

## An online lesson/ workshop about PB

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### Objectives:

- ✔ Getting the participants acquainted with the concept of participatory (civic) budget and its basic assumptions (the programme, the requirements for projects, e.g. matching an idea into the municipality's own responsibilities, and the ability of people to get involved).
- ✔ Discussion about the values in participatory processes and their recognition within the wider civic budget mechanism.

### Techniques:

- ⚙ Presentation
- ⚙ Gathering ideas

### Duration:

- 🕒 50 minutes



Duration:

5 min

Description

Details

### Opening of the meeting

- **Introduce yourself** and ask workshop participants to introduce themselves
- **Present the topic** and purpose of the meeting
- **Agree the working rules** for the lesson

### Examples of working rules:

- One person speaking at a time.
- Ask participants not to use other devices and to focus on what is happening in the workshop.
- There are no wrong answers, each can be inspiring. It is worth speaking up...
- But remember to give others a chance to speak.
- A strong request to turn on the cameras.
- Your suggestions?

- **Check with the group** their input knowledge of the participatory (civic) budget:

- Have you heard of participatory/civic budgeting?
- Do you know anyone who has submitted a proposal for a budget (municipal, school, etc.)?
- Do you know any projects that have been submitted or implemented in the civic budget?

Tools such as Mentimeter or Kahoot can be used to check participants' knowledge about civic budgets.

10 min

Description

Details

### Knowledge about the municipal civic budget – presentation

Hold a presentation prepared beforehand.

### The presentation should include the following elements:

- Presentation of a diagram of the distribution of the city's budget, taking into account the categories of the civic budget.
- Definition of a participatory/civic budget
- Presentation of the principles of the municipal civic budget
- Presentation of the schedule of the municipal civic budget

The presentation should be as short as possible and the language used appropriate to the age and understanding of the participants.

The stages, criteria and definition of participatory budgets may vary from city to city/country to country. It is up to the presenter to know these rules and communicate them clearly.

### Definition of participatory/civic budget:

*A civic/participatory budget is a process in which the community living in a city decides on the use of a part of the municipal budget (designated by the City Council).*

30 min

### Description

### Details

#### Values of a civic budget – exercise

**Instructions:** *Imagine that in your group you have to allocate GBP 10,000 to your colleagues' projects. To do this, you will have to define the rules of this competition, i.e. decide who can participate and how. What will guide you? After the deliberation, write down on a flipchart ideas for participation criteria.*

Then introduce the values of PB and their definitions to the participants.

Match the criteria from the exercise with the values written on a flipchart. If a value doesn't appear, try to come up with an idea that would fit with this value.

**At the end of the exercise, ask young people:** Which value do you think is the most important and why? Collect two/three statements, see if others think the same.

You can divide participants into groups and give them extra time to work in groups before you go on to write down ideas.

Definitions of values can be found in our **toolkit** ↗.

When introducing participants to values, you can use the values game or the cards from the values game. You can find materials for the game with instructions **here** ↗.

15 min

### Description

#### Summary

Thank participants for attending the workshop. This is also the time to request feedback.

If you know that there is a civic budget in your municipality/city – it is worth mentioning to participants at the end of the workshop that they can get involved in it and where they can find more information.