



## Participatory Planning & Implementation- An Indicative Plan of Action

SDSSP plan for participatory planning and implementation is suggested in action according to the following framework; that would provide help to define specific approach for participation. This Participatory Planning Framework (PPF) is an implementation tool of the community participation framework.

The implementation of PPF would reflect SDSSP’s ongoing commitment to appropriately informing and involving the community, and to improving the efficiency and effectiveness of the project.

The framework provides a brief description of each type of level its definition so as to understand its importance, appropriate approaches and highlights the benefits of the proposed approaches.

### **PARTICIPATORY PLANNING FRAMEWORK (PPF)**

Level	Approach/Tool	Description	Benefits
<i>Level-I</i>			
<b>Informing</b>		This level addresses preliminary information of the project and advises the community of a situation or proposal.	<ul style="list-style-type: none"> <li>➤ Informing on a decision or direction.</li> <li>➤ Providing advice on an issue.</li> <li>➤ No response is required, although people are free to seek a further level of participation.</li> </ul>
	In Person Meeting	Informal / semi formal Discussion either one to-one or in a small Group.	<ul style="list-style-type: none"> <li>➤ Capacity to discuss issues and exchange different points of view.</li> <li>➤ Opportunity to develop rapport with community</li> </ul>
	Correspondence	Personally addressed letter informing residents of a project, issue, service or action.	<ul style="list-style-type: none"> <li>➤ All related people receive the Same information</li> <li>➤ Record of communication</li> <li>➤ Generally cost effective</li> </ul>
	Pamphlet	An leaflet designed to provide information on a particular item	<ul style="list-style-type: none"> <li>➤ Enables presentation of the facts (ensuring an informed community)</li> <li>➤ Potential to create greater interest through appealing presentation.</li> </ul>

	Advertisement in Local Paper	Paid advertisement in local newspaper	A method of communicating with majority of community/residents.
<b>Level-II</b>			
<b>Seeking Information</b>		Undertaking market research to identify needs or issues.	<ul style="list-style-type: none"> <li>➤ Seeking comment on a proposal, action or issue.</li> <li>➤ Seeking feedback on a service or facility.</li> <li>➤ Requiring a response.</li> <li>➤ Option for people to seek a further level of participation.</li> </ul>
	Media Release	News story in the local paper	<ul style="list-style-type: none"> <li>➤ Creates interest in an issue through local media</li> </ul>
	Site Display	On-site information board describing proposed development / activity	<ul style="list-style-type: none"> <li>➤ Places information in local area which is accessible to related community.</li> <li>➤ Impact of information depends on the quality of the display.</li> </ul>
	Displays in Other Locations	Visual and/ or auditory Information is placed in a areas of high Public use	<ul style="list-style-type: none"> <li>➤ Potential to capture and Inform a wide cross section of the community.</li> </ul>
	Suggestion Box	Provision of a place for community to lodge ideas/ feedback	<ul style="list-style-type: none"> <li>➤ Easy to implement feedback provided leads continuous improvements.</li> </ul>
	Written Survey	Written structured survey to gather data/ information	<ul style="list-style-type: none"> <li>➤ Provides basis for assessing needs/ trends or obtaining feedback on a service</li> <li>➤ Enables broad or targeted input.</li> </ul>
	Hotline/ Phone-in	Time-limited opportunity for Community to make contact and provide feedback in a semi structured/ informal context	<ul style="list-style-type: none"> <li>➤ Attracts the interested community organizations.</li> </ul>
	Media Promotion Inviting Submission	Broadcast to Community seeking a written presentation of views on a proposal/	<ul style="list-style-type: none"> <li>➤ Broadens potential Information source</li> <li>➤ Easy to implement</li> <li>➤ Enables formal</li> </ul>

		concept / activity	Comments on issues Demonstrates commitment to resident input
	Interview	Face to face structured interview	<ul style="list-style-type: none"> <li>➤ Forms the basis of assessing issues/ trends.</li> <li>➤ Rich source of community information.</li> </ul>
	Public Exhibition	The formal exhibition of plan or project concepts at key locations for a set period of time.	<ul style="list-style-type: none"> <li>➤ Gives all people in the community the opportunity to view and comment on a plan or strategy.</li> </ul>
	Meeting with User or Stakeholder Groups	Face to face semi structured meeting With a specific group	<ul style="list-style-type: none"> <li>➤ Capacity to draw out issues of concern to the group.</li> <li>➤ Opportunity to clarify issues of contention/ uncertainty</li> <li>➤ Opportunity to develop an action that responds to issues.</li> </ul>
	Focus Group Session	Semi-structured Interview in a small group (with invited representative participants)	<ul style="list-style-type: none"> <li>➤ Participants explore and build on issues</li> <li>➤ Allows in-depth discussion</li> </ul>
<b>Level-III</b>			
<b>Involving</b>		Involving the community in discussion and debate.	<ul style="list-style-type: none"> <li>➤ Ensuring informed input through briefings and information.</li> <li>➤ Adopting a more personal and innovative approach through personal contact and meetings/ sessions that encourage participation.</li> <li>➤ Involving at different times in the planning process, ie keeping informed and enabling further comment.</li> </ul>
	Meeting with Existing Group, eg SMCs, VDOs, CBOs, CCBs	Link to an existing meeting or formed group to discuss broader community needs or issues	<ul style="list-style-type: none"> <li>➤ Involves people who would normally not have the interest or time.</li> <li>➤ Provides rich source of information on needs and issues within the community</li> </ul>
	Workshop Session	Structured approach to involving meeting	<ul style="list-style-type: none"> <li>➤ Can produce a plan or recommended actions or</li> </ul>

		participants in working through an issue and/ or developing solutions.	<p>obtain specific feedback on plan or program</p> <ul style="list-style-type: none"> <li>➤ Enables the involvement of all participants.</li> </ul>
	Community Forum	The use of speakers to provide information and facilitate informed discussion on a topic.	<ul style="list-style-type: none"> <li>➤ Participants become informed of all aspects of an issue.</li> <li>➤ Good for less contentious issues or when seeking to generate interest in a topic.</li> </ul>
	Community Debate	Organized speakers and debating panels, used to discuss an issue.	<ul style="list-style-type: none"> <li>➤ Promotes informed thinking.</li> <li>➤ Ensures managed debate and discussion, and the recognition that there is more than one side to an argument.</li> </ul>
	Site Tour/ Meeting	Semi-structured or Un structured meeting at place of issue	<ul style="list-style-type: none"> <li>➤ Opportunity for Communities to view/ visualize issues or proposals</li> <li>➤ Opportunity to clarify concerns and exchange views.</li> </ul>
	Public Meeting	Gathering of large numbers of people to inform them of an issue or enable comment/ input	<ul style="list-style-type: none"> <li>➤ Broadcast of information to large group.</li> <li>➤ Open to anyone who has an Interest.</li> </ul>
<b>Level-IV</b>			
<b>Partnerships</b>			
		Establishing a structure for involvement in decision-making, eg committee.	<ul style="list-style-type: none"> <li>➤ Enabling ongoing involvement and keeping informed.</li> <li>➤ Allocating responsibility in achieving initiatives.</li> </ul>
	Committee of Management	Committee that works with Council under delegated power to manage a service or facility Representation may be by appointment or selection	<ul style="list-style-type: none"> <li>➤ Shares responsibility for the management of a facility and/ or delivery of a service.</li> <li>➤ Involves community members in the care and control of local resources.</li> </ul>
	Taskforce or Working Party	Group of people selected to work with	<ul style="list-style-type: none"> <li>➤ Opportunity to maximize skills and resources within</li> </ul>

		The project to complete a task or develop a new service or facility	the community.
	Joint Venture	A formal arrangement with stakeholders or organizations to plan for and achieve a project or service, eg a funding joint venture	<ul style="list-style-type: none"> <li>➤ Greater commitment and</li> <li>➤ Responsibility from within the community to establish a facility or service</li> <li>➤ Less reliance on Council funding and resources</li> <li>➤ Tendency for strong sense of ownership by groups that have contributed funds and time.</li> </ul>