Public space site-specific assessment

Guidelines to achieve quality public spaces
at neighbourhood level

PUBLIC SPACE
PROGRAMME

UN⊕HABITAT
FOR A BETTER URBAN FUTURE

United Nations Human Settlements Programme (UN-Habitat)
P.O. Box 30030 00100 Nairobi GPO KENYA
Tel: 254-020-7623120 (Central Office)
www.unhabitat.org

DISCLAIMER

Cover illustration: Christelle Lahoud © UN-Habitat

Public space site-specific assessment

Guidelines to achieve quality public spaces at neighbourhood level

PUBLIC SPACE PROGRAMME

UN@HABITAT
FOR A BETTER URBAN FUTURE

Contents

01

The Global Public Space Programme

UN-Habitat promotes sustainable and inclusive urban planning to address current urbanization challenges such as population growth, urban sprawl, poverty and inequality. In 2012, UN-Habitat launched its Global Public Space Programme with the objective to promote public spaces as a keystone for sustainable cities in order to ensure good quality of life for all.

Over the years, the Programme has developed an iterative approach to public space that includes a variety of normative and operational tools, methodologies and practices that support local and national governments and other partners to make public spaces safe, inclusive, accessible and green. This includes public space assessments digital tool, policy guides, strategies and design principles, participatory tools, technology and innovation projects and carrying out advocacy work and implementation.

The Programme has adopted the definition from the Charter on Public Space which defines public spaces as **"places that are publicly owned or of public use, accessible and enjoyable by all for free and without a profit motive".**

Inclusively designed, well-managed and properly maintained public spaces can have a great impact on the social, economic, health and environmental life of cities and communities. Public spaces build social cohesion and improve the quality of human interactions. Public spaces provide opportunities for people to earn a living, boost economies by increasing the land value of the surrounding area and, sometimes, by attracting new businesses. Also, public spaces improve the physical and mental health of inhabitants by providing clean green areas, sidewalks and bike lanes as well as encouraging outdoor activities. Additionally, public green areas can make a substantial contribution towards adapting to and mitigating climate change. They provide the most appropriate and effective ways to improve the microclimate, in particular reducing the urban heat island (UHI) effect.

Public space is acknowledged widely in global agendas. It can support urban centres to meet the targets set by the Sustainable Development Goals (SDGs); especially **Goal SDG11 — "Make cities and human settlements inclusive, safe, resilient and sustainable."**

"By 2030, provide universal access to safe, inclusive and accessible, green and public spaces, in particular for women and children, older persons and persons with disabilities." SDG 11.7

The New Urban Agenda also places an emphasis on public spaces with 10 separate paragraphs mentioning its importance, for example paragraph 37: **"We commit ourselves to promoting safe, inclusive, accessible, green and quality public spaces, including streets, sidewalks and cycling lanes, squares, waterfront areas, gardens and parks, that are multifunctional areas for social interaction and inclusion, human health and well-being, economic exchange, cultural expression and dialogue among a wide diversity of people and cultures, and that are designed and managed to ensure human development and build peaceful, inclusive and participatory societies as well as to promote living together, connectivity and social inclusion."**

How do we work?

UN-Habitat has developed an integrated approach to public space that covers cities and neighbourhoods and individual sites and applies a targeted approach to each scale. The iterative approach includes normative and operational tools, methodologies and practices to support governments and other organizations to make public spaces more safe, inclusive, accessible and green. The guidelines include public space city-wide and site-specific assessments, design principles, strategies and policies, digital participation and action planning and monitoring. **The Programme believes that a multi-scale approach creates the greatest impact for community quality of life.**

Ideally, the approach begins with a city-wide public space assessment to understand the status quo as well as gaps and needs. By collecting data, we can inform the local government of the city's performance who can then develop and adopt relevant policies, strategies and design principles to improve the public realm.

The network of public spaces is reinforced by implementing a public space action plan that comprises a list of pilot projects to be implemented in the short, medium and long-term. Such an action plan provides authorities with a tool to guide resource allocation, prioritize and manage public spaces while contributing to the long-term transformation of the city. Sometimes this results in the need to review laws and by-laws for the use of public space as well as the protection of spaces.

Upgrading and regeneration can be undertaken within different types of public spaces, including parks, streets, sidewalks and markets. The Programme uses a variety of participatory methods so that the community's needs are considered and reflected in the final design. In recent years, digital participation has gained traction and proven to be effective in amplifying the voices of vulnerable populations in the planning process. Two examples are the Minecraft video-game and the Kobo Toolbox mobile application.

02

Caption
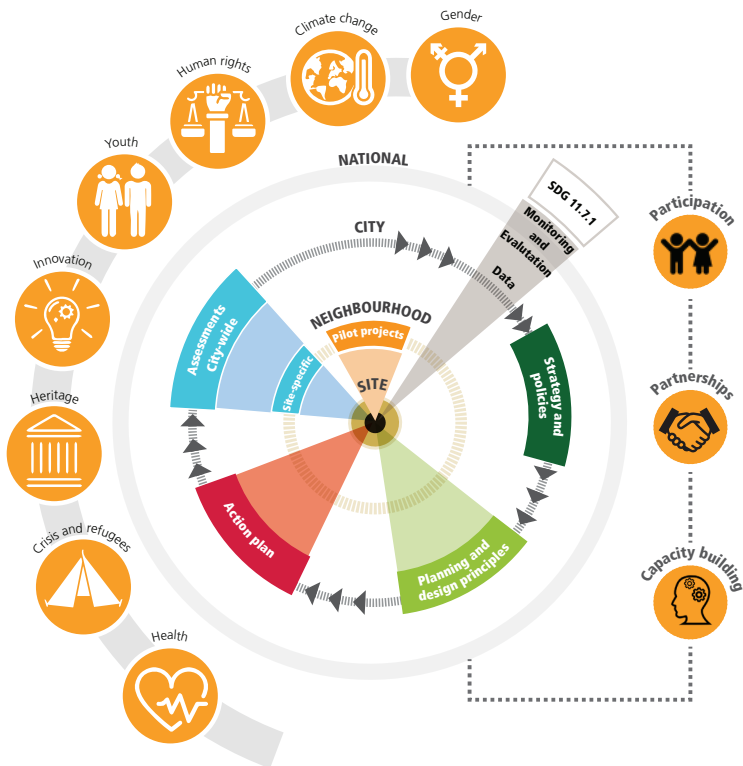
SITE-SPECIFIC ASSESSMENT

The *Public Space Site-specific Assessment* consists of a series of activities and tools to understand the quality of public spaces and influence, through a participatory process, the design of the site. The assessment focuses on a selected open public space[1] and its five (5) minute walking radius (equivalent to 400-meter distance) hereafter referred to as the 'walkable radius[2]'. The guideline supports the user[3] on how to gather the right data and what information is needed to make public spaces safer, more inclusive and easily accessible by proposing innovative design and planning solutions.

While many upgrading projects adopt civic engagement activities, the transition phase between community needs and the expert designs is often lost in translation. The guidelines ensure that the conversation between the community and the experts is bridged through a series of activities that provides a platform for exchange between the different parties. This demands a certain level of participation from community members[4], technical experts and the local authorities in each of the listed activities. The result from the assessment is a collection of qualitative and quantitative information gathered by and with the community using public space indicators that will inform the final design elaborated by the experts. In this process, municipalities are guided on how and where to allocate resources for upgrading public spaces that will contribute to achieving SDG11.7.

1. Open public spaces include parks, gardens, playgrounds, public beaches, riverbanks and waterfronts.
2. The area or the radius of a circle that is centred around the selected public space within which pedestrians should be able to arrive from their houses within 5 minutes (See page 22)
3. Including, but not strictly limited to, the local government, urban practitioners, NGOs, community leaders, academia and public space advocates.

4. Including vulnerable groups such as women, children, youth, old people and persons with disabilities amongst others.

MAIN OBJECTIVE: ASSESSING THE QUALITY OF PUBLIC SPACES

OUTCOMES	Providing a platform for exchange between community, experts and local authority	Identifying gaps and measuring quality of public spaces	Providing contextualise urban design and planning solutions

ROLE	Civil society	Expressing their needs	Providing high quality data using less expensive methods; including perception	Validating the design
	Experts	Sharing technical knowledge	Gathering and analysing data and conducting a needs assessment	Proposing design solutions
	Local authority	Finding out what residents want and ensuring alignment with SDGs and local agendas	Providing spatial and socio-economic data	Allocating resources to the right interventions (priorities for action)

Creating and promoting socially inclusive, integrated, connected, environmentally sustainable and safe streets and public spaces, especially for the most vulnerable.

Socially inclusive

Good public spaces must be designed to meet the needs of all users. This means paying attention to quality and inclusive design and accommodating the values and preferences of different groups, ages and abilities. Public participation and civic engagement are key to empowering communities, ensuring inclusion and a greater longevity in the sense of ownership and custodianship.

Better integrated

Integrated planning encourages a dialogue between all departmental actors with a stake in the public realm. The Global Public Space Programme adopts both vertical and horizontal integration approaches. Vertical, in terms of the early integration and involvement of the various players of government, administration and non-government players involved in urban development. Horizontal, in terms of integrating the various sectorial policies, and actions of the public and also private sector for sustainable development. Integration links the spatial aspect with other dimensions of urban life, social, economic and political, cultural and others.

Better connected

For maximum positive effect on the neighbourhood, public spaces should be connected through networks that enable people to move around freely and easily. This requires that policy makers take a holistic view of the city and seek to maximize the potential of existing infrastructure. Policies coupled with good urban planning and design can offer better physical and social connectivity for urban residents.

Environmentally sustainable

A well-planned, city-wide open public space system can create green and blue networks to regenerate ecological systems, restore environmental connectivity (wildlife, sanctuaries and watercourses) and support biodiversity in urban areas. This can, in turn, create ample benefits for the citizens and attract visitors. The role that public spaces can play in the provision of ecological services is extremely important in the mitigation and adaptation strategies to climate change.

Safe

A mixed and diverse public space provides a place that is vibrant and busy and automatically reduces feelings of insecurity. Fear of crime and crime itself can deter people, not just vulnerable groups, from using high-quality public spaces. Physical changes to, and the better management of public space can help to allay these fears. Public spaces can reduce perceptions of insecurity by attracting a large cross section of people at all times of day.

The methodology

The *Public Space Site-specific Assessment* goes through **four phases** and guides the user to measure the quality of public spaces by assessing **five dimensions** and **20 indicators.** Depending on the local context, the assessment allows to select, add and prioritise certain indicators. Each phase has a set of activities and tools that explains how to collect and analyse data and what level of participation is needed in each. These guidelines are a valuable resource to assess the quality of an existing public space that needs upgrading, as well as setting up a quality framework to create new site.

With the goal to achieve SDG11.7, the Global Public Space Programme has selected observable and measurable indicators that offer valuable information about public space quality and help identify performance targets for the future. The indicators were then classified into five key dimensions that guide the user on how to turn selected sites[5] into more safe, inclusive, accessible and green public spaces. Drawing upon the experiences in 75 cities, the Programme identified a number of activities and existing tools that proved to be successful in gathering data, engaging different stakeholders and influencing design.

The assessment exercise is shaped incrementally, while some activities are mandatory, others are not, which gives the user the freedom to select whichever activity and tool best fits their context. A tailored package could be defined considering the objective of the assessment, the context and the capacities in place. For instance, to upgrade an existing public space, the activities should focus on how to improve the current conditions and add programming activities, while to create a new space, activities should focus on people's needs and feasible interventions.

5. The Global Public Space programme recommends using the *City-wide Public Assessment guidelines* to selected sites that are in need for upgrading.
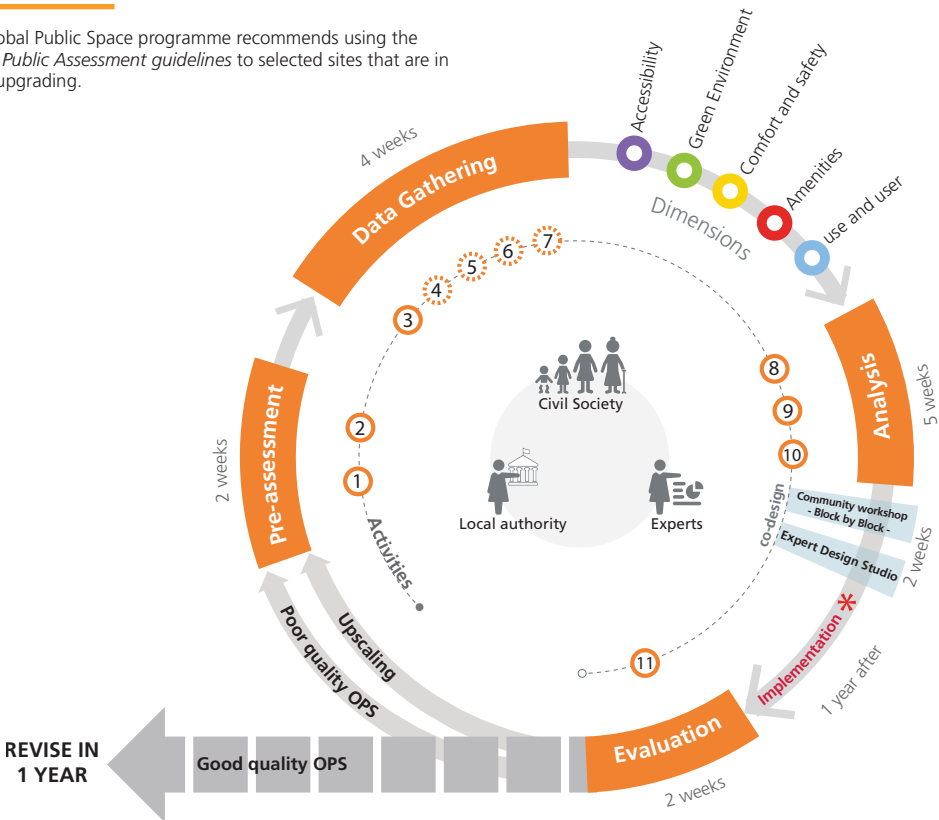
Pre-assessment

The first phase aims at creating a tailored process depending on the end-user's goals and the local capacities. It is important to look at time, available budget and expertise from the onset. Once the objective of the project is clear, a core team is formed that includes both experts and non-experts. The pre-assessment exercise provides the user with initial information to get started like an overview of the context as well as information about the demography, history, culture, infrastructure and the social dynamics of the study area. The core team will then form a timeline for the project that includes desired activities from the methodology framework (see page 16). A stakeholder mapping exercise is deemed mandatory to bring key people into the process. Depending on the resources available, one can choose to have a quick and light process or a more comprehensive one.

Data gathering

The second phase is aimed at collecting valuable data with and by the community using a variety of tools. The latter are framed and structured in a way to get the most information about the five dimensions of good quality public space. While some tools are digital, others adopt traditional approaches that facilitate the collection of both quantitative and qualitative data. In this phase, the level of civic engagement is the highest which gives the community an opportunity to be part of the assessment while also expressing their spatial perception and needs. By the end of this phase, the user will have all relevant data about accessibility, green environment, use and users, amenities and furniture, and comfort and safety.

Analysis

During the third phase, the collected data is cleaned and analysed to highlight the main issues related to the public space and its walkable radius. The technical team maps the findings and underlines the main challenges and opportunities of each dimension. The team then gives a quality score ranging from one to five to each indicator (see activity 9). The results of these activities will highlight the improvement needed among the five

dimensions and will eventually help the experts to provide technical recommendations and solutions.

This phase is important to inform the design process that follows and helps define tailored solutions to improve public spaces. While the assessment focuses on measuring quality, the GPSP recommends integrating two participatory design activities —The *Block by Block methodology* and the *Expert Design Studio* — to ensure community's needs are incorporated into the final proposal.

Impact and evaluation

This phase proposes to evaluate the public space after implementation to understand its impact on the neighbourhood. It is important to revisit the site one year after construction and evaluate whether the public space met its ultimate goals and objectives. This is done by empirically evaluating people's enjoyment using the space as well as its inclusiveness, meaningfulness, safety and comfort. A comparative analysis is conducted by the experts which will highlight if key indicators have improved or not. On-going evaluation of public spaces needs to be considered from the onset and it is recommended to secure additional resources to ensure that ideas are scaled up.

Once the comparative analysis is done, it is recommended to extract lesson learnt and use the gained knowledge from previous phases in the further work. This will help refine the design, improve the process and ultimately reach scale beyond the neighbourhood.

Methodology framework

! Mandatory

👥 Participation

▫ Additional
(Recommended Design activities that are not part of the Assessment)

Phase	Activities	Tools	Outputs
Pre-assessement	**1. Project preparation** !	Stakeholder mapping Project timeline Setting common values and goals	Stakeholders map and strategy Project Timeline
	2. Desk Research !		Collection of quantitative and qualitative information (maps, articles, images, etc.)
Data gathering	**3. Observations** ! 👥	Observation notebook Mapping Photography / video Digital measuring and recording Counting people	Organised collection of data: pictures, key notes, maps and measurements (including people counting).
	4. Site survey 👥	Define a representative sample How to formulate a digital questionnaire Online digital survey	Cleaned digital data
	5. Interviews 👥	Consent form	Transcription or key points of each interview
	6. Exploratory walks 👥	Walking routes map Define a representative sample How to formulate a digital questionnaire Online digital survey	The routes map and stops Digital data collected from the questionnaire
	7. Focus group discussion 👥	List of participants Mapping Workshop agenda S.W.O.T. analysis Evaluation form	S.W.O.T. Analysis Collection of maps
Analysis	**8. Findings maps** !	Mapping List of indicators	Five findings maps - one for each dimension
	9. Quality scoring !	List of indicators Digital scoring form	Scored list of indicators and charts
	10. Recommendations !	Recommendations and feasibility Suitability map Prioritisation	Suitability map The list of recommendations and action plan
	Block by Block workshop 👥	Step-by-step guide and templates	Final community physical model (minecraft)
	Expert design studio 👥	Expert design studio guidelines Recommendations and feasibility Prioritisation	Final design proposals Tentative budget
Evaluation	**11. Comparative findings** !	List of indicators Photography Consent form Counting people	Comparative pictures (before and after) Comparative list of indicators and charts Lesson learnt and actions moving forward

Dimensions & indicators

The quality assessment of the public space looks at five main dimensions: use and user, accessibility, amenities and furniture, comfort and safety, and green environment. In total, 20 indicators were selected to be measured, and should show at a glance, which dimension is performing poorly.

Dimension	Indicator	Sub-indicator
● Use and user	2	11
● Accessibility	4	17
● Amenities and furniture	7	30
● Comfort and safety	4	20
● Green environment	3	13

Use and user
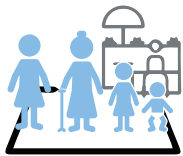
The dimension focuses on how the space is being used and by whom. A good quality public space is one that is designed to accommodate everyone, where people from all backgrounds can spend considerable time enjoying the space especially the most vulnerable groups. Through this dimension, one can analyse how inclusive the space is through observing the variety of users and the type of activities taking place.

* Mandatory   If applicable

Indicators	!	Scale	Sub-indicators / questions
Number and variety of users accessing the public space	*	Site	Number of users during the day
		Site	Number of users during the night
	*	Site	Variety of users in the space (age, gender, ability, ethnicity)
Number and variety of activities observed in the public space among time and space	*	Radius	Amount of mixed use in frontage building
	*	Site	Presence of vacant unit in frontage building
	*	Site	Presence of different inclusive activities in the public space among time (for children, elderly, disable people, etc)
	*	Radius	Presence of non-designed, temporary activities, organised by the local governance and the community
	*	Site	Presence of restrictions rules for specific activities (i.e.: no pic-nic, no play, no biking, etc.)
	*	Site	Presence of social interactions
	*	Radius	Presence of formal and informal economic activities (food sellers, kiosks/shops, etc)

Accessibility
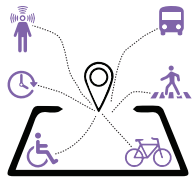
This dimension focuses on the access to the site in terms of perception and the physical aspect. A public space should be easily reached by walking, cycling or using public transport, especially by the elderly and people with special needs. A public space should be open for all without having to pay an entrance fee, therefore the dimension also looks at restrictions of use (operation use) and by-laws. Finally, perception of accessibility is also assessed, for example whether people feel welcome and comfortable going to the public space.

* Mandatory   If applicable

Indicators	!	Scale	Sub-indicators / questions
Accessibility and presence of qualitative and inclusive facilities for private vehicles	*	Radius	Presence of areas reserved for private vehicles movement
		Radius	Quality of reserved area in terms of dimensions, design, location and conditions
		Radius	Level of traffic on the streets
	*	Radius	Presence of inclusive and free parking area for private vehicles (including parking reserved for people with disability)
Accessibility and presence of qualitative and inclusive facilities for bikes	*	Radius	Presence of areas reserved for bikes movement
		Radius	Quality of reserved area in terms of dimensions, design, location and conditions
		Radius	Level of use of the bike lane
Accessibility and presence of qualitative and inclusive facilities for pedestrians	*	Radius	Presence of areas reserved for pedestrian movement
		Radius	Quality of reserved area in terms of dimension, design, location and conditions
	*	Radius	Presence of pedestrian crossing
	*	Radius	Presence of ramps for wheelchairs with correct design and inclination (10%)
		Radius	Presence of functional sound crossing devices
		Radius	Presence of tactile pavement paths
	*	Radius	Overall perception of accessibility
	*	Site	Presence of by-law and restrictive access rules (operational use, time-frame, fees or physical obstacles)
Accessibility and presence of qualitative and inclusive facilities for public transports	*	Radius	Presence of public transport
		Radius	Level of use of public transport
		Radius	Quality of transport facilities, in terms of dimension, design and location

Amenities & furniture

Amenities and furniture are the features that make public spaces more attractive. This can include, but is not limited to, facilities to play, rest, eat and drink as well as amenities such as lighting, waste bins and toilets amongst others. This dimension looks at their availability, distribution and quality condition. Amenities and furniture should also be inclusive, catering to the needs of the different groups within the neighbourhood.

*	Mandatory		If applicable

Indicators	!	Scale	Sub-indicators / questions
Presence and quality of lighting	*	Radius	Presence of natural lighting
	*	Radius	Presence of artificial lighting
		Radius	Quality of light source, in terms of quantity, design and distribution
		Radius	Quality of illumination power (50 lux)
Presence and quality of amenities for recreational structures	*	Radius	Presence of inclusive recreational structures for outdoors activities (playground, sports, etc.)
		Radius	Quality of recreational structures in terms of dimensions, design and location for children and disable people
		Radius	Level of use of recreational structures
Presence and quality of seating	*	Site	Amount of primary or secondary seating (benches, mobile chairs, stairs, etc.)
		Site	Quality of seating in terms of dimension, design, material and location
		Site	Level of use of seating elements
Presence and quality of waste bins	*	Site	Amount of waste bins
		Site	Quality of waste bins in terms of design, dimensions and location
		Site	Level of use of waste bins
Presence and quality of bike racks	*	Radius	Amount of bike racks
		Radius	Quality of bike racks in terms of design, dimension and location
		Radius	Level of use of bike racks
Presence and quality of signage and emergency items	*	Radius	Amount of signage
		Radius	Quality of signage in terms of design, dimensions and location
		Radius	Level of use of signage
		Radius	Presence of emergency facilities (fire extinguisher, defibrillators etc.)
		Radius	Quality of emergency facilities in terms of conditions and location
Presence and quality of water and toilets facilities		Radius	Presence of drinkable water sources facilities
		Radius	Quality of water sources facilities in terms of quantity, design, and distribution
		Radius	Level of use of water sources facilities
		Radius	Presence of public toilets
		Radius	Quality of public toilets in terms of quantity, design location and accessibility for PWD
		Radius	Level of use of public toilets
	*	Radius	Presence of drainage system
		Radius	Quality of drainage system in terms of dimensions, materials, location and installation
		Radius	Presence of obstruction in the drainage system (garbage, etc.)

Comfort & safety

This dimension looks at peoples' perception and how they feel, which can have a great impact on their wellbeing and the time they spend in a public space. Places that are well maintained are often perceived as comfortable and safe, while vandalized and poorly-cared spaces can have the opposite effect. Smell, sound, sight, physical condition and the overall identity of a space can be deal breakers for comfort. Perception of safety is subjective, while some might feel safe using a space, others feel threatened by a lack of visibility, concentration of certain groups, lack of activities or historical events.

| * | Mandatory | | If applicable |

Indicators	!	Scale	Sub-indicators / questions
Perception of safety & level of security of the public space		Radius	Presence of crime related behaviour (robbery, harassments, other crimes, etc)
	*	Radius	Presence of good social behaviours (no drinking, no sleeping, no smoking, no vandalism, etc)
		Radius	Presence of traffic incidents (historical records)
		Radius	Presence of active surveillance elements (CCTV or guards)
	*	Radius	Presence of natural surveillance (number of façade openings facing the public space)
	*	Radius	Level of safety perceived by community during the day
	*	Radius	Level of safety perceived by community during the night
Quality of censorial experience	*	Radius	Presence of pleasant sounds (natural sounds, music, no traffic noise, etc)
		Radius	dB recorded correspond or is less than the maximum recommended dB for the surrounding land use (e.g.: dB < 47 for residential areas)
		Site	Presence of pleasant smell (flowers, bakery, no garbage, no polluted water, etc)
		Site	Presence of pleasant views (façades, vegetations, panoramas, etc.)
Overall comfort using the public space, through maintenance, design and ambiental conditions	*	Radius	Presence of a waste management system
		Site	Quality of cleaning service in terms of frequency and results
		Site	Community attention of keeping a clean environment
	*	Site	Presence of vandalism
		Site	Presence of pleasant wind
	*	Site	Level of temperature for human activities (15-25 C)
		Site	Level of comfort using the space during all seasons
		Site	Presence of covered areas from rain and heat (shades, etc.)
	*	Site	Design quality and aesthetic value of furnitures, façades, pavements
		Site	Presence of community care signs (art, urban agriculture, flowers, etc)
Presence of a public space identity, determined by cultural background and users' enjoyment	*	Radius	Presence of positive reputation regarding the public space and the neighbourhood (no stigma or bias, etc)
		Radius	Presence of cultural aspects/historical events defining the identity of the space
		Radius	Presence of remarkable buildings/physical landmarks (church, fountain, sculptures, etc.)
	*	Site	Amount of people spending time in the space rather than passing through

Green environment
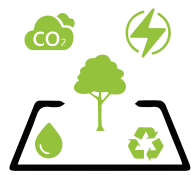
This dimension tackles environmental aspects that can improve health and wellbeing of the residents. Green spaces provide a balance between development and nature and it has become more and more sought after in dense cities. Well-designed public spaces with adequate green coverage and water management can have a great impact on air quality and reducing noise pollution as well as reducing heat and temperature. Trees, grass and other green vegetation provide wildlife habitat, prevent soil erosion, and support adaptation to and mitigation of the effects of climate change.

*	Mandatory		If applicable

Indicators	Scale		Sub-indicators / questions
Presence and quality of biodiversity in the public space	*	Radius	Ratio of green coverage
		Radius	Conditions of greenery in terms of maintenance
		Radius	Variety of biodiversity (trees, flowers, etc.)
		Radius	Presence and variety of fauna
		Radius	Quality of air in terms of co2 and particulate (measured)
	*	Radius	Perception of air quality from the community
Environmental and community resilience		Radius	Presence of waterbodies (rivers, lake, etc.)
		Radius	Quality of water in terms of pollution
	*	Radius	Presence of environmental risks (flooding, erosion, soil degradation)
		Radius	Resilience of the community against risks and hazard
Presence of energy efficient elements in the public space		Radius	Presence of solar or censorial power elements (social lighting, automated irrigation, etc)
	*	Radius	Presence of recyclable waste bins
		Radius	Presence of composting
		Radius	Presence of rain water collector or water filtering system

21

The Walkable radius

The walkable radius is defined as a circle centred around the selected public space. Ideally, pedestrians should be able to reach from their houses every public space or facilities within a five-minute walking distance (equivalent of 400-meter distance), as it is considered the most practical and realistic threshold. The GPSP recommends evaluating the quality not only on a selected public space but also on its walkable radius as the catchment area identifies its daily users and their movement flow.

The walkable radius highly depends to the road network and the permeability of the area: a public space could be within 400-meter distance from a certain block, but without good street connections, the space can be inaccessible. In that case, one can use the geographic information system (GIS) softwares to define the walkable radius by doing a road network analysis or resort to online maps like google of others to get the average walking time.

The radius could change considering the following variables:
- **The location** of the public space might affect the size of the radius if located in urban, rural or peri-urban, next to riverbank, hilly area, etc.
- **The target users** and the focus of the study:
    - Child-friendly cities and focus on children under 18
    - People with disabilities
    - Elderly people, etc
- The **context** and **walkability risk** due to hotspot areas (e.g. crime zone)

The assessment focuses on open public spaces at neighbourhood level, however if working in different typologies and scales, the radius should also change:
- **The typology** of the public space like streets, markets, etc.
- **The scale** of the public space and its service area: district or city level

Five-minute walking radius

5mins walking radius
400 METERS
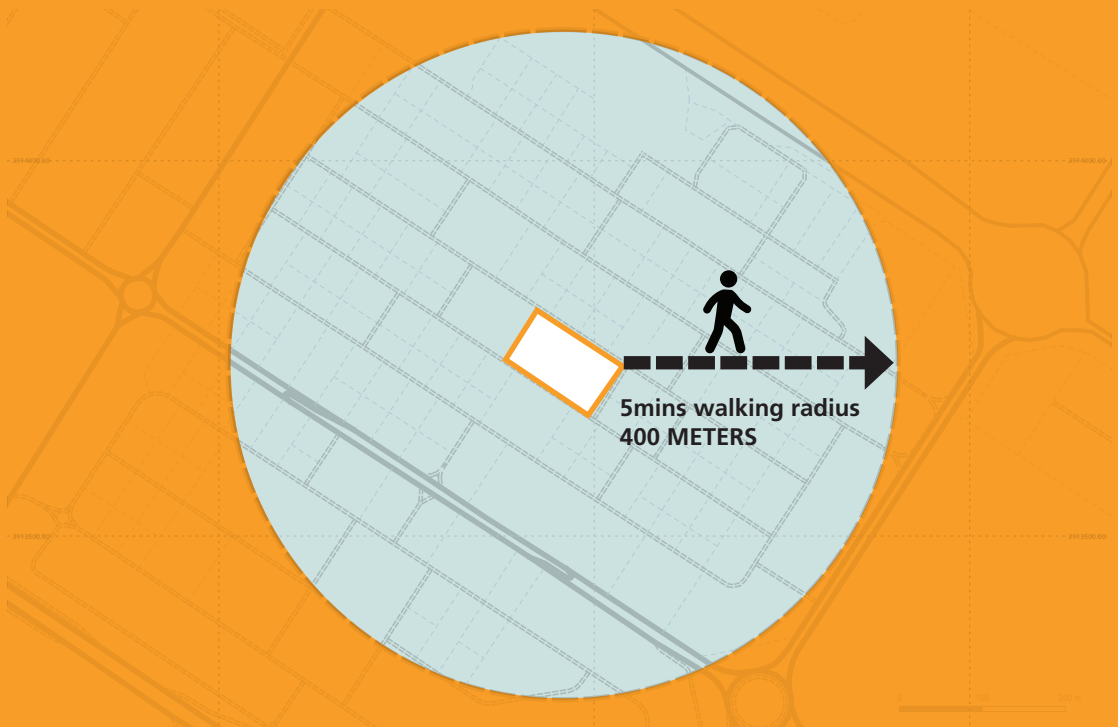
Other examples

LACK OF CONNECTIVITY

5 mins walking radius
400 METERS

In the absence of streets, time required to travel must be taken into account by assessing the existing roads.

USER: CHILDREN (under 18)

5mins walking radius
300 METERS
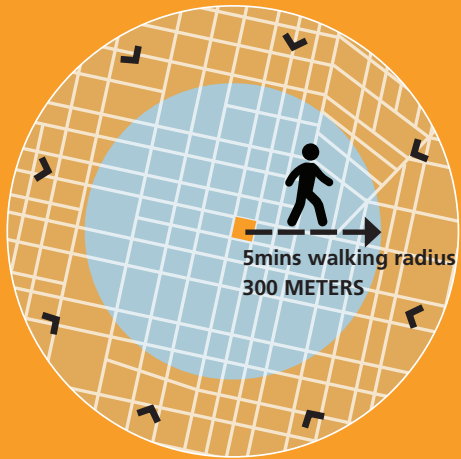
The walkable radius should be reduced to 300m when designing child-friendly spaces.

CONTEXT: RURAL

10mins walking radius
800 METERS

Given the density of the neighbourhood and the fact that people living in rural areas often walk more, the walkable radius can be increased to 10mins (equivalent 800m)

LOCATION: ALONG A RIVERBANK

Riverbank

5mins walking radius
400 METERS

When there are no crossings, open public spaces that are edging riverbanks or beaches should consider the walkable radius from one side of the river

03

Caption

1. Project preparation

Organise and prepare the project timeline by mapping key stakeholders and identifying a participation strategy. Understand the city' priorities, available time, budget and the local capacities in place.

STATS

Prioritization
Mandatory
Suggested time
1 week
Level of difficulty
Easy
Participants
Technical team

Materials needed
Notebook, pen

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

STEPS

01 | Form a technical expert team for the project deliveries including architects, urban designers and others

02 | Map the main stakeholders and list their relation to each other

03 | Identify responsibilities

04 | Define main objectives

05 | Conduct a sampling size of the neighbourhood population

06 | Select list of activities to be conducted and define an engagement strategy

07 | Prepare required materials for the activities and logistics

08 | Finalise the project workplan

TOOLS:

⌖ Annex A | Stakeholders' mapping (page 52)

⌖ Annex B | Project timeline (page 54)

⌖ Annex C | Setting common values and goals (page 56)

⌖ Annex D | Define a representative sample of the population (page 57)

⌖ Annex E | List of participants (page 58)

OUTPUTS:

- A map of all the stakeholders and their responsibilities
- Project Timeline
- Report chapter summarising main objectives and describing the activities and the actors involved, and how it relates with the overall vision of the local government.

2. Desk Research

Capture general information, existing studies and highlighting missing or outdated data

STATS

Prioritization
Mandatory
Suggested time
1 week
Level of difficulty
Easy
Participants
Technical team

Materials needed
Computer, internet connection

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

STEPS

01 | Gather online information and relevant documents about the site and the neighbourhood (see list below)

02 | Get relevant information from local authorities (see list below)

03 | Organize yourself and your team around specific tasks. Each individual takes on one subject or direction

04 | Summarise the findings in a document

05 | Highlight missing or outdated data that are needed for the study

06 | Identify the first main challenges concerning the public space

Some of the documents that should be reviewed are:
- ☐ Historical maps
- ☐ Updated satellite images
- ☐ Latest maps including land-use and mobility
- ☐ Urban legal framework (b.e. urban planning regulations, building code, etc)
- ☐ Statistics on demography, crime and accidents, climate, etc.
- ☐ Historical, political and cultural background
- ☐ Literature reviews
- ☐ Ongoing studies by municipalities or academia
- ☐ Articles and social media

OUTPUTS

- Collection of maps, articles and images that provide quantitative and qualitative information about the public space
- A short research document which holds relevant and in-depth information about the space (Maximum 4 pages)

3. Observation

Analyse daily life and get an understanding on users' activities and behaviour. Make sure to capture insights as well as data concerning what is happening in the site and around it.

STATS

Prioritization
Mandatory
Suggested time
2 weeks
Level of difficulty
Easy
Participants
Technical team

Materials needed
Notebook, coloured pen, camera or phone, internet connection, tape meter

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

STEPS

01 | Select one or two observers from the technical team

02 | Schedule multiple observing sessions during different days and hours of the week to monitor change

03 | Select and use some of the tools below to gather required information

04 | Observe, listen and be patient, interact and experience the space with all your senses

05 | Focus on different individuals considering age, gender, ability and ethnicity and try to understand the needs of different social groups

06 | Get consent before taking pictures or direct data

07 | Clean the data collected and organise them considering the five dimensions

TOOLS:

⌇ Annex F | Observation Notebook (page 59)
⌇ Annex G | Mapping (page 60)
⌇ Annex H | Photography / video (page 62)
⌇ Annex I | Consent form (page 63)
⌇ Annex J | Digital measurements and recording (page 64)
⌇ Annex K | Counting people (page 66)

OUTPUTS

• Organised collection of data: pictures, key notes, maps, measurements, people counting and others
• Report chapter summarising the observation activity, methodology and outcomes

Tips:
- *Presence of external observers in certain contexts might change social interactions in the public space, especially if there is a strong cultural and social discrepancy between the observer and the community. Select local observers that already integrate within the social context.*

4. Digital survey

Get statistical information from and by the community about their perception and opinion of the public space and its walkable radius.

STATS

Prioritization
Recommended
Suggested time
2 weeks
Level of difficulty
Medium
Participants
Technical team + community

Materials needed
Smartphone, notebook

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

STEPS

01 | Prepare and structure a list of questions with a clear flow; preferably organised around the five dimensions.

02 | Upload the questions online on KoboToolbox and test

03 | Select a group from 5 to 20 community volunteers to conduct the exercise as well as two people from the expert team.

04 | Guide the volunteers on the type of questions (open ended, closed and questions that require asking other users on the site)

05 | Schedule different timing and days for each volunteer to conduct the survey

06 | Distribute the link to the survey and make sure the answers are uploaded once they complete the questionnaire.

07 | Make sure volunteers are physically on site when filling the digital survey

08 | Download survey data and aggregate them

09 | Analyse the results of the survey

TOOLS:

✎ Annex D | Define a representative sample of the population (page 57)

✎ Annex I | Consent form (page 63)

✎ Annex E | List of participants (page 58)

✎ Annex L | How to formulate your digital questionnaire (page 68)

✎ Online survey questionnaire - Kobo Toolbox question base

OUTPUTS

- Cleaned digital data
- List of volunteers and interviewees
- Report chapter summarising the digital survey activity, methodology and outcomes

Tips:
- *Make sure the questions are worded correctly and that people understand them.*
- *Volunteers to introduce themselves, get consent before and briefly explain the scope of the survey.*
- *Guide the volunteers on how to avoid 'leading' questions.*

5. Interviews

Gather data about specific aspects of the site that require specific expertise or knowledge from selected people.

STATS

Prioritization
Recommended
Suggested time
1 week
Level of difficulty
Easy
Participants
Technical team + key actors (experts or decision-makers)
Materials needed
Smartphone or audio recorder, notebook and pen

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

STEPS

01 | List the names of people that need to be interviewed, based on the stakeholder mapping

02 | Prepare a semi-structured list of questions composed of open and closed questions

03 | Consider some tailored questions depending on the background and expertise of the interviewee

04 | Schedule a meeting ahead of time and propose a place and time

05 | Get prepared to moderate the interview, this should not be more than 45 minutes

06 | Get consent to take pictures of the interviewees or to record the session

07 | Build on what the participants say and investigate the reasons behind their answers

08 | Take notes of key messages and quotes

09 | Organise the notes and compile all interviews

TOOLS:

⌗ Annex E | List of interviewees (page 58)
⌗ Annex H | Photography / video (page 62)
⌗ Annex I | Consent form (page 63)

OUTPUTS

- List of interviewees
- Report chapter summarising the interview activity and outcomes

Tips:
- *Make sure your questions are not broad*
- *Study the body language of your interviewee and try to make them feel comfortable*
- *Rephrase your question if the interviewee did not capture it well*
- *Try to get quotes and pictures to document the process (see image on the right)*

"This project has actually created job opportunities. We now have over 20 youth working to help manage the greenery, the food, and the open gym."

Wossen Merga, Addis Ababa River and Riverside Development and Administration Agency

worker cleaning the public space in Addis Ababa © Katla Studios

6. Exploratory walks

Experience public space through the eyes of daily users by walking and exploring the neighbourhood together.

STATS

Prioritization
Recommended
Suggested time
Half-day
Level of difficulty
Medium
Participants
Technical team + community + key actors
Materials needed
Smartphone, route maps, pen

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

STEPS

01 | Prepare and structure a list of questions with a clear flow

02 | Upload the questions online and test

03 | Prepare a route map covering the walkable radius with 3 stops each

04 | Select 30 to 50 participants from the neighbourhood to conduct the walk and group them

05 | Assign one expert or volunteer per group

06 | Guide the volunteers on the type of questions and the route they need to take

07 | Schedule a day and time that does not limit participants' attendance

08 | Distribute the link to the exploratory walks survey and brief the participants about the activity

09 | Make sure participants are observing, listening and smelling as they walk

10 | Make sure participants are filling the digital questionnaire at every stop

11 | Ensure answers are uploaded once the questionnaire is completed

12 | Download data and aggregate them

13 | Analyse the results of the survey

TOOLS:

⌔ Annex L | How to formulate your digital questionnaire (page 68)
⌔ Annex M | Walking routes map (page 72)
⌔ Annex D | Define a representative sample of the population (page 57)
⌔ Online survey questionnaire - Kobo Toolbox question base

OUTPUTS

- Digital data collected
- List of participants
- Report chapter summarising the exploratory walk activity and outcomes

Tips:
- *Make sure participants come with charged smartphone and brief them in a quiet area*
- *Document the activity by capturing pictures of participants using the tool*

Exploratory walks exercise in Sharjah, UAE © SUPC

7. Focus group discussion

Gather people's opinions and ideas on how they perceive the public space and collaboratively map challenges and opportunities.

STATS

Prioritization
Recommended
Suggested time
Half or one day
Level of difficulty
Medium
Participants
Technical team + Community + Key Actors
Materials needed
Flip-chart, post-its, paper, pencils, list of indicators, computer, projector, ID tags

* refreshments and/or lunch

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

STEPS

01 | Prepare the agenda of the day, the list of people to invite, logistics and materials

02 | Define the activity's objective and clarify the type of information that needs to be gathered

03 | Make a list of questions that are appropriate to those objectives

04 | Locate and secure a place to hold the focus group meeting and send out invitations

05 | Brief the participants about the project and clarify the purpose of the activity

06 | Group the participants in smaller groups of 5 to 7 people

07 | Ask questions from your established list to highlight the challenges and the opportunities of the public space and its walkable radius

08 | Document the meeting by taking notes, pictures or recording

09 | Ask participants to evaluate the exercise by filling the evaluation questionnaire

10 | Review and clean your notes, questionnaires and/or audio recording

11 | Create a transcript and write up a summary of your findings

TOOLS:

🖇 Annex E | List of participants (page 58)

🖇 Annex G | Mapping (page 60)

🖇 Annex N | Workshop agenda (page 73)

🖇 Annex O | S.W.O.T. analysis (page 74)

🖇 Annex P | Evaluation form (page 76)

OUTPUTS

• List of participants
• A S.W.O.T. Analysis
• Report chapter summarising the group discussion activity and outcomes

Tips:
- *The venue should be easily accessible by the participants and have toilet facilities*
- *The facilitator should balance the social dynamics within the group*

8. Findings maps

Curate gathered data and interpret them into five spatial maps that highlights the key findings of each of the five dimensions.

STATS

Prioritization
Mandatory
Suggested time
Half-day or one day
Level of difficulty
Hard
Participants
Technical team

Smartphone, route
Materials needed

STEPS

01 | Collect and review all the outputs from the previous activities

02 | Organise the information into five categories, one for each of the dimensions, by referring to the list of indicators

03 | Discuss and summarise the challenges and opportunities of each dimension

04 | Prepare and print five base maps of the public space and its walkable radius

05 | Spatially locate and highlight the findings into the five maps by sketching

06 | Clean the maps and digitalize them

07 | Validate the results with a selected group of stakeholders to ensure all issues were adequately compiled.

08 | If needed, conduct further data gathering activities to collect missing data

TOOLS:

📎 Annex G | Mapping (page 60)

📎 List of indicators - spreadsheet file

📎 Annex U | Case study: Sharjah, a child-friendly city (page 82)

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

OUTPUTS

- Five findings' maps - one for each dimension that highlights spatially the main challenges and opportunities
- Report chapter summarising the Findings' mapping activity and outcomes

Tips:
- *Make sure the maps are readable and include a clear legend*
- *Refer to Annex U | Case study: Sharjah, a child-friendly city (page 82) as an example of how to produce the five maps*

MAP EXAMPLE

Dimension: comfort

6173000.00

2914000.00

2913500.00

LEGEND:

- Dust
- Noise
- Heat
- Monotonous field view
- Shadowed edge
- Building shadow
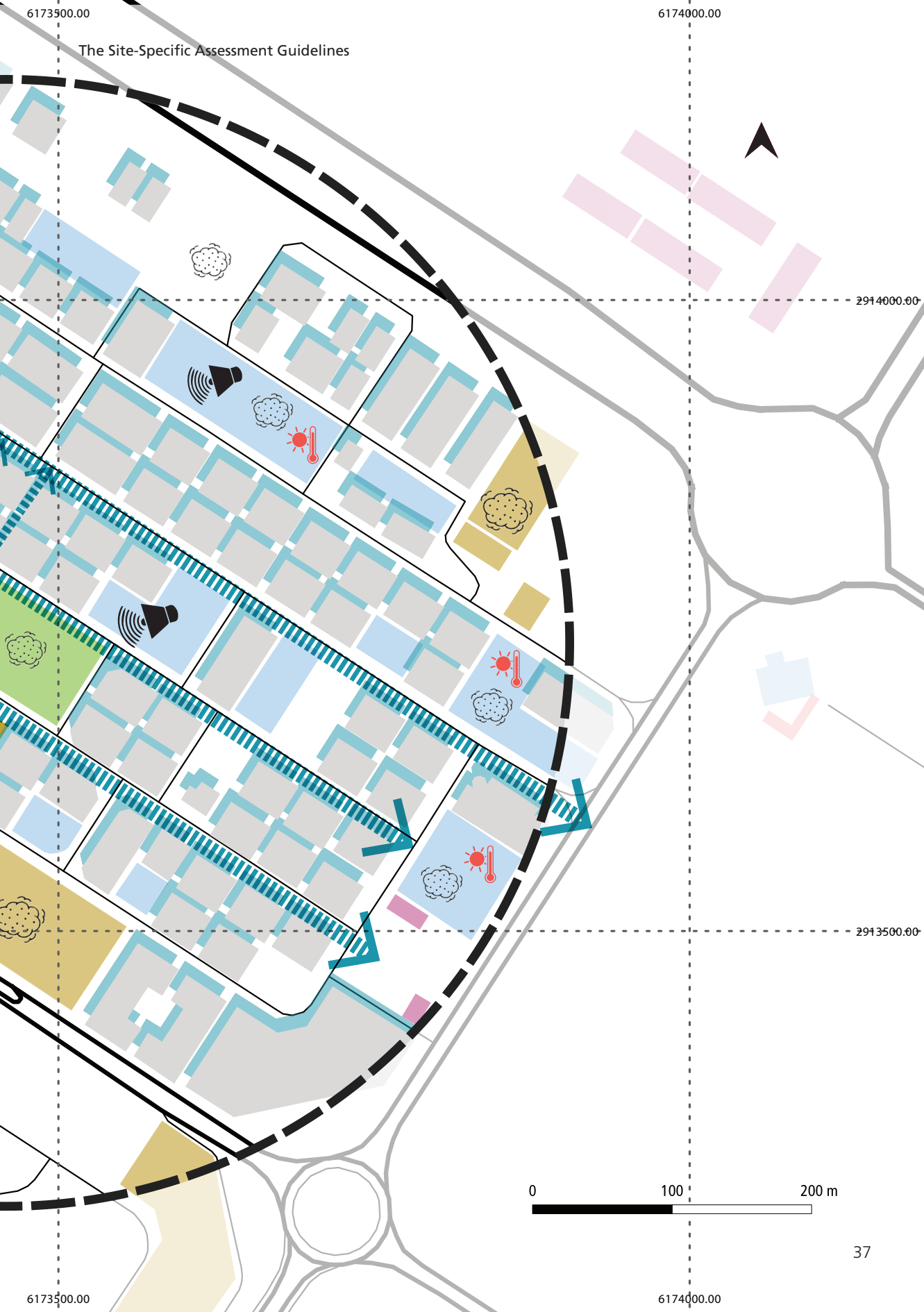
6173000.00

9. Quality scoring

Evaluate the quality of the public space by scoring the five dimensions and their indicators.

STATS

Prioritization
Mandatory
Suggested time
Two days
Level of difficulty
Medium
Participants
Technical team +
Community + Key
Actors
Materials needed
Flip chart, post-its,
tracing paper, printed
maps, list of indicators,
computer projector

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

STEPS

01 | Open and review with the team the list of indicators

02 | Make sure you have all outputs and the organised data with you

03 | Skip the indicators that are not relevant or applicable for your context

04 | Discuss with the team while ranking and make sure everyone agrees

05 | Choose one of the following scoring methods

Simple scoring:
• Go to sheet '*Simple scoring'* and rank the indicators using three classification: poor, fair or good

Digital scoring:
• Create your online scoring form using open data forms templates (Typeform, google or Microsoft forms amongst other)
• Send the link of the scoring form to the expert team members to fill
• Gather all rankings and make an average score

Advanced digital scoring:
• Go to the first sheet 'Advanced prioritization' and identify the level of priority for each indicator.
• Open the second sheet 'Advanced Scoring' and start ranking from 1 (negative) to 5 (positive)
• Refer to the average scores for each dimension, as well as the two charts that will be automatically generated — one on the quality and the other on the alignment with SDG 11.7

06 | Validate the scores with a selected group of stakeholders to ensure the expert team has carefully interpreted the results.

TOOLS:

🖉 Digital scoring form example
🖉 List of indicators - spreadsheet file

OUTPUTS:

• Scored list of indicators
• Report chapter summarising the scoring quality activity and outcomes

10. Recommendations

Produce a suitability map and come up with a list of recommendations and actions to upgrade the public space and its walkable radius.

STATS

Prioritization
Mandatory
Suggested time
1 week
Level of difficulty
Medium
Participants
Technical team

Materials needed
Base maps, tracing paper, coloured pens, computer, findings from previous activities, scored list of indicators

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

STEPS

01 | Review and discuss with the technical team members all gathered data from previous activities

02 | Go through the scoring form (filled in the previous activity) and highlight the indicators that scored the lowest

03 | Propose recommendations for each dimension and fill the first row of Annex R 'Expert recommendations'

04 | Review the design policies and standards in place to understand if the recommendations are feasibile

05 | Spatially locate the recommendations and priorities into a 'suitability map'

06 | Prioritise your recommendations considering the budget, impact and time required to complete

07 | Validate the results with a selected group of stakeholders

TOOLS:

🔗 Annex R | Recommendations and Feasibility (page 78)
🔗 Annex Q | Suitability map (page 77)
🔗 Annex S | Prioritisation (page 79)
🔗 Annex U | Case study: Sharjah, a child-friendly city (page 82)

OUTPUTS:

• Suitability map
• The list of recommendations and action plan

Tips:
- *It is recommended to complement this activity with a community design workshop Block by Block workshop (page 42) and an expert design studio Expert design studio (page 43) to make sure that community needs are also incorporated*

MAP EXAMPLE

Recommendations on suitability map
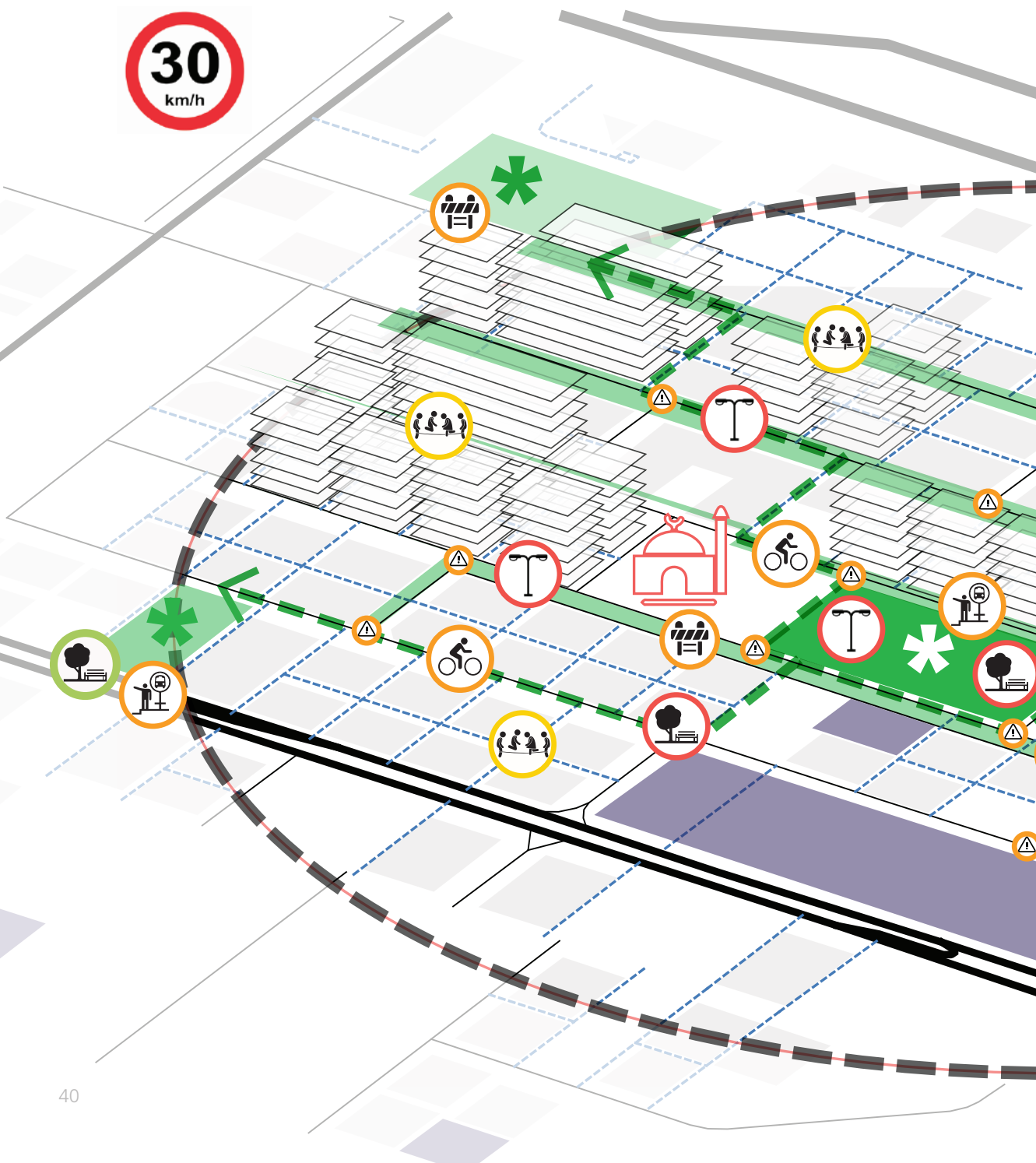
IMPROVEMENTS IN TERMS OF:

- ACCESSIBILITY
- USE AND USERS
- FACILITIES
- COMFORT
- GREEN COVERAGE
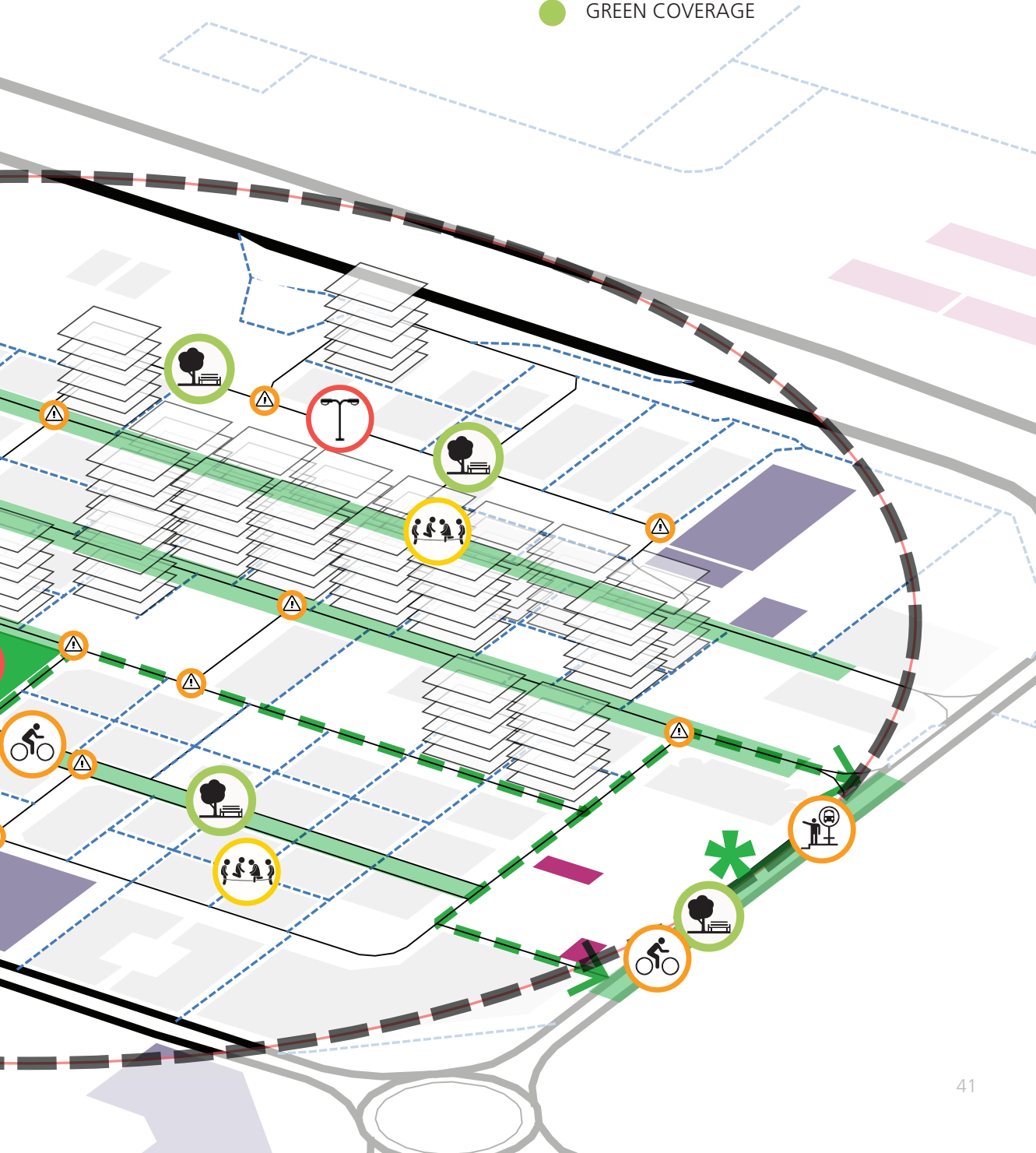
Block by Block workshop

The Block by Block workshop uses the video-game Minecraft to co-design the public space with and by the community in a 3D model. Other design workshops can be used to get physical inputs from the community.

STATS

Prioritization
Optional
Suggested time
3 days
Level of difficulty
Hard
Participants
Technical team + community + key actors
Materials needed
1 Computer per group, projector, papers, pen

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

More information about the Block by Block Foundation can be found on the official website.

www.blockbyblock.org

STEPS

Preparation:

01 | Provide picture, videos and geolocation of the public space to the Minecraft Model developer at least one month prior the activity (this will create a replica of the public space on Minecraft)

02 | Prepare a detailed agenda and all required materials

03 | Schedule an adequate time, book a location and invite the participants

04 | Install Minecraft on each computer and test if it works one day before the workshop

Workshop:

05 | Welcoming the participants and start with an introduction on public spaces principles

06 | Do a quick site visit with the participants to identify the main challenges and opportunities

07 | Group the participants and assign 3 to 4 people per computer

08 | Train the participants on the basic commands and give them time to practice

09 | Ask the participants to put their ideas physically in the model

10 | Invite the groups to present their interventions to the wider audience, key stakeholders and the technical team members

11 | Take note of the ideas and prepare a list of priorities

12 | Develop a final model with all the priorities to hand-over to the expert team

TOOLS:

✎ Step-by-Step technical guide and templates

✎ Annex R | Recommendations and Feasibility (page 78)

OUTPUTS:

- Block by Block workshop report including the list of priorities and screenshots of the community's interventions
- Final Minecraft model

Expert design studio

Design a good quality public space based on the comprehensive site-specific assessment findings and incorporate community's ideas and needs into the technical proposal.

STATS

Prioritization
Optional
Suggested time
3 weeks
Level of difficulty
Medium
Participants
Technical team

Materials needed
Base maps, tracing paper, coloured pens, outputs from previous activities, computer

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

STEPS

01 | Invite the expert team with background in architecture, urban design, landscape architecture, environmental specialists, academia and others (see 1. Project preparation (page 26) to the design studio

02 | Present all findings from the assessment as well as from the community design studio

03 | Go through the list of recommendations and the suitability map developed earlier

04 | Fill the 'Experts recommendations' in Annex R and cross-check the community's idea

05 | Come up with a final feasible list of recommendations that incorporate both experts and community's interventions

06 | Brainstorm and propose with the team a masterplan draft proposal

07 | Divide tasks and develop the technical drawings

08 | Propose a tentative budget for the design proposal

09 | Propose an action plan for the short, medium and long-term implementation

10 | Present and validate the final design proposal with a wider audience including the local authority, the community and key stakeholders

11 | If needed, review and finalise the design of the public space

TOOLS:

⌇ Annex T | Expert design studio guidelines (page 80)

⌇ Annex S | Prioritisation (page 79)

⌇ Annex R | Recommendations and Feasibility (page 78)

OUTPUTS

- Final technical design proposals of the public space
- Tentative budget

11. Comparative findings

Measure impact and re-assess the quality of the public space one year after its implementation. Refine, scale up and extract lessons learnt.

STATS

Prioritization
Recommended
Suggested time
3 days
Level of difficulty

Participants
Technical team + community

Materials needed
Notebook, camera or smartphone, computer

PROCESS PHASE
Pre-assessment
Data gathering
Analysis
Impact and evaluation

STEPS

01 | Go to the site one year after implementation and take pictures to compare them with the ones from before construction (see image on the right)

02 | Redo the counting people exercise to measure the number of users as well as the variety of people using the space

03 | Ask the opinion of the users about the public space and collect 'beneficiaries voices'

04 | Redo the quality scoring activity based on observation and interviews

05 | Do a comparative table to highlight the main changes in the indicators

06 | If changes are positive, think of how to upscale, if negative refine your design by looking at which indicators are fallen behind

07 | Extract lesson learnt and use the gained knowledge in the further work

TOOLS:

- List of indicators - spreadsheet file
- Annex H | Photography / video (page 62)
- Annex I | Consent form (page 63)
- Annex K | Counting people (page 66)

OUTPUTS:

- Before and after pictures collection
- Comparative list of indicators and charts
- Lesson learnt and actions moving forwards (refine, upscale, share, etc)

Tips:
- *Evaluation and impact can also measure the increased land value due to public space intervention*

Caption

04

CONCLUSION

From site-specific to city-wide:
The need for "scaling-up"

Reliable data inventory of public space assets is necessary for cities wishing to develop comprehensive and sustainable planning strategies through an evidence-based approach. Having a detailed inventory with information of individual sites — such as the accessibility, inclusivity and comfort using these spaces; their management; their maintenance framework and operational costs — can inform design choices and investment decisions. However, detailed spatial inventories are still lacking, especially in many low- and medium-income countries.

The *Public Space Site-specific Assessment* provides the user with the necessary tools and activities in order to gather relevant data about an individual site at the neighbourhood level. While it is often considered costly and time consuming for a city to dispatch staff to do surveys, the Assessment offers a range of activities that are affordable and cost-effective. Most importantly, through this document, the user will understand how to gather valuable data to assess the quality of public spaces and the process to select appropriate recommendations.

The Assessment adopts an incremental approach focusing on public participation and including marginalized groups in the process. The Global Public Space Programme's urban planning and design approach places people at the centre and recognizes fundamentally that engaging residents early through community engagement leads to effectiveness. Residents know their neighbourhood and can provide invaluable insights to strengthen the planning and design process. Often, failing to engage the community has resulted in unsuccessful policies, poor planning decisions and failed investments. For that, the activities provided in this document have a high level of participation from the community where data are collected by and with them and their ideas are always reflected. Early and comprehensive community engagement can reduce the likelihood of planning and design mistakes.

When people have the tools for collaboration with them, they start using them in a variety of ways. People all over the world are increasingly demanding a say in the way that their cities are planned and designed. The Public Space Site-specific Assessment offers a platform for dialogue between the community, professionals and the local authority leading to changing mindsets and attitudes towards a "collective responsibility" to public spaces. Participation at different levels can help bridge the gap between the general public and local governments and can change the relationship from being combative to supportive and collaborative.

The results from the assessment can inform the design and ensure that the right solutions are in place for more inclusive, accessible and safe public spaces. Architects and planners can also use the findings as a base where urban design becomes a solution to meet the community's needs rather

than beautification. After implementation, the design solutions are later measured to evaluate whether the public space has generated a positive social and environmental impact at the neighbourhood level. Lessons learnt and the gained knowledge from the process can help refine the design, improve the process and ultimately reach scale beyond the neighbourhood.

While the Assessment leads in having local recommendations at the site level, these should feed into a more general overview at the city level. The Global Public Space Programme often recommends conducting a City-wide Public Space Assessment[1] as a first step towards site selection for upgrading. If not previously done, a city-wide assessment of the public spaces helps to understand better the distribution, the network and the management system of the public spaces of the city. In this way, more strategic and systemic recommendations could be proposed to enhance sustainable development of the public space network, creating a greater impact at the city level. The benefit of preparing a city-wide strategy is to show how much public spaces are valued and to make the case for increased resources. Good policies can help cities improve physical and social inclusion, increase land value capture, contribute to having healthy places and protect historical,

cultural and heritage value of places.

UN-Habitat invites cities and engaged organisations to take part in this co-assessment of cities of the future. Together, we need to ensure that these tools are further developed with sustainable urban development and inclusion in mind to co-create quality public spaces.

1. The City-wide Public Space Assessment is a tool adopted by UN-Habitat to understand the equitable distribution, the network, the accessibility and the quality of public spaces at the city level.

"I'm happy to say that **we did it.** The area is clean now. It doesn't smell any more, and all the things we made are so beautiful. When you come in, **you only see good things.** The neighborhood children flock to this area on Saturdays and Sundays, and the neighbors are happy to have **a clean, nice place to play and relax.**"
Hana Jenbaru, Ras Mekonnen workshop

ANNEX

Annex A | Stakeholders' mapping
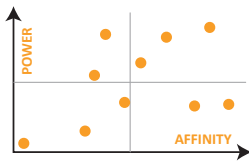
This tool helps to understand the existing social network and dynamics, and to identify the key stakeholders of the project. It generates a graphic representation of the social and institutional structure of a context, considering two variables: power and affinity.

Power: the term refers to the institutional, financial and/or social influence of an entity on the decision-making process of the project.
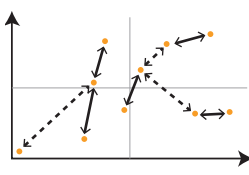
Affinity: the term affinity refers to the interest and the commitment of an entity on the project.

01 | Make a list of all the stakeholders connected to the project. Ensure that all the different actors are mapped and vulnerable groups and minorities are represented.
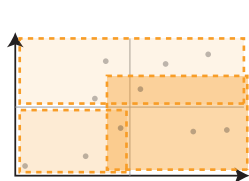
02 | Use the matrix template to position each stakeholder considering their level of power and affinity in relation to the project.

03 | Draw lines and arrows to represent the relation between stakeholders (collaborative, partially, conflictive, neutral, ect.).

04 | Discuss which stakeholders should be engaged among the process, considering project constraints and opportunities.

05 | Depending on the level of power and affinity, different activities are proposed to engage stakeholders. For instance, actors with high affinity levels but limited power should be involved during the workshop and the discussion groups. Use the template to identify your engagement strategy.

06 | Validate the results of the exercise with key representatives.

cut here

Print the template and map your stakeholders

POWER — High / Medium / Low

AFFINITY

Opposition — Active / Passive / Neutral — Support — Neutral / Passive / Active

INTERVIEW

ENSURE MUTUAL AGREEMENT

MANAGE CLOSELY
They should be part of the decision-making core!

KEEP INVOLVED

FOCUS GROUP DISCUSSION / EXPLORATORY WALKS

MONITOR & KEEP INFORMED

SITE SURVEY
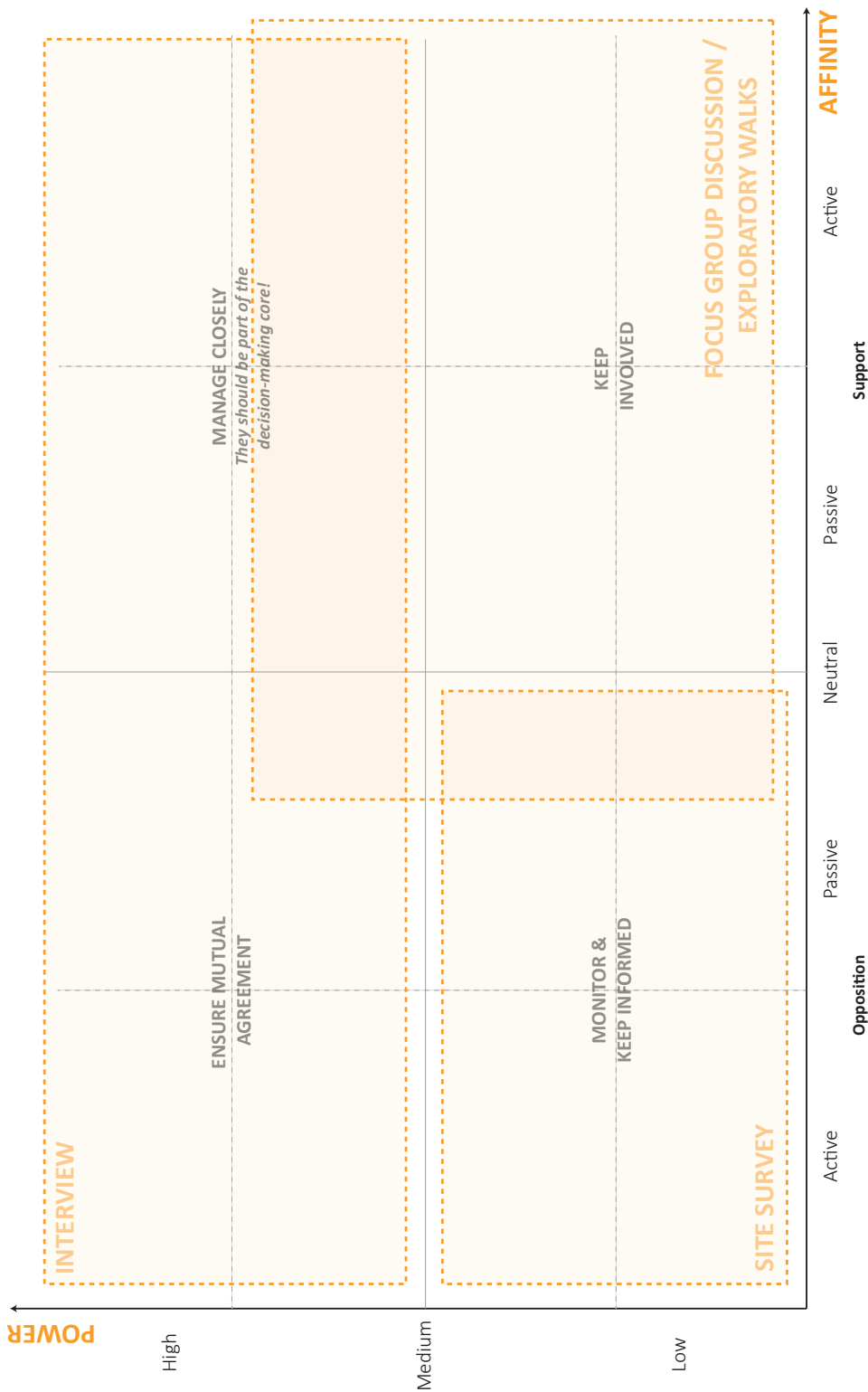
cut here

Annex B | Project timeline

The following table lists the proposed activities of the Public Space Site Specific Assessment Tool. Not all the activities are mandatory, and the technical team can adjust its timeline considering project objectives and capacities. Each activity shows its level of priority and participation.

Select your activities and tools and validate your project timeline.

! *Activities that are mandatory*   👥 *Activities with high level of participation*

Pre-assessement

- ☐ **1) Project preparation** !
  - ☐ Stakeholder mapping
  - ☐ Project timeline
  - ☐ Setting common goals and values
- ☐ **2) Desk research** !

Data gathering

- ☐ **3) Observations** ! 👥
  - ☐ Observation notebook
  - ☐ Mapping
  - ☐ Photography / video
  - ☐ Digital measuring and recording
  - ☐ Counting people
- ☐ 4) Site survey 👥
  - ☐ How to define a representative sample of population
  - ☐ How to formulate a digital questionnaire
  - ☐ Online digital survey
- ☐ 5) Interviews 👥
  - ☐ Consent form
- ☐ 6) Exploratory walks 👥
  - ☐ How to define a representative sample of population
  - ☐ How to formulate a digital questionnaire
  - ☐ Online digital survey
  - ☐ Walking routes map
- ☐ 7) Focus group discussion 👥
  - ☐ List of participants
  - ☐ Mapping
  - ☐ Workshop agenda
  - ☐ S.W.O.T. analysis
  - ☐ Evaluation form

Analysis

- ☐ **8) Findings map** !
  - ☐ Mapping
- ☐ **9) Quality scoring** !
  - ☐ List of indicators - spreadsheet file
  - ☐ Digital scoring form example
- ☐ **10) Recommendations** !
  - ☐ Recommendations and feasibility
  - ☐ Suitability map
  - ☐ Prioritisation
- ☐ **Block by Block workshop** 👥
  - ☐ Step-by-Step technical guide and templates
- ☐ **Expert design studio** 👥
  - ☐ Expert design studio guidelines
  - ☐ Recommendations and feasibility
  - ☐ Prioritisation

Impact and evaluation

- ☐ **11) Comparative findings** !
  - ☐ List of indicators - spreadsheet file
  - ☐ Photography / video
  - ☐ Counting people
  - ☐ Consent form

project preparation
desk research

observations
digital survey
interviews
exploratory walks
focus group discussion

findings mapping
quality scoring
recommendations

Block by Block workshop
Expert design studio

comparative findings

pre-assessment phase

data gathering phase

analysis phase

week 1
week 2
week 3
week 4
week 5
week 6
week 7
week 8
week 9
week 10

ORGANISE & INVITE

after implementation >>

! mandatory activities
activity preparation
activity

Annex C | Setting common values and goals

Source: Gehl — Copenhagen Masterclass Summary

Process
Set intermediate goals to work towards a shared vision

Shared goals and visions

Gathering relevant stakeholders early in the process to create a shared vision for the project and together discuss long term and intermediate goals and responsibilities raises the likelihood of a successful project and process. Rather than a fixed plan, a strong vision can help define a flexible framework that combines the short and longterm perspective.

An iterative and learning planning process:

Urban transformation

Quality criteria & guidelines

Long time goal and vision

Time

Compared to a traditional (linear) planning process:

City

Long time goal

Time

1. Measure

2. Test in 1:1

3. Refine

Set intermediate goals and reach them through pilot processes
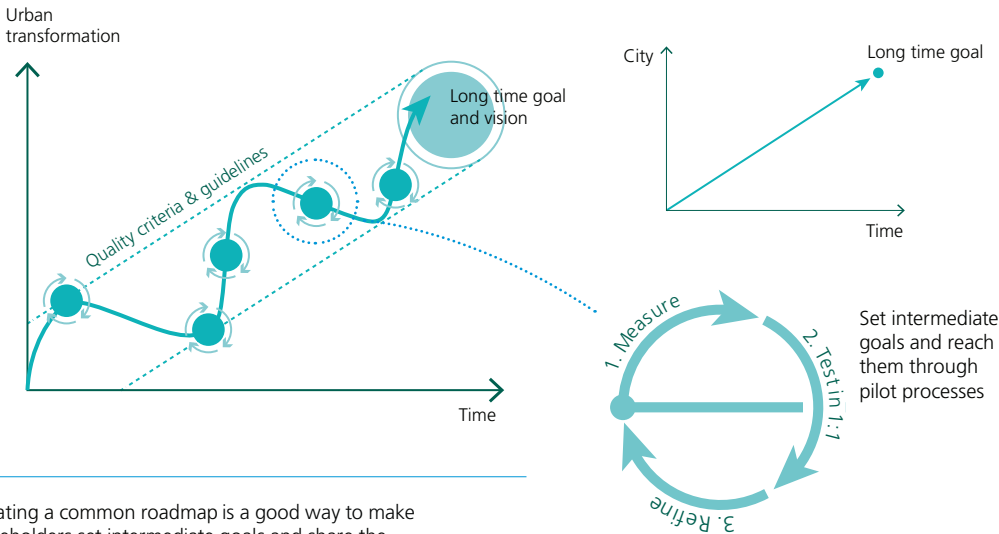
Creating a common roadmap is a good way to make stakeholders set intermediate goals and share the understanding of what is needed for a project to succeed.

1. Measure

2. Test in 1:1

3. Refine

What?
What is the idea, what needs to be done for it to happen? When?

Who?
Who do we involve, how, when and with what?

Now   2020

Soon   2021

Later   2022-

Long time goal and vision

?

cut here
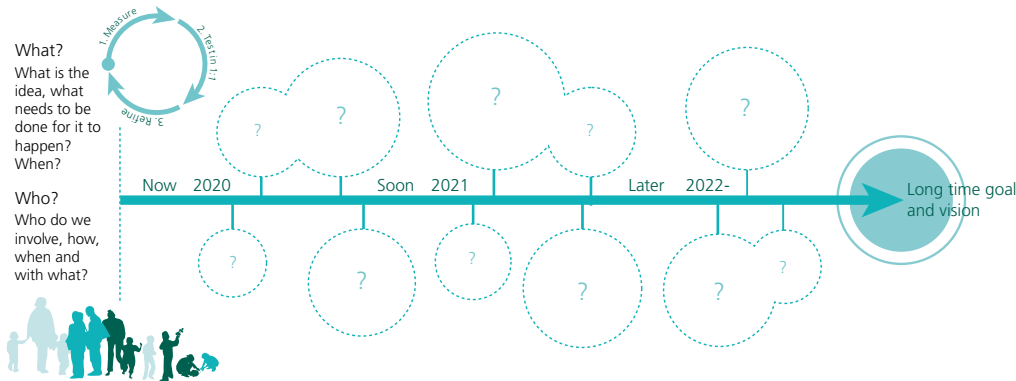
Annex D | Define a representative sample of the population

When doing participatory activities, it is important to define a representative sample of the neighbourhood to ensure a good representation of the community. This will guarantee that different voices are heard; especially the most vulnerable. Diversity is the guiding principle for a good sampling exercise.

Population sampling requires scientifically accurate methodologies based on probabilistic and statistical approaches. Basic ans simplified guidelines are presented below:

Steps:

01 | Define the target group focusing on the population within the walkable radius. One can choose to keep it general or if needed choose a specific target group (women, children, etc). In that case, the sample is composed only by the selected target category

02 | Gather information about the population of the neighbourhood in terms of size and composition

03 | Define the sample group size, using open source platforms (e.g. qualtrics or surveysystem)
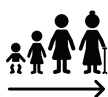
04 | Define the sample composition by selecting the most adequate randomization method, depending on the demographic data available.
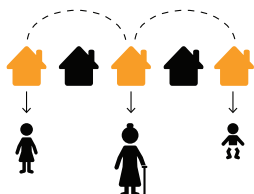
05 | If the demographic data are not available: use a **simple systematic sampling method.**
- Pick one house unit every 10 house bells. This number could change depending on the sample size.
- Identify one candidate for each household, ensuring that every group is equally represented (women, children, youth, elderly people, etc.).

06 | If the demographic data are available: use a **stratified sampling method.**
- Divide the population target into its sub-demographic groups based on one criteria which could be age, gender, education level, sector (private sector, public sector, NGOs, student, etc.), etc.
- Select randomly from each sub-stratification a proportionate amount of candidates.
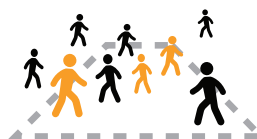
07 | In the case of site survey, draw an imaginary square in front of you and approach every third person who walks through that square (the frequency can change depending on the crowd).

Tips:
- *Large samples can be very inefficient, while small samples can result in inaccurate representation of the population.*
- *Pay attention to the population composition: If 50% of your neighbourhood is composed by elderly male persons, then also your sample should have this proportion.*

cut here

Annex E | List of participants

Full Name	Age	Gender	Organisation	email	Signature

cut here

Annex F | Observation Notebook

This tool helps to register small details that are often relevant in understanding public life. Each observer should develop a personal method or a coding system to record information in the notebook. Use both **writing and sketching**, write down key words, brief quotations and short insights, perhaps using abbreviations, icons and sketches. These scratch notes are crucial to formulate at the end of the survey a more descriptive report. Use the following template to register your observation.
And now... Observe, listen, be patient, interact and experience with all your senses!

Sketch

Write

cut here

Annex G | Mapping

Mapping is a great tool to track more accurate spatial components of the public dynamics, such as movement flows, activities and facilities, as well as personal perceptions and feelings.

Follow these steps to make this exercise easier and fun!

01 | Prepare a scaled base map of the site. This could be an official map provided by the municipality, but also a simpler satellite image or an accurate hand drawing.

02 | Print the base map and draw the observation area boundary, which is the 'walkable radius'.

03 | Define a simple coding system with colours, arrows and icons to map amenities, functions and activities. Make a clear legend for later analysis.

04 | Map patiently the public life and dynamics. Move in the space to gather more information and different perspectives.

05 | Possibly, use a GPS device like your smartphone to collect geo-referenced information about location of services, urban furniture, as well as smell, flooding issues, garbage piles, etc.

06 | Possibly, ask some users to map their routine (activities, paths, landmarks, etc.). This interaction will strongly add value to the data collection.

07 | Organise the maps in different thematics, using the five dimensions and the list of indicators as a reference, to ensure that most of the quality components are monitored. Not all the indicators needs to be covered, the map should focus on the main issues of the space.

Tips:
   - *Refer to the following booklet draft for inspiration: click here*

cut here

How do we map emotions and personal perceptions?

Mapping emotions and personal perceptions sometimes might be challenging. It requires concentration and critical observation.

warm
peace cold
frustration fear
surprise **joy**

01 | Firstly, brainstorm on which feelings may be related to the quality of the public space. For instance, climate perception (warm, cold, wind), safety, isolation, familiarity, frustration are some of the aspects to focus on.

02 | Select two colours to represent the positive (green) or negative (red) connotation of the perception and use darker or lighter shadows to highlight different degrees of perception.

03 | Pin on a map the feelings perceived in the different location and write the emotion while keeping a consistent terminology. If needed, use a GPS device.

04 | Once all your points are collected, go back and try to understand which are the reasons behind that feeling. For instance, Why do you feel unsafe? Are there people or activities around the space? Does it have good visibility? How are the façades around it? Once the reasons are identified, write down some notes close to each point.
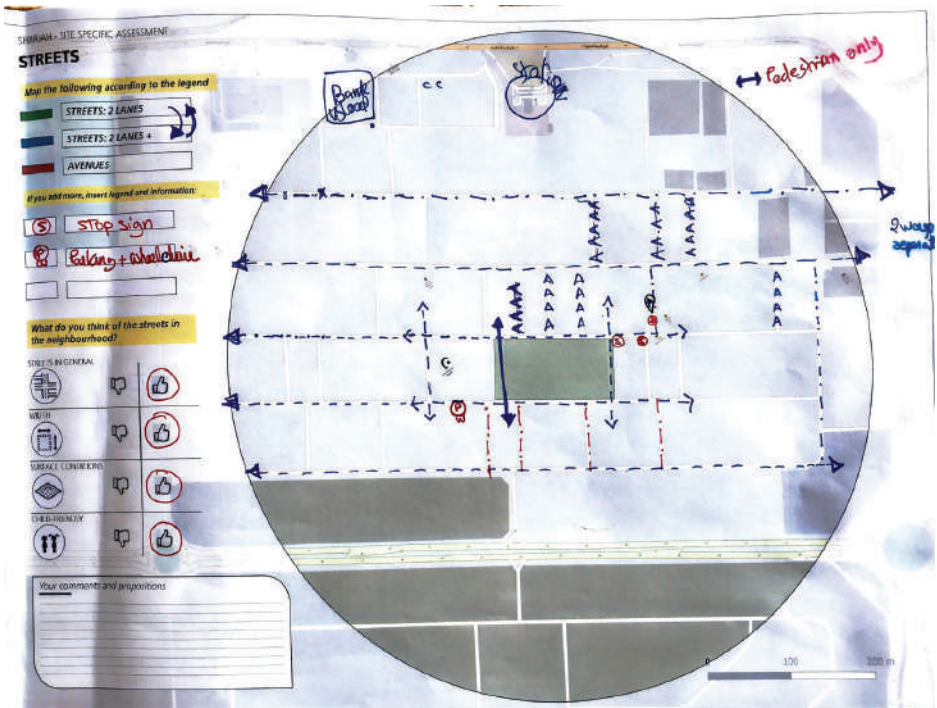
Map of street hierarchy and movement flows in Al Muwaileh public space in Sharjah, UAE.

cut here

Annex H | Photography / video

Pictures and short videos support the observation activity, to report peculiar aspects hard to describe with words, and to capture in memory details that might get lost after some time.

01 | It is possible to use both a camera or a smartphone with a good resolution. Make sure the battery is charged.

02 | Request permission before taking pictures of people, especially if children. Photography in some contexts might be an intrusive practice, try to build a good level of familiarity with the public before.

03 | Take landscape pictures without up close obstacles. Pictures should capture qualitative and/or quantitative information related to the indicators.

04 | Pin the pictures on the map and give them a number. This will be helpful during the analysis phase.

05 | Video may also be useful to record specific activities, events or sounds.

before   after

06 | Take few pictures from an elevated point. Later, these will help to compare the current conditions with the design proposals and the final implementation.

07 | Once the survey is completed, organise the collection by day, hour, topic and/or dimension. This will be very useful during the analysis phase.

Example of good and bad pictures:

The car is blocking the view

Kids playing in the public space

Image is blurry and not informative

Using a fan during high temperature

cut here

Annex I | Consent form

Use the following template to request consent for pictures or quotes.

CONSENT FORM TO USE PERSONAL QUOTES, TESTIMONIALS, PHOTOS AND STORIES FROM PARTICIPANTS, PARTNERS AND BENEFICIARIES

To be filled by [name of project lead]

Name of the project _____

Location _____

Date _____

[Name of project lead] produces a range of communications resources to share publicly the experiences of the partners, participants and beneficiaries who are using our services. This helps to demonstrate the changes and the impact of **[Name of project lead]**'s work on the ground. By completing this form, you give the **[Name of project lead]** the permission to use your story in our communications.

[To be filled by the partner, participant or beneficiary]

Full Name _____

Address _____

Telephone _____

Email _____

Signature _____

cut here

Annex J | Digital measurements and recording

Environmental and physical features of the public space strongly influence human behaviour, reducing inclusivity, accessibility and comfort. Factors such as sound, air pollution, extreme temperatures, inadequate lighting levels and car speed affect people's health and safety. For instance, steep ramps or high street curbs limit the access of wheelchairs people and children.

During the observation, measuring and recording specific indicators enable you to observe the space with a design perspective.

01 | Research and gather national and local design standards and policies regarding these measures and fill the column.

02 | Select, collect and download the suggested measuring tools to monitor the public space quality — meter, smartphone apps, etc. (see following table (see page 65).

03 | Measure the parameters in different locations and assess them, by comparing them with the local standards

04 | Pin on the map any critical value that represents an obstacle or a threat for the users.

x < 50 ✗
y > 10 ✓
z > 30 ✓

05 | Observe from a different perspective! Public spaces should be designed to welcome users with different design needs. Measure any further elements that you consider relevant for a specific group of people.

06 | Value your critical observation! Sometimes the quality of public space is more influenced by users perception rather than the actual values and numbers.

cut here

Print the following template and measure your public space!

Value to measure	Tools suggested	National/ local standard	Value measured	Compare
Air temperature	Personal perception, Desk research Thermometer Smartphone app (e. My AcuRite)			
Surface temperature (benches, pavement, handrails)	Personal perception, Questionnaire, Surface temperature sensor			
Air quality	Personal perception, Expert interview or desk research, Air pollution sensor			
Water quality	Observation (presence of garbage, colour) Expert interview or desk research			
Decibel	Personal perception, Smartphone app (e. Sound Meter) Decibel sensor			
Light power	Personal perception Smartphone app (e. Lux Meter, Lux Light Meter free)			
Distance between light sources *	Metric measurement			
Car speed *	Personal perception Municipal speedometer Metric measurement and chronometer (measure the distance A-B analysed and measure the time required by the car to go from A to B)			
Ramps inclination*	Metric measurement			
Seating height *	Metric measurement			
Drainage capacity	Expert interview or desk research			
Distance between zebra crossing *	Metric measurement			
Street curbs height and stair rise height *	Metric measurement			
Sun and shadow path	Observation Desk research			

These fields are mandatory, while others can be measured depending on the context.

Annex K | Counting people

Another method to measure the public space quality is by counting people. This tool analyses the **inclusivity and accessibility** of a space, by analysing the number and the variety of users, as well as the movement modes. Several digital and analogical systems are available to monitor people movement flow and few steps are required to conduct the exercise.

01 | Download a mobile application for people counting (e.g. <u>Click Counter</u>, <u>Multi Counter</u>) or print the attached template.

02 | Organize your 'people matrix' in different categories, to monitor people diversity: children, girls, boys, women, men, older persons, people with disability, cyclists, etc.

03 | Schedule different sessions to analyse movement flows in different days and time of the week.

04 | During the observation, draw an imaginary line in front of you and count every person crossing that line for a period of 10 minutes.
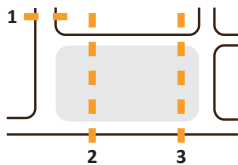
05 | Conduct the exercise in two or three strategic points of the site, to monitor movement flows in different locations.

Example of people counting application for smartphone, comparing the number of people passing by a public space in different times of the day.

Midday

1	Child 0-5	RESET	0003
2	Child 6-13	RESET	0012
3	Child 14-18	RESET	0011
4	Male	RESET	0192
5	Female	RESET	0002

6	Elderly	RESET	0000
7	Persons with disabilities	RESET	0000
8	Parents with kids	RESET	0012
9	Cars	RESET	0013
0	bicycles	RESET	0000

Evening

1	Child 0-5	RESET	0003
2	Child 6-13	RESET	0012
3	Child 14-18	RESET	0011
4	Male	RESET	0192
5	Female	RESET	0002

6	Elderly	RESET	0000
7	Persons with disabilities	RESET	0000
8	Parents with kids	RESET	0012
9	Cars	RESET	0013
0	bicycles	RESET	0000

cut here

Print the following template and count people in your public space:

Position 1	Week day			Weekend			Holiday		
	Morning	Midday	Evening	Morning	Midday	Evening	Morning	Midday	Evening
Children (0-10)									
Girls									
Boys									
Women									
Men									
Older persons									
Disable people									
Cyclists									

Position 2	Week day			Weekend			Holiday		
	Morning	Midday	Evening	Morning	Midday	Evening	Morning	Midday	Evening
Children (0-10)									
Girls									
Boys									
Women									
Men									
Older persons									
Disable people									
Cyclists									

Position 3	Week day			Weekend			Holiday		
	Morning	Midday	Evening	Morning	Midday	Evening	Morning	Midday	Evening
Children (0-10)									
Girls									
Boys									
Women									
Men									
Older persons									
Disable people									
Cyclists									

cut here

Annex L | How to formulate your digital questionnaire

Powerful tools to conduct site surveys and exploratory walks are digital questionnaires, such as Google forms and/or Kobo Toolbox. Digital modes are user-friendly tools to gather data in loco from and with the users. It enables you to easily structure the questionnaire in main topics, to organise the data collected and to generate automatically statistic charts about the key questions and answers.

How to create your digital questionnaire in few steps:

01 | Discuss with the technical team the main topics that the questionnaire should cover. While doing this, keep in mind the five dimensions and the list of indicators.

-----

02 | Formulate the questions. Questions of site surveys are usually closed, well-structured, requiring yes/no, multiple-choice or concise open answers.

COMPLEX **SIMPLE!**

03 | Questions and multiple-choice answers must use simple language and clear vocabulary and should avoid misleading and tendentious sentences. The questionnaire should be flexible to welcome any unexpected answers. Insert a section of general information (gender, age, job, etc.) to generate statistical results.

-----

15 min

04 | For site surveys, structure the questions to cover no more than 15 minutes of activity, including the users interviews. While for exploratory walks, the questionnaire could be slightly longer as it should gather more specific information.

? >>>

05 | Download Kobo Toolbox, create an account and insert the questions, specifying whether it is for site survey or exploratory walks or both.

Note:
The GPSP has been using the Kobo toolbox as an online gathering data tool. Other applications are also available and provide the same result.

cut here

Sample list of questions

- Kobo Toolbox question base

TYPE OF ASSESSMENT

Specify the type of assessment you are conducting:

What day of the week are you conducting the assessment?

What time of the day are you conducting the assessment?

SITE-SPECIFIC ASSESSMENT

General Identification

Name of the Public Space

Take a geo-location of the public space

Scale of the public space

Name of Neighbourhood

Take a picture of the public space

Take a photo of the public space from different angle

Ownership of the public space

If city / Local government owned

if other, specify

If non-governmentally owned

if other, specify

Management of the space:

If government and government institutions

if other, specify

If non-government

If other, specify

Provide management authority contact detail

Is the space considering a formal or an informal public space?

Major adjoining land-use functions

If other, specify

What is the typology of the public space?

If public facilities

If market places

If other, specify

Local identity: How do the residents identify with the space?

if other, specify

When was this place designed and built?

How has the place changed over time?

Is the space associated with any accomplishments or conflicts?

if yes, specify

Socio-Economic

What is the average value of the land adjacent to the public space?

Who are the main people living and working around the area of the public space?

Urban furniture, artificial elements assessment

Which of the following urban furniture exist inside the public space?

what is the name of the monument/statue?

Take a picture of the monument/statue

Take the picture of the artificial water bodies (e.g.: fountain)

Take the picture of play furniture

Take the picture of seating furniture

Take the picture of the shade (artificial)

How many seating facilities are they?

rate the adequacy of seating facilities in the public space

Rate the condition of the seating facilities in the public space

What playing furniture exist?

if other, specify

Are the play-furniture usable for personal with disabilities?

Rate the adequacy of the play-furniture in the public space

Rate the condition of the play-furniture in the public space

Rate adequacy of the artificial shade in the public space

rate the condition of the artificial shade in the public space

Is there street lighting in the public space?

Rate adequacy of the street lights in the public space

Rate the condition of the street lights in the public space. Rate the infrastructure of the lighting system (e.g. the condition of the pole, the bulb and cables, the bulb cover) "

Sample list of questions (continued)

Rate the lighting condition during the night

Are there any trash-bins in the public space?

How many trash-bins are they?

Rate adequacy of the number of garbage bins in the public space

rate the condition of the garbage bins in the public space

Are there uncollected garbage around the space?

Are there public toilets/ablution facilities in the public space?

Are they demarcated and separated by gender

rate adequacy of public toilet facilities in the public space

Rate the condition of the public toilet facility(ies) in the public space

Is there any signage in the public space? (bicycle, stop sign, other)

Rate the condition of the signage in the public space

Is there any water tap in the public space?

Rate adequacy of the water fountain and or water tap in the public space

Rate the condition of the water fountain or tap in the public space

Is there any type of drainage, ditches in the public space?

Rate the drainage ditches in the public space

rate the condition of the drainage ditches in the public space

Is the surface of the public space covered with grass or vegetation?

rate the level of grass /vegetation coverage

Rate the condition of the grass / vegetation coverage in the public space

Are there trees in the open space?

Is there enough tree coverage?

Rate the condition of tree coverage in the public space

Count and insert the number of trees in the space

Take a picture to show the availability of trees and greenery in the Public space

Is there any urban agriculture taking place in the open space?

What type of plants are being cultivated in the space?

If other, specify

Accessibility Assessment

Indicate the level of accessibility

If controlled hours, insert the opening hours

Entrance of the public space

Please record the GPS location of the entrance

Is the entrance convenient and accessible by all?

Is the public space fenced?

Which of the following describes the type of fence?

If other, specify

Which infrastructure exist to ACCESS the site

Rate the condition of the streets/roads

Rate the condition of the pedestrian sidewalk

Rate the condition of the cycle lane

If other, specify

Indicate if these inclusive infrastructures exist

Is there a designated parking next to the public space?

If yes, indicate the number of spots

is there at least one priority parking for the disabled

rate adequacy of the vehicular parking next to the public space

Rate the condition of the vehicular parking in the public space

are there physical measures to segregate vehicular parking and pedestrian flow?

Is there any bicycle parking in the public space?

Rate the amount of the bicycle parking in the public space

Rate the condition of the bicycle parking in the public space

Are there any CCTV cameras in the PUBLIC SPACE?

If yes, how many?

Are there any obstacles for pedestrian movement in the public space? (e.g. potholes, etc)

is the space accessible by anyone outside of the neighbourhood?
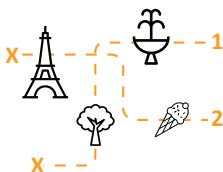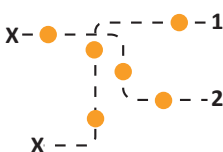
If no, why?

Sample list of questions (continued)

Use and users

Who are the users of the public space?

please tick on the number of girls at the time of survey

Girls mainly are

please tick on the number of boys at the time of survey

Boys mainly are

please tick on the number of young-female at the time of survey

Young-female mainly are

please tick on the number of young-men at the time of survey

Young-men mainly are

please tick on the number of women at the time of survey

Women mainly are

please tick on the number of men at the time of survey

Men mainly are

please tick on the number of elderly-female at the time of survey

Elderly-female mainly are

please tick on the number of elderly-men at the time of survey

Elderly-men mainly are

please tick on the number of people with disabilities at the time of survey

People with disabilities mainly are

People with disabilities...

Function(s) or activities in the public space Mandatory to interview 5 local people for this question

Classify the type of function(s) or activities

If organized or formal activities

If Non-organized or informal activities

Which of the following play related activities occur in the public space?

Do children, boys and girls have equal access to play in public space?

If yes, how?

If no, how?

With whom do children interact or use the public space?

Is the function of the public space the same during the night as of during the day?

If no, explain how different it is

Comfort Assessment

Is there any unpleasant odour/smell (regarding air quality) that interferes with the user experience?

Rate the level of unpleasant odour/smell

Is the public space noisy and interfere with an enjoyable user experience?

Measure the "db." of the area and select from the list below

Sound pollution

Does the public space offer pleasant views in different directions?

What do you think are the THREE most important infrastructure problems facing this neighbourhood?

If other, specify

Are there any rules (posted or unspoken) about what is okay or not okay to do here?

if yes, what are the rules?

Does the weather influence the use of the space?

If yes, select the weather condition that limits the use of the space

Annex M | Walking routes map

The walking routes map are used during the 'exploratory walks' activity and aim to discover the quality of the site and its walkable radius together with the community. It is important to select ahead the routes of the exercise, following some basic guidelines.

01 | Analyse the neighbourhood and identify specific elements, functions and landmarks, which strongly represent the area.

02 | Draw five possible walking routes, ensuring that they cover the walkable radius as well as a variety of elements, specifically the most iconic of the area.

03 | Define 3-5 stops for each route, to facilitate participants observation and the questionnaire compilation prepared beforehand (see page 69). Possibly, the stops should be located in a shaded area and safe from vehicular flow and traffic.

45 min

04 | As the overall activity lasts 2 hours, note that the walk should take no more than 45 minutes, including the stops.
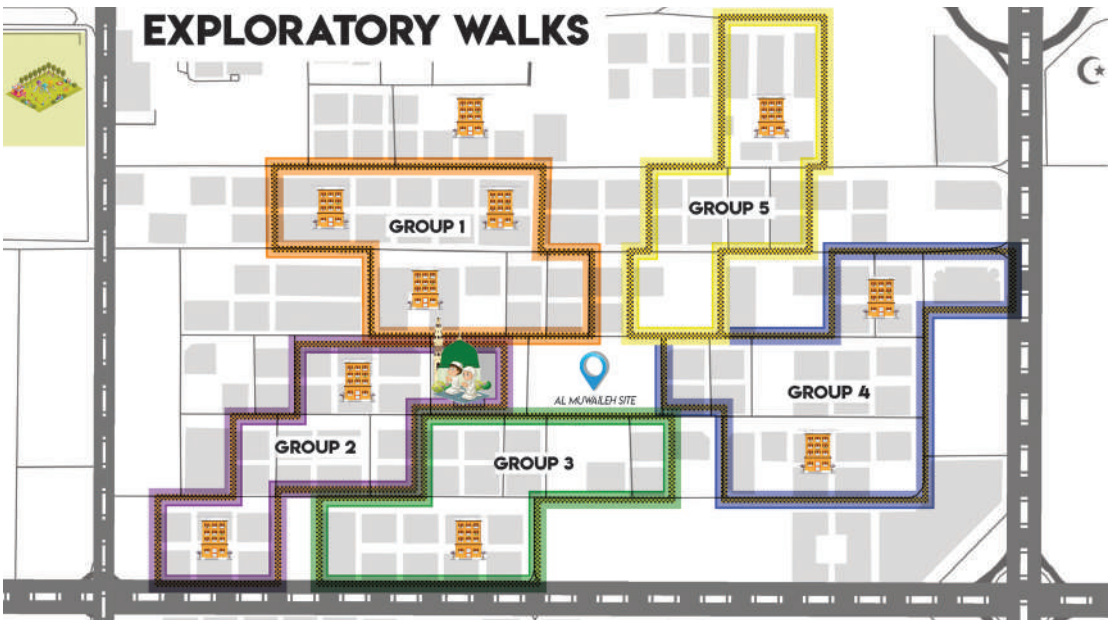
Example of walking routes map for the 'exploratory walk' activity

Annex N | Workshop agenda

Time	Activity	Description	Materials required
8:30 - 9:00	Welcome and open remarks	The participants register at the session and are welcomed by some opening remarks of key representatives of the project. The agenda of the session is explained.	Coffee and snacks, list of participants
9:00 - 9:30	Introduction	The facilitator introduces basic concepts of the session such as what is a public space, the impact of qualitative spaces in social life and Sustainable Development Goals. This moment should be highly interactive, inviting people to express their ideas about public space.	Powerpoint presentation, computer, projector
9:30 - 10:15	Brainstorming / SWOT analysis	The facilitator invites participants to discuss the challenges and opportunities of the analysed public space. Use annex 11 for more details about this exercise.	Flip chart, coloured pens, post-it
10:15 - 10:30	Break		Coffee and snacks
10:30 - 11:00	Five dimension	The facilitator briefs the participants about the mapping exercise and explains which are the five dimensions and the indicators.	Powerpoint presentation, computer, projector
11:00 - 12:00	Mapping exercise	The participant are divided in smaller groups. Each group is assigned with a dimension of the public space (accessibility, use and users, amenities and furnitures, comfort and safety, environmental components). The groups discuss and map each indicator in a map. For more details, use annex 03.	Base maps, list of indicators, tracing paper, coloured pens
12:00 - 12:30	Presentation	The groups present the output of the mapping exercise. The other groups should intervene and suggest missing aspects. In this way, a comprehensive final map for each dimension is defined.	Computer, projector
12:30 - 13:00	Closing remarks	The facilitators close the session, explain next step of the process and ask feedback of the session with an evaluation questionnaire.	Evaluation questionnaire

cut here

Annex O | S.W.O.T. analysis

During the focus group discussion, the S.W.O.T. analysis helps to highlight the strengths, weaknesses, opportunities and threats of the public space and its walkable radius. A component is classified under one of these categories depending on its positive/negative and internal/external connotations. An element or a feature of the public space may increase or limit its quality, acting as an internal or external force.

Use the following steps and template to analyse the components of your public space:

Note: *sometimes the S.W.O.T. Analysis might be too complex to understand, therefore the facilitator could use a simplified template (challenges and opportunities), considering the audience.*

Strength:	It is an internal and positive factor. It is characteristic or a component of the public space that increases the value and quality of the area.
Weakness:	It is an internal and negative factor. It is characteristic or a component of the public space that limits the quality of the area and it could be improved.
Opportunities:	It is an external and positive factor. It is a favorable contextual factor that positively influences the public space and generate benefits.
Threats:	It is an external and negative factor. It is a unfavourable contextual factor that negatively influences the public space and generate issues.

Steps:

S.W.O.T. ?

01 | Explain briefly the purpose of the exercise and the definition of S.W.O.T.

02 | Distribute coloured post-its. Participants are supposed to write their thoughts and stick them on the matrix in the most adequate position.

03 | First, focus on positive and negative factors. Discuss with the participants which are the positive and the negative factors providing some examples. Invite the participants to write down their ideas.

04 | Secondly, focus on internal and external factors. Discuss with the participants which of the components previously listed are internal or external. Invite the participants to stick their ideas on the matrix accordingly and add any further thoughts.
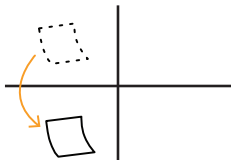
05 | Finally, review the results collectively and move the post-its which might have an incorrect location.

cut here

Template 1: S.W.O.T. Analysis

Select and print one of the following template.

	Positive	Negative
Internal	Strengths	Weaknesses
External	Opportunities	Threats

Template 2: Opportunities and Challenges analysis

Opportunities	Challenges

Annex P | Evaluation form

Distribute the evaluation form to the participants and ask to compile it anonymously if they wish. This will help the technical team to evaluate the process and the conducted activities.
This form will help collect material and participant voices more systematically, in the moment. It is not necessary for each participant to answer all the questions.

You can use three methods to collect the information:

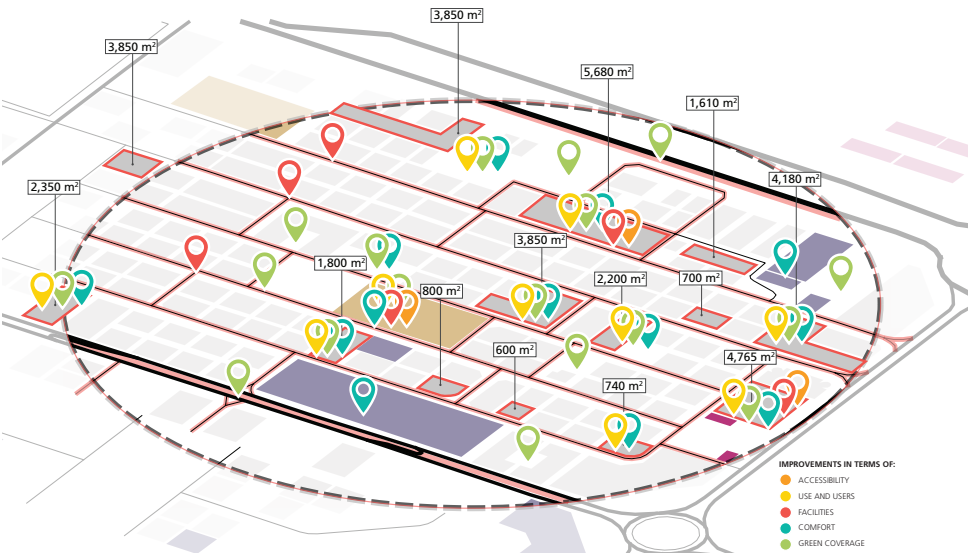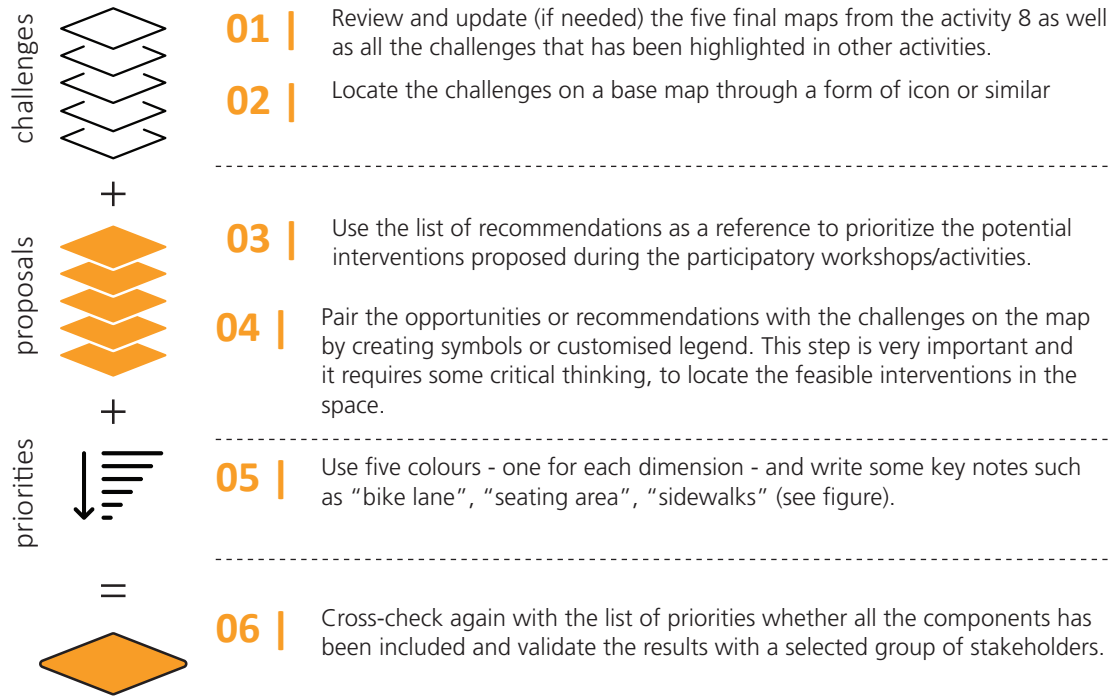|		
Group discussion:	at the end of the workshop: include qualitative questions
Poster:	includes questions that can be rated and has a space for ideas
Anonymous cards:	include the most 'delicate' questions

#	Questions	Group discussion	Poster	Anonymous cards
1	Who are you? (Resident, interviewee, etc)	X		
2	How did you hear about the workshop/activity?	X		
3	What made you come to the workshop?			X
4	Did you enjoy the activity? (Yes / average / no)			X
4.1	What did you like the most about the workshop?	X		
4.2	What did you like the least about the workshop?			
4.3	What do you think could have made the workshop better?	X	X	
4.4	Do you think that the workshop was: too long / right time / too short?		X	
4.5	Would you come to another workshop again?			X
5	How was it to use digital tool?	X		
5.1	Was it easy to use digital tool? (Yes / average / no)		X	
5.2	How was the assistance and the training provided? (Good / average / poor)		X	
5.3	Have you ever been in other participatory design workshops? If so, what do you think worked better/worse in those workshops?	X		
6	Are you happy with your contribution? Why?	X		
6.1	What are the challenges in the design area? How did the design address them?	X		
7	Do you think this workshop has been helpful for you? How?	X		
7.1	Is there anything you have learnt in this workshop? What?	X		
7.2	Where, when and how do you think you will be able to apply what you have learnt in this workshop?	X		

NOTE: Some of the follow up questions may have been responded with the first question. Please avoid repeating during the group discussion if that is the case

cut here

Annex Q | Suitability map

The suitability map identifies actions and interventions spatially in the public space, based on the ideas proposed in the different activities and the issue identified in findings maps. It is the first step to localise on the map where interventions can and should take place. For example, if one area has been identified as unsafe in the evening due to lack of visibility then consider adding lighting (Example: see page 40)

Steps:

challenges

01 | Review and update (if needed) the five final maps from the activity 8 as well as all the challenges that has been highlighted in other activities.

02 | Locate the challenges on a base map through a form of icon or similar

+

proposals

03 | Use the list of recommendations as a reference to prioritize the potential interventions proposed during the participatory workshops/activities.

04 | Pair the opportunities or recommendations with the challenges on the map by creating symbols or customised legend. This step is very important and it requires some critical thinking, to locate the feasible interventions in the space.

+

priorities

05 | Use five colours - one for each dimension - and write some key notes such as "bike lane", "seating area", "sidewalks" (see figure).

=

06 | Cross-check again with the list of priorities whether all the components has been included and validate the results with a selected group of stakeholders.

IMPROVEMENTS IN TERMS OF:
- ACCESSIBILITY
- USE AND USERS
- FACILITIES
- COMFORT
- GREEN COVERAGE

cut here

77

Annex R | Recommendations and Feasibility

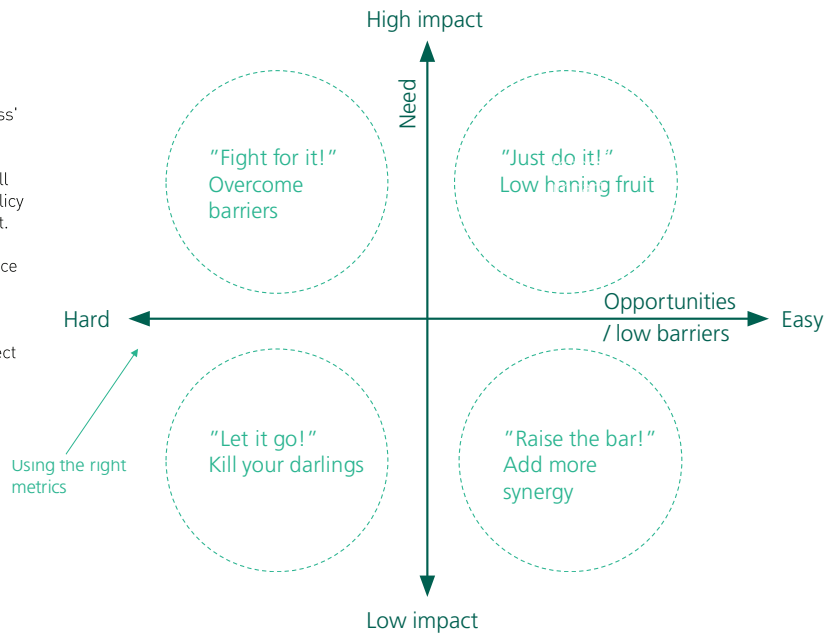Below is an example on how to filter recommendations and make sure they are feasible for your context:

	Green environment	Comfort and safety	Amenities and furnitures	Use	Accessibility
Expert recommendations	• Solar lighting • Add trees • recyclable bins	• Add shades • Paint (art) on top of vandalised walls • Increase visibility (remove obstacles, tree branches)	• Benches • Playground • Coffee shops • Sports activity • Waste bins • Toilet	• Increase number of children by adding kids facilities • Ensure multi-functional activities for all ages	• Add ramps for wheelchair access • Safe crossings • Bike lanes • Add signages
Community recommendations	• Add trees • Add greenery and flowers	• Add shades • Add fence • Add CCTV cameras	• Benches • Swings • Slides • Coffee shops • Football court • Pool	• Children facilities • Resting space for parents	• Add signages • Add footpaths

Feasibility	Not Feasible	Feasible but not recommended	Feasible

Recommendations

- Add trees
- Add greenery and flowers
- Add shades
- Add fence — Recommended to keep the space open
- Add CCTV cameras — Ensure safety through other means (presence of activities)
- Benches
- Swings
- Slides
- Coffee shops
- Football court — Not enough space (consider a mini-court)
- Pool — No space to fit a pool, consider water elements (fountain)
- Add signages
- Add footpaths

cut here

Annex S | Prioritisation

To select the right type of pilot project is also a question of prioritization. This simple tool helpts to prioritize based on 'feasibility & likelihood of success' and 'impact'. To determine the impact requires that a project is assessed in relation to an overall strategy for the city/city area/policy and how it can contribute to that. Possible barriers may include costs, time, complexity, resistance to the idea. For inspiration in assessing resources and the larger perspective and possible impact see below of how a project at Gehl is conceived.

High impact

Need

"Fight for it!"
Overcome barriers

"Just do it!"
Low haning fruit

Hard ← → Easy

Opportunities
/ low barriers

Using the right metrics

"Let it go!"
Kill your darlings

"Raise the bar!"
Add more synergy

Low impact

Budget and maintenance	Expensive	Affordable but requires high maintenance	Affordable

Final feasible recommendations

- Add trees
- Add greenery and flowers .... Requires irrigation and loaning
- Add shades
- Benches
- Swings
- Crossings .... Increase safety
- Coffee shops
- Add signages
- Toilet .... Can have a great impact

List of final recommendations	short term (0-6 months)	Medium (1 year)
• Add trees	x	
• Add greenery and flowers		x
• Add shades	x	
• Benches	x	
• Swings	x	
• Crossings	x	
• Coffee shops		x
• Add signages	x	
• Toilet	x	

cut here

79

Annex T | Expert design studio guidelines

The two-day participatory design studio aims at developing the first design proposal based on the suitability map and the list of recommendations. The workshop engages a larger group of experts to come up with design solutions and technical drawings. The final output is a detailed map with indications of measurements, materials, type of vegetation and any further details including a tentative budget. Possibly, some 3D visualisations could be also developed to show the design to non-professional and the general public.
The agenda of the workshop could as follow:

Day 1

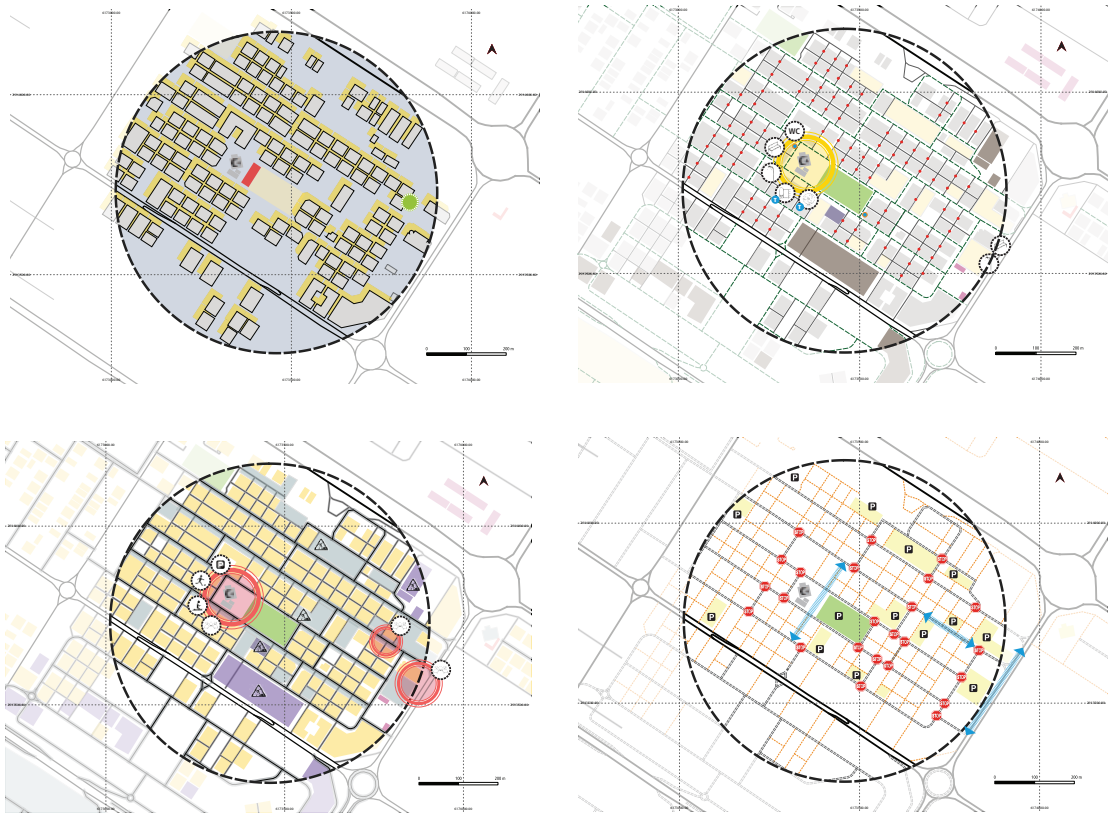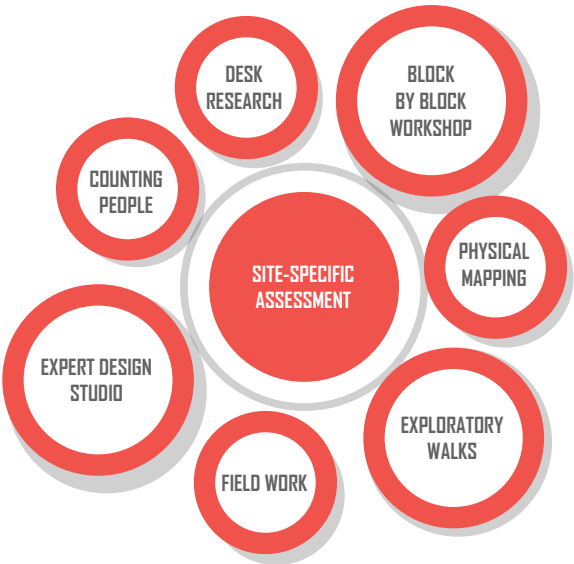| Time	Activity	Description	Material required
8:30 - 9:00	Welcome and open remarks	The technical team welcome the expert consultants and brief them on the agenda and the objectives of the workshop	Coffee and snacks, list of participants
9:00 - 10:30	Site visit	All the participants visit the site	Transport
10:30 - 11:30	Review of suitability map and list of recommendations	Review the outputs of the previous activities and add any relevant aspects emerged during the site visit.	Hard copy of outputs
11:30 - 12:00	Presentation of case studies and good practices	A focal point presents some national and international case studies and good practices that might inspire the design studio	Powerpoint presentation, computer, projector
12:00 - 13:00	Design studio - defining solutions	Define a set of possible solutions and interventions that tackle the current challenges of the public space	Tacking paper, sketching paper, colour pens, computer, projector
13:00 - 14:00	Lunch break		
14:00 - 17:00	Design studio - defining layout	Define the new public space layout, by accommodating the interventions and solution previously identified	Tacking paper, sketching paper, colour pens, computer, projector

Day 2

Time	Activity	Description	Material required
9:00 - 10:00	Review and discussion about the layout	Discuss and review the layout proposed during day 1.	Computer, projector
10:00 - 13:00	Design studio - defining materials and details	Focus on the details of the public space and define materials and constructive details to ensure a good quality public space	Tacking paper, sketching paper, colour pens, computer, projector
13:00 - 14:00	Lunch break		
14:00 - 16:00	Design studio - defining timeline	Develop a timeline to implement the project incrementally, prioritizing the most urgent actions and assign tasks to the team	Tacking paper, sketching paper, colour pens, computer, projector
16:00 - 17:00	Discussion on next steps and roles	Identify the output of the design studio, elaborating a comprehensive map and, possibly, some 3D visualisations	Computer, projector

cut here

Annex U | Case study: Sharjah, a child-friendly city

Context:

In the context of the joint-collaboration between UNICEF, SUPC and UN-Habitat, a pilot project was launched in Al-Muwaileh neighbourhood , Sharjah (UAE), to design a child-friendly public space using the *Public Space Site-specific Assessment*. Indicators and dimensions were reviewed to focus more on the target group — children. To see the full report and understand more the activities of the assessment please [Download here.](#)

NOTES

cut here

NOTES

cut here

Bibliography

1. A. Tehlova, C. Veillard, R. Esialimba (2019) Placemaking toolkit - Guide to a community-driven, low-cost public space transformation, Public Space Network, Nairobi

2. E. Ganuza et alt. La democracia en accion – una vision desde las metodologias participativas. Available online: http://www.redcimas.org/wordpress/wp-content/uploads/2012/08/m_Antigona_LAdemocracia.pdf (access on 25 July 2019)

3. Gehl Architect SF (2015) Public life Diversity Toolkit: a prototype for measuring social mixing and economic integration in public space. Available online: www.gehlarchitects.com (access on 15 July 2019)

4. Gehl Architect, Age + Gender Tally. Available online: https://gehlpeople.com/tools/ (access on 9 January 2020)

5. Gehl Architect, People moving count. Available online: https://gehlpeople.com/tools/ (access on 5 August 2019)

6. Gehl Architect, Public Life Data Protocol Available online: https://gehlpeople.com/tools/ (access on 5 August 2019)

7. Gehl Architect, Stationary activity mapping. Available online: https://gehlpeople.com/tools/ (access on 5 August 2019)

8. Gehl Architect, Twelve Quality Criteria. Available online: https://gehlpeople.com/tools/ (access on 5 August 2019)

9. Gehl Architect, UN-Habitat, Pilot Projects as a tool for better public spaces. Report of Copenhagen Masterclass, September 2019

10. Gehl Institute, Building Facade Activation. Available online: https://gehlinstitute.org/ (access on 4 August 2019)

11. Gehl Institute, Inclusive Healthy Places. Available online: https://gehlinstitute.org/ (access on 5 August 2019)

12. Gehl Institute, Participant Survey Worksheet. Available online: https://gehlpeople.com/tools/ (access 5 August 2019)

13. Gehl Institute, Place Inventory Worksheet. Available online: https://gehlinstitute.org/ (access on 5 August 2019)

14. Global Public Space Programme (2019) City-wide Public Space Assessment technical guide, UN-Habitat

15. Guide Exploratory walk: questionnaire for the groups leader, Womenability. Available online: https://issuu.com/womenability/docs/questionnaire_groupleader_womenabil/7 (access on 20 August 2019)

16. J. Jacob (1961) The death and life of great american cities

17. J. Pánek (2019) Mapping citizens' emotions: participatory planning support system in Olomouc, Czech Republic, Journal of Maps, 15:1, 8-12, DOI: 10.1080/17445647.2018.1546624

18. Jane's Walk. Available online https://janeswalk.org/ (access on 20 August 2019)

19. Low, Simpson, Scheld (2018) Toolkit for Ethnographic Study of Space, Public Space Research Group Centre for Human Environments, New York

20. Project for Public Space (2016) The place game: How we make the community the expert, available online: https://www.pps.org/article/place-game-community (access on 25 November 2019)

21. Project for Public Space (2019) Inclusive by Design: laying a foundation for diversity in public space. Available online https://www.pps.org/article/inclusive-by-design-laying-a-foundation-for-diversity-in-public-space (access on 12 September 2019)

22. Project for Public Space (2019) Lighter, quicker, cheaper: transforming public spaces through creative intervention. Available online https://www.pps.org/article/lighter-quicker-cheaper-a-global-roundup (access on 12 September 2019)

23. Project for Public Space (2019) More than a bus stop: lessons from New York's busiest lines. Available online https://www.pps.org/article/more-than-a-bus-stop-lessons-from-new-yorks-busiest-lines (access on 12 September 2019)

24. Real Play coalition (2020) Reclaiming Play in Cities, The Real Play Coalition Approach

25. S. Caquard, A. L. Griffin (2018) Mapping Emotional Cartography, Cartographic Perspective Journal, n. 91, 2018

26. S. R. Arnstein (1969) A Ladder of Citizen Participation. Journal of the American Institute of Planners 35(3): 216–24.

27. Scottish government (2019) Place Standards - How good is Our Place?

28. STIPO (2016) The city at the Eye Level, Eburon Academic Publishers

29. ThinkCity (2020) Placemaking for Safer Cities: Translating Data into Design, Exercise booklet used during World Urban Forum 10

30. UN-Habitat (2019) Public Space: indicators 11.7.1 training module, 2019

31. United Nation Human Settlements Programme (UN-Habitat), (2015). Global Public Space Toolkit : from Global Principles to Local Policies. Nairobi, Kenya: United Nations Human Settlements Programme (UN-Habitat)

32. United Nation Human Settlements Programme (UN-Habitat), (2019). Global Public Space Programme Annual report 2019. Nairobi, Kenya: United Nations Human Settlements Programme (UN-Habitat)

The Site-specific Assessment consists of a series of activities and tools to understand the quality of public spaces and influence, through a participatory process, the design of the site. The assessment focuses on a selected open public space and its five minutes walking radius (equivalent to 400-meter distance) referred in the document as the 'walkable radius'. The guideline supports the user on how to gather the right data and what information is needed within the selected area in order to come up with adequate design and planning solutions.

While many upgrading projects adopt civic engagement activities, the transition phase between community needs and the expert designs is often lost in translation. The tool ensures that the conversation between the community and the experts is bridged through a series of activities that provides a platform for exchange between the different parties. This demand a certain level of participation from community members, technical experts and the local authorities in each of the listed activities. The result from the assessment is a collection of qualitative and quantitative information gathered by and with the community and are used to measure public space indicators that will inform the design elaborated by the experts. In this process, municipalities are guided about how and where to allocate resources for upgrading public spaces that contributes to SDG11.7 - *By 2030, provide universal access to safe, inclusive and accessible, green and public spaces, in particular for women and children, older persons and persons with disabilities.*