The Democratic Society

Digital Participatory Budgeting Programme
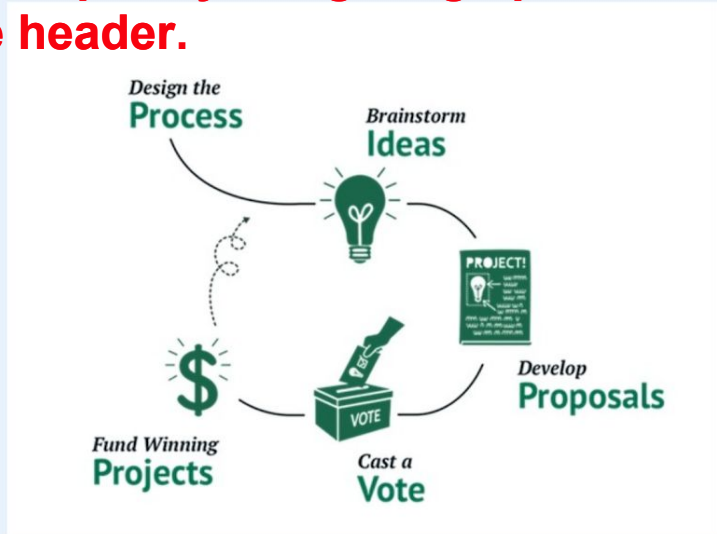
How to set up and manage a Participatory Budgeting process

<- There is currently no participatory budgeting option in the header.
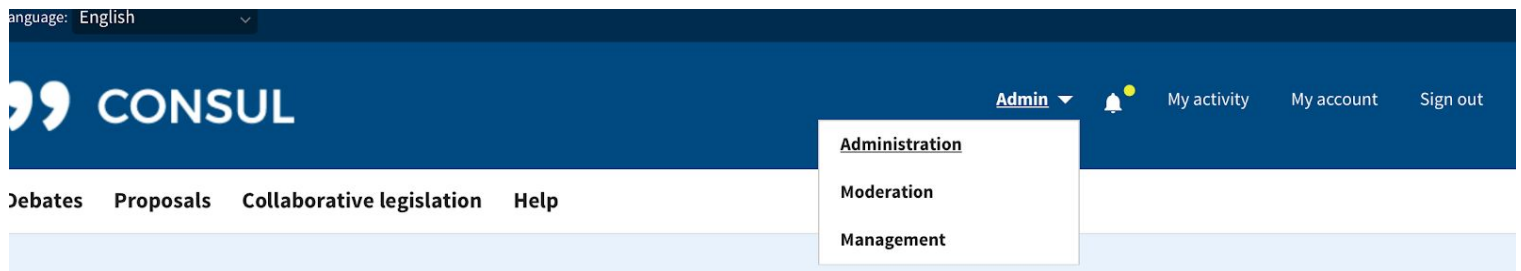
What is Participatory Budgeting?

Participatory budgeting (PB) is a way f

Since 2014 the majority of PB activity

Mainstream PB activity involves the eng

Moving Towards Mainstream PB

Click Admin and go into Administration at the top of the page

Administration

Moderation

Management

Digital Participatory Budgeting Programme

Language: English

CONSUL
ADMINISTRATION

- Proposals
- Collaborative Legislation
- Voting booths
- Signature Sheets
- Messages to users
- Site content
- Moderated content
- Profiles
- Statistics
- Settings

ADMINISTRATION

Welcome to the CONSUL admin panel.

You should see a list of options on the left hand side.

- Settings
  - Global settings
  - Proposals topics
  - Manage geozones
  - Custom images
  - Custom content blocks

Scroll down and go to Global settings.

You will see a list of options at the top here.

Settings

Configuration settings   Participation processes   Features   Map configuration

Configuration settings

Setting	Value	
Level 1 public official Tag that will appear on users marked as Level 1 official position	Cargo oficial 1	Update

Go to Participation processes.

Configuration settings   **Participation processes**   Features   Map configuration

Participation processes

Feature	Status	Actions
Debates The citizens' debate space is aimed at anyone who can present issues that concern them and about which they want to share their views with others	**Feature enabled**	Disable
Proposals Citizens' proposals are an opportunity for neighbours and collectives to decide directly how they want their society to be, after getting sufficient support and submitting to a citizens' vote	**Feature enabled**	Disable
Polls Citizens' polls are a participatory mechanism by which citizens with voting rights can make direct decisions	Feature disabled	Enable
Participatory budgeting With participatory budgets, citizens decide which projects presented by their neighbours will receive a part of the budget	Feature disabled	Enable
Legislation		

Click Enable Participatory budgeting and then click OK.

Participation processes

Feature	Status	Actions
Debates The citi___ debate ___ them and about ___	**Feature enabled**	Disable
Propo___ Citizens' proposals are an opportunity for neighbours and collectives to decide directly how they want their society to be, after getting sufficient support and submitting to a citizens' vote	**Feature enabled**	Disable
Polls Citizens' polls are a participatory mechanism by which citizens with voting rights can make direct decisions	Feature disabled	Enable
Participatory budgeting With participatory budgets, citizens decide which projects presented by their neighbours will receive a part of the budget	Feature disabled	Enable

Are you sure?

Cancel   OK

You should receive notifications when something has been updated like this.

Go back to CONSUL

Value updated   ✕

Admin ▼

Scroll up in Admin and go to Participatory budgets, you can see here there are already some that have been created.

ADMINISTRATION

- Proposals
- Collaborative Legislation
- Participatory budgets
- Voting booths
- Signature Sheets
- Messages to users
- Site content
- Moderated content
- Profiles

Participatory budgets

Create new budget

Open   Finished

There are 3 budgets

Name	Phase	Investments	Headings groups	Edit
Designing Inclusive PB	Voting projects	Manage projects	Edit headings groups	Edit budget
Budget for Scotland	Accepting projects	Manage projects	Edit headings groups	Edit budget
New Participatory Budget	Draft (Not visible to the public)	Manage projects	Edit headings groups	Edit budget

Digital Participatory Budgeting Programme

New participatory budget

English

✓ Add language
عربى
Deutsch
English
Español
فارسی
Français
Galego
עברית
Bahasa Inggris
Italiano
Nederlands
angielski
Português brasileiro
Русский
Slovenščina
Anglisht
Af Soomaali
Svenska
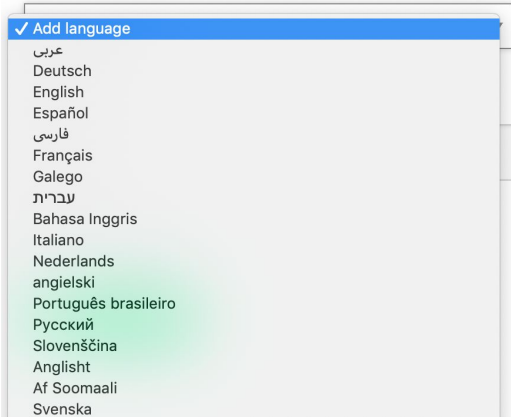
Click create new budget. You can select or add languages.

Create a name for your budget or PB process, I've called this one 'Your choice!' add the currency and what phase it's at. This just means if you're still collecting proposals and aren't ready for the voting bit yet you can set it to this.

Name

Your choice!

Phase

Draft (Not visible to the public) ▼

Currency

£ ▼

Create Budget

Phase

✓ Draft (Not visible to the public)
Information
Accepting projects
Reviewing projects
Selecting projects
Valuating projects
Publishing projects prices
Voting projects
Reviewing voting
Finished budget

Digital Participatory Budgeting Programme

Go back to CONSUL

New participatory budget created successfully! ✕

You should get a notification to say it's been created.

There will be a list of phases that you can edit, enable or disable like this.

Name

Your choice!

Phase

Voting projects ▾

Currency

£ ▾

Phase	Dates	Enabled	Actions
Draft (Not visible to the public)	2020-02-04 - 2020-03-04	✔	Edit phase
Information	2020-03-04 - 2020-04-04	✔	Edit phase
Accepting projects	2020-04-04 - 2020-05-04	✔	Edit phase
Reviewing projects	2020-05-04 - 2020-06-04	✔	Edit phase
Selecting projects	2020-06-04 - 2020-07-04	✔	Edit phase
Valuating projects	2020-07-04 - 2020-08-04	✔	Edit phase

Click edit phase to set timelines and add description, here the voting projects phase has been made active.

Voting projects **Active**	2020-09-04 - 2020-10-04	✔	Edit phase

Digital Participatory Budgeting Programme

Make sure you set the dates for each phase in a linear order, for instance the voting phase will be a date after the accepting proposals phase.

English

Add language ▼

Start date

04/02/2020

End date

13/02/2020

Description

This text will appear in the header when the phase is active

Normal ▼ | **B** *I* U S̶

Vote for your favourite project!

<		**febrero 2020**				>
L	**M**	**X**	**J**	**V**	**S**	**D**
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

Summary

This text will inform the user about the phase. To show it even if the phase is not active, select the checkbox below

Normal ▼ | **B** *I* U S̶

This phase is the vote! Have a look through the proposals and choose your fave!

body p

You can add a summary to provide more information about each phase of the process and then click phase enabledd and save changes.

☑ **Phase enabled**

This phase will be public in the budget's phases timeline, as well as active for any other purpose

Save changes

Returning to all of the Participatory budgets you can see an option to Manage projects. I'm clicking in an old one 'Designing Inclusive PB' to show you the projects.

Participatory budgets

Create new budget

Open   Finished

There are 4 budgets

Name	Phase	Investments	Headings groups	Edit
Your choice!	Voting projects	Manage projects	Edit headings groups	Edit budget
Designing Inclusive PB	Voting projects	Manage projects	Edit headings groups	Edit budget
Budget for Scotland	Accepting projects	Manage projects	Edit headings groups	Edit budget
New Participatory Budget	Draft (Not visible to the public)	Manage projects	Edit headings groups	Edit budget

There are 17 investments

Download current selection

ID	Title	Supports	Administrator	Valuation Group Valuator	Scope of operation	Feasibility	Val. Fin.	Show to valuators	Selected
18	hkjf	0	No admin assigned	No valuation groups assigned No valuators assigned	Give us your ideas	Undecided	No	☐	
17	Sensory disability and social isolation	0	No admin assigned	No valuation groups assigned No valuators assigned	Give us your ideas	Undecided	No	☐	
16	TEST- is it crashing?	0	No admin assigned	No valuation groups assigned No valuators assigned	Give us your ideas	Undecided	No	☐	
15	Access	0		No valuation groups	Give us your	Undecided		☐	

Click in here and you can see a list of proposals (of course, there won't be any yet if you have a brand new site).

You can see there are some options at the top to search for particular projects. This is useful if you have a lot of proposals.

Designing Inclusive PB - Investment projects

Advanced filters

| All administrators ▾ | All valuators ▾ | All headings ▾ | All tags ▾ |

Search projects   Filter

All   Without assigned admin   Without assigned valuator   Under valuation

Valuation finished   Winners

There are 17 investments   Download current selection

ID ⇕	Title ⇕	Supports ⇕	Administrator	Valuation Group Valuator	Scope of operation	Feasibility	Val. Fin.	Show to valuators	Selected
18	hkjf	0	No admin assigned	No valuation groups assigned No valuators assigned	Give us your ideas	Undecided	No	☐	

‹ Go back

Designing Inclusive PB - Group: Digital Access - Investment project 2

Funds for Bus

| **Heading**: Give us your ideas | **By**: admin | **Sent**: 2020-01-23 19:49:27 |
| **Compatibility**: Compatible | **Selection**: Not selected | **Winner**: No |

Funds to help us buy a accessible bus for travel around the Glenview areas.

Image: See image

Documents: Without documents

User tags:

Edit

Classification

You can click into any proposal and edit or add tags to help users. This is 'valuation' or evaluation.

Assigned administrator: Undefined

Tags:

Valuator Groups: Undefined

Assigned valuators: Undefined

Edit classification

Dossier

Here you can edit 'dossier' which just means you can set some parameters such as confirming whether the project is feasible, time scope and costs. You can also leave comments for users- this is particularly useful if you are in a phase before voting and you want to provide some feedback to improve a proposal.

Price (€): Undefined

Cost during the first year (€): Undefined

Time scope: Undefined

Feasibility: Undecided

Edit dossier

Valuation comments

Leave your comment

[ ]

Publish comment   ☐ Comment as admin

You can also create milestones for proposals which is just another way of setting some goals that a project has to reach and it is live to the public. This is good for openness and transparency and projects can be followed until they are complete.

Milestone

Manage progress bars

Don't have defined milestones

Create new milestone

Digital Participatory Budgeting Programme

If you return to the main site and click into Participatory budgeting you can see the budget 'Your choice' we created earlier is now live and in it's voting phase which we set.

Debates   Proposals   Collaborative legislation   **Participatory budgeting**   Help

Your choice!

Help with participatory budgets

ACTUAL PHASE
Voting projects
See all phases

Budget investment's phases

Information
March 04, 2020 - April 03, 2020

Accepting projects
April 04, 2020 - May 03, 2020

Reviewing projects
May 04, 2020 - June 03, 2020

Selecting projects
June 04, 2020 - July 03, 2020

Valuating projects
July 04, 2020 - August 03, 2020

Voting projects
December 28, 2019 - October 03, 2020

Scroll down and you will see a timeline of all the phases and their dates.

You can click into all of the projects available here.

List of all investment projects

List of all unfeasible investment projects

List of all investment projects not selected for balloting

As that's a brand new one with no current proposals to vote on we'll make the 'Digital Inclusive PB' budget live for a vote instead. Return to Admin to update or edit any budget phases.

Voting projects **Active**	2019-12-28 - 2020-10-04	✔	Edit phase
Reviewing voting	2020-10-04 - 2020-11-04	✔	Edit phase
Finished budget	2020-11-04 - 2020-12-04	✔	Edit phase

Update Budget   Calculate Winner Investments   Delete budget

Similarly you can set currency, add description and so on.

Name

Designing Inclusive PB

Phase

Voting projects ▼

Currency

£ ▼

On the main site you can see this is now live and replaced the 'Your choice' budget however, there are still no available projects.
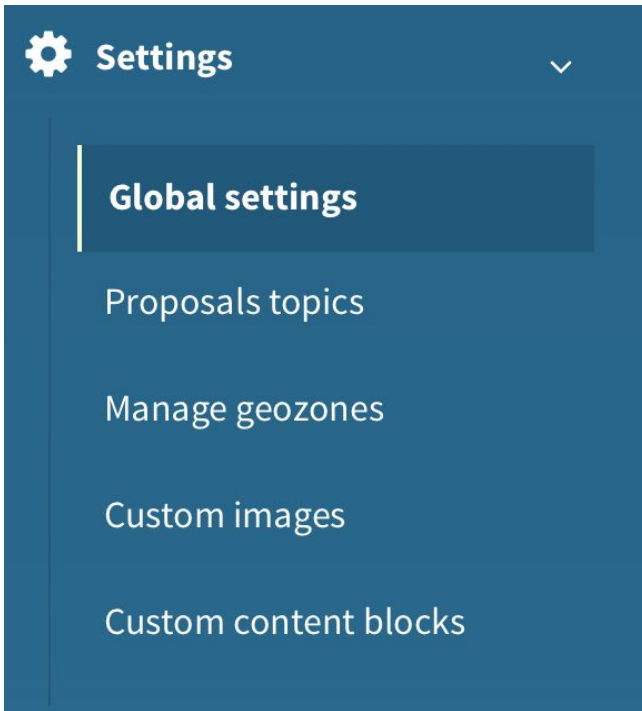
Designing Inclusive PB

Help with participatory budgets

ACTUAL PHASE

Voting projects

See all phases

Digital Access

Give us your ideas
£0

⚙ **Settings** ⌄

Global settings

Proposals topics

Manage geozones

Custom images

Custom content blocks

Back in Admin go to Global settings and then configuration.

There is a list of options here, you can change, take a look at the different options you might want to update for your process. For instance, you might want to change the number of supports needed for proposal approval.

Number of supports necessary for approval of a Proposal
When a proposal reaches this number of supports it will no longer be able to receive more supports and is considered successful

| 53726 | Update |

Months to archive Proposals
After this number of months the Proposals will be archived and will no longer be able to receive supports

| 12 | Update |

Return to your budget where there was a list of projects, you can click into individual ones and check them off as feasible to go through to a vote.

CONSUL
VALUATION

⚗ ⚙ Admin ▼ 🔔 My activity   My account   Sign out

Valuation

🥧 **Participatory budgets**

⟨ Investment project 17

Dossier

Feasibility

○ Pending   ● **Feasible**   ○ Not feasible

Price (£)

Cost during the first year (£) (optional, data not public)

Price explanation

Time scope

☐ Valuation finished

You can also block proposals, hide or mark as viewed in Moderation.

CONSUL
MODERATION

⚗ ⚙ Admin ▼ 🔔 My activity   My account   Sign out

Moderation

💡 Proposals

💡 Proposals notifications

💬 Debates

🥧 **Budget investments**

💬 Comments

👤 Block users

Budget investments

Pending   **All**   Marked as viewed

There are 14 investments

Order by | Most flagged ▾

Select: All | None

Budget investment	Moderate
Sensory disability and social isolation 2020-02-04 • 0🏳 • demo1 project to provide a buddy to assist individuals with sensory disability to participate in leisure activities in the community.	☑
Access for all 2020-01-27 • 0🏳 • demo4 Funding to run workshops for designers, council officers, politicians and other high heid yins to hear from community members on how digital voting can be more accessible!	☑

Digital Participatory Budgeting Programme

Funds for fishery
2020-01-27 • 0 🏴 • demo4

I would like funds to create a fishery in my local area with a few diabled platforms

| Block authors | | Hide budget investments | Mark as viewed |

Click into a proposal you want to update, it should be underlined and look like this. You can see this has been marked as undecided.

| 2 | Funds for Bus | 0 | No admin assigned | No valuation groups assigned
No valuators assigned | Give us your ideas | Undecided | No | ☐ |

- 💡 **Proposals**
- 📄 **Collaborative Legislation**
- ⊙ **Participatory budgets**
- ▭ **Voting booths** ⌄
- 📄 **Signature Sheets**
- ⊙ **Budgets** ⌄
- 🗟 **Messages to users** ⌄
- ✏ **Site content** ⌄
- 👁 **Moderated content** ⌄
- 👥 **Profiles** ⌄

‹ Go back

Funds for Bus

Designing Inclusive PB - Group: Digital Access - Investment project 2

| **Heading**: Give us your ideas | **By**: admin | **Sent**: 2020-01-23 19:49:27 |
| **Compatibility**: Compatible | **Selection**: Not selected | **Winner**: No |

Funds to help us buy a accessible bus for travel around the Glenview areas.

Image: See image

Documents: Without documents

User tags:

Edit

Classification

Assigned administrator: Undefined

Mark it as feasible, and you can add price and time scope for the proposal, then click update.

CONSUL
VALUATION

Admin ▾   My activity   My account   Sign out

Valuation

🥧 Spending proposals

🥧 **Participatory budgets**

‹ Investment project 2

Dossier

Feasibility

◯ Pending   ● **Feasible**   ◯ Not feasible

Price (£)   **Cost during the first year (£)** (optional, data not public)

Price explanation

Time scope

Valuators

Selection

☑ Mark as selected

Update

Price (£)   **Cost during the first year (£)** (optional, data not public)

300

Price explanation

Time scope

☑ Valuation finished

Save changes

Go back to CONSUL

Investment project updated succesfully. ✕

You should get a notification to say this has been updated.

Return to the main site and click in Participatory budgeting. You can see that the proposals that were updated are now live on the site for voting.

‹ Go back

Check and confirm my ballot

Investment projects with scope: Give us your ideas

You have selected **0** of **1** projects.

£0

random   **by price**

Advanced search

Approval

TRENDING

CATEGORIES

MY BALLOT

Sensory disability and social isolation

2020-01-27 • demo1 • Give us your ideas

project to provide a buddy to assist individuals with sensory disability to participate in leisure activities in the community.

£222

Vote

You have not voted any investment project in this group.

Check and confirm my ballot

Funds for Bus

2020-01-23 • admin • Give us your ideas

£300

Sensory disability and social isolation

2020-01-27 • demo1 • Give us your ideas

project to provide a buddy to assist individuals with sensory disability to participate in leisure activities in the community.

£222

Vote

Funds for Bus

2020-01-23 • admin • Give us your ideas

Funds to help us buy a accessible bus for travel around the Glenview areas.

£300

Vote

Funds to improve paths and roads

£555

Please take a look at the general management user guide for more information on Consul.