

FINAL REPORT //

ESPON tool for mapping soft territorial cooperation areas and initiatives

Monitoring and Tools // June 2022

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soft territorial cooperation
areas and initiatives**

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Disclaimer

This document is an inception report.

The information contained herein is subject to change and does not commit the ESPON EGTC and the countries participating in the ESPON 2020 Cooperation Programme.

The final version of the report will be published as soon as approved.

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1 Introduction

The present Final report presents the final version of the ESPON ACTAREA web app, which may be accessed online at the following address:

<https://actarea.espon.eu>

2 Update on the web application development

This section presents advances made with respect to different components of the web application:

- landing page,
- registration interface,
- e-mail sendouts,
- interface to set up a participative process,
- user registration and management of invitations,
- definition of drawing tools,
- drawing interface for participants,
- interface for the monitoring of participant inputs by the facilitator,
- interface for comparison of participant inputs and consensus-building,
- interfaces for export.

Previously presented proposals with respect to these different components in the inception report are only repeated insofar as they are needed for the understanding of the advances made.

2.1 Landing page

The landing page has been finalised. A download link to the user manual attached to the present has been added.

A link to a dedicated playlist on the ESPON youtube channel has been added. This playlist includes five presentation videos, and the recording of the webinar organised on 12th May 2022.

2.2 Registration interface

The registration interface has been finalised, with the following fields:

- First Name (compulsory)
- Surname (compulsory)
- Gender (optional)
- Affiliation (organisation) (optional)

- Language(s): the participant indicates her or his preferred languages. The web app interface will by default be displayed in their preferred language. When participating in multi-lingual processes, assignment questions and drawing tool descriptions will also be displayed in their preferred language.
- Type of organisation (optional):
 - o Public authority
 - o Public agency
 - o NGO
 - o Business / for-profit organisation
 - o University / School
- Email (compulsory)
- Password (compulsory)

When a participant responds to an invitation e-mail, the field “e-mail” is already filled-in and unmodifiable. Information on ‘First Name’ and ‘Surname’ provided by the participant replaces any other information that may have been provided by the process facilitator when providing information on the participants to be invited. This makes it possible to e.g. correct any misspelling and ensure that the participant controls the ways in which she or he is presented to other members of participative processes on the web app.

The registration process is compliant with the General Data Protection Regulation (GDPR). This implies that:

- The profile can be accessed, modified or deleted at any time.
- Personal information (first name, surname, email) of participants uploaded by process facilitators is automatically deleted if the participant rejects the information or does not reply.
- If a profile is deleted,
 - o inputs to participative processes remain stored on the server. However, they are no longer linked to any individual;
 - o corresponding processes are no longer accessible to invited participants. Processes are deleted from the server if the facilitator has chosen the option not to share process content and design with the ESPON EGTC.

Figure 1 Registration interface

Register as a new user
✕

| | |
|--|---|
| First name | Type of organization ⓘ |
| <input style="width: 95%; height: 25px;" type="text"/> | <input style="width: 95%; height: 25px;" type="text"/> |
| Last name | Email* |
| <input style="width: 95%; height: 25px;" type="text"/> | <input style="width: 95%; height: 25px;" type="text"/> |
| Gender | Password* |
| <input style="width: 95%; height: 25px;" type="text"/> | <input style="width: 95%; height: 25px;" type="text"/> |
| Affiliation (organization) ⓘ | Confirm password* |
| <input style="width: 95%; height: 25px;" type="text"/> | <input style="width: 95%; height: 25px;" type="text"/> |
| Language | By clicking Register, you agree to our Terms and our Privacy Policy |
| <input style="width: 95%; height: 25px;" type="text"/> | |

Register

Do you already have an account? [Log in](#)

2.3 E-mail sendouts

Five instances that require mail send-outs have been implemented:

1. Confirmation of registration: this makes it possible to confirm that the email address used is correct, and that the registration attempt emanates from the owner of this email address;
2. Reset password;
3. Confirmation that password has been reset. This makes it possible to review account if needed, e.g. if a password has been reset;
4. Confirmation that invitation mails have been sent out, with list of persons invited as a table in the mail. This provides the facilitator with an overview of sent out invitations. This can be useful to keep track of participants that are deleted from the server as a result of rejections of invitations or absence of reply.
5. Invitation to process

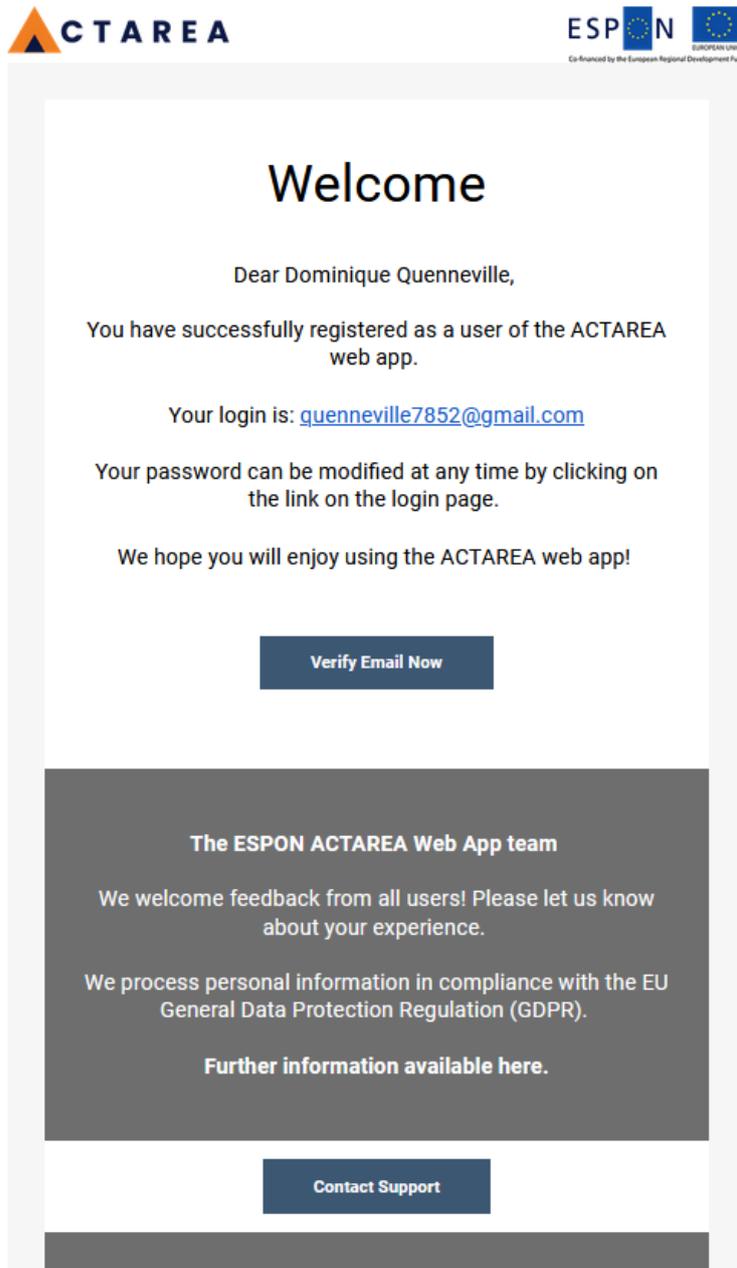
Corresponding mail texts are shown in Text Box 1 below.

It will be necessary to foresee how mail send outs will be managed by the ESPON EGTC server. It is suggested that the sender address of all mail would be of the type “actarea@espon.eu”.

Process facilitators are encouraged to send parallel messages to encourage participants to register. It will not be possible to organise mail sendouts in different process languages.

Text Box 1 Text of emails to be sent out to participants

1. Confirmation of registration



ACTAREA

ESPON 
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Welcome

Dear Dominique Quenneville,

You have successfully registered as a user of the ACTAREA web app.

Your login is: quenneville7852@gmail.com

Your password can be modified at any time by clicking on the link on the login page.

We hope you will enjoy using the ACTAREA web app!

[Verify Email Now](#)

The ESPON ACTAREA Web App team

We welcome feedback from all users! Please let us know about your experience.

We process personal information in compliance with the EU General Data Protection Regulation (GDPR).

Further information available here.

[Contact Support](#)

2. Reset password



Reset your password

we're sending you this email because you requested a password reset. Click on this link to create a new password:

[Set a new password](#)

If you didn't request a password reset, you can ignore this email. Your password will not be changed.

The ESPON ACTAREA Web App team

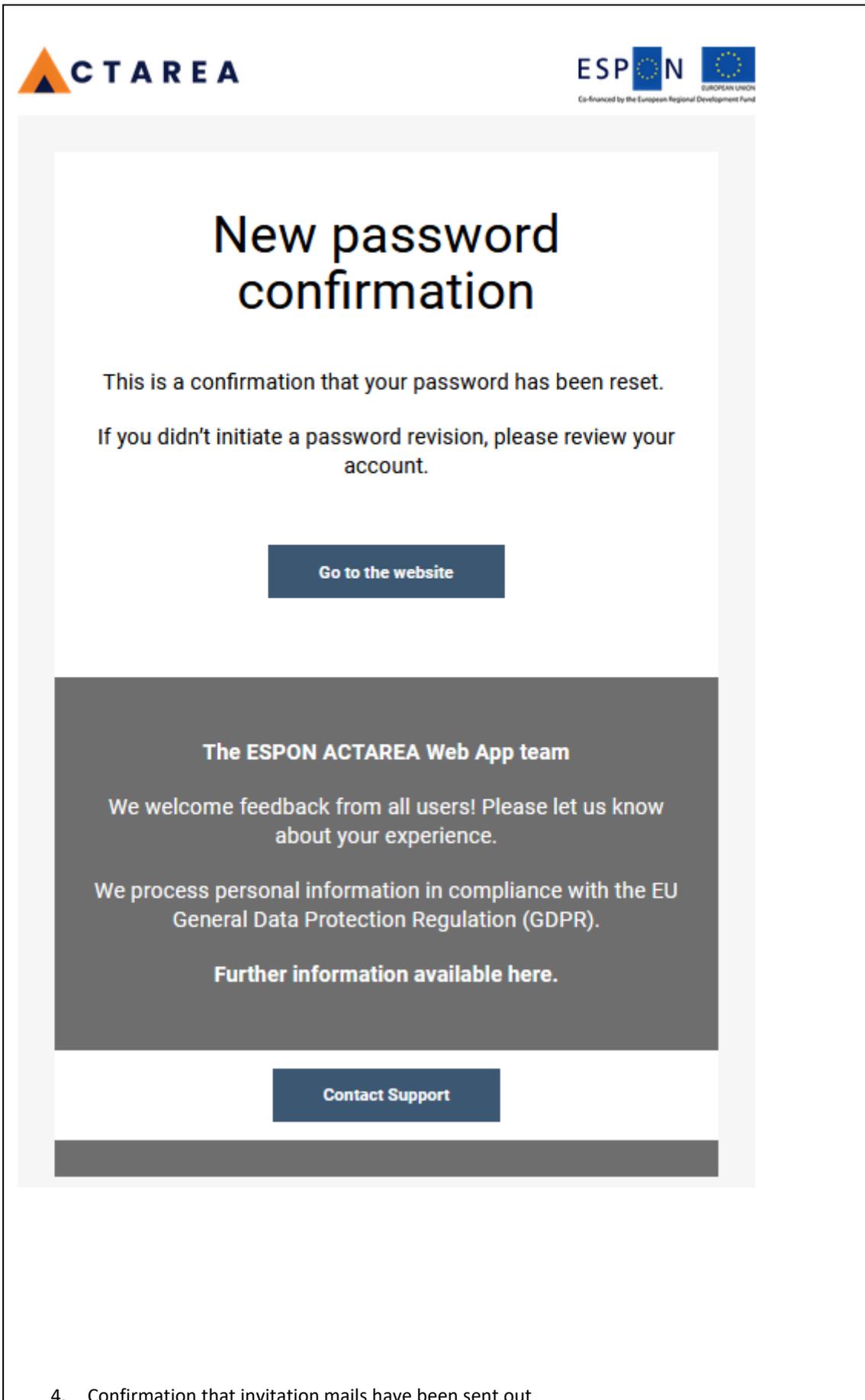
We welcome feedback from all users! Please let us know about your experience.

We process personal information in compliance with the EU General Data Protection Regulation (GDPR).

[Further information available here.](#)

[Contact Support](#)

3. Confirmation that password has been reset





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New process created

Dear Erik Gloersen,

Invitations to join the ACTAREA participative process **"Priorités pour la Grande Région / Prioritäten für die Großregion"** have just been sent out.

You may find the list of invited persons by clicking on the link below. You can keep track of invitation acceptance and rejection on the process overview page.

Invitees can respond to an invitation by connecting to their personal space on the web app. When they connect, the invitation will appear in their list of processes. You should make sure that each invitee uses the same email when they register as the one you used when inviting her or him.

Please keep in mind that if an invitee fails to respond to an invitation within 15 days, the name, surname and email of that person will be deleted from the server. This is done to ensure compliance with the EU General Data Protection Regulation. This implies that you may find blank lines in the list of invitees.

Please also note that each invitee will appear in your list using the name and surname she or he provided when registering. For this reason, the list of participants that appears in the overview page may be different from the one you initially typed or uploaded. This is also done to ensure compliance with the EU General Data Protection Regulation.

Finally, if an invitee decides to delete her or his profile, all personal information (including name, surname and email address) will be deleted from the server. A blank link will then appear in the list of participants to the process you facilitate. However, contributions made by that invitee to that process will remain stored on the server.

Once invitations have been sent, it is neither possible to change email addresses or invitee names and surnames, nor to invite additional persons. If you need to change the list of invitees, we suggest you duplicate the process you created. The duplication function can be accessed by clicking on the three lines next to each process name in the list of processes. Once an identical process has been generated, you can send out new invitations to all participants. You may then delete the initial process, to avoid possible confusion between these two processes.

List of participants:

Katrin Ebersbacher (ebersbacher842@gmail.com)

Jonas Braun (braun5966@gmail.com)

Dominique Quenneville (quenneville7852@gmail.com)

Émilie Lafontaine (lafontaine7541@gmail.com)

User 1 (erik.gloersen+user1@gmail.com)

User 2 (erik.gloersen+user2@gmail.com)

User 3 (erik.gloersen+user3@gmail.com)

User 4 (erik.gloersen+user4@gmail.com)

[Go to your processes](#)

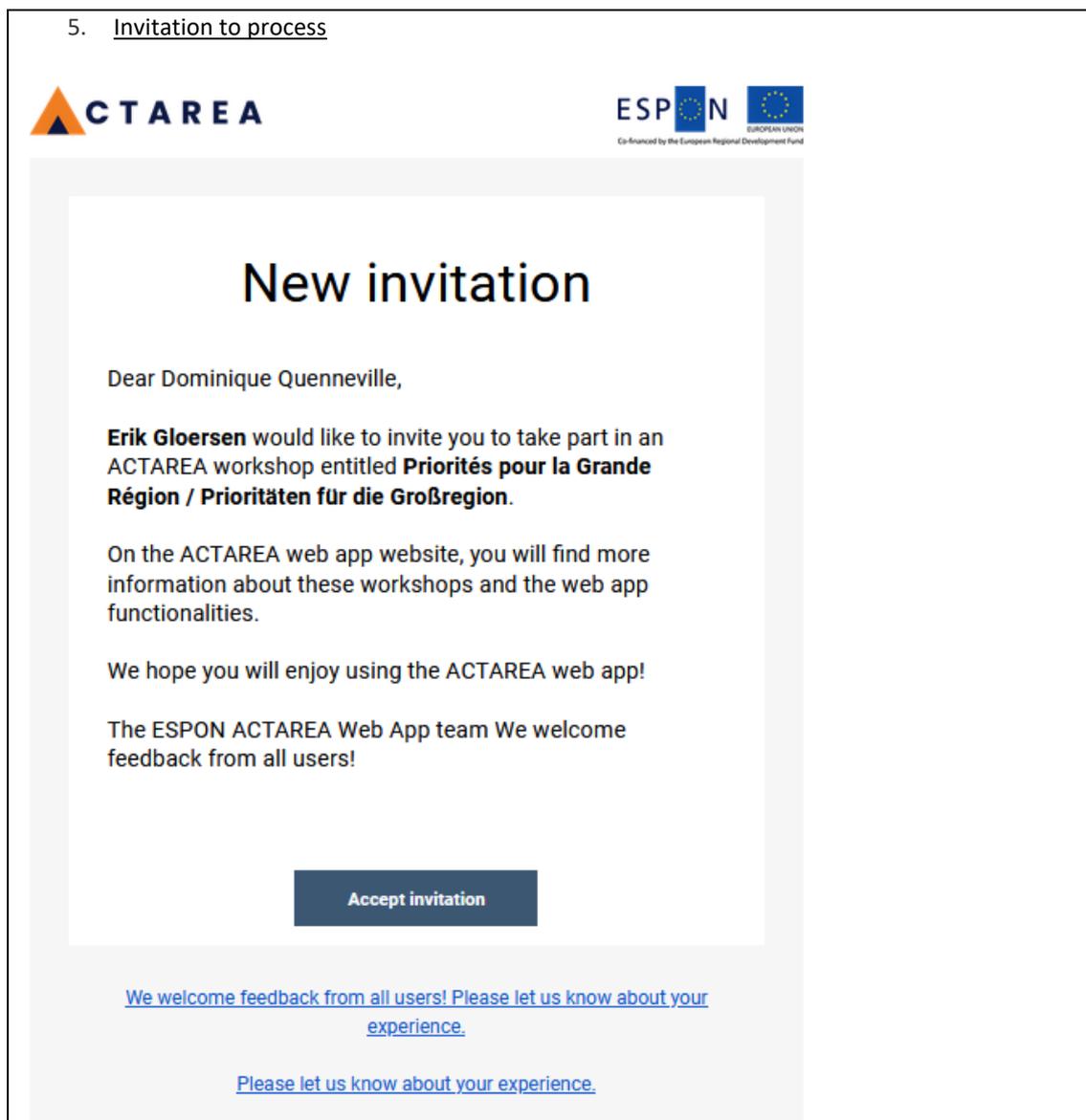
The ESPON ACTAREA Web App team

We welcome feedback from all users! Please let us know about your experience.

We process personal information in compliance with the EU General Data Protection Regulation (GDPR).

Further information available here.

[Contact Support](#)

5. Invitation to process

2.4 Setting up a process

The interface for setting up a process for Mapshots and Institutional mappings has been finalised.

Its functionalities are described in the User manual (see Annex 1)

2.5 Functioning of workshops with group inputs

The experiences from the test workshop has shown that the initially foreseen group functionality had now added value and could potentially generate confusion in the setup process.

In case of groupwork, it is only necessary to set up one profile per group. This can either be done with Gmail aliases (see instructions in User Manual), or by using the profile of the group facilitator. In order to ensure that each group is clearly identified by participants, one may adjust names and

surnames (e.g. first name “Group” and surname “2”, so that the profile is designated as “Group 2” in the interface.

In a face-to-face workshop, group participants will be around the computer logged in using credentials set up for each group. In a virtual workshop, the group moderator will share her or his screen with the other participants, e.g. using Zoom. These other participants may then take control of the moderator’s screen using the teleconferencing software.

The composition of groups is managed independently of the web app.

2.6 Participant list and management of invitations

The interface for listing participants and managing invitations has been finalised.

Its functionalities are described in the User manual (see Annex 1).

2.7 Process information

The interface for providing process information has been finalised. Its functionalities are described in the User manual (see Annex 1).

2.8 Colour and pattern palettes

Colour and pattern palettes for Mapshots and Institutional mappings have been elaborated.

- A typology palette, with equivalent colour. This palette is used to identify different types of areas, e.g. areas with different types of economic specialisation, where different languages are spoken, which are urban, rural or suburban.
- A ranking palette, with different intensity of a colour. This palette is used to express intensities of a phenomenon, e.g. income or unemployment levels, degrees of exposure to a hazard.
- A deviation palette, with different intensities of two colours and, as an option, a “neutral” colour. This palette is used to express deviations from a significant value, e.g. an average, median or zero. One can for example distinguish between areas with positive or negative demographic trends, unemployment above or below the regional average. The neutral category can be used for areas with values close to the chosen average, median or zero value.

Similarly, web app users can select three types of pattern patterns.

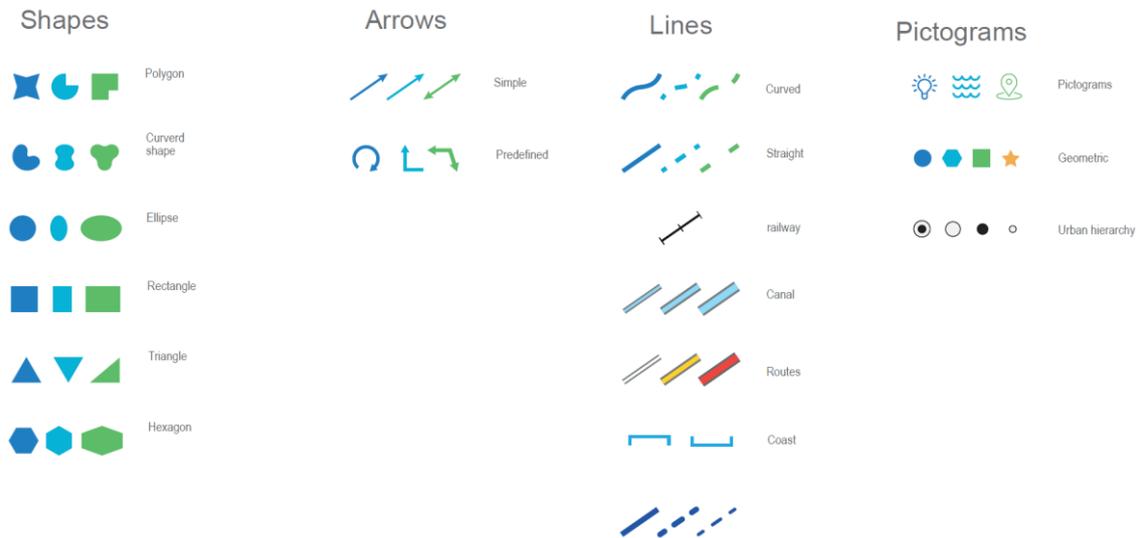
Specific colour and pattern palettes have been elaborated for Institutional mappings.

All colour palettes are described in the User manual (see Annex 1).

2.9 Definition of drawing tools

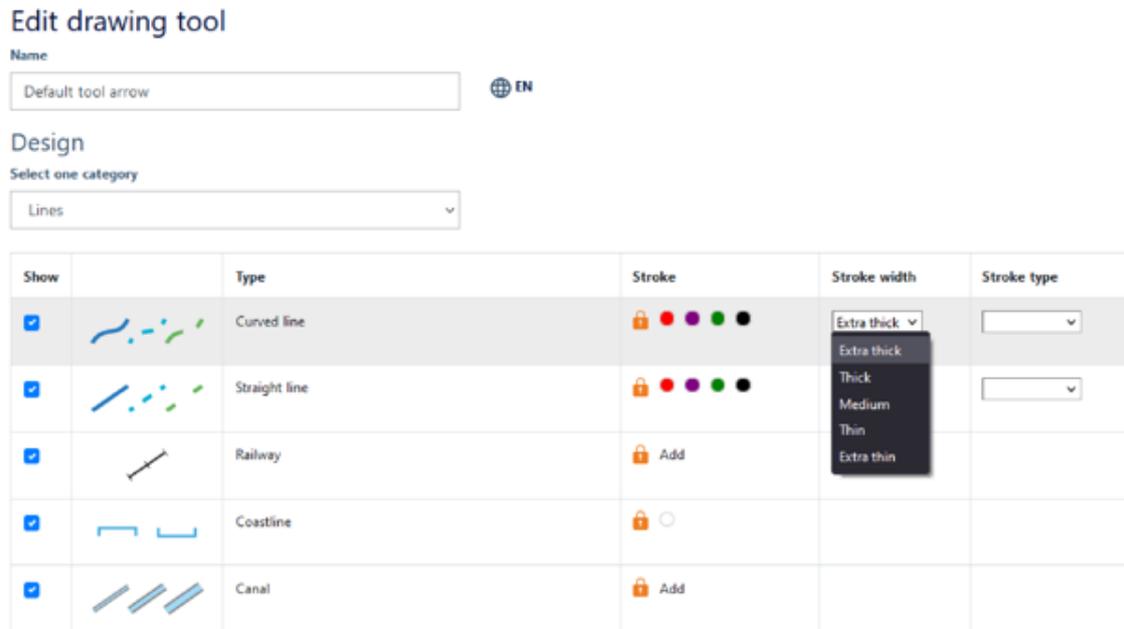
Drawing tool have been further defined, classified and implemented in the web app (see Figure 2)

Figure 2 Overview of drawing tools



The interface for selecting and customizing drawing tools has been finalised (see Figure 3)

Figure 3 Drawing tool customisation interface (line features)



2.10 Predefined layers for Mapshots

Predefined default layers have been implemented:

- For Mapshots
 - Reference area
 - Reference content
 - Urban nodes
 - Points of interest
 - Cooperation rationale
 - Physical features
 - Transport infrastructure
 - Borders /discontinuity / gaps
 - Characterisation with colours
 - Characterisation with hatchings

- For Institutional mappings
 - Reference area
 - Reference content
 - Sub-units of reference area
 - Borders
 - Cooperation rationale
 - Areas of jurisdiction, influence or operation
 - Positions of place-bound actors
 - Networks of place-bound actors
 - Relations
 - Borders /discontinuity / gaps

Each of these predefined layers include a set of by default drawing tools. Facilitators can use these drawing tools as a starting point.

Compared to the draft final delivery, the layer type “reference content” has been added. This is because reference content needs to be included in all pdf exports. It therefore needs to be clearly identified as such.

2.11 Drawing interface

The drawing interface for participants has been finalised. It includes the following functionalities:

- use of the drawing tools customized by the facilitator to complete each assignment.
- change the level of opacity/transparency of individual features or groups of features.
- change interface and process languages.
- switch between “normal drawing mode” and “sketch mode”, to test alternative options without fear of ruining previously drawn features. This option is particularly useful during group work.
- switch between normal view and full screen view of drawing canvas.
- add comments, each of which can be associated to a pin placed on the drawing canvas.
- hide or show the legend.
- edit legend names and remove legend items.

Each of these options and tools are described in further detail in the user manual (see Annex 1).

The feature “Union” and “Explode” functionalities that were presented in the Interim Report have been removed. They were considered potentially confusing to web app users, as they could only be applied once.

2.12 Process overview interface

The process overview interface has been finalised. This interface makes it possible to monitor participant input production “almost” in real time, as long as participants save their inputs regularly. A reminder on the importance of saving regularly appears every time participants access a process.

The process overview interface also makes it possible to lock and unlock layers. The corresponding interface design has been modified. The facilitator selects a set of layers to be locked or unlocked, and the length of delay for this change to be implemented. The minimum delay is 120 seconds. This is because the web app only communicates with the server every 60 seconds, to limit the server load. It can therefore take up to 60 seconds for an instruction from the facilitator to reach the server, and another maximum of 60 seconds for the same instruction to be conveyed by the server to the participants.

Figure 4 Input monitoring interface

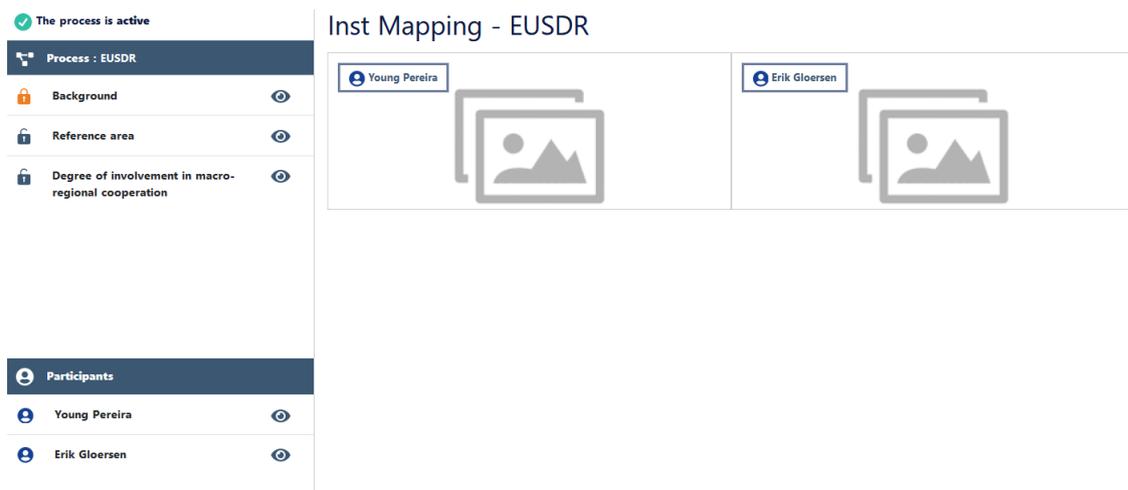


Figure 5 Locking and unlocking layers

Lock and unlock layers

Lorem, ipsum dolor sit amet consectetur adipiscing elit. Sed, et. lure veritatis neque iusto iste molestias placeat nam, minus corrupti deserunt natus quia ipsam.

Current state

| Lock | Layer name |
|------|---|
| | Reference area |
| | Degree of involvement in macro-regional cooperation |

Next state

| Lock | Layer name |
|------|---|
| | Reference area |
| | Degree of involvement in macro-regional cooperation |

Make changes in 2 minutes

Figure 6 Countdown after change of locked/unlocked layers



Figure 8 Layout of pdf export of project overview, consensus solution and participant contributions





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Consensus

PROCESS INFORMATION

Sounding Board meeting test

Cet atelier vise à mieux territorialiser les axes stratégiques et priorités du Schéma de Développement Territorial de la Grande Région (SDTGR) en se focalisant plus particulièrement sur les espaces fonctionnels transfrontaliers de proximité.

| | | |
|---|----------------------------------|--|
| Process name Sounding Board meeting test | Language setting Multilingual | Type of process output Mapshot |
| Facilitator(s) name Erik Gloersen | Language(s) French, German | Process description Cet atelier vise à mieux territorialiser les axes stratégiques et priorités du Schéma de Développement Territorial de la Grande Région (SDTGR) en se focalisant plus particulièrement sur les espaces fonctionnels transfrontaliers de proximité. |

PROCESS PARTICIPANTS

| Name | E-mail | Group Responsibility |
|--------------------|---------------------------------|----------------------|
| Minas Angelidis | angelimi763@gmail.com | None |
| Markus Lambracht | markus.lambracht@fau.de | None |
| Karolis Kincius | karolis.kincius@am.lt | None |
| Cécile COT | cecile.cot@agroparitech.fr | None |
| Tobias Chilla | tobias.chilla@fau.de | None |
| Marco Kellenberger | marco.kellenberger@ara.admin.ch | None |
| Susan Brockett | brockett@online.no | None |

1

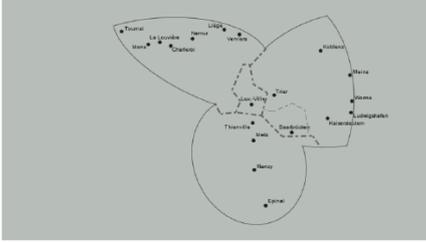




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Consensus



2





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LEGENDS

| | | |
|--------------------------------|---|--|
| Territoire de la Grande Région | 1.1 Pôles urbains | 2.1 Le marché du travail |
| Villes et frontières | 1.2 Polarisation urbaine | 2.2 La consommation |
| | 1.3 Identification des pôles urbains structurants pour la Grande Région | 2.3 Les services d'intérêt général |
| | 1.4a Axes prioritaires | 2.4 La protection des espaces naturels et préservation des ressources naturelles |
| |  Legend name | |
| | 1.4b Goulets d'étranglement | |

3





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Contribution 567

PARTICIPANT

| Name | E-mail | Group Responsibility |
|------------|----------------------------|----------------------|
| Cécile COT | cecile.cot@agroparitech.fr | None |



20

2.15 Administrator module

The Administrator module provides the following components:

- List of users
- List of administrators (accessible to super-administrators only)
- List of processes
- Lists of graphic features, with the possibility of uploading additional ones and deleting existing ones, by type of feature:
 - o Patterns
 - o Colours
 - o Pictograms
 - o Predefined arrows
 - o Geometric points
- Management of language options:
 - o Modifying the list of process languages,
 - o Adding interface languages, or modifying textual elements in the web app.
- Download of spreadsheet with usage data, which can be used to produce usage statistics with the help of Excel pivot tables
- Management of template: display list of templates created by users, validation of templates.

Detailed descriptions of the different functionalities are provided in the administrator user guidance (Annex 2)

3 Organisation of workshops in three test case areas

Three test cases have been implemented:

- the LEADER Mëllerdall region
- Greater Region
- the Alpine region

Discussions with concerned authorities are at an advanced stage for all three cases. They have led to the joint elaboration of a workshop programme in the two former cases. For the Alpine Region, the workshop programme will be finalised during the month of September 2021.

3.1 LEADER Mëllerdall region

The LEADER region Mëllerdall is located in the eastern part of Luxembourg, on the border to Germany. Strengthening regional development is one of the main objectives of the LEADER initiative, which has existed in the region since 2003. Tourism has a long tradition and is economically an important pillar of the region. The Regional Tourism organisation “Mullerthal Region - Luxembourg’s Little Switzerland” works closely with the partners from the sector for the development of a sustainable tourism.

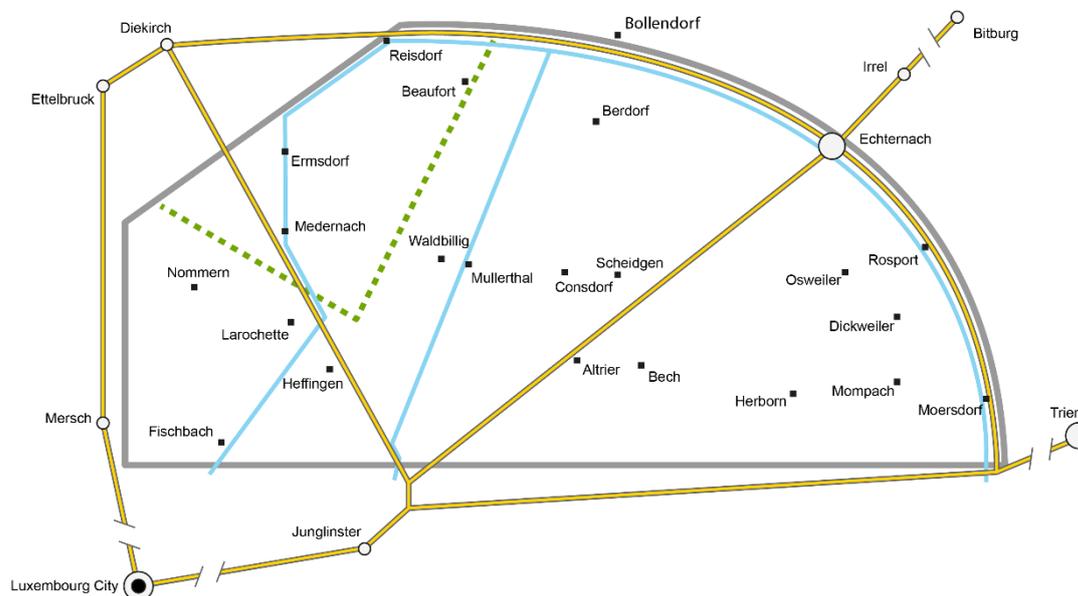
With the creation of the Nature & Geopark Mëllerdall in 2021, another partner has been established, offering many services to develop the region in a sustainable way. Because of the unique geology with e.g. the impressive sandstone rock formations, the region is therefore also in the process of applying for the label UNESCO Global Geoparc. Other important policy areas is the development and marketing of regional products, e.g. in the agricultural sector, and the preservation of the natural and cultural capital.

A single workshop was organised on 15th September 2021 in the evening, with regional and local organisations such as the Regional Tourism organisation, the Natur & Geopark Mëllerdall, federations of producers and other regional initiatives.

The primary objective of the workshop was to explore functional connections, issues and opportunities that bring actor together across municipal boundaries. Second, the workshop sought to identify possible differences in perceptions of the cooperation e.g. between regional institutions based in eastern and western parts of the LEADER region.

Outputs of the workshop, and possible improvements of the web app derived from it, are described in Annex 5.

Figure 9 Preliminary mapshot basis for the Möllerdall LEADER Region



This was the starting point for discussions between participants.

3.2 Greater Region

The Greater Region workshop sought to better territorialise the strategic axes and priorities of the Greater Region Territorial Development Perspective (SDT-GR / REK-GR) by focusing more particularly on the local cross-border functional spaces. This bilingual workshop (German and French with simultaneous translation) was held in virtual format (use of Zoom in parallel with the AC-TAREA web-app) and lasted three hours. Participants were divided in three groups, i.e. a German-speaking group, a French-speaking group and a bilingual group.

The workshop was organised in two main parts:

- **Part 1 - General organisation of the cross-border area.**

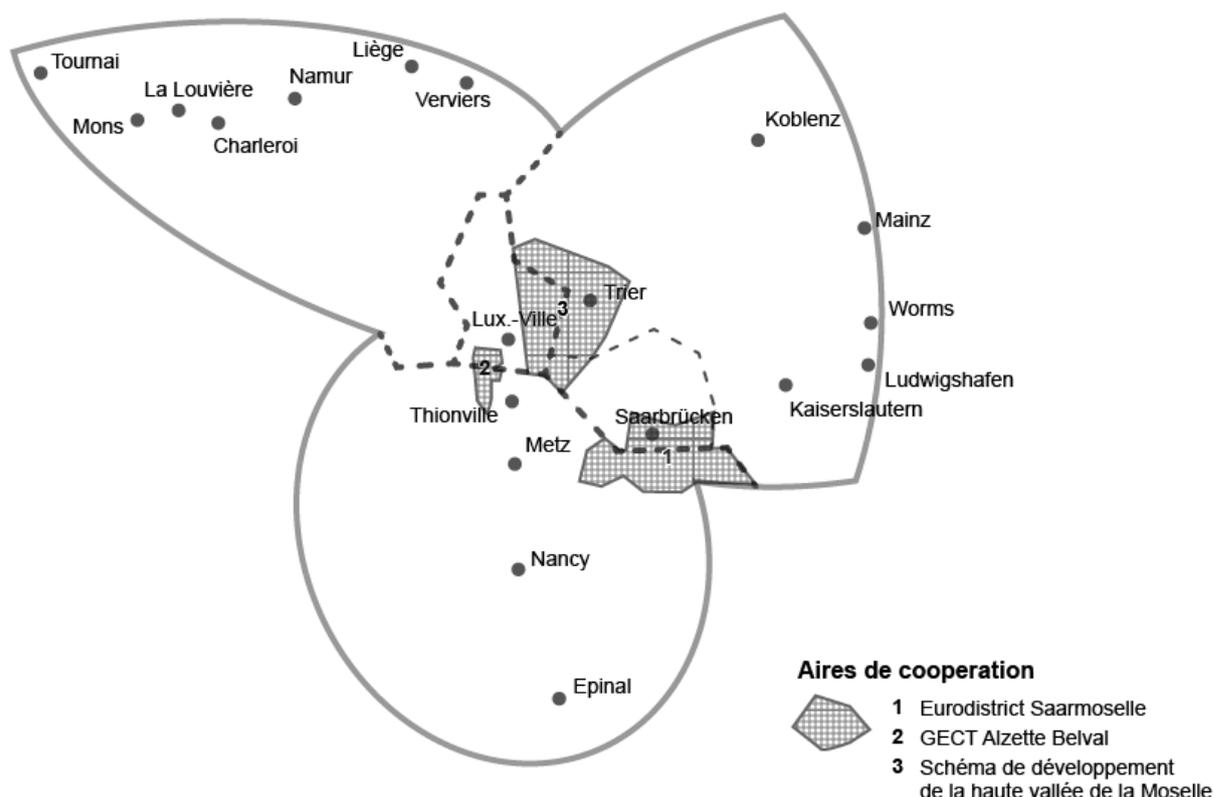
The aim of this stage is to familiarise the participants with the tool through a questionnaire/simple questions. It lays the foundations for the next two parts by identifying the urban centres structuring the cooperation area, the areas polarised (and non-polarised) by these centres and the cross-border issues linked to the major transport routes.

- **Part 2 - Identification of local cross-border functional spaces.**

The exchanges focus on 4 types of functional interdependencies:

- Related to the labour market and commuting ;
- Related to the consumption of material goods and services, including leisure;
- Related to services of general interest (e.g. health, education, energy, water and supply);
- Related to the protection of natural areas.

Figure 10 The Greater Region and current integrated territorial development initiatives at the level of cross-border functional areas



This was the starting point for discussions between participants.

Following the workshop, an invitation to participate in a short online survey was sent to participants. Questions were asked about the functionality, usability and ease of use of the application. In addition, a dialogue with the Luxembourg Ministry of Energy and Spatial Planning helped to collect impressions and specify lessons learnt.

Some main lessons learnt can be highlighted:

- Some of the drawing tools were considered too restrictive by participants, i.e. not allowing sufficient flexibility to draw elements they wished to show (e.g. different types of public transportation, functional relations with arrows rather than through the delineation of functional areas);

- The division in linguistic group generated some issues, as one group did not feel legitimate or knowledgeable enough to draw features across the entire cooperation area;
- The “remote control” functionality of Zoom should have been used to let participants draw features directly. Explaining how features should be drawn to the facilitator was considered cumbersome.

Outputs of the workshop, and possible improvements of the web app derived from it, are further described in Annex 6.

3.3 Alpine Region

The Alpine region is the contact zone of very different cultures, and it is characterised by an enormous territorial complexity. The Alpine regions shows a high density, tradition and diversity of cooperation formats. On the transnational level, the Alpine Convention (AC), the macro-regional strategy for the Alpine Region (EUSALP), and the INTERREG Alpine Space Programme (ASP) are the most prominent cooperation formats (cf. ESPON Alps 2050 Final Report, p. 24).

Currently, the region is in a dynamic phase in two respects: Firstly, spatial development becomes a more explicit topic of the cooperation. In particular, the Alpine Convention has recently mandated a Working Group on Spatial Planning and Sustainable Development and also the EUSALP is addressing spatial development more explicitly. Secondly, the debate on climate change in the Alpine region leads to a series of reflections on what kind of implications this will have in spatial terms. In particular, the Alpine Climate Board and the TA 2030 Pilot Action “Climate Action in Alpine Towns” have to be mentioned. A series of sectoral topics are important in this context, including the challenge of sustainable transport.

The ACTAREA test case built on both these developments. It focused more specifically on the spatial dimension of *Alpine sustainable mobility*.

From a thematic point of view, it is obvious that the Alpine region is a particular region in times of climate change. Due to the morphological situation and particular Alpine climate, the vulnerability is high; at the same time, the organisation of a sustainable transport mode is challenging. Transit flows, regional accessibility, and touristic transport peaks have to be organised in an efficient way. The morphological situation raises technical (and financial) challenges that are not comparable to those in plain areas.

The objective of the Alpine test case was to

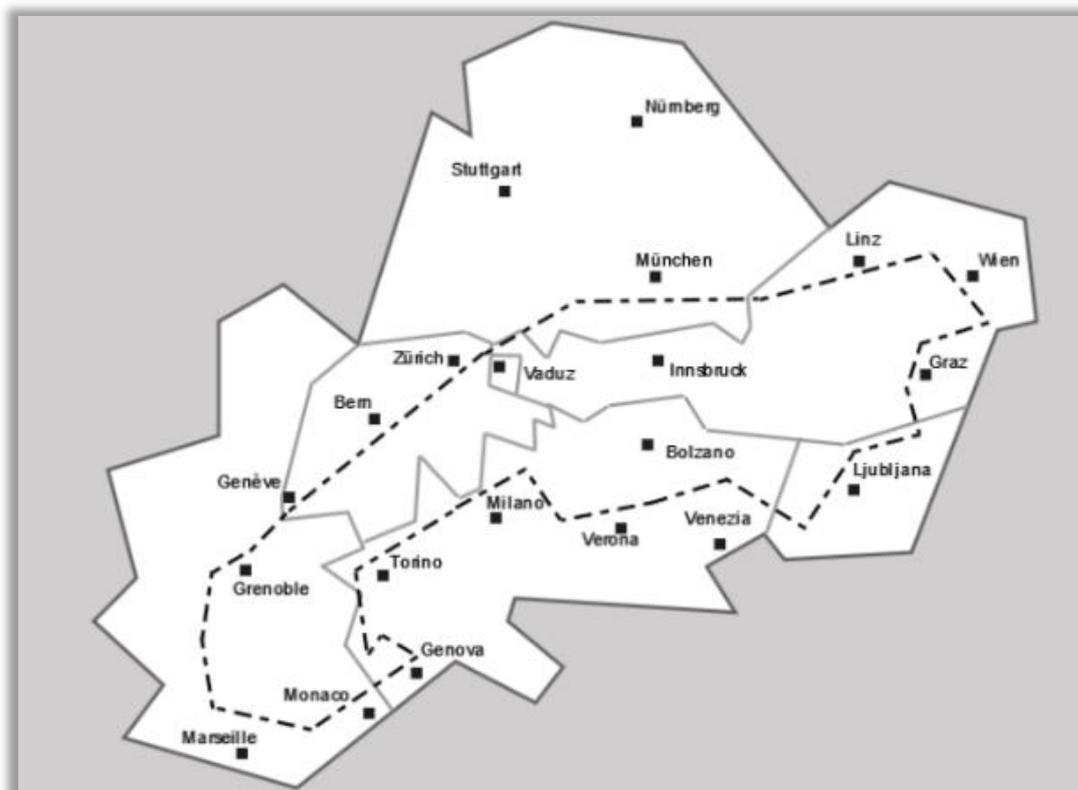
- produce one (or more) schematic cartographic representations that reflect on the spatial dimension of sustainable transport regimes in times of climate change,
- show barriers for cooperation and for sustainable transport infrastructure,
- identify those areas that bear high potentials for the application of sustainability measures,
- embed the sectoral view into an integrated spatial development perspective.

In doing so, the test case had two specific characteristics amongst the ACTAREA test cases:

- Firstly, it targeted a large transnational area,
- Secondly, it started with a sectoral concern and linked it to the integrated spatial development perspective.

The workshop was organised as a virtual workshop with different groups. A first attempt was aborted due to technical difficulties, as the communication between the web app and the server was broken. Participants therefore had to be convened a second time. This second workshop also made it possible to identify and address some technical issues of the web app, especially concerning its capacity to handle multiple parallel inputs and exports. These problems were reported to the developers, who took corrective measures.

Figure 11 Base map for the Alpine ‘Sustainable Mobility’ workshop



This was the starting point for discussions between participants.

Outputs of the workshop, and possible improvements of the web app derived from it, are described in Annex 7. This Annex reflects experiences at the time of the organisation of the workshop. Some examples of issues and needs for improvement that were identified and later addressed can be mentioned:

- The web app was functioning too slowly when there were multiple users and numerous drawing inputs. This was addressed by changing settings in the Fabric.js framework which is used to render the drawings in the canva, In addition, a refactor (re-coding) on the backend side of the web app was carried out to make it faster. Finally, infrastructure settings were amended to increase the data limit between the browser and the server, to accommodate larger final drawings.
- The password reset did not function correctly. This was addressed by the developers after the workshop.
- Invitation mails tend to be stopped by spam filters. The invitation acceptance flow was modified to make it possible to accept invitation independently of invitation mails, i.e. by registering and logging in with the same email as the one used in the list of participants. Furthermore, the use of Gmail aliases was introduced. This makes it possible to include participants that have not registered, just by sending them a login and password defined by the facilitator.
- Some of the consensus map functionalities were not considered sufficiently user-friendly. Improvements were made to address them, e.g. by providing a dedicated set of “facilitator drawing tools”.
- The pdf exports with process inputs and synthesis results were of insufficient quality. This was addressed by increasing the resolution. As the generation of high resolution can take a long time, the “generation” and “download” functionalities were dissociated. The pdf layout was also adjusted.

Outputs of the workshop, and possible improvements of the web app derived from it, are further described in Annex 7.

4 Update on progress on the production of user guidance and promotional material

4.1 Guidance material

The User guide is annexed to the present report (see Annex 1). It primarily targets process facilitators.

Two guidance sheets have been elaborated (see Annex 2):

- One guidance sheet for facilitators;
- One guidance sheet participants.

4.2 Presentation leaflet

The presentation leaflet is designed to be printed double-sided:

- The front page is designed to attract attention and generate curiosity:
 - o Actarea logo,
 - o One-sentenced description: “The online drawing tool for collaborative approaches to territorial development”,
 - o Logos symbolising exchanges, generation of new ideas, consensus, European Union,
 - o Picture of persons in a workshop situation,
 - o Quote: “There are those who follow maps, and those who make them”.
- The second pages provide s information on context in which the ESPON ACTAREA can be useful (territorial cooperation), added-value in a collaborative process, way of functioning, types of outputs (Mapshots and Institutional mappings) and URL to get started.

The ESPON logo appears on both sides of the leaflet. ESPON corporate colours have been used, but combined in a different way to stand out in comparison with e.g. ESPON reports.

The leaflet is expected to be printed and disseminated at events.

4.3 Contextual help - tooltips

Contextual help (“tooltips” help at specific points in the use of the web app. Dedicated icons signify locations where such help is available (Figure 12). Short contextual help (‘tooltips’) will appear by hovering over this icon with the mouse point, as shown in Figure 13. Long explanatory texts can be accessed by clicking on URLs within the tooltip. These longer explanatory texts remain to be produced.

Figure 12 Information links to access contextual help

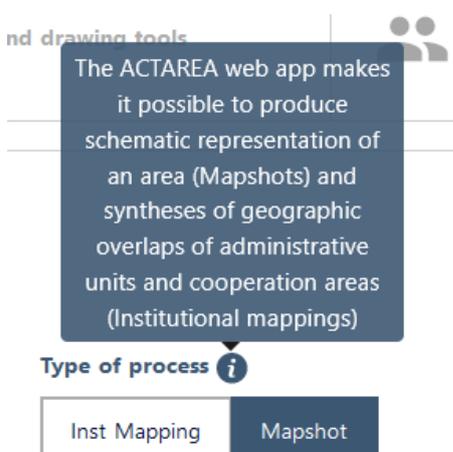
The screenshot shows a form titled "Process information" with several fields and buttons. Each field has a small information icon (i) next to its label:

- Name of the process**: A text input field.
- Type of process**: A button group with "Inst Mapping" and "Mapshot".
- Process description**: A large text area.
- Name(s) of facilitator(s)**: A text input field.
- Language setting**: A button group with "Monolingual" and "Multilingual".

Below the form, there are two checkboxes with associated text:

- The ESPON EGTC may use selected information on how the web app is used to improve its design. This information will be anonymous and will not be shared with third parties unless written approval is obtained from the process facilitator. Please tick this box if you do not wish to share information pertaining to your process with ESPON EGTC.
- Generate a publicly available template on the basis of this process setup

Figure 13 Example of tooltip



4.4 Outreach activities

The following outreach activities have been organised:

- A webinar on 12th May 2022, with around 20 effective participants. The video recording of this webinar is posted on the dedicated Youtube channel.
- A presentation during the June 2022 ESPON Seminar in Lille, With around 10 participants.

Both events pursued the following objectives:

- To describe the objectives pursued with the elaboration of the ESPON ACTAREA web app, and its domain of application. This is primarily participative processes in the context of soft territorial cooperation. How, the web application may also be used for educational purposes, and to add a territorial dimension in dialogues with a sectoral development perspective (e.g. location of resources and hubs for the development of a specific type of economic activity).
- To present the principles of functioning of the web app and its capabilities.
- To show how a web application process can be set up, with concrete examples good practices.
- To demonstrate how the web application functions, on the basis of a practical and simple exercise in which the participants could use the tool in practice. Depending on the number of participants, they may either be invited to participate in a simple process designed for demonstration processes, or observe the functioning of such a simple process from the facilitator and participant points of view. In the latter case, a few webinar participants will be invited to provide the actual inputs.

The webinar was organised in two parts:

- A first general introduction to the tool (20-30 minutes)
- A more detailed and technical presentation of how it works (1h30-1h40 minutes)
- The webinar was organised in two parts:

During the presentation in Lille, participants were invited to provide inputs to a demonstration workshop process. In a second step, the way in which this workshop process had been set up was briefly presented.

Participants at both events expressed great interest in the web app. There were lively exchanges on its potential uses.

The ACTAREA web app sounding board members and selected ESPON Contact Points have disseminated information about the web app to their networks. Information about the web app has also been posted on the Facebook channel of the “Art of Hosting” process facilitator network.

Additional information about the web app will be disseminated once language versions are finalised. Messages to raise interest in the tool will be prepared for dissemination on social media, i.e. Twitter, LinkedIn and Facebook accounts. These messages can be disseminated on ESPON accounts, but also on accounts of all other institutions and organisations seeking to promote participative approaches.

Annex: Final list of process languages

The final list of process languages includes European languages only. ISO639 codes are used. Each language is designated using language name used by native speakers as designation for their language (autoglottonyms). Languages are sorted alphabetically on the basis of the Latin transcripts of these autoglottonyms.

| ISO 639 | Autoglottonym | Latin transcript (for sorting) |
|---------|---|--------------------------------|
| az | Azərbaycan dili - آذربایجان دلی - Азәрбајчан дили | Azerbaijani |
| bar | Bairisch | Bairisch |
| bg | Български | Bǎlgarski |
| be | Беларуская мова | Bielaruskaja mova |
| bs | Bosanski - Босански | Bosanski |
| ca | Català | Català |
| cnr | Црногорски | Crnogorski |
| cs | Čeština | Czech |
| da | Dansk | Dansk |
| de | Deutsch | Deutsch |
| et | Eesti keel | Eesti keel |
| el | ελληνικά | Elinika |
| en | English | English |
| es | Español | Español |
| fr | Français | Français |
| ga | Gaeilge | Gaeilge |
| hr | Hrvatski | Hrvatski |
| os | ирон æвзаг - дигорон æвзаг | Iron ævzag |
| is | Íslenska | Íslenska |
| it | Italiano | Italiano |
| lv | Latviešu valoda | Latviešu valoda |
| lb | Lëtzebuergesch | Lëtzebuergesch |
| lt | Lietuvių kalba | Lietuvių kalba |
| ro | Limba română | Limba română |
| hu | Magyar | Magyar |
| mk | македонски | Makedonski jazik |
| mt | Malti | Malti |
| nl | Nederlands | Nederlands |
| no | Norsk | Norsk |
| nb | Norsk - bokmål | Norsk - bokmål |
| nn | Norsk - nynorsk | Norsk - nynorsk |
| pl | Polski | Polski |
| pt | Português | Português |
| kk | Қазақ тілі - қазақша - | Qazaq tili - Qazaqsha |
| roh | Rumantsch | Rumantsch |
| ru | Русский язык | Russkiy yazyk |
| se | Saami | Saami |
| sq | Shqip | Shqip |
| sk | Slovenčina | Slovenčina |
| sl | Slovenščina | Slovenščina |
| sr | Српски језик | Srpski jezik |
| fi | Suomi | Suomi |
| sv | Svenska | Svenska |
| tr | Türkçe | Türkçe |
| uk | Українська мова | Ukrayins'ka mova |



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Disclaimer

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