Finland)**

get to know us at

<https://participatory.tools/about-project/>



## Some concluding thoughts:

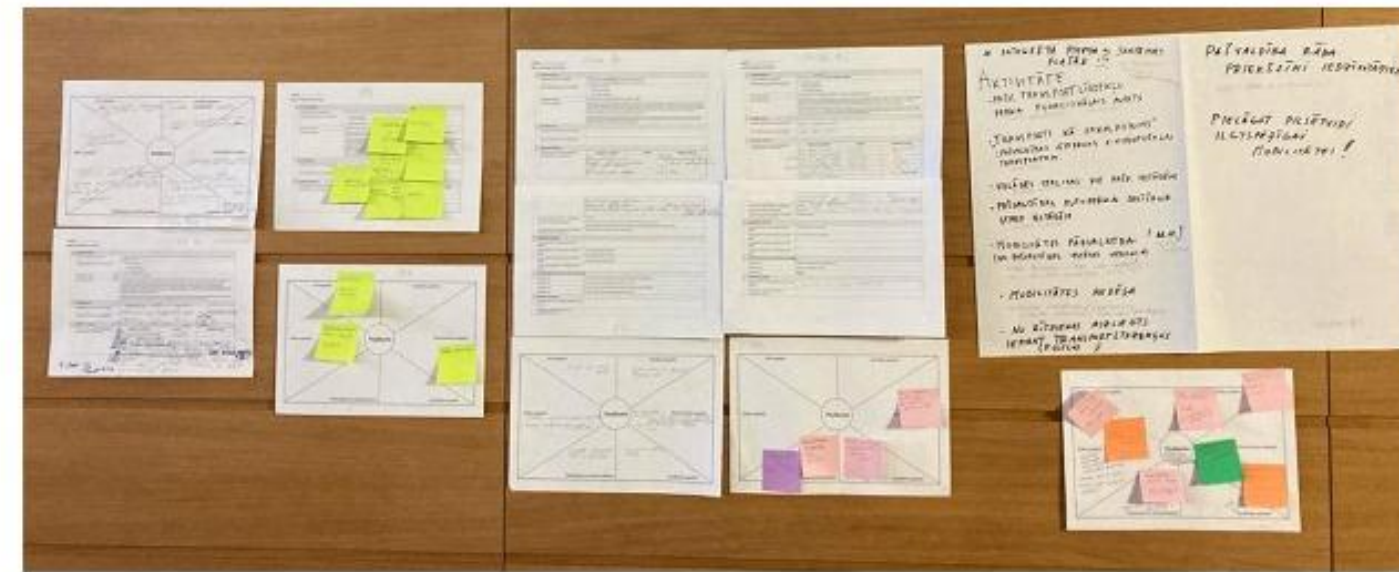
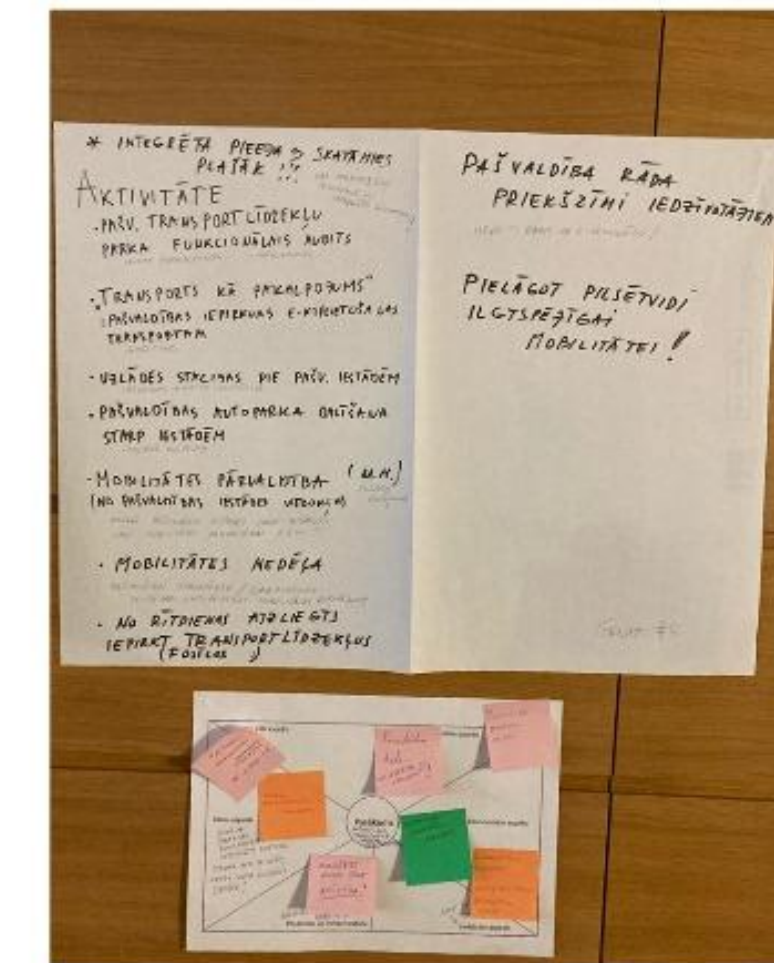
- be ware of [municipal] resources and capacity
- do allocate time & allow time to learn, talk, explain, and think over
- be ware of changing reality
- do seize the benefits of international cooperation projects and look for new ways & methods & communication channels
- look into AI potential
- digital VS face-to-face

**« a better future is worth the effort it takes to build it »**



# How did we get there?

# Co-creation and co-development





**Thank you for your attention!**

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