



ClairCity: Citizen-led air pollution reduction in cities

D6.5 Policy Workshop – First City (Bristol)

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Document Details

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Description	<p>This report presents the results of the first Policy Workshop (PW) run in November 2018 in Bristol as part of the ClairCity process. The aim of the PWs is to analyse the feasibility of the scenarios developed based on the input collected from citizens.</p> <p>The document also includes the design and guidelines for implementing the PW in the other ClairCity case study cities and regions. The guidelines include among others: how the Policy Workshop links to previous and upcoming ClairCity activities; workshop preparation and execution steps; and the methodology for the analysis of results.</p>

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1 Introduction

This report comprises the results of the first Policy Workshop (PW) run on 8 November 2018 in Bristol as part of the ClairCity process and the guidelines for the policy workshops in the other cities. In total 18 policymakers and politicians participated representing different departments and roles (see Annex II).

The aim of the PW was to analyse the policy and political feasibility of the scenarios resulting from the Stakeholder Dialogue Workshop (SDW) held in Bristol in June 2018. The SDW was the last step in the citizen engagement process, bringing together the evidence from all WP4 engagement activities (i.e. Delphi Process Rounds 1-3, ClairCity Skylines game, Mutual Learning Workshop) and translating them into scenarios.

The SDW scenarios that were generated consisted of a set of measures and the timelines in which those measures should be implemented as shown in Figure 1-1. These scenarios were the main input for the PW.

The measures with stars next to them are the four most preferred measures by Bristol citizens resulting from the thorough citizen consultation process that preceded the PW (came up as prominent in all citizen engagement activities i.e. Delphi, Mutual Learning Workshop and the Game).

- M1: Ban most polluting vehicles
- M2: Buses cleaner & greener
- M3: Cheaper public transport
- M4: Good alternatives to car use (walking & cycling)

Figure 1-1 Measures and timelines of the three citizen-developed scenarios

	Scenario A	Scenario B	Scenario C
2018			Ban most polluting vehicles  Cheaper public transport  Improve energy efficiency in housing Charge polluting vehicles entering the city
2020	Charge polluting vehicles entering the city	Cheaper public transport 	
2023	Buses cleaner & greener  Cheaper public transport 	Buses cleaner & greener  Ban most polluting vehicles 	
2025		Good alternatives to car use (walking & cycling)  Reduce private car road space	Good alternatives to car use (walking & cycling)  Reduce private car road space Promote electrical vehicles Increase solar and wind
2027			Buses cleaner & greener 
2030	Ban most polluting vehicles  Good alternatives to car use (walking & cycling) 		Property developers to consider air quality and climate change Spread economic opportunities across

In the way the SDW was designed, the four 'star' measures were required to be part of the citizen scenarios. Apart from that, SDW participants could choose from 13 additional measures that resulted from at least two citizen engagement activities. The result was that in all three scenarios one or more "secondary measures" were included.

Besides the PW results, this deliverable also includes the guidelines for implementing the PW in the other ClairCity case study cities and regions (see Annex I). The guidelines include:

- Design of the PW;
- The links between the PW and other past and future ClairCity activities;
- Workshop preparation and execution steps;
- Methodology for the harvesting and analysis of results.

1.1 Objective of the PW in Bristol

The overall objective of the PW in Bristol was as follows:

- 1) To obtain feedback on the three citizen scenarios in terms of political and policy feasibility, timeline and ambition level.
- 2) To obtain feedback on the facilitation and restraints expected from other policy levels and stakeholders (national, regional, EU, city partnerships, citizens).

1.2 Bristol Policy Workshop programme and set-up

1.2.1 Set-up

Participants of the PW were split into 3 tables (5-6 participants in each).

Prior to the meeting a table seating plan was designed to make sure there was diversity at each table. Name badges were used to indicate who should sit were.

1.2.2 Programme

The programme of the PW in Bristol is presented in Box 1-1.

Box 1-1 Policy Workshop programme

13.30	Welcome & introduction to ClairCity. Enda Hayes (UWE, Technical director of ClairCity)
13.45	Presentation of Bristol Citizen Scenarios. Presentation of Bristol citizens' scenarios and their foreseen impacts. Stephan Slingerland (Trinomics)

14.10	Working Session 1 – Discussion & post-it session to address overall feasibility of each scenario.
14.50	Plenary discussion on results of Working Session 1
15.05	Break
15.20	Working session 2 – Discussion & post-it activity about what policy actions are needed at what policy level.
10.00	Plenary discussion on results of Working Session 2
16.20	Wrap up. Concluding remarks/recommendations by participants.
16.30	End

This programme was “tested” with ClairCity Buddies and City Partners the day prior to the workshop at a training and fine-tuned accordingly.

Based on the Bristol Policy Workshop results, the programme has been further fine-tuned (see programme Annex I Policy Workshop Guidelines).

1.2.3 Working Session 1 goal

Participants were invited to hold a collective discussion in small groups and to put their main comments on each scenario on posters in the workshop room. Participants were requested to comment on:

- 1) overall feasibility of each scenario (in terms of **ambition level, timing of measures and considering possibilities / constraints for the implementation of individual measures**);
- 2) overall views of the foreseen impacts for each of the three scenarios (in terms of **environment and health; costs; citizen support**).

The discussion was aided by a summary page with the measures found in each scenario (Figure 1-1).

1.2.4 Working Session 2 goal

Participants were invited to take a look again at the policy actions in each scenario and to discuss what action would be needed to implement the citizen scenarios. The main groups of stakeholders identified were:

- 1) the city,
- 2) the regional level,
- 3) the national level,
- 4) the European level,
- 5) business, and
- 6) civil society and citizens.

2 Bristol Policy Workshop outputs

At each table the discussions, ideas and remarks by participants were captured in post-it notes and placed on the flipchart sheets as shown in Figure 1-2. After the workshop moderators transcribed the inputs into an Excel Sheet for future analysis. The detailed outcomes of the PW are presented in the sections below, per working session and per participants table.

Figure 2-1 Flipchart sheets after Working Session 1 and 2 respectively at one of the tables



2.1 Working Session 1 results on scenario feasibility

The outcomes of the discussion on the feasibility of each of the scenarios in terms of constraints and opportunities, ambition level (quantified to the extent possible) and optimisation of timing were as follows:

Table 1

	All scenarios together
Constraints + Opportunities	M1 - Socially regressive. Need evidence to counter that shows health benefits higher in deprived areas
	M1 - No public transport to areas of deprivation
	M1 - Opportunity to encourage active travel where health benefits are needed most
	M1 - Opportunity to communicate the benefits of active travel
	M1 - Not knowing who need to use their car and when
	M2/3 - Outside of LA control
	M2/3 - Bidding with bus company for funding for cleaner buses
	M2/3 - to address full buses opportunity to stagger school times and work times.
	All measures - Opportunity to include evidence in One City Plan
	M4 - BCC only have data for work trips.
	Charging cars - Opportunity for Bristol to be a leader
	M2/3 - Link to Resilience Strategy e.g. under 16 years old get free travel
	All measures - Opportunity to communicate and educate anti idling
	All measures - link impact on mental health and how active travel can address this.
	M2/3 - Not enough buses at peak time so may exacerbate the problem.
	M4 - Need government subsidy to help with electric bikes.
	M4 - Multi modal hubs are an opportunity
	M4 - Exclusion zones around school to shift to other modes.
	M4 - Design new developments to encourage modal shift. Planning policy needed
	M2/3 - Flat charge for buses does not mean cheaper.
Timing & Ambition	M1 - 30% reduction in all car ownership by 2030
	M2 - 80% bus fleet to be Euro 6 or better by 2023
	M3 - 50% reduction in ticket costs to be funded by work place parking levy or congestion charge
	M4 - Double miles of cycling network by 2025.
	M2/3 - Free park and ride buses at regional level

Table 2

	S1	S2	S3
Ambition	NO2 compliance		Deciding how large the "zone" should be? Small/medium/large (zone should be focused on those with health issues, in most deprived areas. Small zone could have wider impacts as deters people from making journeys by car) Netherlands rates of cycling Acceptable level of charging fee (£1-3 or £10-12) WHO AQ guidelines compliance
Timing	Flat fare for bus users 11 Nov 2018 Cycling/shared use policy already exists S1 more realistic in terms of timing Cycle infrastructure by 2030 realistic Buses cleaner and greener nearly achieved. Euro 6 by 2021 (all buses) Taxi licensing policy - convert all to Euro 6 by 2021	OLEV Electric Vehicle infrastructure by 2021	Unrealistic timing for banning vehicles by 2018 Flat fare for bus users 11 Nov 2018
Possibilities		People will be more willing to ditch 2nd cars	Improving health/cost saving to NHS Political changes during long timescales
Constraints	Brexit Women may be more negatively impacted Bus deregulation = lack of control		Political changes during long timescales Women may be more negatively impacted Ban easier than charging as need infrastructure for latter Charging more polluting vehicles may adversely affect low income who cannot afford newer, less polluting cars Scrappage schemes needs to be national policy not just local Flat fare being introduced by 11 November 2018 (e.g. £1.50 single fare to go anywhere - good if travelling far, but not good for short journeys)

Table 3

	S1	S2	S3
Constraints	M3: Need a coherent public transport network (it's not just about cost of ticket)		
	not congestion		
	M2: Little capacity of public transport (to accommodate to increasing demand)		
Opportunities	M1: Promotion of electric vehicles	(to help them buy a cleaner car or find an alternative)	Reducing cars coming in frees up space for other modes of transport
	M1: Modal switch	Expand congestion zone (to stimulate public transport)	
		Expand workspace parking levy (to stimulate public transport)	
Timing	next 2-3 years	centre'	2018 not feasible
	2025 (not by 2030!)		2020 challenging (but more feasible)
			2023 (instead of 2027)
Ambition	charge based on emissions	vehicles	M2: 600 buses ultra-low emission
	{M: Charging polluting vehicles} Euro VI diesel worse, Euro III petrol worse	M1: Full ban on diesel cars everywhere in the city by 2030 (not 2025)	{M: Charging polluting vehicle} Free park & ride and paying for parking
	{M: Charging polluting vehicles} Medium size zone (as per cabinet report zone size)	M4: 65% sustainable travel by 2030 (active travel + bus travel)	{M: Promote electrical Vehicles} All public sector vehicles electric
	vehicle is charged except electric vehicles which are exempt (this then could change over time = to charge electric vehicles as		

2.2 Working Session 2 results on who should do that

The outcomes on the discussion regarding 'who should do what' were as follows:

Table 1

	M4 - Alternative to car use	M1 - Ban most polluting vehicles	Reduce road space
City	BCC can trial areas for this	Work place parking levy	Extend resident parking across city
	BCC need to fix broken reporting (listen to people) and process so that people feel they are listened to	Strong local political will	Gloucester Road as an example
	Enforcement of existing policy for travel plans	Integrated transport authority at WoE level	Use Sustrans knowledge of this
	Facilities for walking and cycling		
	Ambitious policy for reallocation of road space		
	Close city centre to traffic		
Regional	Work place parking levy		
	Regional approach to reallocation needed at a WECA level	Integrated transport authority at WoE level	Regional facilities - ring of P&R, trains and buses
	Learn from Portsmouth re working with Design Council	Strong local political will	
National	Change of government	End subsidy and interest of motor industry in stopping this type of intervention	Planning policy
	Need long term funding from government	Better defined national policy, Scrappage, Mobility Credits	Leadership
	Sub-national transport body called "The Gateway" can help	Need Gov to lead and act on evidence re health level	Advocacy
EU	Not leaving EU	Not leaving EU	Not leaving EU
		Much stronger AQ Directive to force leadership at MS level	Planning policy
			Leadership
Business			Advocacy
	Work place parking levy	Change fleet plan for continuity for business and providing resilience	See benefits re footfall and trading environments
	Business Charter in London supporting Cycle SuperHighway	Business see CAZ as an opportunity	
	Engaging with business to address shift working hours and facilities		
	Route planning		
	Bristol Green Capital		
Citizens	People need ownership of problem and solution - communication is key	Empowered, educated citizens	
	Incentive for business to promote active travel		
	Vote for measures		
	Believe they can make a difference		

Table 2

	M1 - Banning/charging polluting vehicles	M2 - Cleaner/greener/cheaper public transport	M3 - Walking and cycling
City	Already have legal power, but need to identify resources, infrastructure, timeline	Provide bus infrastructure	Proper segregation of cycle lanes
	Increase parking permit fees	Subsidised bus services	Loan bikes
	Feasibility study/business case	Bus passes	Cycle training (free)
	Car clubs		Business grants for sustainable transport projects
	Bid for EV taxi charging points is currently being developed		Bristol City Council bicycle user group
			Walking group
			Improve personal safety
			Promotion of walking and cycling routes
Regional	Coordinate schemes with WECA where possible	Adopting regional policy	Lightling routes that are off-road
	Provide grants to businesses to install electric charging points		Sub-regional promotion of sustainable active travel
			Travelwest
			Better by bike scheme
			Deliver cross-boundary infrastructure
National	Funding of CAZ scheme	Regulate bus services	Recognise economic value of cycling, e.g. WebTAG
	Back office for CAZ	Rail e.g. Metrowest/electrification funding	
EU	Brexit legal requirements		
	REPLICATE - EU project - EV car clubs		
Business	Cleaner fleets	Bus companies	Cycle to work schemes
	Micro-freight - consolidation	Incentivise EV fleet, e.g. UBER in London	Showers, lockers and bike racks (facilities for cyclists)
	Go-low pilot	Promote public transport via user groups	Active travel champions
Civil society and citizens	Messaging and consultation re banning cars/vehicles	Encourage safe culture	Cycle to work schemes
		Discourage anti-social behaviour on public transport	

Table 3

	Cheaper public transport	Good alternatives to car use (walking & cycling)	Increase solar & wind
City	City has to lobby the region (and central government)	Reallocation of road space to sustainable modes	New homes to be Passivhuis
	Planning network and reinvestment	Reflecting needs of citizens	Investing in renewable energy generation
		Promotion of restricting car use	Using generated renewable energy for local needs
		Improve public realm to make active travel more attractive (e.g. tree planting, greenery)	
		Good (street level?) schemes	
		City has to lobby the region (and central government)	
Regional	Implement franchising across West of England	Make funding available	Joint spatial plan equivalent for energy
		Mass rapid transit planning (it could be bus)	
		Improve networks (e.g. rail)	
National	Sign-off on franchising	Fuel-duty rise?	Re-introducing feed-in tariffs (FITs)?
	Subsidise bus travel for under 18's	consistent long term funding	Reform planning laws to encourage wind farms
		Re-prioritisation of funding away from motorcars	
EU		Funding?	Improve grid capacity
		Collaboration?	
Business	Contribute to funding through 1) workplace parking levy 2) subsidising sustainable staff travel	Promotion of alternatives to staff (i.e. car clubs)	Invest in commercial PV
		Better on-site facilities (e.g. showers)	
		Collaboration, single voice	
		Restrict on-site car parking	
Citizens	Need to ask for it & use it!	Residents lobbying local cllr's for improvements	Invest in green investment banks
			Lobbying government
			Local community groups mobilising

3 Bristol Policy Workshop outputs analysis

In the weeks that followed the workshop the outputs presented above were worked out into a proposed Bristol 'Policy Workshop Unified Scenario' (PWUS). From the analysis of the Bristol PW results findings relevant for the Final Policy Work Package have been drawn as well.

3.1 Bringing together outputs on scenario feasibility (Working Session 1)

Table 1-1 below shows the results of *Working Session 1* for the four main citizen measures ('starred' measures). Table 1-2 does so for the secondary measures. Columns 2-4 have been filled out based on the results obtained at the three workshop tables during the PW. For the sake of comparison, Column 5 shows which policy measures are currently in place in Bristol or considered to be implemented (from previous ClairCity research). Column 6 captures the expert judgement considerations made when comparing citizen scenarios, policy maker remarks and existing Bristol policies. Column 7 would be the outcome of those considerations in terms of the proposed quantification of the Bristol PWUS. This column will be filled out early 2019, after final consultations with Bristol City Council and the modelling team. The column is not part of this deliverable, but its data will be used for the calculating the PWUS for the Final Bristol Policy Package. The PWUS is further explained in section 1.4.2.

Table 3-1 Proposed Bristol Policy Workshop Unified Scenario based on Policy Workshop outputs and current policy baseline

Main Measures	Table 1	Table 2	Table 3	Current Bristol policies	Selection considerations (expert judgement)
M1: Ban most polluting vehicles	<ul style="list-style-type: none"> Banning most polluting vehicles by 2020 2023 ban all diesel cars from city centre Full city-wide ban on diesel cars by 2030 	<ul style="list-style-type: none"> Rather ban vehicles than charging, as infrastructure would be needed for latter Unrealistic timing for banning vehicles by 2018 		<ul style="list-style-type: none"> Four classes of Clean Air Zone (charging zone) are currently considered, Euro-4 petrol and Euro-6 diesel not to be charged, nor electric and hydrogen vehicles A diesel ban is being considered and the impacts quantified as part of the CAZ feasibility study. 	<ul style="list-style-type: none"> Various implementation cases previously modelled. Ban by 2018 considered unrealistic by policy makers Stepwise implementation, with first measures in three years' time seems considered realistic 2023 diesel ban from an area (to be defined) is potentially a realistic option. More equitable than phased options which means people who can afford a new car can still drive a new (less) polluting diesel. Would probably have to exclude buses and taxis and start with a relatively small geographical area.
M2: Buses cleaner & greener	<ul style="list-style-type: none"> Buses cleaner by 2023 instead of 2027 	<ul style="list-style-type: none"> Buses cleaner nearly achieved, e.g. Euro 6 by 2021 	<ul style="list-style-type: none"> 80% bus fleet to be Euro 6 or better by 2023 	<ul style="list-style-type: none"> Joint bus strategy to be developed together with bus companies and WECA All Clean Air Zone options include measures for buses 	<ul style="list-style-type: none"> Previously modelled 50/50% LNG/diesel mix by 2020 Policy makers are optimistic about quick implementation of greener buses
M3: Cheaper public transport		<ul style="list-style-type: none"> There is already a flat fare introduced as of Nov 2018 	<ul style="list-style-type: none"> Free park and ride buses at regional level 50% reduction in ticket cost to be funded by work place parking levy or congestion charging 	<ul style="list-style-type: none"> £2 flat fare introduced as of Nov 2018 Overall budget neutral: Rides < 3 miles have become more expensive, > 3 miles cheaper Promoted by Mayor because of social justice considerations (poor live further from city centre) 	<ul style="list-style-type: none"> £1 flat fare as of 2018 was previously modelled Rather than lowering overall flat fare from £2 to £1, further support of specific deprived groups seems in line with current policy making Free park and ride mostly supports wealthier groups (car owners) and hence seems less in line with current policies
M4: Good alternatives to car use (walking & cycling)	<ul style="list-style-type: none"> Good alternatives to car use by 2025 65% sustainable travel (active + buses) by 2030 	<ul style="list-style-type: none"> Cycle infrastructure by 2030 is realistic 	<ul style="list-style-type: none"> Double miles of cycling network by 2025 	<ul style="list-style-type: none"> Bristol walking/cycle strategy under development, with many supportive measures but no quantitative goals regarding modal share. Also Bristol Transport Strategy to support this. 	<ul style="list-style-type: none"> Amsterdam modal share of cycling previously taken as reference - what is the Amsterdam modal share? What about walking?

Table 3-2 Secondary Citizen Scenario Measures, Policy Workshop remarks and selection of the Bristol Unified Policy Scenario

Other Measures	T1	T2	T3	Current Bristol policies	Selection considerations (expert judgement)
Charge polluting vehicles entering the city			50% reduction in bus ticket cost to be funded by work place parking levy or congestion charging	Various options for Clean Air Zone charging options and Workplace Parking Levy are considered	Previously modeled: 1£/trip tax
Reduce private car road space			30% reduction in all car ownership by 2030	Expansion of walking and cycling infrastructure considered, car parking strategy considered	Previously modelled: Increase modal share of cycling to Amsterdam figures
Improve energy efficiency in housing				Warmer homes / Warm up Bristol investments in energy efficiency	Previously not modelled
Promote electrical vehicles	All public sector vehicles electric by 2025	OLEV electric vehicle infrastructure by 2021		Go Ultra Low West project, including 120 new charge points (double of existing), 4 rapid charging hubs by 2021	Previously not modelled
Increase solar and wind				Solar PV programme (2 large-scale projects and rooftop installed); Bristol first authority to own wind turbines (Avonmouth)	Previously not modelled
Property developers to consider air quality and climate change				To be included	
Spread economic opportunities across the city				To be included	<ul style="list-style-type: none"> • Previously modelled: Reduce distance of commuting trips with 25%

3.2 Bringing together outputs on who should do what (Working Session 2)

The outputs from the three tables of *Working Session 2* on 'who should do what' have been collated to show that the following action would be required by the different stakeholders:

City:

- Integrated infrastructure planning together with WECA, including multimodal hubs
- Renewables and energy efficiency targets and implementation (via Bristol Energy as a municipality owned social enterprise?), using the generated energy as much as possible locally
- Parking permits, workplace levy and congestion fees to fund public action
- Electric taxi charging points to be installed
- Reallocation of road space in favour of public transport, walking and cycling, could also include closing the city centre for cars and extending resident parking space by closing roads
- Segregation of cycle lanes, loan bikes, free bike training, subsidies for electric bikes, BCC cycle/walking group and general promotion of active travel on foot or by bike

Region / WECA:

- Integrated regional transport planning stimulating P&R, train and bus, regional bike and (tourist) walking routes (including lighting)
- Integrated spatial energy planning (e.g. for renewables and district heating)
- Tendering for bus companies' licenses

National government and Europe:

- Promote health as a driver for transport policy
- Consistent long-term policies away from car use, including subsidising bus travel for under-18s and a higher fuel duty, scrappage schemes and mobility credits
- Reintroduce feed-in tariffs, spatial planning to favour wind farms
- Cross-border grid connectivity and learning from best practices
- Funding for rail electrification and for CAZ schemes

Business:

- Contribute to funding through work place parking levy, subsidising sustainable staff travel
- Promotion of alternative travel for staff through e.g. car clubs, better on-site facilities (showers, lockers and bike racks), restricting on-site car parking, cycle to work schemes, active travel champions
- Voice for change e.g. cycle business charter, flexible working hours, route planning
- Cleaner fleets, micro-freight consolidation, go-low pilot, incentivise EV fleet cf. Uber in London
- Invest in commercial PV on rooftops

Civil society and citizens:

- Need for ownership of problem and solutions – communication is key, voting, empowered & educated citizens, believe they can make a difference

- Lobby local councils and government for improvements, mobilise in local community groups
- Messaging and consultation re banning cars, encourage safe culture, discourage anti-social behaviour on public transport
- Invest in green investment banks

3.3 Proposed Bristol Policy Workshop Unified Scenario (PWUS)

A final version of the Bristol PWUS will be made in early January 2019 based on the considerations in Tables 1-1 and 1-2. It will be prepared based on a ClairCity team exercise together with Bristol City Council. The draft scenario will be checked once more by Bristol City Council and then forwarded to the ClairCity modelling team in order to model its impacts.

Furthermore, reflecting on the outcomes of the policy workshop, Bristol City Council considers the following policies relevant to complement the PWUS:

- Business - contribute to funding through work place parking levy, subsidising sustainable staff travel, promotion of alternatives to staff (i.e. car clubs), better on-site facilities (showers), restricting on-site car parking, invest in commercial PV on rooftops

3.4 Overall findings relevant for the Final Policy Work Package

The comments made by policy makers and politicians in the PW give rise to the following main considerations regarding implementation possibilities for the citizen scenarios:

- Workshop participants liked the ambition level of Scenario 3, but Scenario 1 was considered more realistic in terms of timing;
- Various funding options for the measures in the city scenario were suggested, in particular the congestion charging in the Clean Air Zone (currently being considered in Bristol) and a possible Workplace Parking Levy;
- Citizen scenarios show limited ownership/willingness of citizens to change own behavior – preferred measures suggested mainly action by City Council and others.
- Social justice (i.e. taking into account the deprived and impacts of measures may have on women vs men) needs to be taken into account when implementing the scenarios. Young people may also need to be addressed separately.
- The actions proposed by citizens will require well-integrated infrastructural and spatial planning: increased accessibility of public transport through new routes and sufficient transport at peak times, cheaper and cleaner public transport, and making car traffic less attractive by charging or parking levies.

4 Findings regarding the Policy Workshop's Design

The pilot Policy Workshop in Bristol led to several lessons regarding the workshop process that are relevant for the policy workshops in other cities to be organised in 2019. The guidelines presented in Annex I take into account these learnings. The main findings are:

- **Together with the programme, more information should be sent to participants:** 1) the aim of the two exercises (Working Sessions) of the workshop and 2) a summary (e.g. table) of the scenarios that will be discussed together with the main assumptions made to calculate impacts of the three scenarios. This information should be as compact as possible.
- **The Working Sessions take a lot of time.** Particularly for Session 2, more time should be allocated. Allowing enough time to report at the plenary is also important. This has been taken into account in the programme recommended in the Guidelines (Annex I).
- **Outputs of the SDW in terms of scenarios need to be optimised.** In Bristol, three different scenarios were produced as an output of the SDW. Their significance and the differences between them were not sufficiently clear to policy makers.
- **The role of the scenario impact calculations needs to be further finetuned.** Differences in calculated impacts did not play a significant role in the discussions in Bristol.

Annex I – Policy workshop guidelines

This document provides the guidelines for preparing and implementing the Policy Workshops (PW) to be carried out in each city/region as part of WP6. The guidelines aim to support city buddies in the preparation and implementation of the Policy Workshop in their city.

The guidelines were refined after the Bristol PW and will be updated and shared in their final form with city partners after the Amsterdam SDW.

Workshop objectives and outputs

The main **objective** of the PW is to translate the outcomes of the thorough citizen consultation process (through the Delphi Process, ClairCity Skylines game, the Mutual Learning Workshop and the Stakeholder Dialogue Workshop) into the ‘real-life’ policy context in each city in order to distill meaningful policy recommendations for each city.

The main **outputs** of the PW are the qualitative frame for the ‘Policy Workshop Unified Scenario’ (PWUS) and directions for policy recommendations to be given in the Final City Policy Packages (D7.4 and D7.5). The PWUS scenario will be key for the work to be done in WP7 as a contribution to the Final City Policy Packages (D7.4 and D7.5). It is the task of WP6 to turn the results of the PWs into the PWUS.

The main inputs for and outputs of the PW are summarised in Box 1.

Box 1 Main inputs and outputs of the Policy Workshop

Inputs:

- Summary presentation of the SDW scenarios and their effects on the variables emissions, health, costs and public support based on the D5.2 Impact reports following the SDWs. Depending on the SDW, there might only be one scenario that feeds into the PW.

Outputs:

- Qualitative assessment of (each of) the SDW scenario(s) regarding political and policy feasibility, timeline and ambition;
- Contours for the optimum scenario for each city to be forwarded to WP5 for detailed quantification. This quantified ‘Policy Workshop Unified Scenario’ will be part of the Final City Policy Package.

Note: the aim of the PW is not that policy makers make a black or white ‘choice’ for a scenario, but rather that they discuss the feasibility and plan for delivery of these.

Timeline of Policy Workshops in ClairCity

In the project ClairCity project timeline, the PWs are scheduled after the **Stakeholder Dialogue Workshops (SDW)**, the **SDW reports** (D4.5 & D4.6) (expanded minutes and first analysis of the workshops) and the **Assessment of Impacts – First City** and **Assessment of Impacts – Last City** deliverables (D5.2 & D5.3).

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The SDW outcomes and the impact deliverables are a key input to the PW. They provide the input for the development of the citizen SDW scenarios and a quantified picture of the impacts of each of the SDW scenarios using the variables emissions, health, costs and public support.

Please notice that the SDW guideline has been changed to include specific and quantified 'preferred options' for each policy measure that will feed into the PW.

The timeline for the policy workshops within ClairCity is given in Table 1. Given that the Policy Workshops present evidence to be provided by the WP5 (Impact Assessments), it is important that WP5 delivers its outputs on time to feed into the policy workshop.

Table 1 Foreseen timeline of the policy workshops within ClairCity (to be adapted after December 2018 EMG)

City / Region	Date
Bristol	November 2018
Amsterdam	March 2019
Ljubljana	April 2019
Sosnowiec	June 2019
Aveiro	July 2019
Liguria	August 2019

Following the PW, further project steps after producing the Policy Workshop Unified Scenario are as follows:

- The draft Final City Policy Packages (D7.4 and D7.5) will be sent to the respective ClairCity City partners for final overall comments and for comments on implementation options and timeline. This will lead to a Final Policy Package for each city/region;
- Based on the six Final City Policy Packages (D7.4 and D7.5), a Final cross-city Policy Analysis Report (D7.6) will be prepared. This report will contain main policy recommendations for other non-ClairCity cities that wish to implement citizen-inclusive air quality and carbon policies in their city;
- The Final cross-city Policy Analysis Report (D7.6) report will be presented and discussed at the ClairCity Final Conference – Belgium (D2.7).

Responsibilities of city partners and buddies

Each city/region is responsible for preparing and implementing the PW in their own city/region. The city/region will execute the workshop and prepare the detailed PW minutes following the Bristol example and the template provided.

From the PW results, the city/region and Trinomics together will distill key elements for the 'unified policy scenario' and draft policy recommendations. This will be done in close cooperation with Trinomics as a WP6/7.2 lead. Subsequently, WP6 and WP5 leads will jointly establish a final policy scenario for each city.

Workshop preparation

Planning

The first step in the Policy Workshop (PW) preparation is planning a date for the workshop. Take into account that there should be sufficient time between the SDW and the PW, so that the SDW report and the impact deliverable are ready.

Ideally the date of the PW should be fixed at least two months in advance so that there is sufficient time to invite policy makers and to prepare the inputs to the workshop.

Make sure that the SDW in your city/region has resulted in one or more scenarios, for each of which the impacts have to be known in terms of 1) emissions/concentrations/health, 2) costs, 3) public support. These impacts should be clearly stated in the impacts deliverable.

Venue

Together with the date, a venue should be reserved. The City Hall is probably the ideal place for the PW. The room should be big enough to allow for the participation of 12-20 policy makers and 4-6 local ClairCity colleagues.

Invitees

Target – Aim for councillors and politicians as well as public servants from the following departments: air quality, climate change, energy, transport, city planning and public health. The involvement of City Partners in determining the invitees list is essential.

Balance - Two or more policy makers from each department might be invited. The ideal number of participants is around 15.

Facilitators – ClairCity City buddies and City Partners will be the other participants of the PW. The workshop facilitator can be project-internal (City Buddy) or external (professional facilitator). Some 5 project staff should be accounted for so that each table has at least one moderator to harvest table discussions and results.

Invitation - The invitation to the participants of the PW should contain the following elements:

- Potential participants are invited to learn about the outcomes of an extensive public consultation process in their city / region which asked citizens to give their views on the future of the city;
- They are also invited to discuss to what extent and how these outcomes can be taken into account in future city air quality and carbon policies;
- The consultation process was carried out by the European project ClairCity {Explanation about ClairCity};
- Date and venue of the meeting;
- (Draft) Programme of the meeting;
- Extra information on the meaning of the scenarios and impact calculations as well as on what participants are expected to do in the exercises

The invitation should ideally come from the City Partners, as they are the ones with the closest links to the invited participants. Box 2 includes an example of an invitation (Bristol invitation).

Box 2 Policy Workshop invitation in Bristol

Dear Madam, Sir,

The European Horizon2020 funded project 'ClairCity' led in Bristol by the University of the West of England, with support from Bristol City Council is happy to invite you to a **City-Hall workshop** in which the results of it's extensive year-long public consultation process in Bristol will be presented.

In this process, citizens gave their opinion on what they see as the most desirable future policies to be implemented in the city to:

- improve air quality; and,
- reduce carbon emissions.

Three different scenarios will be presented to you. These emerged as the preference of citizens and their likely impacts in terms of 1) emissions, concentrations and health, 2) costs and 3) public support will be discussed.

As a **policy maker, politician and expert**, we are looking for your views on the policy goals identified by citizens and stakeholders in this process in order to distill the 3 future scenarios into a single coherent and achievable policy proposal. The impact of the final policy will then be quantified through a detailed modelling exercise in the next stage of the ClairCity project to produce a usable policy package, developed by citizens and experts, for Bristol City Council.

The outputs of this workshop will be considered in the development of the Clean Air Plan currently being developed by Bristol City Council.

It should be noted that the outputs of the meeting may be used for project purposes, but will not be traceable to individual participants. Your attendance will be subject to this assumption.

The meeting will take place on 8th November from 13:30 to 16:30.

Venue is the @ (meeting venue).

Attached the detailed programme of the meeting is provided. (attach draft programme)

Please let us know before @ if you plan to attend the meeting.

Programme

The PW will take around three hours to implement. The programme of the workshop held in Bristol is outlined in Box 3.

Box 3 Bristol Policy Workshop programme

13.30	Welcome & introduction to ClairCity. Enda Hayes (UWE, Technical director of ClairCity)
13.40	Presentation of Bristol Citizen Scenarios. Presentation of Bristol citizens' scenarios and their foreseen impacts. Stephan Slingerland (Trinomics)
13.55	Introduction to Working Session 1
14.00	Working Session 1 – Discussion & post-it session to address overall feasibility of each scenario
14.50	Plenary discussion on results of Working Session 1
15.10	Break
15.20	Introduction to Working Session 2
15.25	Working session 2 – Discussion & post-it activity about what policy actions are needed at what policy level.
16.00	Plenary discussion on results of Working Session 2
16.20	Wrap up. Concluding remarks/recommendations by participants.
16.30	End

Each workshop programme should be adapted to a city's context and needs. Important in any case is that each workshop contains a working session and discussion on the SDW scenario(s) and their impacts as well as a session on 'who does what'.

After the Amsterdam SDW (23 January 2019), a preparatory session for the policy workshops in other cities will be organised.

Workshop execution

Material and room preparations

For the reception of participants:

- Badges
- Coffee/tea/water
- Registration list
- Evaluation forms

Room preparation:

- Projector
- Laptop

- Microphone
- Pointer
- Approx. 3-4 tables and 15-20 chairs (+ chairs for observers in the case of Bristol)
- A copy of the programme (x1 per chair)
- Introductory presentations for sessions 1 and 2, preferably already ready-to-open on the laptop

For the activities & break:

- A3 copy of the slide with policy measures for each scenario (x1 per table)
- Several black markers
- Three colour post-it notes for Work Session #1
- One colour post-it notes for Work Session #2
- x3 blank flipcharts (x1 per scenario) for each table for each activity (Working Session 1 and Working Session 2)
- Coffee/tea/water
- Biscuits

Optional arrangements for lunch / drinks after the workshop up to the cities / regions.

Prior to the meeting you may consider creating a table 'seating plan' to decide who sits where so that you make sure there is diversity at each table. Name badges – on the tables - can be used to indicate who should sit where. It may also be handy to show the seating arrangements on the screen so that participants can easily find their table.

Staff

For running the workshop you will need:

- 1 moderator (giving the presentations and explaining the Working Sessions)
- 1 facilitator per table

4.1.1 Moderation

Moderators are rather passive observers stepping in when the group is unclear about the task given to them or when they are stuck.

The role of the moderator in each table consists of:

- Making sure everyone around the table has understood the purpose of the working session and clarifying any questions;
- Taking detailed notes of all remarks made by participants at the table;
- Ensuring that aspects discussed get written down into post-it notes (to populate the flipcharts), ideally by the participants themselves;
- Making notes on discussions not captured in post-it notes (e.g. extended explanation of what has been written down on the sticky notes);
- Writing down questions / discussion / remarks / comments made at the plenary sessions.

The role of the moderator is not to:

- Give opinions, agree / disagree, question what participants say or write down;
- To steer the conversation into one direction.

4.1.2 Write ups / minutes

Ideally right after the workshop, the results (post-it notes on every flipchart) should be worked out into one consolidated version of the minutes. The minutes will be reported in a standardised format consisting of:

- 1) an Excel file with the results of each exercise per table, as well as A
- 2) Word document with any additional notes of the discussions at the plenary sessions and at each table.

Importantly:

- Minutes should be harvested using the templates provided.
- Minutes should be in English.
- Make photos of each poster as a back-up.

These detailed minutes need to be sent to Trinomics.

All posters will be stored by city/region for future reference. The minutes will be part of the annex to the City's/Region's Final ClairCity Policy Package to be prepared for each city.

After workshop

Evaluation Forms

Directly after the workshop, the evaluation forms should be filled out by participants and handed in to the workshop staff.

Use the feedback forms developed by the evaluation team (WP2) for this activity.

Thank you and feedback email to participants

Send a 'thank you' email to participants one or two days after the workshop. You may include the main "message" or "takeaway" of the workshop and any additional ClairCity info that you may want to give.

Analysis of the Policy Workshop results

WP6 (Trinomics) will analyse the PW results of each city aided by the filled out reporting templates received from City Buddies.

As systematically as possible and based on expert judgement, Trinomics will distill a draft 'Policy Workshop Unified Scenario' (PWUS) from the results.

This draft PWUS will be discussed with the City Buddies and City Partners for a further feasibility, reality-check assessment and fine-tuning accordingly.

The final PWUS will be handed over to WP5 for full quantification of impacts.

The quantified PWUS for each city will be published as part of the Final ClairCity Policy Package.

Internal facilitators' guide

This internal facilitators' guide has been used in the Bristol workshop. It is for orientation only and might be adapted for the policy workshop training session after the Amsterdam SDW.

0 Set-up and registration

Materials needed	Responsible
ClairCity banner	
3-4 tables (4-6 participants each) and enough chairs	
Registration list for all attendees to sign	
Participants list, email addresses and telephone numbers (for workshop team only)	
Badges for all participants	
Coffee / tea / water	
Template & pens for moderators to record conversations	
Laptop	
Pointer (optional)	
Beamer	
Microphone (optional)	

1'30 Welcome.

A ClairCity Buddy or City Partner to present ClairCity objectives, project organisation, current status, place of the workshop in the overall project, workshop programme and practicalities.

Room for councillor to say some words of welcome.

Materials needed	Responsible
PowerPoint presentation	

1'40 Presentation of Bristol Citizen Scenarios. Presentation of the scenarios developed by Bristol citizens and their foreseen impacts.

Stephan to present the three citizen scenarios and calculated impacts and to give guidelines for the working session.

Q&A

Materials needed	Responsible
PowerPoint presentation	

1'55 Working session 1 – Breakout session (discussion & post-it exercise)

Participants are invited to hold a discussion in small groups and to put their main comments on each scenario on posters in the workshop room. Participants are requested to comment on:

- 1) overall feasibility of each scenario (in terms of **ambition level, timing of measures and considering possibilities / constraints for the implementation of individual measures**);
- 2) overall views of the foreseen impacts for each of the three scenarios (in terms of **environment and health; costs; citizen support**).

Participants are split into 3 tables (4-6 participants in each) to address 1) and 2). Every group has 3 empty flipcharts (1 per scenario) on the table.

Each table needs one facilitator to steer the conversation. An additional note taker could be helpful, to allow more time for the facilitator to moderate the discussion. Each table discusses 1) and 2) and collectively write down their answers on post-it notes for each scenario.

Note: in principle this is a collective exercise but if a participant on a table strongly disagrees and would like to add something else instead, both views can be written down.

Besides making sure that participants write down their views onto the post-it notes, facilitators need to make sure that they record the conversation that participants are having in their table.

Allow sufficient time also for writing, not only for discussion. The estimated time for the discussion is: 15'. The estimated time for writing down answers onto the sticky notes and putting them up on the flipcharts is: 15'

Materials needed (for each table)	Responsible
1 flipchart sheet per table – already marked, prepared for the activity	
Post-it notes in three colours on all tables – addressing ambition levels (green), timing (orange) and possible constraints (blue) respectively	
Black markers	

2'25 Discussion session 1. Based on the posters, credibility and likelihood of the impacts expected for each scenario will be discussed.

Plenary discussion on policy realism of each of the scenarios and on likely impacts led by Stephan.

Facilitators in each table are asked to write down the questions asked by participants at the plenary, the answers provided and any other remarks / comments. This will be useful for Trinomics who will gather and compare the notes from everyone after the workshop when performing the analysis.

2'50 **Break**

Materials needed	Responsible
Coffee / tea / water	
Biscuits	

3'05 **Presentation Scenario Implementation.** Presentation of city policy context and potential for action for the city as found by the ClairCity research.

Stephan to present inspiring examples of citizen action from other cities plus guidelines for the working session.

Materials needed	Responsible
PowerPoint presentation	

3'20 **Working session 2 – Breakout session (discussion & post-it exercise)** Participants are invited to take a look again at the policy actions in each scenario and to discuss what action is needed by 1) the city, 2) the regional level, 3) the national level, 4) the European level, 5) by business and 6) by civil society and citizens.

Participants are split into 3 tables (4-6 participants in each) to address the above.

Each table needs one facilitator to steer the conversation. An additional note taker would be helpful. Besides making sure that participants get their views onto the post-it notes, facilitators need to make sure that they record the conversation that participants are having in their table.

If the table is struggling to have a discussion, facilitators should stir the conversation. Additional points to touch upon could be as follows (not linked to the scenarios):

- Support and barriers from a national level for local policies
- Support and barriers from a regional level
- Inspiration and help expected from city partnerships
- Support and barriers for business action
- Support and barriers for civil society and citizen action.

Materials needed (for each table)	Responsible
1 flipchart sheets per table – already marked, prepared for the activity	
1 colour post-its	
1 A4 with all the policies per scenario for each table	

Black markers	
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3'50 **Discussion session 2.** Based on the posters, it will be discussed what policy action has to be taken by what stakeholder.

Central discussion on desired action for each stakeholder group identified led by Stephan.

Moderators in each table are asked to write down the questions posed by participants at the plenary the answers provided and any other remarks / comments. This will be useful for Trinomics who will gather and compare the notes from everyone after the workshop when performing the analysis.

4'20 **Wrap up.** Concluding remarks/recommendations by participants.

Summary of workshop by Stephan.

Concluding remarks by Enda.

Trinomics to take pictures of the flipcharts.

4'30 **End**

Closing celebratory / networking refreshments after the workshop when possible.

Materials needed	Responsible
Drinks (optional)	

After the participants have left the room:

- Short evaluation session between City Buddies and City Partners
- Minutes to be worked out directly after the workshop by facilitators if possible.

Annex II – Policy Workshop participants

Policymakers from various departments and roles were gathered at the Policy Workshop including:

- Air Quality Project Manager (Bristol City Council)
- Green Party Cllrs
- Sustainability Advisor (Bristol City Council)
- Policy and Public Affairs head and employees (Bristol City Council)
- Senior Transport Planning Officer (Bristol City Council)
- Health Protection Coordinator (Bristol City Council)
- Air Quality (South Gloucestershire Council)
- Public Health England / Bristol City Council
- Bristol Energy (Bristol City Council)
- Policy and Strategy Team Manager, Strategic Transport (Bristol City Council)
- Local and Sustainable Transport Planning Officer (Bristol City Council)
- Go Ultra Low West Project Manager (Bristol City Council)
- City Innovation and Sustainability Service Manager (Bristol City Council)