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PILOT ACTION GUIDE

PROMEA

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1 Executive Summary

The 'Pilot Action Guide' (current document) was developed by PROMEA in the context of the BIOWIND project. The aim of the document is to assist pilot partners in preparing and implementing the pilot testing of the dual consultation scheme, which includes online consultation sessions using the Wind4Bio tool and onsite consultation workshops. The document provides information and material regarding the pilot objectives, stages of implementation, planning requirements, target groups, and evaluation of the pilot action.

In detail, the document includes:

- An introductory section, outlining the purpose and the context of the pilot action.
- An overview of the pilot action, which outlines the rationale behind the pilot activity (dual consultation approach), the aim and objectives, the expected impact and a brief description of the pilot activity.
- A description of the stages of the pilot action, as set out in the AF, and the relevant steps to be followed by partners.
- A section compiling all useful information and guidelines for the online consultation session, including an overview of the process, detailed guidance on identifying wind energy designated areas, a presentation of the Wind4Bio platform features and customisation options, preparatory actions for setting up the platform, target group identification, methods for stakeholder identification and tips for managing the platform during the consultation process.
- A section providing guidelines for the onsite consultation workshops, including an overview of the workshops, guidance on selecting venues and developing workshop agendas, methods for stakeholder analysis, techniques for conflict prevention, and management during discussions.
- A section focusing on the evaluation and documentation of the pilot action, presenting the evaluation criteria that can be used for assessing the dual consultation approach and steps for partners to develop a summary report.
- The Annex, including templates and tools to assist partners in implementing the pilot activity.

2 Introduction

Increasing renewable energy sources, is fundamental to achieving climate neutrality, thus phasing out fossil fuels which have detrimental impact both on the environment and public health. Among the current, wind energy has the considerable advantages in terms of continuous energy generation, cost-effectiveness, space efficiency, and overall technological maturity to support the scale up. However, social opposition constitutes an inhibiting factor for the proliferation of wind energy. Hence, mainstreaming public consultation with wind farm constructors and operators, biodiversity experts, local community and civil society as a prerequisite to successfully permitting wind energy projects is a policy measure that secures social acceptance and the well-being of ecosystems (Bouras et al., 2023). Yet, the lack of well-established public consultation frameworks and validated consultation approaches and supportive tools hinders authorities from implementing effective public consultations.

In this context, the BIOWIND project plans to pilot a consultation approach to extract insights and support broader adoption. This approach was inspired by the UTOPIA consultation method - recognised by the IE Program as a good practice for facilitating participatory energy planning, consensus building, and reducing local opposition. The UTOPIA consultation method developed in the context of INSPIRE-Grid project, involved using a web GIS-based application and consultation sessions conducted in person to enable local communities express their concerns and preferences on specific routes for the development of electricity grid in their regions. Similarly, the BIOWIND consultation approach will first involve stakeholders in an online consultation session via the Wind4Bio online platform, followed by onsite consultations during a two-day workshop. The Wind4Bio platform is a web-based tool developed in the context of Wind4Bio EUKI project to facilitate public participation in wind energy planning.

3 Overview of the pilot action

3.1 Pilot activity: the rationale behind the pilot activity

The pilot activity will facilitate public participation in wind planning through the dual phase consultation scheme. Increasing public participation in decision-making processes contributes to the legitimation of decision-making ensuring trust, transparency and accountability. Participants in public consultations perceive that their concerns and viewpoints are considered, and decision-makers clarify their choices, thus the process is perceived to be more just and transparent. Moreover, the public participation in consultation sessions consists of a democratic practice which facilitates informed decision making, promotes inclusion and active citizenship, and reinforces collective ownership (Higgs et al., 2008). Greece and Latvia require public consultation as part of the wind project permitting process; however, discrepancies in implementation create challenges that hinder the expansion of wind energy.

As regards Greece, the 'RES Institutional Framework' was established to promote the development of renewable energy projects. Although the framework mandates the conduction of public consultation, this is only stipulated in step 2 of the permitting process, which involves the issuance of a 'Decision on the approval of environmental conditions. This step, in turn requires the prior completion of an environmental impact assessment. Conducting public consultation from the beginning of the process would allow wind energy project developers to gain public insights -among others on site selection, thereby better prepare their plans, and potentially save both time and money. Accordingly, regional authorities involved in the process can allocate time and resources more effectively to projects that are feasible in terms of social acceptance, thus increasing the approval rate of wind energy applications and contributing to the achievement of RES targets.

Similarly, the Latvian institutional framework governing the wind project permitting process mandates public consultation at multiple stages, including the preliminary assessment, the environmental impact assessment, and the revision of spatial planning. This revision, coordinated by municipalities, is necessary if the proposed site falls outside the areas designated for wind energy projects in the existing spatial plan. However, fragmented consultations across multiple stages result in time-consuming permitting procedures. Project developers often delay the environmental impact assessment until the spatial plan amendment consultation yields a favourable outcome, as a cost-saving measure. Conducting a comprehensive consultation at earlier stages, addressing both spatial planning and environmental impacts, could streamline the process and improve efficiency.

3.2 Pilot activity: aim and objectives

The aim of the pilot activity is to assess the effectiveness, added value, and applicability of the dual consultation scheme - employing the Wind4Bio tool - at the regional level, with a view to improving the existing public participation schemes in wind energy planning.
The pilot action also serves the following objectives:

- Improve public participation in renewable energy planning, following an 'Inform-Involve-Empower' approach in the decision-making process.
- Enhance the social acceptance of the upcoming wind energy projects in the pilot regions.
- Increase the capacity of the pilot partners to effectively implement participatory community engagement techniques for RES planning.
- Inspire other BIOWIND partners to adopt public participation schemes in wind energy planning.

3.3 Pilot activity: expected impact

The Region of Western Greece could deploy lessons learnt from the pilot testing to effectively allocate funds from the 'ROP Western Greece 2021-2027' programme to projects that enhance stakeholder consultation and implement direct engagement mechanisms, ensuring citizen participation in wind energy planning. In line with this goal, the Zemgale Planning Region could allocate funds from the 'Zemgale Planning Region Development Programme 2021–2027' to projects promoting energy efficiency and renewable energy production that actively involve civil society and community groups in spatial planning and consultation on wind projects.

3.4 Pilot activity: brief description

As stated, the pilot action will be locally implemented by two BIOWIND partners, namely the **Region of Western Greece** (RWG) in Western Greece and the **Zemgale Planning Region** (ZPR) in Zemgale Latvia. The employed consultation scheme comprises **two distinct phases**.

The first phase involves using an online platform as a consultation tool (the Wind4Bbio tool), enabling local communities to a) acquire an overview of the proposed wind energy project sites and understand interactions between energy infrastructures, built environment, populated areas, landmarks and biodiversity hot spots b) express their perspectives on the demarcation of wind energy project sites, c) engage local stakeholders in open discussions on the suitability of these sites, and d) vote the 2 most qualified sites for wind energy parks.

Over the course of approximately two months, this process will lead to identifying 2 top choices, reflecting the consensus and preferences of the community.

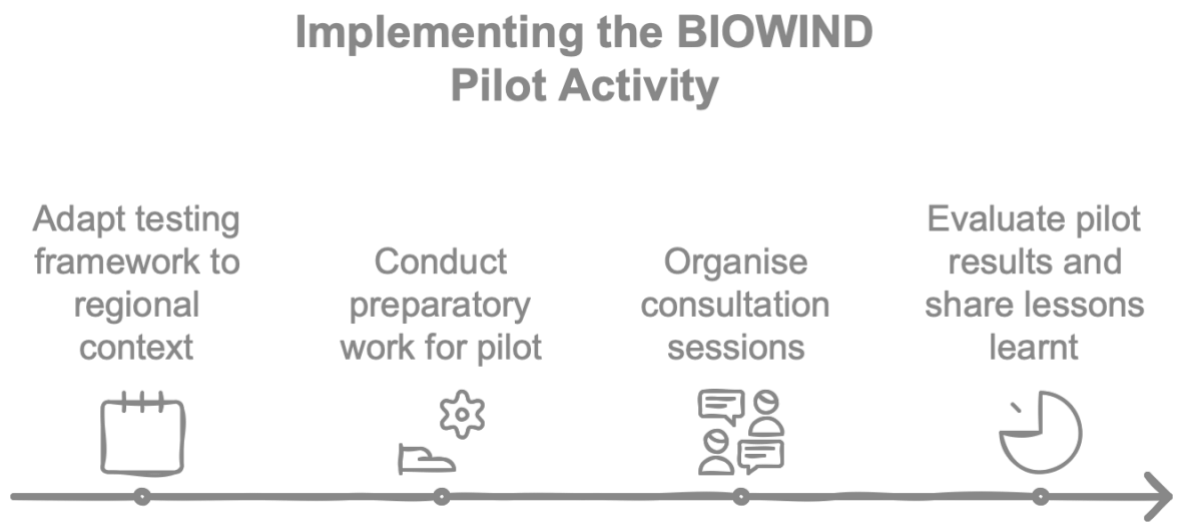
The second pilot phase involves organising onsite consultation sessions with representatives from the four key stakeholders' groups, specifically public authorities, wind energy companies, environmental organisations, and citizens, including opposing groups. Each partner will organise 2 consultation meetings, one for each of the two highest-rated sites in the format of a two-day workshop. These workshops aim to address biodiversity issues and support pilot partners improving the procedures related to spatial and maritime planning to promote environmentally sustainable and socially acceptable wind energy solutions in their regions.

4 Stages of the pilot action and key actions for partners

The pilot activity is structured in three phases, as depicted in the following figure:

- The **pre-testing phase** with the development of the current guide and the adaptation of the testing framework to the regional context of pilot partners,
- The **pilot phase** with **preparatory work**, and the **actual organisation** of consultation sessions both in online and onsite format, and
- The **evaluation** of pilot testing results and the diffusion of lessons learnt within the partnership.

Figure 1. BIOWIND pilot activity



Pre-testing phase

During the pre-testing phase, PROMEA will develop a guide (present document) to assist pilot partners in adapting the testing framework to their territorial context. RWG and ZPR will study the guide and provide feedback on potential challenges and risks with regards to the preparation and implementation of the online and onsite consultation sessions. Afterwards, each pilot partner will develop a roadmap, serving as an operational plan for the local implementation of the activity. The roadmap will provide an overview of the current state of play regarding the wind sites selected for consultation, present the timeline, list specific tasks to be implemented, define the stakeholder groups and individuals to be involved, describe the allocation of resources for the pilot activity, and include the risk mitigation strategies to be applied.

Pilot phase

The pilot phase includes the preparatory work and the actual organisation of the online and onsite consultation sessions. During the pilot phase, RWG and ZPR are expected to implement the following tasks:

Preparatory tasks:

- Identify 4-5 designated areas for wind power installations based on existing spatial and maritime plans in their regions.
- Seek and collect all information relevant to the identified designated sites such as the Environmental Impact Assessments (EIA), studies and reports on biodiversity sensitive areas and protected species.
- Organise and conduct a training seminar for 4-5 staff members of their organisation to inform them about the territorial context of play, the use and features of the Wind4Bio tool and on how to support the online consultation sessions.
- Develop the communication action plan indicating specific targets, activities and their timeline, as well as channels to communicate the dual phase consultation and ensure high participation and engagement in both phases.
- Customise the online tool.
- Select venues located near the designated wind energy site.
- Identify, analyse, and develop management strategies for all relevant stakeholders within their areas, including key target groups such as public authorities, citizens, environmental NGOs, wind energy project developers, and actors and businesses in the local economy.
- Develop the agenda for the onsite consultation workshops.
- Invite the stakeholders, providing all necessary information including logistics.

Organisation of the online and onsite consultation:

- Conduct the **online consultation** for 2-3 months and ask participants to share their thoughts, vote for the two most suitable wind park sites, and provide them with the online consultation evaluation form for stakeholders.
- Implement the **onsite consultation** meetings in the format of a two-day workshop for each of the two selected sites and share the onsite consultation evaluation form for stakeholders with the participants.
- Complete the dual phase consultation scheme evaluation form for pilot partners.

Evaluation

In this phase, partners are expected to analyse the responses of the online and onsite evaluation forms and draft a lessons learnt report. This report should capture all insights gained from the pilot activity implementation and outline the outcomes and conclusions, including an assessment of the overall effectiveness of the dual consultation scheme. In addition, the report will include recommendations for relevant improvements in their policy instruments and guidelines for scaling up the pilot action across all BIOWIND regions.

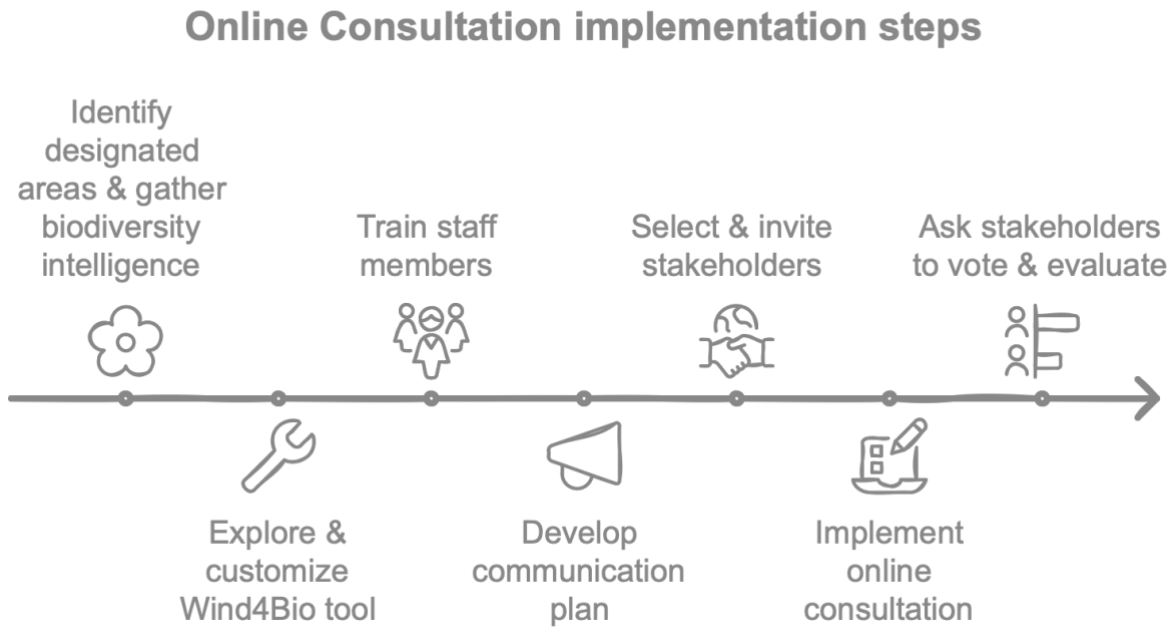
5 Online consultation session

5.1 Overview of the online consultation session

ZPR and RWG, as pilot partners, are tasked with organising an online consultation session using the Wind4Bio tool to pinpoint 4-5 proposed locations on the map for wind energy parks. Using evidence collected on the proposed locations for wind energy parks, along with materials provided by stakeholders - such as wind energy project developers and environmental NGOs - about the status of each designated site, they will create discussion threads in the forum section to reflect the consultation topics.

The online consultation will last for a duration of 2-3 months. All stakeholders representing the key target groups that will be identified by the partners will be invited to participate in the online consultation session. During this period, ZPR's and RWG's trained staff will oversee the process, respond to participants' inquiries, provide helpdesk support to resolve technical issues, and manage users' accounts. The trained staff will be responsible for ensuring that all participants submit their preferences on wind site demarcation through the online poll and provide feedback on the overall process by completing the online consultation evaluation form for stakeholders.

Figure 2. Online consultation implementation steps



Partners are encouraged to conduct the online consultation session in their national language to achieve increased participation. The online consultation session will result in the identification of two wind sites that receive the most votes from stakeholders through the online

poll. Stakeholders associated with these sites, including those who have expressed strong concerns or opposition to the development of the wind park, will be invited to the onsite two-day consultation sessions, with each session conducted for a specific site.

5.2 Identification of wind energy designated areas

Pilot partners will be informed - otherwise, they will seek information - about upcoming wind park developments through the following:

a) Submitted planning applications,
b) Requests for revisions of existing spatial plans submitted in their region[1],
c) Tools used to inform the public about sites proposed for RES installations[2],
d) Environmental impact assessments under review, and
e) Contacting pertinent bodies involved in wind energy planning, such as local authorities, environmental agencies, and national authorities.

This will allow partners to attain an overview of the wind park planning in their region and select 4-5 sites, assuming information is available on more than 5 wind parks.

If more than 5 wind energy designated areas are identified, partners may prioritise areas with the greatest expected impact based on their location, size and wind energy capacity, such as:

a) Areas close to nature-protected zones, or bird migration routes,
b) Areas near residential zones,
c) Pre-approved areas for wind projects based on regional or national strategic plans,
d) Areas attracting several applications, and
e) Areas with high wind potential

[1] The installation of wind turbines in Latvia is governed by the Latvian Cabinet of Ministers' Regulation No. 240, titled "General Regulations for the Planning, Use, and Building of the Territory." This regulation outlines the permitted locations for wind turbines and the required distances from other objects or buildings. According to Article 161, wind power plants with a capacity exceeding 20 kW may be situated in industrial areas, technical areas, agricultural areas, and forest areas, provided they comply with the conditions specified in the spatial plan (General Regulations for the Planning, Use, and Building of the Territory, 2013). Article 162 states that spatial or local plans may designate areas where the construction of wind power plants is prohibited (General Regulations for the Planning, Use, and Building of the Territory, 2013). If the construction of wind power plants is not allowed under these provisions, modifications to the municipality's detailed plan are required.

[2] The Regulatory Authority for Energy (RAE) of Greece developed a GIS web application, providing spatial information and mapping services related to energy infrastructure, RES and other relevant geographical data, complying with the EC INSPIRE Directive. INSPIRE Directive promotes the establishment of an infrastructure in the European community to support EU environmental policies and activities that may have an impact on the environment. As regulated by the RES Institutional Framework, individuals and parties interested in submitting an application for the issuance of a 'Certificate of Producer' in the regional authority, which constitutes the first step in the wind energy permitting process, are required to register their site on this platform.

According to the documentation related to wind project applications, partners can gather information on some of the following criteria commonly used to assess the suitability of areas for hosting wind parks: a) wind potential and distribution, b) access to power grid, c) environmental impact, d) topography features, e) distance from urban areas, f) land use and regulatory compliance, g) cost factors, and h) infrastructure access (e.g., roads for onshore wind energy projects). Attaining a thorough understanding of the environmental impact assessments of the wind energy designated areas, where available, will be crucial for partners to organise and implement the online and onsite consultation sessions.

5.3 Key features of Wind4Bio online consultation platform

The Wind4Bio online consultation tool is a platform designed to facilitate communication between environmental organisations and civil society groups. Its main goal is to address public concerns related to wind farm projects, by providing a platform for stakeholders to share information, discuss potential impacts, and collaborate on solutions.

The main page features a map that highlights designated wind energy sites, or areas that can be marked. It also displays the wind turbines for each farm, represented by red pins. When a user selects a site of interest, a pop-up window provides an overview of the site's biodiversity status through external links that redirect the user to the respective thematic information. If the user is registered as a member, they can click the *'Go to the Forum'* button to be transferred to the forum section, where a dedicated section for the selected site lists various topics for discussion[3]. The main page, apart from the map, displays the '*Community*', '*Register*', '*Log in'*, and *'Language*' buttons to help the user navigate in the platform.

The platform supports three distinct user roles: a) member, b) creator and c) admin, to ensure functionality and efficiency. **Members** are able to 1) use the functions of the platform provided that they are registered and 2) participate in discussion forums by either creating or contributing to threads within the current forums. Unlike members, **creators** can 1) demarcate wind parks and pin wind turbines on map and 2) edit or delete wind parks and related biodiversity information only in wind parks created by themselves. Finally, **admins** additional to all functions of members and creators can 1) create, edit and delete user accounts, 2) add, edit, and delete biodiversity information to all wind parks, and 3) open and manage forum

[3] Partners are strongly encouraged to inform stakeholders willing to participate in the online public consultation that they must register as *Members* in the platform, in order to be able to participate in the discussion forums.

threads. The Wind4Bio tool supports multiple languages including the national ones of the pilot partners, in specific Latvian and Greek.

By clicking the 'Community' button, the user is redirected to the discussion forum section, where all demarcated wind farms are listed by name. When a user selects a specific wind farm, they are taken to that farm's dedicated forum discussion. In this section, different discussion topics are listed as threads. All users can create new threads and posts to contribute to existing discussions. Additionally, admins can create separate forums for general discussions, providing users with information on the online consultation process, the 'Code of Conduct,' and the helpdesk, and can pin the relevant evaluation form. The platform also allows all users to select their favourite threads by clicking a heart, which moves them to the top of the list.

Detailed information regarding the functionality and use of the Wind4Bio online consultation platform can be found here.

5.4 Customisation of the platform and preparatory actions

Partners are required to customise the platform well in advance of the official launch of the online consultation to provide an informative, organised, and engaging environment for participating stakeholders. To this end, partners are expected to **mark the 4-5 wind parks** (and the wind turbines) in their region on the map, name them, and accordingly adapt their **'Biodiversity information'** window by uploading all relevant informative documents, such as the Environmental Impact Assessment report, developed for each specific site.

In the forum section, there will be a general thread dedicated to providing guidelines to participants, and thematic threads where participants can discuss topics and share information. Based on the information gathered during desk research and communication with stakeholders, partners will customise the discussion forums for the marked wind parks. Within each wind park's forum, they will create a thread for each topic related to the park's specific characteristics, depending on the discussion themes, such as grid infrastructure, distance from urban areas, biodiversity hotspots, and protected or native species. This task requires partners to develop a clear understanding of the territorial context, with a focus on biodiversity-sensitive areas and species, as well as the potential stances and informational needs of stakeholders regarding wind park development in these regions. Indicative topics can be tailored to the specific characteristics of each wind park site. For example, a biodiversity-related topic might focus on a specific bird species, such as *Aquila chrysaetos (Golden Eagle) Nest/Habitat*, with posts providing information on its conservation status (e.g., protected or

endangered) and referencing relevant studies and reports about the species. This approach will facilitate participants to provide their feedback on specific topics and acquire a clear understanding of various aspects of a topic, while also enable pilot partners to follow the forum discussions and intervene to provide clarifications.

To facilitate the smooth implementation of the consultation process, partners need to establish a dedicated discussion forum and provide clear guidelines on how stakeholders can participate in the online consultation. These guidelines could be presented in the form of Terms of Use and/or a Code of Conduct. Since the platform does not provide a helpdesk function to allow direct communication between users and admins which is necessary for resolving technical issues that may arise, partners are encouraged to implement a workaround. In specific, they may create a discussion forum titled 'Helpdesk' and provide contact details, including email and or phone number(s) that users can contact them in case they need technical support.

To decide on the two most appropriate sites for the development of wind energy parks, partners are encouraged to **create a poll** on an external website, listing the wind parks and ask participants to select the two parks that are most qualified in terms of having the least impact on local biodiversity. Partners have two options for incorporating the online poll link: either a) embed it in the 'Survey form' button displayed in the 'Biodiversity information' pop-up window of all marked wind parks, or b) create a dedicated discussion thread and integrate the poll there, along with providing guidelines. Accordingly, partners can **develop an online evaluation form** in their own language, based on the stakeholder consultation form provided in the annex of this document (Online consultation evaluation form for stakeholders), and create a dedicated discussion forum to integrate the link and provide guidelines.

The online consultation platform keeps personal data of users, particularly their names and email addresses, as well as the posts they create in the discussion forums. To ensure compliance with the GDPR Directive (EU Regulation 2016/679), partners must accordingly adapt and publish the '**Privacy Policy**' on the platform. The Privacy Policy must explicitly describe how the personal data of registered users will be used and indicate who the data controller is that users can contact if they wish to retrieve or delete their personal data. To this end, a Privacy Policy template can be found in the annex (Privacy Policy template).

5.5 Stakeholder management

Stakeholder management is the process of identifying, analysing and engaging with individuals, groups or organisations that have an interest in or are affected by a project or an initiative(Mitchell, 1997). The overall goal of stakeholder management process is to positively influence stakeholders over a project or initiatives by addressing their needs and concerns and providing clear information about it. To this end, partners are expected to identify stakeholders, analyse their profiles, and engage with them.

Stakeholder identification involves conducting a mapping of key target groups, from which the stakeholders relevant to the development of wind energy projects in specific regions will be identified and applying stakeholder identification methods to track them. To this end, the following sections provide a) an overview of the key stakeholder target groups and stakeholder identification methods.

5.5.1 Stakeholder target groups

It is recommended to include a wide range of target groups during public consultation for wind energy projects to ensure diverse perspectives, address concerns and promote inclusivity (Rosario & Han, 2008). Partners are encouraged to identify and involve in the public consultation representatives from the key groups that are listed below and represent the locality-dependent and interest-related stakeholders of the BIOWIND pilot activity (Figure 3):

- **Public authorities**.

Public authorities across all levels influence the regulatory framework that governs wind energy projects including zoning regulations, environmental standards and permitting processes. They are directly involved in wind energy permitting and assessment procedures, thus can provide valuable insights into the implementation and impact of wind energy projects. Their involvement can also facilitate feedback collection from local communities and stakeholders, enabling the refinement of wind energy policies to better align with social and environmental priorities. In addition, public authorities oversee critical infrastructure maintenance, such as the power grid, which is essential for supporting wind energy operations. They also have the capacity to integrate aspects of pilot projects into their practices, enhancing regulatory approaches and promoting innovative solutions. For instance, relevant authorities may include ministries responsible for environment, spatial planning, and climate change, as well as environmental agencies and regional planning authorities. In pilot partners' countries, public authorities play a major role in wind energy permitting. Municipalities in Latvia oversee the revision of spatial plans, determining whether proposed

wind projects are approved for the next step or are halted. Similarly, regional authorities in Greece are involved in multiple stages of the permitting process and engage the public by publishing environmental impact assessments for proposed projects. By participating in pilot initiatives, these authorities can strengthen their policies, improve stakeholder engagement, and explore ways to integrate innovative practices.

- **Wind energy companies /operators/ developers involved in the identified sites.**

Wind energy companies are key players in advancing wind energy projects since they invest, design, construct, manage operations and maintain the infrastructure of both onshore and offshore wind farms. To develop projects, wind energy companies identify suitable sites for wind farms, conduct feasibility studies, and follow the permitting process as set by the responsible authorities. In addition, wind energy project developers can support local wind energy communities to sell the excess energy produced and potentially provide their expertise or facilitate their access to funding. Due to their involvement in the above -mentioned activities, wind energy project developers, designing wind farms in the pilot regions can contribute to address citizens inquiries on issues pertaining to project timeline, construction plan, expected energy output and job opportunities or other benefits for the local community.

- **Environmental organisations (NGOs).**

Environmental organisations active in biodiversity conservation and the protection of specific wildlife or native species, and experienced in civil society dialogue, are a key target group for the public consultation. They can offer their expertise and insights during the consultation process, clarify participants' questions regarding local ecosystems and environmental impacts, and foster informed public participation. To this end, environmental organisations' representatives can share biodiversity research studies, best practices to prevent bird collisions, and other relevant information. However, since the role of environmental organisations is to advocate for environmental protection and ensure the well-being of local ecosystems and communities, it is expected that their representatives may raise questions or draw attention to the potential impacts of wind projects located near biodiversity hotspots. Additionally, representatives from environmental organisations can help consultation participants better understand the interactions between ecosystems and built structures, as well as the environmental impacts of construction.

- **Citizens.**

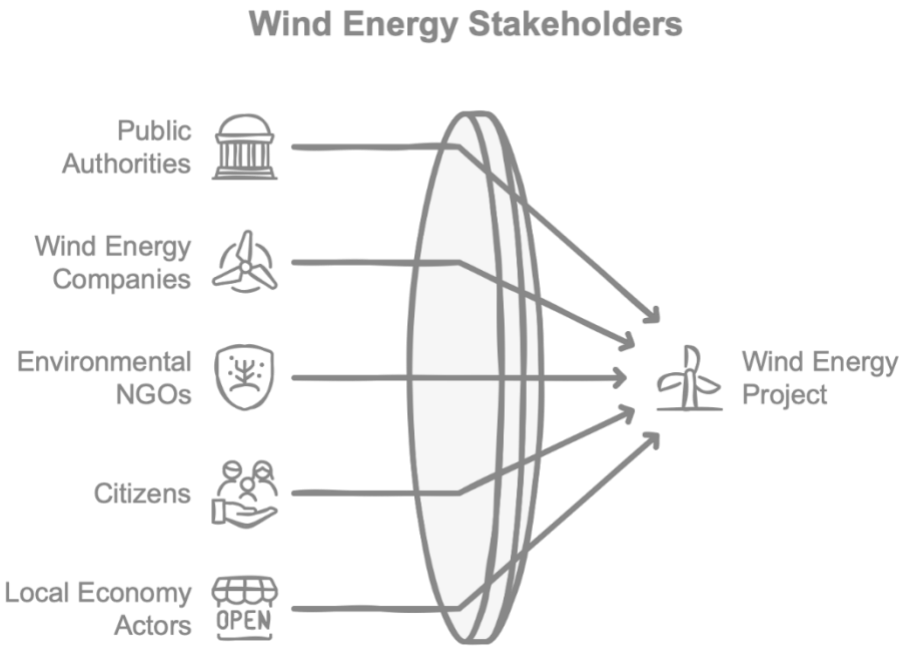
Citizens represent a broad priority target group for public consultation in wind energy projects. They may be residents and landowners participating as individuals, or representatives of community organisations. Among this key target group are individuals with various interests

in the expansion of wind energy. Specifically, landowners willing to earn income by renting their land for the installation of wind farms are more likely to be positively inclined toward wind energy than others. The diversity of this target group can also be attributed to their varying levels of knowledge and attitudes toward the environmental and social benefits of wind energy. It is often observed that citizens living near designated wind energy sites form groups to publicly express social opposition to local wind projects. However, their opposition may stem from concerns about potential impacts on their properties, biodiversity, or even from not receiving equitable benefits from wind projects. Although involving these groups in public consultations can be challenging in terms of managing potential conflicts, it is substantially beneficial for building consensus and ensuring sustainability.

- **Local economy actors and businesses.**

Local economic actors and businesses may be involved in tourism and recreational services and in managing local cultural heritage sites, as well as agriculture for onshore wind energy installations, and fishing for offshore projects. Local economic actors have vested interests in the areas where they conduct their activities and, depending on their perceived economic impact, may position themselves either for or against wind energy projects. The consultation process provides the opportunity for them to express their concerns and receive feedback on potential impacts and mitigation plans.

Figure 3. Wind energy project stakeholders



5.5.2 Methods for stakeholder identification

There are several methods for stakeholder identification, yet those that are appropriate in the context of the pilot activity and can be applied by the pilot partners are listed below (Ackermann & Eden, 2011) :

- **Conduct web-based research**.

Partners may conduct web-based research for articles, published news and reports related to wind energy development in their regions. This will allow them to uncover relevant stakeholders along with their attitudes towards the development of wind parks.

- **Contact wind farm companies – developers.**

Project developers may have already identified the local stakeholders during the preliminary phase as they have vested interests in the construction of the wind parks. It is likely that developers are willing to engage with them to obtain their support and a positive stance on the development of the project.

- **Ask a stakeholder to suggest other stakeholders.**

Wind energy stakeholders often have a broad network of contacts within the wind energy sector. Partners may consider reaching out to them to ask for suggestions of other stakeholders.

- **Search previous consultation records and case studies**.

Partners can use data from previous public consultations for wind energy or similar projects to identify stakeholders. In this case, the availability of historical data may be restricted.

- **Announce the consultation process in local media**.

As part of their communication plan, partners may announce the consultation events in local media and invite stakeholders to self-identify and declare their interest to participate in a registration form.

- **Brainstorm**.

Partners can get together with people within their organisation and encourage them to suggest any potential stakeholders without limiting their thoughts. Then, partners can review the list of stakeholders and select those that they are considered the most relevant to the public consultation process.

Regardless of the method or the combination of methods that partners select for stakeholder identification, it is important to repeat the process until all relevant stakeholders are identified in order to ensure inclusivity and balanced representation in the consultation process.

5.6 Management of the platform during the online consultation process

By customising the platform and organising all informative material and discussion forums clearly structured, pilot partners will have taken a crucial step in managing the platform during the online consultation process. Detailed tips to effectively manage the platform are listed below:

- **Establish and publish clear participation rules and guidelines**.

Prior to launching the online consultation process, it is essential that participants know the rules for participation, as well as have acquired a clear understanding of the process (launch-participation-online poll-evaluation) and the goal of the public consultation. Clarifying these, will allow participating stakeholders to make insightful contributions to the discussion forums and minimise the possibility of spamming posts or posts that go off topic.

- **Pin the general discussion forums providing guidelines on the top of the list**.

Having structured categories in the discussion forum section that distinguish wind park-related topics and general process-related discussion forums, including guidelines that can be easily accessed by users can facilitate users navigate in the platform and participate in the online consultation process.

- **Assign roles to the trained staff and develop a schedule.**

Pilot partners are expected to train 4-5 staff members to be prepared to effectively support participants during the consultation process. The support entails technical support through the tailored helpdesk function, focusing on account management and technical issues that may arise, as well as support in terms of moderating the consultation process through interventions in the discussion forums. Hence, it is critical for partners to assign roles to the trained staff and ensure that on a daily basis a helpdesk officer and a moderator oversee the process and correspond accordingly to support the online consultation.

- **Actively moderate the discussions and provide timely responses.**

Assigned staff members will be responsible for monitoring the discussions, engaging with users, providing guidance when necessary and encourage users to share their viewpoints on the topics and potential solutions to address challenges that will be discussed. In addition, they will be tasked with ensuring compliance with the agreed rules of participation and facilitate engaging discussions aimed at reaching consensus. Achieving timely responses to participants' inquiries is critical to ensure that participants remain engaged in the process and keep them interested in the discussions. To achieve keeping the audience engaged, assigned staff members may also a) address technical questions, b) provide summaries of discussions and recaps of conclusions both for lengthy threads, c) pose questions or provide feedback and references to informative documents and studies to redirect the discussion and support participants stay on the topic while attaining a solution-oriented attitude towards the discussion

and d) keep threads under each wind park's forum discussion organised per topic, hence if users create multiple threads for the same topic merge them into one thread for this topic.

- **Share a set of indicative criteria to facilitate participants choose the 2 most suitable for wind energy parks sites.**

Providing a set of indicative criteria may help participants choose the wind sites most suitable in terms of impact. Such criteria may include a) wind resource potential, b) proximity to electricity grids, c) proximity to roads for the accessibility of construction and maintenance vehicles, d) distance from residential areas, and e) impacts on the local biodiversity. In specific, biodiversity criteria may include; a) distance from protected areas, b) proximity to waterbodies, c) rare or endangered species (ecological sensitivity), and d) bird migration paths and habitats (Demir et al., 2024). Nevertheless, public consultation is a dynamic process that also provides an opportunity for project developers to elaborate on biodiversity offset measures and mitigation plans, highlighting all planned actions and technological solutions designed to mitigate impacts.

- **Inform stakeholders about the results of the online consultation process.**

Informing stakeholders about the results of the online consultation process is a practice that promotes transparency and accountability. Regardless of how often stakeholders participate in the discussion forums, they will likely appreciate receiving a follow-up report outlining key results, such as conclusions, proposed solutions, and online poll outcomes. The report, potentially presented as an infographic, could provide an overview of participation rates and outline the next steps, including details about the upcoming onsite consultation sessions. These sessions will focus on stakeholders associated with the highest-rated wind park sites from the online poll - many of whom will have already participated in the online process - offering a valuable opportunity for continued engagement and information sharing.

6 Onsite consultation workshops

6.1 Overview of the onsite consultation workshops

A two-day onsite consultation workshop will be organised for each of the selected sites by ZPR and RWG. The overall goal of the onsite consultation sessions is to actively involve stakeholders from key target groups, particularly those who express strong concerns and opposition, in a constructive dialogue where all issues will be openly discussed and addressed, with a view to proposing solutions and reaching decisions based on consensus.

The workshops will include presentations clarifying the pros and the cons of establishing wind parks at the selected sites, as well as interactive sessions and discussions providing participants the opportunity to express their opinions and propose solutions to prevailing challenges. To prepare the onsite consultation workshops, partners are required to a) select a venue, b) select and invite stakeholders, c) develop the agenda, d) adapt and translate the evaluation form for stakeholders. The following sections provide organisational details for the preparation of the onsite consultation workshops. An overview of the implementation steps for the onsite consultation workshops is depicted in the following graph.

Figure 4. Onsite consultation workshops implementation steps

6.2 Selecting the venue

Given that the onsite consultation workshops will focus on areas identified by stakeholders as the most suitable for wind parks, it is likely that most invited stakeholders will be located

nearby. Therefore, choosing a venue close to these areas will facilitate their participation. Additionally, selecting a venue near each site allows partners to organise site visits to the wind park locations, enhancing the value of the workshop.

To decide on the venue of each workshop, partners will have to take into account the budget available for the pilot activity and the expenses incurred to date as well as the proximity of the invited stakeholders to the venue. Alternatively, if public transportation is not convenient, partners may consider booking a van to transport stakeholders to the venue. In addition, partners may consider organising the workshops on their premises provided that they cover all the requirements, including a meeting room equipped with projector, projector screen, laptop, sound system, extension cords and power strips for electronic devices.

6.3 Developing the agenda

Developing a well-structured agenda is a crucial step facilitating the exchange of knowledge and experience on issues related to wind energy farms, thus contributing to the accomplishment of the objectives of the two-day onsite consultation workshop. Based on the intelligence gathered during the preparation stage and the issues raised during the online consultation for these sites, partners can identify the specific issues raising concerns in the selected sites.

Additionally, by structuring the workshop over two days, it allows for comprehensive information sharing, site visit, and active engagement with all participants. It is highly recommended for partners to include presentations of environmental impact assessments and mitigation strategies while giving opposing groups the opportunity to voice their concerns. Furthermore, incorporating breakout sessions and joint working groups promotes constructive discussions, ensuring that stakeholders' input is integrated into the final project plan.

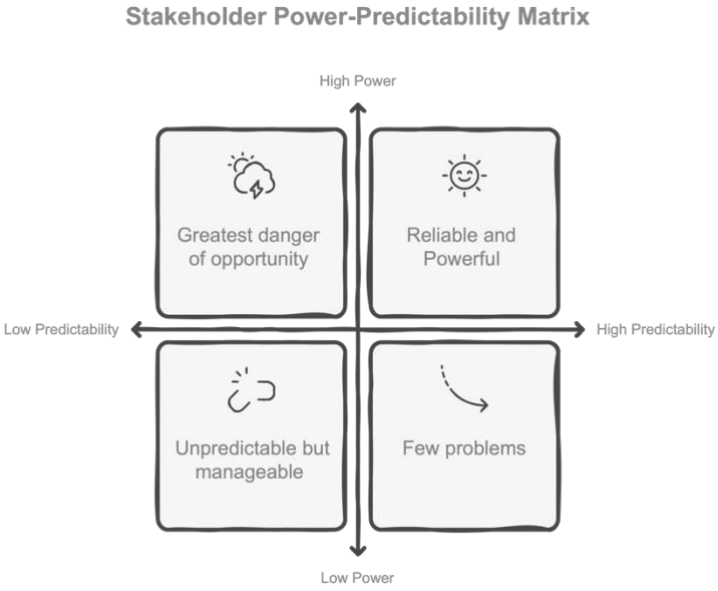
An indicative agenda template for each two-day online consultation workshop can be found in the annex (9.5 Onsite consultation workshop agenda template). The development of the agenda requires ongoing communication between pilot partners and participants, who will be invited to present specific topics. Partners may consider providing specific guidelines regarding the context and the time available for each presentation to ensure smooth coordination.

6.4 Stakeholder analysis

Stakeholder analysis involves evaluating the interests and relationships of the identified key stakeholders and understanding how these interests impact the project's risks and feasibility. This process facilitates pilot partners clarify which people and organisations are directly or indirectly involved in or affected by the development of wind parks in their regions and thus, allows them to identify which groups are supportive and which groups may oppose the project development and subsequently obstruct the implementation. By obtaining a clear understanding of stakeholders' dynamics and attitudes towards the establishment of wind parks, pilot partners will be able to define stakeholder management strategies to address stakeholders' concerns and may positively influence their stance.

A common practice in stakeholder analysis involves mapping stakeholders on a matrix based on two attributes: power and interest, or power and influence, as perceived by the partners. Yet, the literature on stakeholder management suggests that analysis techniques should be chosen based on the purpose of the stakeholder analysis, with different purposes requiring different techniques (Freeman, 1984). In the context of the BIOWIND pilot activity, this corresponds to stakeholder analysis techniques applied for a) organising participation and b) review and approval of a proposal development, specifically wind parks. In stakeholder analysis, one effective approach is to use a power/predictability matrix to map stakeholders. This matrix allows partners to categorise stakeholders based on their level of influence (power) and the predictability of their actions or responses. Once stakeholders are positioned on the matrix, partners can assess whether any need to be repositioned to better align with project goals(Newcombe, 2003).

Figure 5. Power/Predictability matrix (Newcombe,2003)



Positioning stakeholders on the power/predictability matrix reveals four distinct quadrants:

a. The high power-high predictability stakeholders.

Stakeholders placed on this quadrant are those who are critical to the development of wind parks, thus it is crucial that partners engage them closely and keep them informed. Since, their behaviour is considered predictable, partners can approach them and effectively collaborate with them.

b. The low power-low predictability stakeholders.

These stakeholders are the least critical to the development of the wind parks. Hence, partners can monitor their behaviour but it is preferable to allocate minimal resources to engage them unless their situation changes.

c. The high power-low predictability.

These stakeholders can significantly impact the development of wind parks, but their actions are less predictable. Thus, partners may develop strategies to manage their expectations and maintain open lines of communication.

d. The low power-high predictability.

While these stakeholders have limited influence, their predictable behaviour can provide valuable insights. Partners are encouraged to keep them informed and consider their feedback, as they can be allies in promoting the development of wind parks.

6.5 Select and invite stakeholders

Partners will have already identified stakeholders from key target groups during the preparation stage of the online consultation session. At this stage, they are required to invite 30 participants to each workshop, focusing on those related with or impacted by the proposed wind farms, such as local economic actors, residents and citizens' representatives and those who have demonstrated strong opposition by raising concerns either publicly or during the online consultation process. Nevertheless, it is crucial for partners to ensure a balanced representation of stakeholders. This should include those who have already expressed concerns and those who can provide clarifications on topics discussed in the online consultation, such as local biodiversity, as well as the construction and operation of the wind parks planned for these sites. Relevant stakeholders may include biodiversity experts and representatives of the wind energy company.

In any case, it is essential for partners to adapt their communication approach accordingly and clearly communicate the objectives of the onsite consultation, the format of the consultation, the agenda, and provide directions to the venue and contact details.

6.6 Conflict prevention and management techniques

Contested interests between stakeholders may trigger conflicts, and it is plausible that participants in public consultations have varying backgrounds, interests, and opinions, which, without proper management by the partners, may lead to conflicts. This chapter provides tips for partners to minimise the occurrence of conflicts among participants and manage conflicts when they arise.

Partners may consider applying the following tips to ensure a smooth implementation of both the online and onsite consultation sessions:

- **Conduct a thorough stakeholder analysis and prepare for potential arguments that may be raised by opposing stakeholder groups**.

From the stakeholder analysis stage, partners can anticipate the arguments, attitudes towards the development of wind parks of the stakeholders they are mapping. This process provides partners the opportunity to better organise the dual consultation and intervene in the event of conflict.

- **Provide clear guidelines on the consultation process and ways that stakeholders can participate**.

Setting a clear framework from the start will ensure that participants have realistic expectations and understand the process and the scope of it.

- **Maintain a neutral position and support all statements and clarifications with facts and evidence.**

To increase transparency and contribute to a productive dialogue that limits inaccuracies, it is important for pilot partners to remain neutral and use the studies and reports gathered to counter arguments based on misinformation.

- **Encourage the exchange of diverse arguments provided that stakeholders adhere to the rules set out in the Code of Conduct.**

The purpose of the consultation is to ensure that all participants have the opportunity to express themselves respectfully and, during onsite consultations stay within the allocated time slots.

- **Highlight alternative scenarios and solutions deploying best practices from other countries.**

The consensus-building approach requires that partners stay focus on finding mutually accepted and feasible solutions or alternative scenarios pertaining to the constructive aspects of the wind parks.

In the event of conflict, partners are encouraged to acknowledge the conflict and maintain a neutral position while trying to identify the sources of conflict. At the same time, it is important for partners to step in to calm the discussion and enforce the rules on respectful dialogue.

Then, partners may encourage the conflicting parties to express their viewpoints and try to identify a common ground while clarifying the facts and misunderstandings. Finally, and once all sides have been expressed, partners may encourage them to work collaboratively and explore potential solutions. In conclusion, effective preparation and implementation of the public consultation can prevent potential conflicts, and even when conflicts arise, proper management ensures that the process's results are not jeopardised.

7 Evaluation and documentation of the pilot activity

The evaluation of the pilot activity will allow pilot partners gain valuable insights regarding the organisation and implementation of the dual consultation process, particularly what worked well and what could be improved. By analysing participants' feedback, pilot partners will be able to improve their capacity to implement public consultations and promote participatory wind energy planning, as well as enact effective policy measures in their policy instruments towards this end. Furthermore, pilot partners based on conclusions deriving from the evaluation of the pilot activity, they will be able to support other BIOWIND partners to adapt the dual phase consultation approach to their regional context, thus contribute to its scale up.

7.1 Evaluation criteria

There are several evaluation criteria that can be used by pilot partners to assess the effectiveness of the pilot activity. Such criteria, along with their description are listed below:

- **Stakeholders' attendance rate**.

Pilot partners can compare the number of the invited stakeholders with the number of stakeholders that participated in the online/onsite consultation sessions to measure the attendance rate.

- **Participants satisfaction**.

Participants' overall satisfaction can be assessed based on their feedback on organisational aspects as well as on the outcomes of the consultation process providing their evaluations on a) the user-friendliness of the platform, b) its functionality, c) the guidelines given by the pilot partners, d) the relevance of the topics discussed to their interests, e) pilot partners' responsiveness upon stakeholders inquiries, and f) stakeholders' willingness to participate in upcoming consultations. Additionally, partners can juxtapose their own evaluation of the abovementioned aspects with that of the participants to attain a complete perspective.

- **Accomplishment of the objectives of the pilot activity.**

The pilot activity sets specific objectives, including participants to express their viewpoints on the demarcation of wind energy sites and the attainment of decisions that are based on consensus. Partners can estimate whether these objectives were accomplished.

- **Participants contributions**.

Partners can measure the number of insights, suggestions, recommendations expressed by stakeholders during the online and onsite consultations.

Pilot partners can use the three evaluation forms: two of which are for stakeholders to evaluate the online and onsite consultations, respectively, and one for partners to assess both. These

forms can be found in the annex. The forms can be translated, adapted accordingly by partners and distributed online or as a hard copy, depending on whichever method is more convenient for partners and applicable to the context of each consultation.

7.2 Developing the summary report

As stipulated in the AF, upon completion of the pilot action, pilot partners are required to compile a report, to document lessons learnt, outline improvements in their Policy Instruments (PIs) to promote the adoption of public consultation in regional wind planning and guide other, non-pilot BIOWIND partners in scaling up the pilot activity. To this end, an indicative structure of the summary report may include:

- An overview of the online and onsite consultation sessions, including key operational factors such as duration, number and types of participants, challenges addressed, and mitigation measures enacted.
- A presentation and analysis of the evaluation results, comparing participants' evaluations with pilot partners' evaluations on the effectiveness of the dual-phase consultation approach.
- A lessons learnt section, highlighting main conclusions and key insights from implementing the pilot activity.
- An improvement to PIs section, outlining measures the pilot partner will adopt to promote the pilot activity's adoption in regional wind planning, organised by the categories foreseen by the IE Programme: a) new projects, b) management, and c) restructuring (if applicable).
- A guidelines section, providing recommendations for scaling up the tested consultation approach to other partners.

8 References

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9 Annex

9.1 Online consultation evaluation form for stakeholders

Partners can translate the following evaluation form and distribute it to the stakeholders participating in the online consultation.

General information					
Which of the following best describes the group or organisation you represent?	**Public authority**	**Environmental NGO**	**Wind energy company**	**Citizens/Community group**	**Local economic actor/Business**
	☐	☐	☐	☐	☐
Have you previously participated in any online consultation sessions?	**Yes**		**No**		
	☐		☐		

Evaluating the experience with the Wind4Bio tool					
How easy was it to access and use the Wind4Bio consultation tool?	**Very easy**	**Somewhat easy**	**Neutral**	**Somewhat difficult**	**Very difficult**
	☐	☐	☐	☐	☐
How user-friendly did you find the interface of the Wind4Bio tool?	**Very user-friendly**	**Somewhat user-friendly**	**Neutral**	**Somewhat difficult to use**	**Very difficult to use**
	☐	☐	☐	☐	☐
Were the instructions for using the Wind4Bio tool clear and helpful?	**Very clear and helpful**	**Somewhat clear**	**Neutral**	**Somewhat unclear**	**Very unclear**
	☐	☐	☐	☐	☐
Did you experience any technical issues while using the Wind4Bio tool?	**Yes**			**No**	
	☐			☐	
If yes, please specify:					

How effective was the Wind4Bio tool in allowing you to share your insights and feedback?	**Very effective**	**Somewhat effective**	**Neutral**	**Somewhat ineffective**	**Very ineffective**
	☐	☐	☐	☐	☐
Did the Wind4Bio consultation tool provide sufficient opportunities for exchanging your views with other participants?	**Yes, very much**	**Yes, somewhat**	**Neutral**	**No, not really**	**No, not at all**
	☐	☐	☐	☐	☐
Were the consultation topics clearly communicated and relevant to your interests?	**Very clear and relevant**	**Somewhat clear and relevant**	**Neutral**	**Somewhat unclear**	**Very unclear and irrelevant**
	☐	☐	☐	☐	☐

Evaluating the content and the engagement in the online consultation				
How well did the online consultation session meet your expectations?	**Exceeded expectations**	**Met expectations**	**Partially met expectations**	**Did not meet expectations**
	☐	☐	☐	☐

How satisfied were you with the quality of discussions held during the online consultation?	**Very satisfied**	**Satisfied**	**Neutral**	**Dissatisfied**	**Very dissatisfied**
	☐	☐	☐	☐	☐
How useful was the information shared during the online consultation for your work or interests?	**Very useful**	**Somewhat useful**	**Neutral**	**Not very useful**	**Not useful at all**
	☐	☐	☐	☐	☐
How would you rate the level of interaction between participants in the online forum?	**Very interactive**	**Somewhat interactive**	**Neutral**	**Not very interactive**	**Not interactive at all**
	☐	☐	☐	☐	☐
How would you rate the responsiveness of the organisers to your questions or concerns during the online consultation?	**Very responsive**	**Responsive**	**Neutral**	**Unresponsive**	**No response**
	☐	☐	☐	☐	☐

Were the resources (documents, presentations, etc.) provided through the tool adequate and helpful?	**Very helpful**	**Somewhat helpful**	**Neutral**	**Not very helpful**	**Not helpful at all**
	☐	☐	☐	☐	☐
Evaluating the overall satisfaction and identifying areas for improvement					
Overall, how satisfied were you with the online consultation session?	**Very satisfied**	**Satisfied**	**Neutral**	**Dissatisfied**	**Very dissatisfied**
	☐	☐	☐	☐	☐
Would you be willing to participate in future online consultations using the Wind4Bio tool?	**Yes**		**No**		
	☐		☐		
What aspects of the Wind4Bio tool did you find most useful?					
What challenges did you face while participating in the online consultation?					

What improvements would you suggest enhancing the online consultation tool or the process?

9.2 Onsite consultation evaluation form for stakeholders

RWG and ZPR may translate and distribute the following evaluation form to their stakeholders participating in the onsite consultation meetings.

General information					
Which of the following best describes the group or organisation you represent?	**Public authority**	**Environmental NGO**	**Wind energy company**	**Citizens/Community group**	**Local economic actor/Business**
	☐	☐	☐	☐	☐
Have you previously participated in the online consultation	**Yes**		**No**		
	☐		☐		

session preceding to this meeting?					
Evaluating the meeting organisation and facilitation					
How clear was the communication about the physical consultation session (e.g., venue, timing, agenda, logistics)?	**Very clear**	**Somewhat clear**	**Neutral**	**Somewhat unclear**	**Very unclear**
	☐	☐	☐	☐	☐
How well was the physical consultation session organised?	**Excellent**	**Good**	**Fair**	**Poor**	**Very poor**
	☐	☐	☐	☐	☐
How effective were the facilitators in guiding the discussion and keeping the meeting on track?	**Very effective**	**Somewhat effective**	**Neutral**	**Somewhat ineffective**	**Very ineffective**
	☐	☐	☐	☐	☐

How well were the objectives of the physical meeting met?	Exceeded expectations	Met expectations	Partially met expectations	Did not meet expectations	
	☐	☐	☐	☐	
How well did the topics discussed in the physical session align with the issues raised in the online consultation?	**Very well aligned**	**Somewhat aligned**	**Neutral**	**Slightly misaligned**	**Completely misaligned**
	☐	☐	☐	☐	☐
Did the physical meeting provide a better opportunity for discussion and interaction with other participants compared to the online session?	**Yes, significantly better**	**Yes, somewhat better**	**About the same**	**No, somewhat worse**	**No, significantly worse**
	☐	☐	☐	☐	☐

Evaluating the content and outcomes of the meeting					
How satisfied were you with the quality of discussions held during the physical consultation session?	**Very satisfied**	**Satisfied**	**Neutral**	**Dissatisfied**	**Very dissatisfied**
	☐	☐	☐	☐	☐
How relevant was the content of the physical consultation session to your interests or work?	**Very relevant**	**Somewhat relevant**	**Neutral**	**Not very relevant**	**Not relevant at all**
	☐	☐	☐	☐	☐
Do you feel the outcomes of the physical meeting were clearly defined?	**Yes, very clear**	**Yes, somewhat clear**	**Neutral**	**No, somewhat unclear**	**No, very unclear**
	☐	☐	☐	☐	☐

Do you feel that the participants were able to reach decisions based on consensus during the physical consultation session?	**Definitely**	**Mostly**	**Partially**	**Not really**	**Not at all**
	☐	☐	☐	☐	☐
Evaluating the overall satisfaction and identifying areas for improvement					
Overall, how satisfied are you with the physical consultation session?	**Very satisfied**	**Satisfied**	**Neutral**	**Dissatisfied**	**Very dissatisfied**
	☐	☐	☐	☐	☐
How would you rate the overall effectiveness of the	**Very effective**	**Effective**	**Neutral**	**Ineffective**	**Very ineffective**

physical consultation session in achieving its goals?	☐	☐	☐	☐	☐

Would you be interested in participating in future physical consultation sessions related to this topic?	**Yes**	**No**
	☐	☐

What aspects of the physical consultation session did you find most useful?
What improvements would you suggest for future physical consultation sessions?
Do you have any other comments or suggestions regarding the physical consultation session?

9.3 Evaluation form for the dual-phase consultation scheme for pilot partners

Pilot partners are encouraged to complete the following questionnaire to evaluate the dual-phase consultation scheme.

How frequently did you use the web-based online tool to engage stakeholders?	**Daily**	**Weekly**	**Monthly**	**Rarely**	**Never**
	☐	☐	☐	☐	☐
How would you rate the user-friendliness of the online tool from an administrative perspective?	**Very user-friendly**	**Somewhat user-friendly**	**Neutral**	**Somewhat difficult to use**	**Very difficult to use**
	☐	☐	☐	☐	☐
How effective was the online forum in facilitating stakeholder engagement and feedback?	**Very effective**	**Somewhat effective**	**Neutral**	**Somewhat ineffective**	**Very ineffective**
	☐	☐	☐	☐	☐
How well did the online tool contribute to achieving the objectives of the consultation?	**Extremely well**	**Very well**	**Moderately well**	**Slightly well**	**Not at all**
	☐	☐	☐	☐	☐
	Yes			**No**	

Did you encounter any technical issues while using the online tool?	☐	☐
If yes, please specify:		

Do you intend to use the online tool again in the future for relevant purposes?	**Yes**	**No**
	☐	☐
What improvements or additional features would you recommend for the online tool?		

How effective were the onsite consultation meetings in gathering valuable feedback from stakeholders?	**Very effective**	**Somewhat effective**	**Neutral**	**Somewhat ineffective**	**Very ineffective**
	☐	☐	☐	☐	☐
How would you assess the overall effectiveness of the dual-phase consultation scheme in achieving its goals?	**Excellent**	**Good**	**Fair**	**Poor**	**Very poor**
	☐	☐	☐	☐	☐
What aspects of the consultation scheme did you find most valuable in engaging stakeholders?					

What aspects of the consultation scheme did you find less effective?				
How well did the dual-phase consultation scheme meet your expectations and needs as an organiser?	**Exceeded expectations**	**Met expectations**	**Met some expectations**	**Did not meet expectations**
	☐	☐	☐	☐
Do you believe the dual-phase consultation scheme has potential for future projects?				
What recommendations do you have for enhancing the dual-phase consultation scheme for future use?				

9.4 Privacy policy template

Pilot partners may read the following Privacy Policy template and accordingly adapt it to reflect their approach as regards the online consultation process and publish it on the Wind4Bio online consultation platform.

Wind4Bio online consultation mechanism
Privacy Policy
Effective date: [Insert date]

1. Introduction

Welcome to **Wind4Bio online consultation mechanism** ("we"). We are committed to protecting and respecting your privacy. This Privacy Policy explains how we collect, use, disclose, and safeguard your information when you visit our website (https://Wind4Bio-mechanism.upatras.gr/home), register an account, and participate in our discussion forums.

2. Information We Collect

Personal Data

When you register on our website, we collect the following personal information: 1) Name and 2) email address

Forum Posts

When you participate in our discussion forums, we may collect the content of your posts and opinions.

3. How We Use Your Information

We use your personal data for the following purposes:

- Account management: To manage your registration, provide you with access to our website and forums by changing your user role, and communicate with you regarding your account.
- To improve our website: To analyse your use of our website and forums to enhance its functionality.
- Contact: To respond to your inquiries, provide you with updates or information related to your account and related to the online consultation process, or notify you about changes.
- To use your forum posts: To facilitate discussions and improve our community by using your suggestions and feedback from the forums.

4. Legal Basis for Processing

We process your personal data based on the following legal grounds:

- Consent: You have given consent for us to process your personal data for specific purposes.
- Contractual Necessity: Processing is necessary for the performance of a contract to which you are a party, such as providing access to our website and forums.
- Legitimate Interests: We process personal data based on our legitimate interests in improving our services and communicating with you.

5. Data Sharing and Disclosure

We do not sell or rent your personal data to third parties. We may share your information with:
Service providers: Third parties that perform services on our behalf, such as website hosting and email communication.
Legal requirements: When required by law or to protect our rights, property, or safety, or that of our users.

6. Data Security

We implement appropriate technical and organisational measures to protect your personal data from unauthorized access, use, or disclosure.

7. Data Retention

We retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including any legal, accounting, or reporting requirements.

8. Your Rights

Under GDPR, you have the following rights:
Access: Request access to the personal data we hold about you.
Correction: Request correction of any inaccuracies in your personal data.
Deletion: Request deletion of your personal data when it is no longer needed.
Restriction: Request restriction of processing under certain circumstances.
Objection: Object to the processing of your personal data based on legitimate interests.
Data Portability: Request transfer of your data to another organisation, where applicable.
To exercise these rights, please contact us at the contact details provided in the tenth provision of the current document.

9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. We will notify you of any significant changes by posting the new policy on our website and updating the effective date at the top of this policy.

10. Contact Us

If you have any questions about this Privacy Policy or our data practices, please contact the authority responsible for the organisation of the public consultation in your country, in specific:

Greece	Latvia
Region of Western Greece	**Zemgale Planning Region**
[Email]	[Email]

9.5 Onsite consultation workshop agenda template

Partners are strongly encouraged to adapt the following agenda template and use it for the onsite consultation workshops.

[Name of the hosting organisation]

Onsite Consultation Workshops | Wind Park development [& Biodiversity concerns]

Date: [Insert Date]

Location: [Insert Location]

Timings	Session	Presenter
9:00-9:30	Registration and welcome	-
9:30-10:00	Opening remarks and objectives of the event	[Host]
10:00-10:30	Project overview & contextual background	[Wind Park project team]
10:30-11:30	Environmental impact assessment review	[Environmental consultant/Biodiversity expert]
11:30-12:00	Coffee break / Light lunch	-
12:00-13:30	Concerns from opposing groups | Presentations by stakeholders	[Environmental NGOs/Citizens]
13:30-14:30	Moderated discussion and Q&A Session	[Moderator]
14:30-15:00	Coffee break	-
15:00-15:30	Biodiversity Mitigation Strategies |Presentation	[Environmental consultant/ Wind Park project team]
15:30-16:00	Wrap up & Day 2 preview	[Host]

[Name of the hosting organisation]

Onsite Consultation Workshops | Wind Park development [& Biodiversity concerns]

Date: [Insert Date]

Location: [Insert Location]

	Timings	Session	Presenter
Day 2	9:00-9:30	Arrival and welcome	-
	9:30-12:00	Site visit at the Wind Park | Biodiversity impact observation	[Environmental consultant/ Wind Park project team]
	12:00-12:30	Coffee break/ Light lunch	-
	12:30-14:00	Breakout Sessions: Exploring solutions [Session 1: Best practices from other Wind Parks Session 2: Mitigation strategies Session 3: Community-driven biodiversity conservation initiatives]	[Expert/ Environmental consultant/ Wind Park project team/Community organisation representative]
	14:00-14:30	Coffee break	-
	14:30-15:30	Joint Working group	[Moderator]
	15:30-16:00	Closing remarks & Evaluation of the onsite consultation workshop	[Host]