



# Macaronesian Maritime Spatial Planning

## “PUBLIC PARTICIPATION GUIDELINES FOR MARSP PROJECT”

### Macaronesia

MarSP Deliverable:

D.2.3 Guidelines to public participation

September 2018



#### Coordinated by



#### Funded by



#### Partners





WP name	Mapping the current conditions and creating a vision for the MSP in Macaronesia
Task name	Approach to a vision and planning goals/objectives
Deliverable Name	Public Participation Guidelines for MarSP Project
Due Date of deliverable	March 2018
Actual submission Date	March 2018
Citation	Calado H, Hipólito C, Cândido B, Caña Varona M, Vergílio M. 2019. Public Participation Guidelines. Deliverable - D.2.3., under the WP2 of MarSP: <i>Macaronesian Maritime Spatial Planning</i> project (GA n° EASME/EMFF/2016/1.2.1.6/03SI2.763106).

Document Information	
Document Name	Public Participation Guidelines
Document ID	D.2.3.
Version	8
Version Date	28.03.2018
Author(s)	Helena Calado, Cláudia Hipólito, Beatriz Cândido, Mario Caña Varona, Marta Vergílio
Dissemination Level:	Public

History			
Version	Date	Modification	Author(s)
1	15.03.2018	Draft version	Helena Calado
2	16.03.2018	Modifications	Cláudia Hipólito
3	19.03.2018	Draft version delivered for partners	Helena Calado, Cláudia Hipólito
4	26.03.2018	Suggestions and modifications	Helena Calado, Marta Vergílio, Beatriz Cândido, Mario Caña Varona, Cláudia Hipólito
5	28.03.2018	Final version delivered for partners	Helena Calado, Marta Vergílio, Beatriz Cândido, Mario Caña Varona, Cláudia Hipólito
6	19.04.2018	Suggestions from UCA	Javier Sanabria, Javier Onetti

7	29.05.2018	Final version v1	Helena Calado, Marta Vergílio, Beatriz Cândido, Javier Sanabria, Javier Onetti, Mario Caña Varona, Cláudia Hipólito
8	26.09.2018	Suggestion from PO	

## Summary

This report delivers, under MarSP project work package 2. “Mapping the current conditions and creating a vision for the MSP in Macaronesia”, Task 2.1. “Stakeholders engagement” the proposed “Public Participation Guidelines for MarSP Project” (D.2.3). Its overall purpose is to present the basis for Public Participation based on a large dissemination (WP7). These Guidelines are common and should inform the MSP process in all MarSP regions (the Azores, Madeira and Canary Islands), but flexible to be adapted to the particular features and needs of each archipelago.

The Public Participation Guidelines for MarSP Project includes (i) definition of public participation concepts, framework and aims; and (ii) definition of methods and recommendations for public participation within the context of MarSP project. This deliverable is an open document possible to be updated during the project, as the public participation strategy is being defined and tune fined.

## Table of contents

<b>INTRODUCTION</b>	<b>8</b>
Purpose	8
<b>FRAMEWORK</b>	<b>9</b>
<b>PRINCIPLES</b>	<b>10</b>
<b>METHODS</b>	<b>11</b>
<b>RECOMMENDATIONS FROM MARSP</b>	<b>13</b>
<b>On the Mechanisms</b>	<b>14</b>
Public TV and Radio Channels	14
Newspapers	14
Facebook – MarSP – Macaronesian Maritime Spatial Planning	14
Twitter - @MarSP_Project #MarSP	15
<b>On the Message</b>	<b>16</b>
<b>REFERENCES</b>	<b>17</b>
<b>ANNEX I. POOL OF METHODS</b>	<b>19</b>
<b>ANNEX II. PUBLIC PARTICIPATION CHECKLIST FOR MARSP PROJECT</b>	<b>22</b>

---

## List of figures

Figure 1 – A simplified model of stakeholder engagement (source: RICS, 2014).	10
Figure 2 - Levels of public participation (EC 2003).	12
Figure 3 - Relationship between types of engagement in MSP process and the MarSP project.	13

## List of acronyms

**D:** Deliverable

**EASME:** Executive Agency for Small and Medium-sized Enterprises

**EC:** European Commission

**EU:** European Union

**IOC-UNESCO:** Intergovernmental Oceanographic Commission of UNESCO

**MarSP:** Macaronesian Maritime Spatial Planning

**MSP:** Maritime Spatial Planning

**TV:** Television

**UNESCO:** United Nations Educational, Scientific and Cultural Organization

**WP:** Work Package

## Introduction

On the MarSP Project, it was assumed that “proposals will be submitted to public participation: to this end results obtained in previous projects also dealing with public participation and stakeholders engagement will be analysed. The best recommendations will be applied to the engagement and participation” (Grant Agreement Number – EASME/EMFF/2016/1.2.1.6/03/Sl2.763106).

In order to accomplish that commitment, it is necessary to clarify, in the context of MarSP, the concepts and framework of Public Participation and establish the differentiation within Stakeholder engagement strategy in Maritime Spatial Planning (MSP).

MSP is an ecosystem-based mechanism to manage human activities in the marine and coastal environment, aiming to achieve consensus among all users of the sea (Flannery et al. 2018). Integrated decision-making is necessary to allocate parts of marine space to different uses through time, considering the various ecological, economic and social objectives (Pomeroy & Douvère 2008).

Different countries involved in the MSP should make an effort to encourage public participation, including public information, consultation, and active involvement (De Stefano 2010), choosing from the fulfilment of minimum requirements to the following of best practices.

Social acceptability is essential to ensure a credible definition and an efficient implementation of MSP (De Stefano 2010). Public participation, a mechanism that seeks the involvement of those with interest in a decision in the process of making that decision (Harrison et al. 2001), should be used as a tool to foment MSP social acceptability. Therefore, community members should be invited not only to express their perspectives but also to take part in the decisions (Boukherroub et al. 2018).

Publicly engaged management should encompass participants with different backgrounds, personal values and interests (Boukherroub et al. 2018), to ensure the democratic legitimacy and inclusivity of MSP efforts (Flannery et al. 2018). This participatory approach should include non-stakeholders, i.e., groups and individuals who neither influence nor are directly affected by the outcomes (Mainardes et al. 2012).

Further than assuring transparency to the process the small island context makes this step of vital importance. In fact, the three archipelagos share the fact that they are “small islands” (Vergílio & Calado 2016) and therefore, any inhabitant is potentially a sea user and/or can be affected by the outcomes of MSP, in a direct or indirect way. Transparency and openness help building a more confident and trustable relation with the society and the future stakeholders.

## Purpose

This report delivers, under MarSP project work package 2. “Mapping the current conditions and creating a vision for the MSP in Macaronesia”, Task 2.1. “Stakeholders engagement” the proposed “Public Participation Guidelines for MarSP Project” (D.2.3). Its overall purpose is to present the basis for Public Participation based on a large dissemination (WP7). These Guidelines are common and should inform the MSP process in all MarSP regions (the Azores, Madeira and Canary Islands), but flexible to be adapted to the particular features and needs of each archipelago.



---

The Public Participation Guidelines for MarSP Project includes (i) definition of public participation concepts, framework and aims (ii) definition of methods and recommendations for public participation within the context of MarSP.

## Framework

Public participation should involve three different levels: information supply as a foundation, consultation of public opinions and active involvement by discussing issues and contributing to their solution (EC 2003<sup>i</sup>). The levels of involvement (Figure 1) are not exclusive but rather build on each other, and their use should be based on the timing and context of the public participation, as well as the resource, objectives and participants to be involved (EC 2003). The last step “participating” might also be split into two steps “collaborating” and “empowering”, according to EPA, 2012). The level of participation “empowering” gives decision-making authority to the public on all or part of the decision. Each Region (the Azores, Madeira and Canaries) will decide which levels of participation will use during the MarSP project.

The public should always be informed of which form of participation they are involved in and receive feedback during and after the process since poor communication and misperception of the process leads to non-participation (Flannery et al. 2018). Other issues impacting public participation are problems derived from fragmented governance and lack of specificity regarding benefits or losses that might result from the process (Flannery et al. 2018).

In general, the purpose of using public participation in MSP is to ensure a common understanding on the need for implementing this planning and to provide a good guide to assist the achievement of the planning’s objectives (De Stefano 2004). Public participation should be encouraged not only for the users of the sea but also for everyone who might be affected by MSP plans (EC 2003).

Every individual might be considered a potential stakeholder due to the public nature of the marine environment (Pomeroy & Douvere 2008). And, as we already pointed out, this is especially important in small islands where every inhabitant has life relation with the sea.

The actions described here are proposed for the general public participation as described above, while the involvement of interested parties will be addressed in another document. Some of the proposed actions may be applicable to both groups, therefore, during the application of the various actions, the role of the different participants should be reviewed.

---

<sup>i</sup> Directive 2003/35/EC of the European Parliament and of the Council of 26 May 2003 providing for public participation in respect of the drawing up of certain plans and programmes relating to the environment and amending with regard to public participation

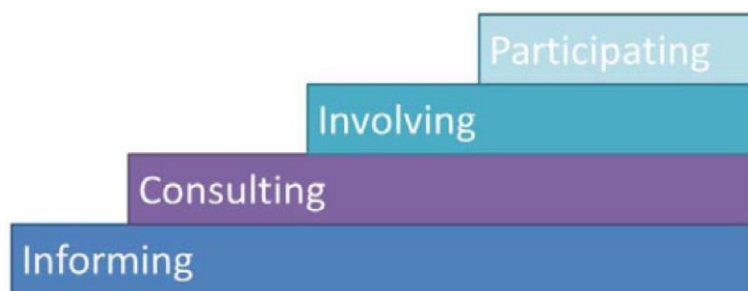


Figure 1 – A simplified model of stakeholder engagement (source: RICS, 2014).

The efficacy of public participation in MSP will depend on the recognition of the complexity of socio-spatial relationships in the marine environment, and the creation of space for debate about the planning process in the different phases of the decision-making (Flannery et al. 2018). Innovative approaches for the empowerment of public participation should be used instead of producing ‘a collation of public comments on a completed plan’ (Pomeroy & Douvere 2008).

The different phases when public participation should be implemented are (Pomeroy & Douvere 2008):

1. Planning: to identify and rank problems, needs and opportunities in order of priority;
2. MSP plan evaluation: to evaluate the plan options and their consequences on each area of interest;
3. Implementation: to understand the problems and benefits of taking action;
4. Post-implementation; to evaluate the success in achieving the established goals and objectives.

Besides the timing for public participation, the costs of time and money for each action should be evaluated according to the expected benefits, either from the promoter as from the participant point of view (EC 2003). Issues such as the flexibility of the outcome at the chosen stage, the limiting resources for the action, the actual acceptance toward public participation and the likeliness of the participation to influence the expected results, should also be considered when planning the action (EC 2003). Public participation actions can be planned to start at lower scales, where the effects of management will be felt most directly, and then be expanded to involve a broader public (EC 2003). A network across scales and between units of the same scale should be formed with a central entity responsible for coordinating and exchanging the results of and experiences from public participation (EC 2003). Two-way communication between authorities, participants and other interested parties is key to the success of public participation (EC 2003).

## Principles

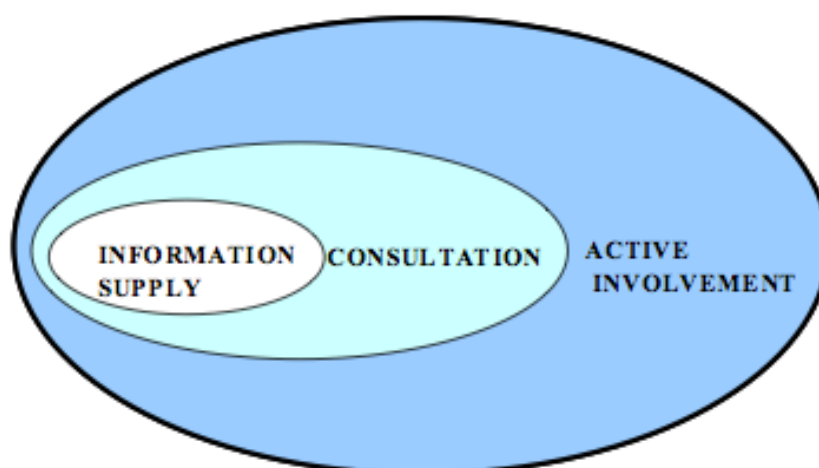
To reach a successful participation, the following criteria should be considered (Rowe & Fewer 2000; Abelson et al. 2002):

1. **Representativeness:** The process should reach the broadest, most diverse and inclusive sample of the affected public, instead of deliberately involving only groups of people with specific interests;
2. **Equity:** The process should be open, use accessible language and give all people the equal chance to be heard;
3. **Transparency:** The process should enable all participants to have access to all necessary and meaningful information in the decision-making process, so as the public can understand how the decisions are being made.
4. **Legitimacy:** The process should assure the receptivity and responsiveness of the decision-makers to the public's input.
5. **Accountability:** The process should be deliberative to guarantee that participants' input will result in an output with impact on the policy (Abelson et al. 2003).

## Methods

It is important to highlight the approach that should, support the Dissemination Plan, facilitate stakeholder engagement and enhance information supply to the Public.

The main concern has to focus on the different channels to transmit public messages existing in the three different archipelagos. To those channels, a specific approach has to be set so that information flows throughout the project. The three archipelagos have Public TV and Radio Networks with Public Service obligations were this falls with interest. These are non-paid forms of dissemination that reach the largest audience with a high level of efficiency. Others forms can be used as paid pieces in journals and magazines. Journals and magazines, although not publically financed, in general, follow the evolution and development of planning issues within the competences and interest of the Regions. Therefore, in the context of the three archipelagos it doesn't seem needed to have intensive use of paid methods, because, as noted, the existing *media* are receptive to convey this type of message/information.



**Figure 2 - Levels of public participation (EC 2003).**

A particular care has to be taken with some specific groups (as younger and/or more technological/digital skills) use different preferential channels to stay up to date and informed. That's the case of using social networks as Twitter and Facebook. The ultimate goal is to reach as much as possible the population of the archipelagos also informing how to participate if wanted.

Information supply has to rend access to background information as well as Plan/Project materials reports and decisions. However, some level of awareness and education on MSP aims and importance is needed for the non-involved public to capture the conveyed message. By promoting active dissemination of information a *momentum* for awareness is created, along with opportunities to present brief and clear explanations on:

*What's MSP?*

*Why do we need it?*

*How are we doing it?*

*How can you participate?*

From the different levels of participation (EC 2003), these actions are still under information supply core, as active involvement implies consultation. These levels are under the scope of other Tasks and Deliverables (D.2.1; D.6.5) all coordinated under the Dissemination WP7, in a dynamic integration as represented in Figure 3.

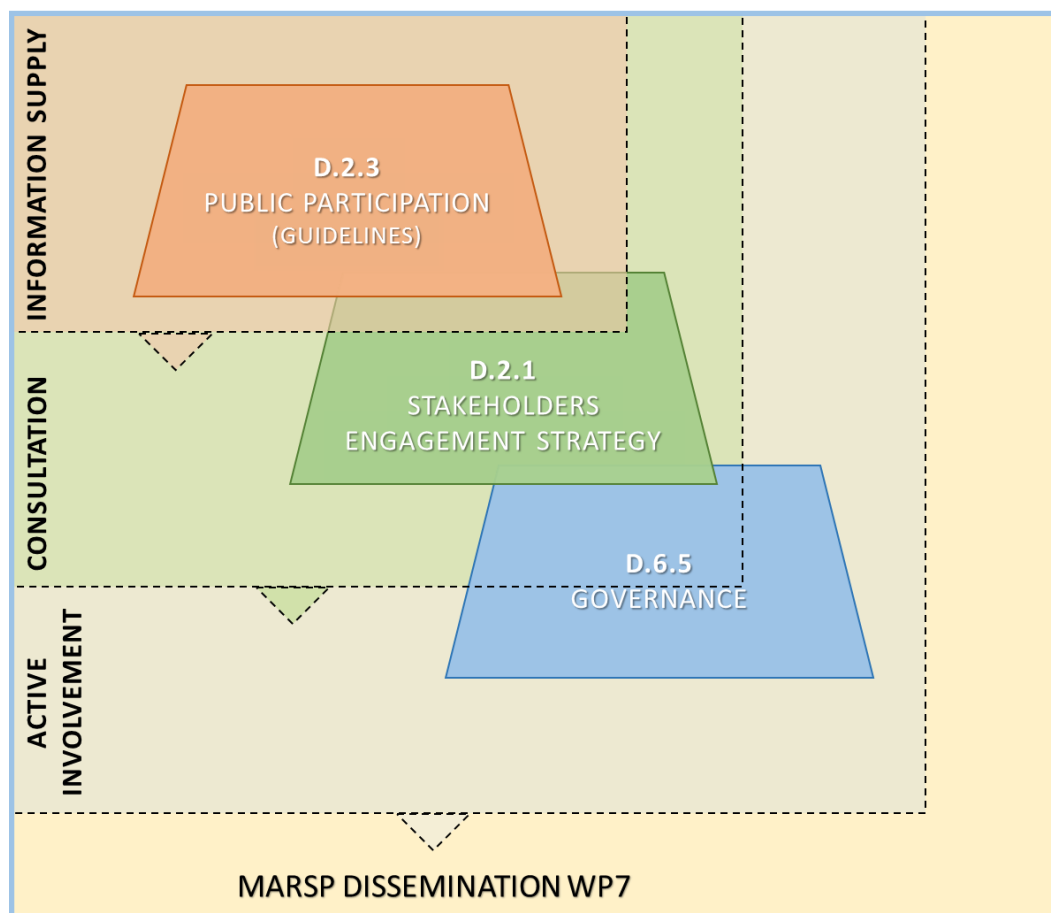


Figure 3 - Relationship between types of engagement in MSP process and the MarSP project.

The ultimate goal of information supply is to reach as much as possible the population of the archipelagos on the meaning of MarSP/MSP and also informing how to participate if wanted.

However, information supply is only the first step in engagement, decision making leading to a robust governance model. In Annex I, a development in a form of a “Pool of Tools” is present so that MarSP Partners can use the different steps within the flexibility drawn for the project.

## Recommendations from MarSP

The relevant question in each of the three archipelagos is:

“If we were citizens usually not involved in planning processes concerning public life, or even attracted to it, **how would we firstly be aware that a Maritime Spatial Plan for my Region, or the Macaronesia, is being developed?**”

This practical approach (identifying with the others) is an intuitive method that opens to the Recommendations for MarSP Project. The answer is connected to the mainstream channels of communication and the use of large audience mechanisms.

## On the Mechanisms

### Public TV and Radio Channels

As we have previously pointed under the public service obligations of this type of channels is the “duty to inform” on issues of public relevance. As in the three archipelagos the institutions and governmental agencies are involved, this falls under the interest to inform the public on the actions and decisions in the scope of government. However, under the MarSP Project, it is advisable to extend the message and tailor it into the specific features of each one of the archipelagos (while Madeira and Azores share certain autonomy on MSP, that is more constrained in the case of the Canary).

#### Suggested action

At the beginning of MarSP Project and before each Workshop contact TV and Radio channels offering pieces of live information. Those can be prepared in advance with a script assessed by the MarSP team. It is suggested the use of interviews to pass clear messages to disseminate in each step/workshop.

### Newspapers

As in the case of TV and Radio, also here newspapers and magazines editorial boards may find important to bring to the public news that are of public interest. However, financial criteria can offset this interest and other mechanisms need to be found. The use of paid information pieces may consume resources needed, and also influence, in a negative way, the public perception of the project.

#### Suggested action

Contact Newspapers and magazines offering information pieces. Give option from a range of materials, such as: ready to use (delivered by MarSP team in the form of a column); personal interviews with MarSP members; join construction of reportages between MarSP team and the newspaper staff, among others.

As part of any communication strategy nowadays it is advisable to use targeted mechanisms for Younger audience and/or more technological aware:

### Facebook – MarSP – Macaronesian Maritime Spatial Planning

Facebook is the most powerful social network globally that reaches varied different publics. This online network is a complete communication tool to inform and engage our main targets, but also to promote the project in general.

Facebook allows to post informational posts, link to other MarSP tools, such as MarSP website, share any multimedia (images, videos). Participation in this tool aims to be frequent and constant,

intending to post 2-3 times per week. The posts composition has to be well-thought-out and structured. As contrary to other social media, like Twitter, the message here can be more extended.

### **Posts Contents**

- MarSP General – information posts, for example, working plans, presentations of consortium and team;
- MarSP Results – announcements (i.e. workshops inscription, meetings, deliverables published, ...), dissemination materials, news, press releases, workshops results;
- Project's networks – Participation in other events, conferences, meetings; share posts of activities and results of other related projects; share MSP platform (European MSP Platform, MSP IOC-UNESCO, ...);
- Sharing of relevant content from other accounts related to MSP, maritime affairs, Atlantic Action Plan...
- Public awareness posts relating to environmental, maritime issues.

### **Recommendations**

- WP leader or Task leaders suggest and contribute to informational posts and provide materials produced (photos, graphics, Pwp) on their respective tasks;
- The participation on Facebook is mandatory for WP Leaders/task Leaders at the beginning and closure of Actions and Deliverables;
- The participation on Facebook is mandatory to all MarSP Community whenever participating in public events or meetings representing the Project;
- Share the published contents of the MarSP Facebook on partners' social media accounts.
- Use always the hashtags #MarSP, #EASME, #MSP, #Macaronesia in the posts.

### **Twitter - @MarSP\_Project #MarSP**

Twitter is known as the “in the moment” network, is a perfect platform to share and to keep interactive “in the moment” connections with our target public. The usage of this digital network requires on being quick - posting (“tweeting”), replying and keeping the posts (“tweets”) short, in order to make any message relevant and engaging.

In MarSP Twitter account, the interaction between the followers, in general, should be constant, especially at any event or milestone occurring at the moment. One of the main public target in this platform is the official EC accounts, namely the EASME, EU Maritime & Fish, etc.

### **Posts Content**

- MarSP General – short information posts, for example, working plans, presentations of consortium and team;

- MarSP Results – announcements (i.e. workshops inscription, meetings, deliverables published, etc.) news, press releases, workshops results;
- Project’s networks – Participation in other events, conferences, meetings; tweet the activities and results of other related projects; share MSP platform (European MSP Platform, MSP IOC-UNESCO, ... );
- Sharing relevant content from other accounts related to MSP, maritime affairs;
- Public awareness posts relating to environmental maritime issues.

## Recommendations

- Partners member retweet the content published;
- Encourage the participants in the workshops to tweet and retweet about the event and the project;
- Use always the hashtags #MarSP and #EASME, and when possible the #MSP #Macaronesia in the posts.

## On the Message

Use simple and clear language;

Define MSP always at the front

Choose message according to MarSP moment;

Be positive;

Show willing to open and welcoming participation;

Do not make promises (ultimately Planning it is a political decision and this is a project);

Avoid mix of methods;

Empower people by stressing influence;

Use legitimacy/social organization to organize responses;

Publicist the forum, website and any feedback and participation mechanism

Use focus messages for Workshops dissemination:

*before*: the aim of the workshops;

*after*: the main results.

The main benefits of public participation are: i) increasing public awareness of environmental issues related to the uses of the sea; ii) the use of knowledge, experience and initiative from different participants (stakeholders and general public) to improve the plans, measures and management of the maritime space; iii) the promotion of public acceptance, commitment and support to decision processes; iv) the reduction of litigation, misunderstanding and delays in MPS implementation; and



v) the improvement social learning and participation in constructive dialogues with the government and experts (EC 2003).

## References

- Abelson, J., Forest, P. G., Eyles, J., Smith, P., Martin, E., & Gauvin, F. P. (2010). Deliberations about deliberation: issues in the design and evaluation of public consultation processes. McMaster University Centre for Health Economics and Policy Analysis Research. Working paper 01-04, June 2001.
- Abelson, J., Forest, P. G., Eyles, J., Smith, P., Martin, E., & Gauvin, F. P. (2002). Obtaining public input for health systems decision making: Past experiences and future prospects. *Canadian Public Administration*, 45(1), 70-97.
- Abelson, J., Forest, P. G., Eyles, J., Smith, P., Martin, E., & Gauvin, F. P. (2003). Deliberations about deliberative methods: issues in the design and evaluation of public participation processes. *Social science & medicine*, 57(2), 239-251.
- Boukherroub, T., D'Amours, S., & Rönqvist, M. (2018). Sustainable Forest Management Using Decision Theaters: Rethinking Participatory Planning. *Journal of Cleaner Production* 179, 567-580.
- De Stefano, L. (2004). Public Participation in the Water Framework Directive Common Implementation Strategy Pilot River Basin testing exercise and in the implementation of the Water Framework Directive: An environmental NGO perspective. World Wild Fund.
- De Stefano, L. (2010). Facing the water framework directive challenges: a baseline of stakeholder participation in the European Union. *Journal of environmental management*, 91(6), 1332-1340.
- EPA (2012) *Introduction to the Public Participation Toolkit*. United States Environmental Protection Agency. Available online at <https://www.epa.gov/international-cooperation/public-participation-guide-view-and-print-versions>
- European Commission (2003). Public Participation in Relation to the Water Framework Directive. Guidance Document No 8.
- Flannery, W., Healy, N., & Luna, M. (2018). Exclusion and non-participation in Marine Spatial Planning. *Marine Policy*, 88, 32-40.
- Mainardes, E.W., Alves, H., & Raposo, M. (2012). A model for stakeholder classification and stakeholder relationships. *Management decision*, 50(10), 1861-1879.
- Pomeroy, R., & Douvère, F. (2008). The engagement of stakeholders in the marine spatial planning process. *Marine Policy*, 32(5), 816-822.
- RICS (2014) *RICS Professional Guidance, UK – Stakeholder engagement*. Royal Institution of Chartered Surveyors (RICS). UK. ISBN 978-1-78321-075-6. Available online at [https://www.apm.org.uk/sites/default/files/rics%20stakeholder%20engagement-final-proof-pw%20protected\\_0.pdf](https://www.apm.org.uk/sites/default/files/rics%20stakeholder%20engagement-final-proof-pw%20protected_0.pdf)

- Rowe, G., & Frewer, L. J. (2000). Public participation methods: A framework for evaluation. *Science, technology, & human values*, 25(1), 3-29.
- Vergílio, M. & Calado, H. (2016). Spatial planning in small islands: the need to discuss the concept of ecological structure. *Planning Practice & Research*.

## Annex I. Pool of methods

The following methods represent a collection of best practices from various sources, with an intent to clarify how to involve the general public in phases of public participation usually restricted to stakeholders.

This pool of methods supports MarSP Partners to adapt these guidelines, the Stakeholder Engagement Strategy (D.2.1.) and, ultimately, to tailor the Governance model into the different realities of the three archipelagos

### 1. Information supply (EC 2003):

The information that should be supplied to the public will depend on the target participant and the kind of information provided (progress in the planning process, results and outcome of analyses, proposed measures and plans, arguments in decision making). The information should be provided in an understandable way, with clear advertisement of where to find further information.

#### 1.1. Allow access to background information

The general public should have access to background documents, which should be supplemented by summarized information of the MSP plan and relevant references. This information can be made available on the Internet or in brochures at display in public spaces.

#### 1.2. Promote active dissemination of information

Information can also be actively disseminated, not only concerning the background but also about the progress of the processes. The communication should also provide contacts (such as telephone number, email and website addresses) for further information. The following actions may also be used to invite people to express opinions, to clear their doubts and to participate in debates:

- Press conferences;
- Articles on newspapers and magazines;
- Spots, interviews or news reports on the TV and radio stations;
- Website, not only with background information, but also a field for communication and the respective section of FAQ;
- Regular letters or emails with a newsletter to those who manifest interest in receiving them (mailing list inscription);
- Toll-free number for questions;
- Meetings and conferences to inform the public before, during and after the planning process.

### 2. Public consultation of knowledge, perceptions, experiences and ideas (EC 2003):

Consultation is only possible after completion of draft plans and during the preparation of other documents since it requires publishing of a document which is made available for comments by the public. Consultation may be a simple request for comments or be directed with specific questions.

The planning process for a policy should include timing for the organization of consultations. Although the consultation can be open to anyone, 'it should be clear who is being consulted, about what questions, in what timescale and for what purpose'.

After the appropriate examination of the responses, results should be made publicly available, with a description of the opinions expressed and the reasons for the decisions that were taken.

#### 2.1. Written consultation: publish and make available for comments (EC 2003).

The simplest form of public consultation is to invite people to comment on the proposed plan, in writing (either on paper, by regular mail, or electronically via e-mail or in an online form).

The documents for consultation (timetable, work program, management issues, and draft of management plan) should be as simple as possible, with summaries for a broader audience with specific attention to the questions to be addressed. The call for consultation should be as wide as possible, with a clear deadline and effective announcement to all individuals who might be interested in participation.

#### 2.2. Oral consultation: dialogue and discussion (Abelson et al. 2001).

Whereas written consultation will depend only on the willingness and ability of the participants to express their opinions, oral consultations enable the promoter to reach out for the participants and focus on the particular question that needs to be answered (Abelson et al. 2001). Selection of participants should be inclusive and consist of a statistically representative sample of the population, and the consultation agenda should be unbiased not to interfere with the participants' opinions (Rowe & Frewer 2000). Participants may be consulted in interviews, workshops or conferences, in the following methods:

- Surveys: simple questions asked for as many participants as possible;
- Citizens panels: the public view is sought by interviews of elected representatives;
- Focus group: one-time face-to-face meeting involving a conversation with few participants;
- Public hearing: meetings with the presentation of a theme and hearing of the public's opinion;
- Open houses: the public is invited to visit a location to view the display set up, ask questions and talk to other participants (allows space for sensitive topics but may lack clarity in purpose);
- Citizen advisory committee: groups of people (which may not representative of the broader public), is available to advise the decision-makers about their community's needs;
- Visioning: relaxed deliberative process to identify a shared vision of the participants;
- Referenda: uses popular votes to learn public views (all votes have equal value but wording can present problems to voters).

### 3. Active participation in the development and implementation of plans:

Consultation usually allows participation of anyone who is interested to become involved in decision-making, while active participation often requires some level of selection. The general public may be encouraged to participate only in discussions, playing an active role in the planning process by discussing issues and contributing to their solution. Higher levels of participation, such

---

as shared decision-making, in which interested parties become partly responsible for the outcome, and self-determination, in which parts of the management are handed over to the interested parties, are mostly restricted to stakeholders (EC 2003).

Discussions between participants and promoters can be organized using one of the following methods (Abelson et al. 2001):

- Citizen juries: randomly selected citizens, who meet over several days to deliberate on a policy question (they are informed and hear evidences);
- Citizen panels: randomly selected citizens, who meet routinely to discuss issues and make decisions (part of the panel may be replaced each meeting to increase the number of participants);
- Planning cells: randomly selected citizens deliberate on a question and produce a report with decisions that are presented for consideration of the decision-maker.
- Consensus conferences: a group of citizens with different backgrounds meets with experts and discuss towards consensus, followed by a conference during which the results are presented to the interested parties;
- Deliberative polling: a large number of citizens deliberate about an issue, building a pool of public opinions instead of a single consensus.

## Annex II. Public Participation Checklist for MarSP Project Partners

Checklist		Place a “V” when completed or an “X” if not performed
At the start of the MarSP Prepare the message:	What is MSP?	
	Why is it needed?	
	How are we doing it?	
	Who is doing it?	
Choose the responsible top to deliver the message	The balance between politic/decision maker and technical staff	
Choose the channel for the message	Television	
	Radio	
	Newspaper	
	Social Networks	
	Website	
Workshop 1	Pre-planning of message	
	Communicate general achievements	
Workshop 2	Pre-planning of message	
	Communicate general achievements	
Workshop 3	Pre-planning of message	
	Communicate general achievements	
Report and deliver of checklist		

### Reporting on Public Participation by Partners

1. Keep all materials used and a record of your actions;
2. To all steps in the checklist above present a document (posts, tweet, Pwp, journals, ...) to illustrate how the message was delivered;
3. When an action is not performed please provide a justification.

A Report will be asked to each Partner at the end of the MarSP Project.