
Civic Lab Methodology



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**What kind of challenges do you face
before/during/after consultation
meetings?**



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Dialogue

Trust

Legitimacy of a decision

Policies and decisions based on the public needs

Useful

It provides concrete tools for public authorities for high-quality public involvement in the effective decision-making process

Relevant

It strengthens users' capacity in participating in the management of public affairs by involving them in the decision-making process at the appropriate levels: local, regional and national.

URSO

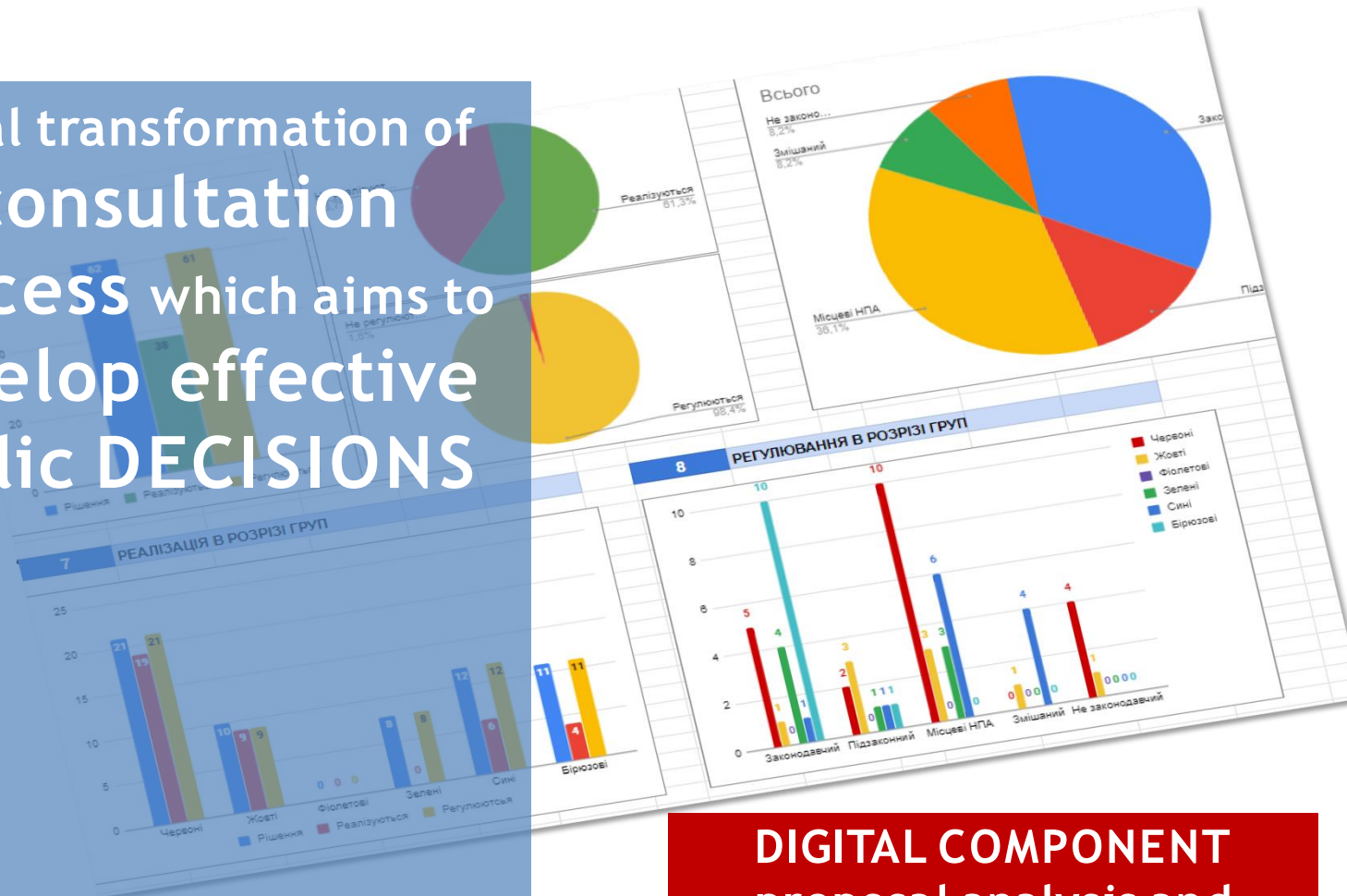
Sustainable

It enhances the sustainability of the process of developing and making effective decisions through the organisation of quality feedback and constant adaptation of the methodology and the tool to the changing needs of stakeholders.

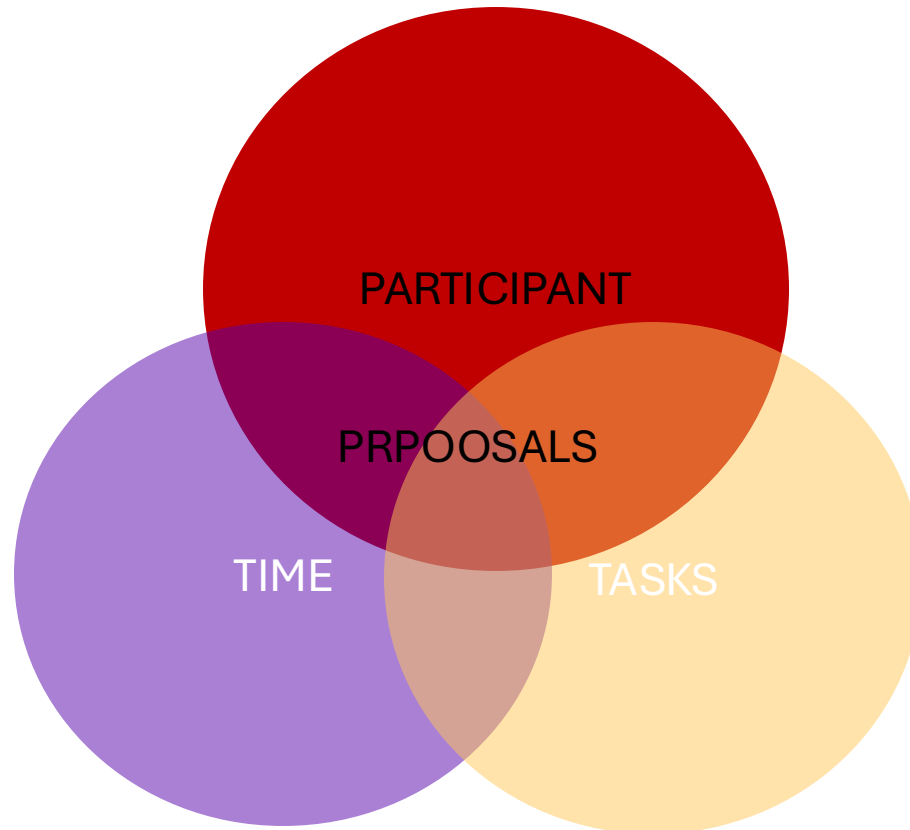
Owned

It guides users, step-by-step, in the implementation of methodology and tools, allowing their adaptation to national and local contexts, which ultimately gives users the opportunity to use them independently and within specific practices and procedures.

Digital transformation of
any consultation
process which aims to
develop effective
public DECISIONS



**DIGITAL COMPONENT
proposal analysis and
decision forecasting**



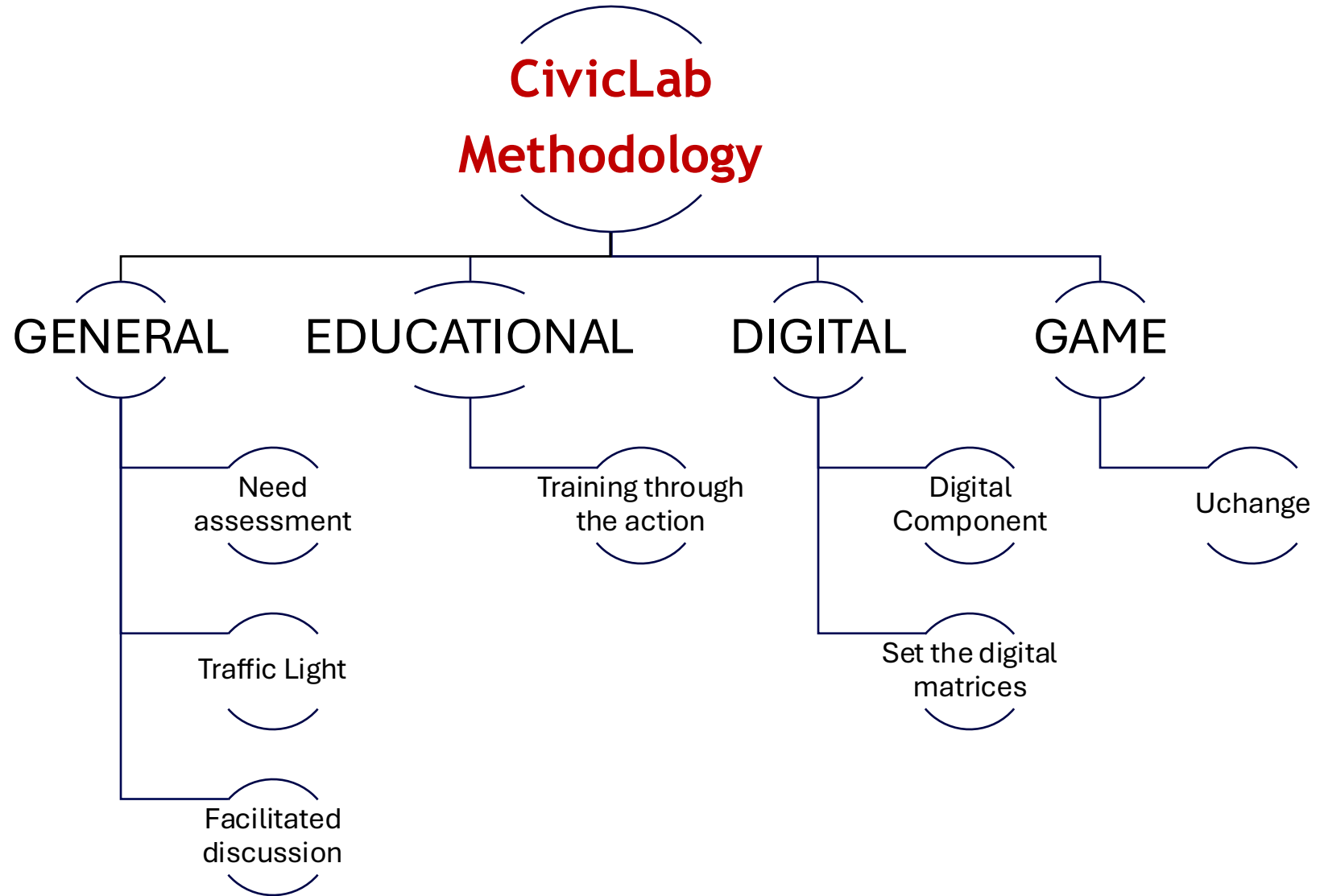
The Civic Lab model actively engages stakeholders in creating a set of proposals addressing a specific issue within a clearly defined timeframe.



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Effective methodology: online and offline
Inclusion and quality input
Effective decision and alternative proposals
paperless
record all views
track progress
Innovativeness
40-100 participants
Immediate results!





Consultation & Dialogue prerequisites:

1

Defined procedure, appropriate methodology, and budget

2

Comprehensive stakeholder analysis

3

A team of trained responsible officers



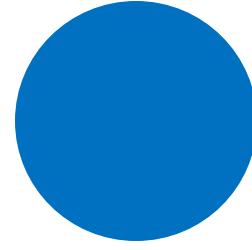
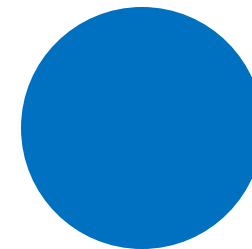
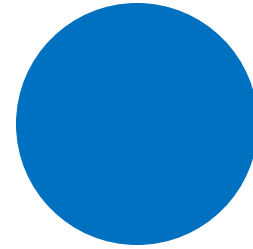
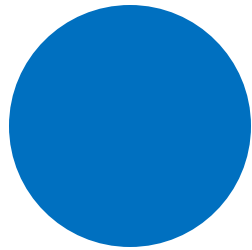
- Stage No. 1: preparation for the consultation process
- Stage No. 2: development of proposals
- Stage No. 3: findings from the event
- Stage No. 4: preparation and publication of analytical report

Stages of consultation according to the methodology

PREPARATION to the process of consultation

DEVELOPMENT of proposals

ANALYTICAL REPORT development, publication



informing
participants register for
the consultation participation

RESULTS
of the event



REGISTRATION FORM

ДАМА 1.001			
№	ЗМІСТ	І. ОЦІНКА	ІІ. ПЕРИОДИЧНОСТІ
1	Матеріали ФОРМ "Відгуків"	На достатній рівень заповнені питаннями до департаменту бюджетного округу.	Щомісяця (разом з іншими документами) щомісяця.
2	"Ці питання завжди"	1. Задовільно. 2. Дуже добре. 3. Дуже погано.	Щомісяця.
3	Тристоронній контактний пункт між ЦСР та Департаментом бюджетного округу.	На достатній рівень заповнені питаннями до департаменту бюджетного округу.	Щомісяця.
4	Матеріали звітів про виконання програми.	На достатній рівень заповнені питаннями до департаменту бюджетного округу.	Щомісяця.

DIGITAL MATRIX



ANALYTICAL REPORT

PASSPORT OF THE CONSULTING EVENT (TEMPLATE)

GENERAL DESCRIPTION

Topic of the consultation: *indicate one topic of the consultation in one sentence.*

The main question (problem) to which the solution is developed: *write down one (the most important question, problem) to which you are looking for a solution.*

Number of participants: ___ figure ___

Participants: *list the target groups (stakeholders) whose representatives you will invite to the consultation event (your communication strategy (messages, communication channels, etc.) should be aimed at these groups - consider this aspect for quality information about the event).*

The purpose of the event:

write no more than three goals you want to achieve by conducting this consultation event

Expected results. *As a result of the event, proposals will be formed for:*

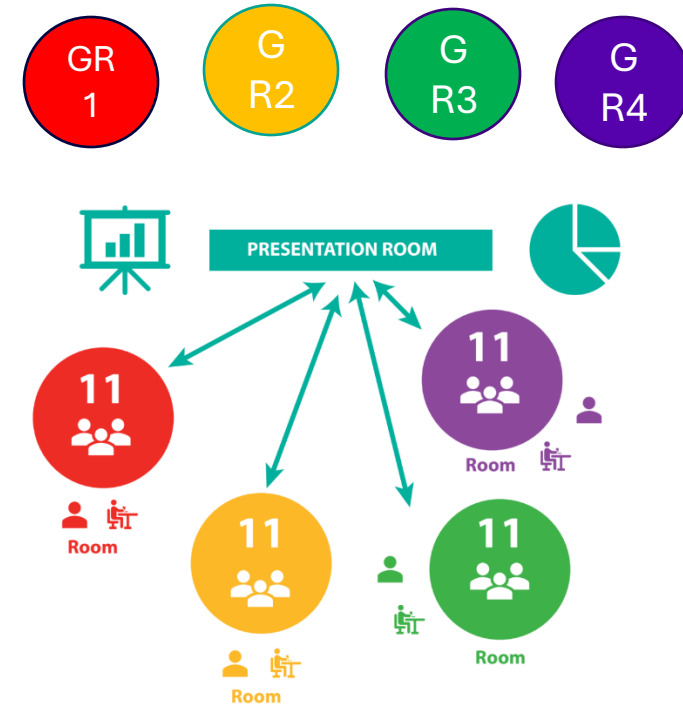
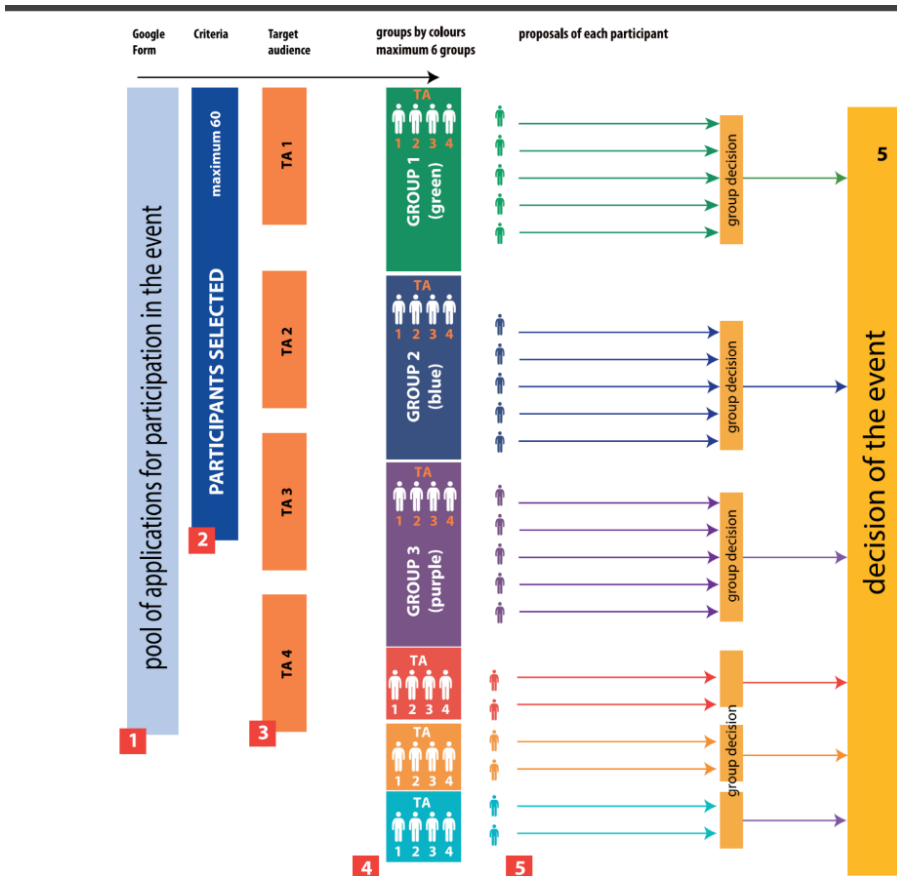
*clearly describe what kind of material you want to receive at the end of the event - **do not copy the text from the purpose of the event.** Make it clear: list of proposals..., tables with..., roadmap..., etc. Based on the data of this block, it will be easier to prepare an analytical report.*

ISSUES TO BE DISCUSSED DURING THE DISCUSSION PHASES

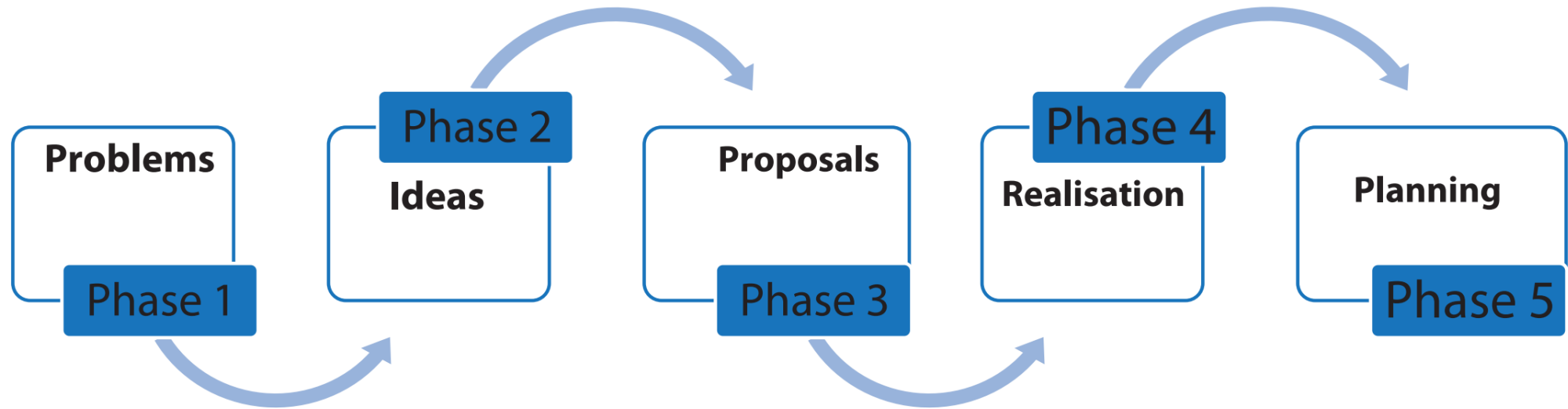
Phase 1. "Criticism. Problems"

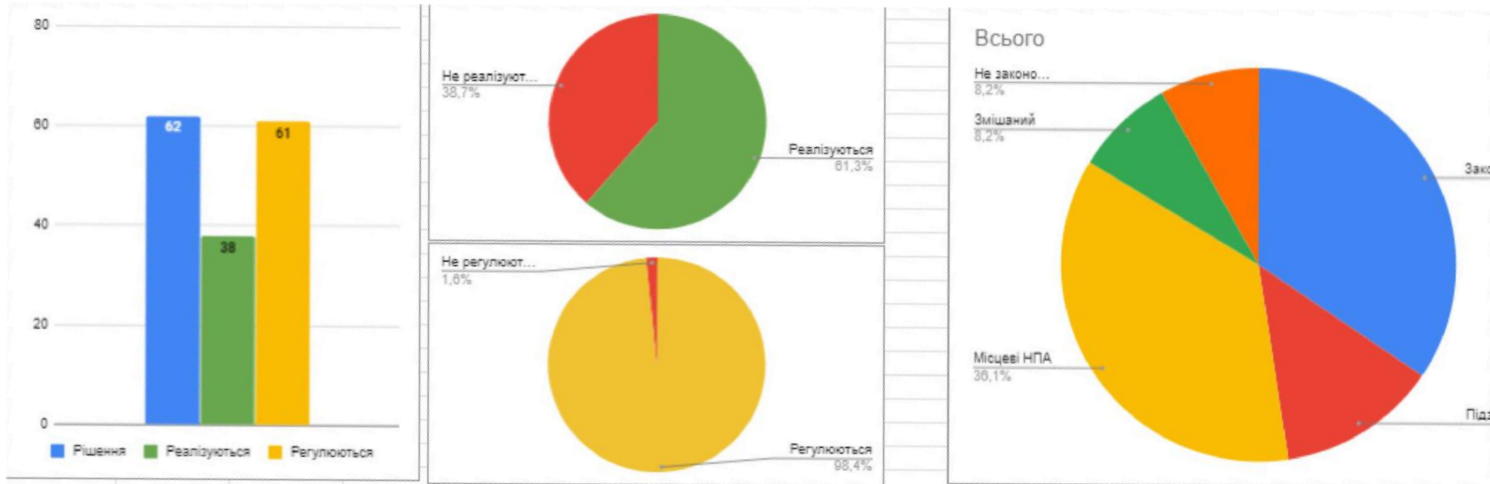
In the format of a facilitated discussion in small groups, participants are invited to discuss the following questions: list up to 5 leading questions that will be asked to the participants when searching and discussing issues related to your topic.

Principles of the criteria for selection of applicants for participation in the event

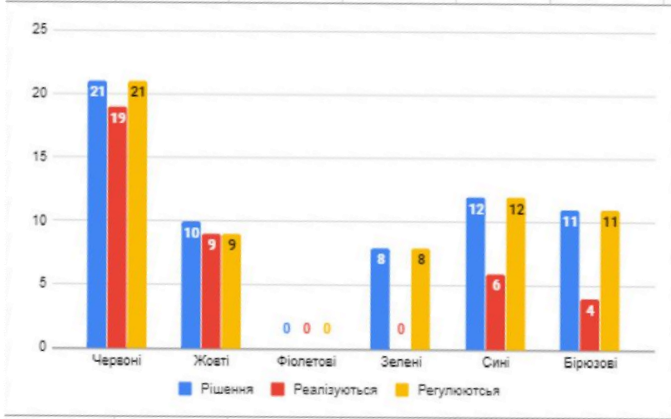


The image shows a hand holding a tablet displaying a digital matrix application. The application interface consists of two identical data entry tables stacked vertically. Each table has a header row with the following columns: '5. Priority (1-5)', '1. PROBLEMS (What are the issues / challenges of public participation in your country?)', '2. CAUSES OF PROBLEMS (What are the possible causes of these problems?)', '3. COUNTRY', and '4. CATEGORIES OF PROBLEMS (What are the policy issues?)'. The top table has a red header, and the bottom table has a yellow header. A red arrow points from the 'Red' color selection in the bottom menu to the top table. A yellow arrow points from the 'Yellow' color selection to the bottom table. The bottom menu includes 'Settings', 'VISUALIZATION', 'Analytics', 'Red', 'Yellow', and 'Purple' options.

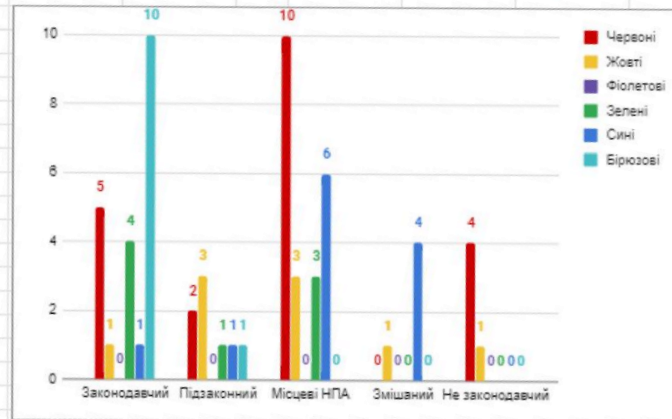




7 РЕАЛІЗАЦІЯ В РОЗРІЗІ ГРУП



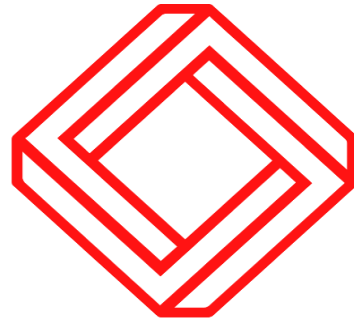
8 РЕГУЛЮВАННЯ В РОЗРІЗІ ГРУП



How does the
methodology
work ?

How does the
consultation work in
practice?

CivicLab Simulation



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