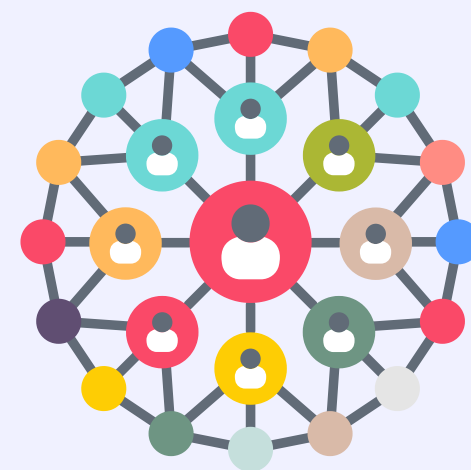


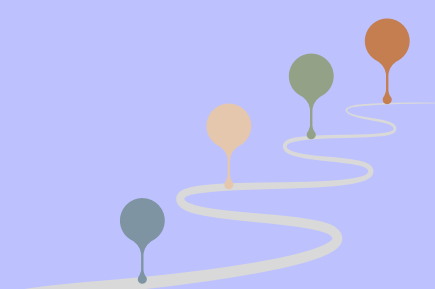
# METHODOLOGY OF THE ROAD MAP TOOL

Guide for local authorities



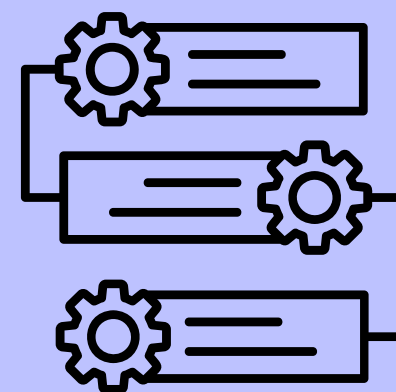
## Define your project schedule.

It is crucial to clearly outline the timeline and phases of your biogas project while identifying potential participants. By initiating collaboration among stakeholders at the earliest stages, you can enhance cooperative dynamics and greatly increase the likelihood of your project's success.

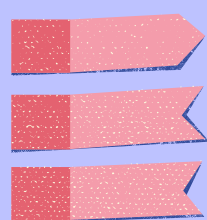


## Who are the stakeholders?

For a local authority, it is crucial to establish strong connections with potential stakeholders in order to successfully execute a project. This involves giving priority to key stakeholders, including project leaders, supporters, and intermittent contributors. When prioritizing, it is important to consider factors such as the stakeholders' resources, availability, and other influential criteria.



## How can they influence the project?

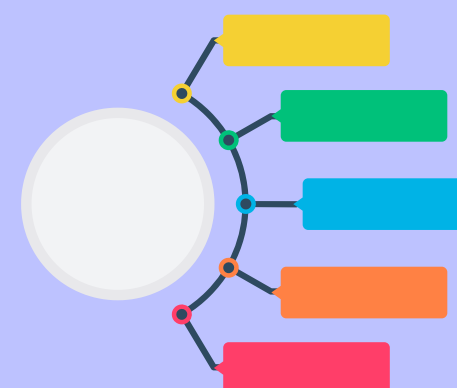


**1** Financial resources

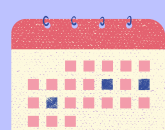
**2** Administrative and decision-making powers

**3** Technical and operational skills

**4** Other resources and contributions



## Territorial dialogue & social acceptability.



### Upcoming Events

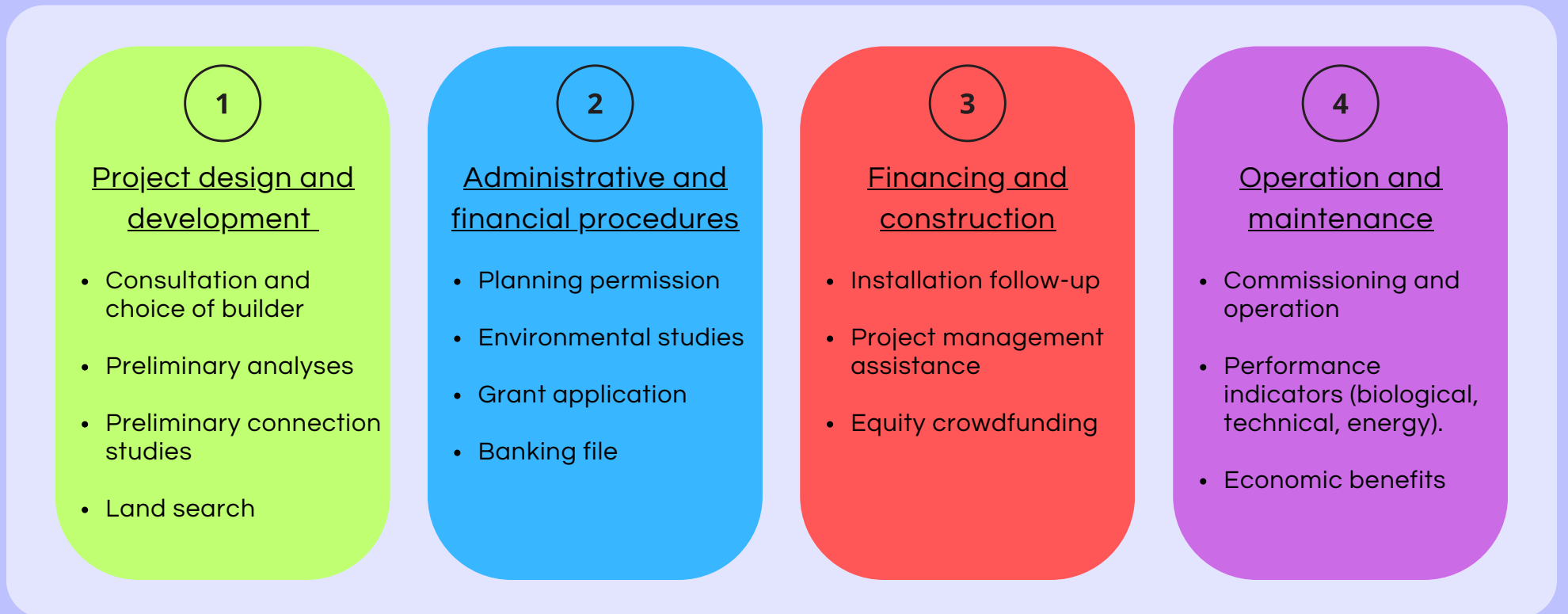
- Public meetings
- Visiting other sites



### Means of communication

- Newsletters
- Door to door
- Involving local players
- Collaborative workshop

## 1) Define your project schedule - The milestones of a biogas project



From the initial contemplation phase to the commissioning of the site, a biogas project progresses through multiple stages. On average, this implementation takes about 3 to 4 years. During this time, you will interact with various stakeholders. To help you better understand the different phases and sub-stages of your project, we have provided a visual representation. It is important to note that the actual progression is not strictly linear, as certain stages may overlap and require early initiation, such as fundraising.



## 2) Who are the stakeholders - Biogas players



During this part, It is crucial to clearly outline the network of stakeholders associated with the local authority. A matrix, as shown here, is divided into zones, with the local authority placed at the center. The objective is to identify the key dialogues that the local authority is currently engaged in or should establish with other stakeholders.

Prioritizing these proximities provides an overview and allows for the establishment of new collaborative dynamics, especially with new stakeholders. By using post-its, actors can be assigned to different zones. Typically, the further an actor is from the local authority, the fewer interactions they will have. Placing players should be based on quick intuition, followed by the need to justify their positions.

You can list as many players as possible.

### 3) Positioning players in an influence matrix and determining the type of influence they possess.

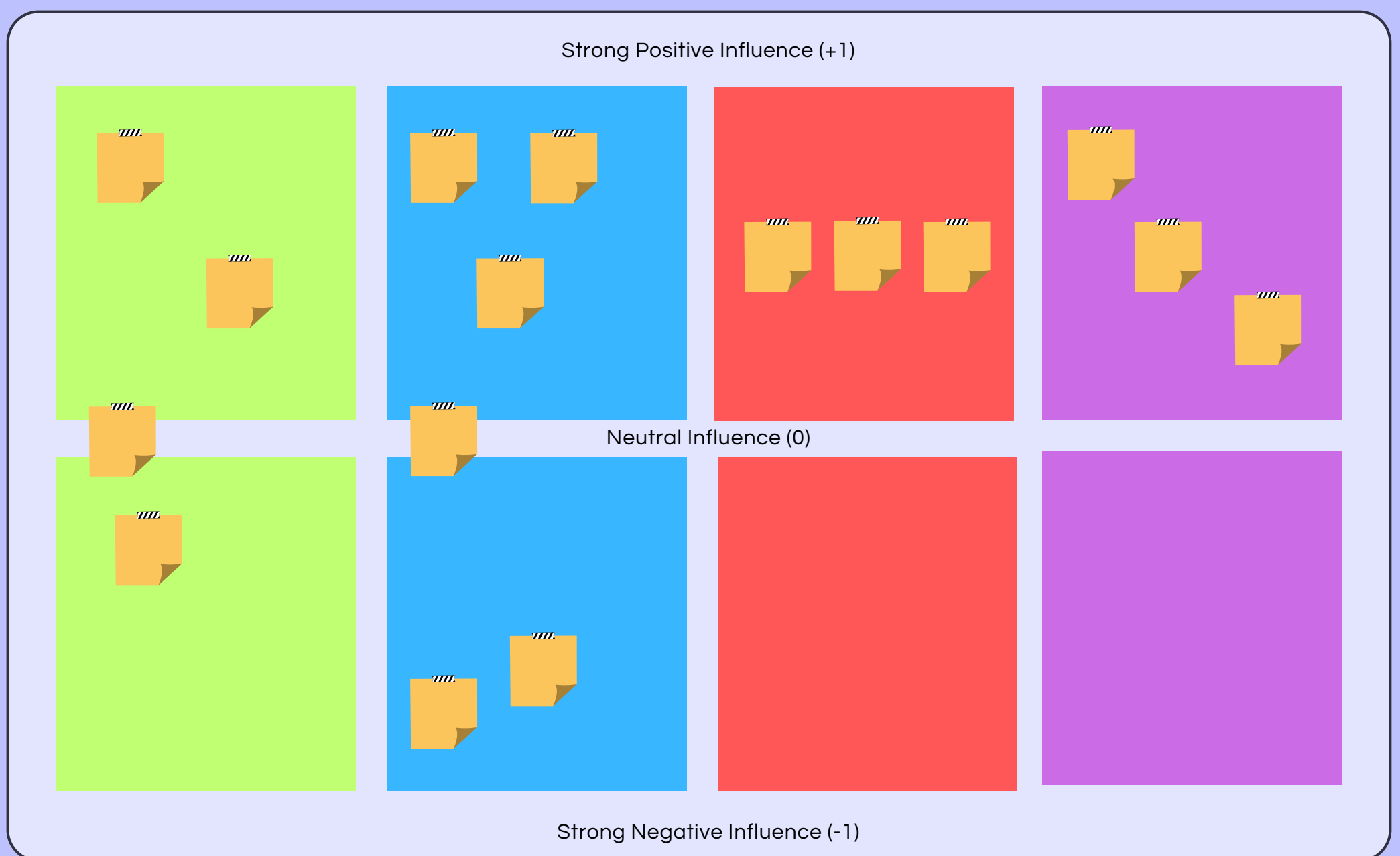
The next step involves assessing the impact of stakeholders on a project. However, it is important to first establish the criteria for identifying influential actors. What types of influence can these actors have? We suggest creating a list of factors that can influence the project. How do we define an influencing factor? What is its purpose and how does it affect the project? And most importantly, who possesses each influencing factor? Once all the influencing factors for each actor have been identified, they can be placed in the matrix below based on the level of influence they will have on the project.

1

2

3

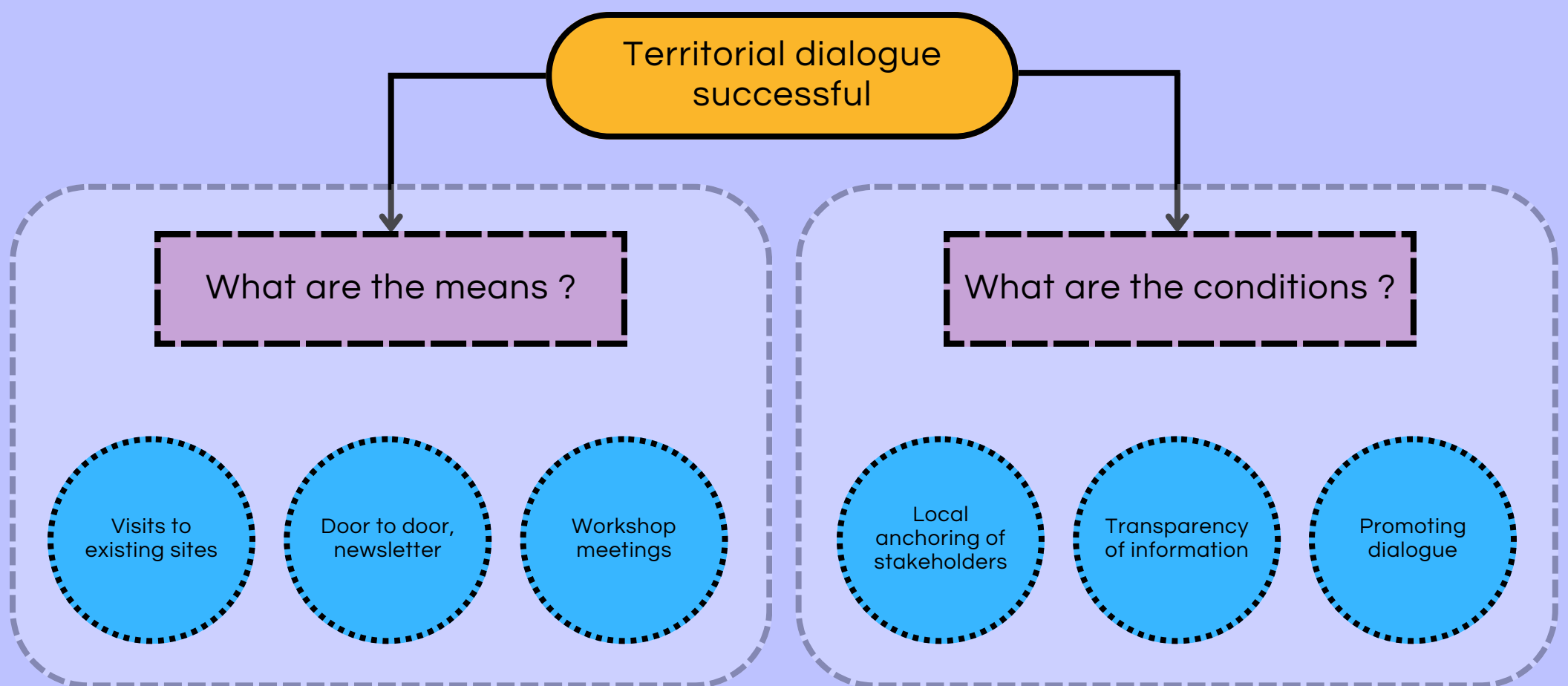
4



This exercise aims to enhance your understanding of the stakeholders involved in your project. It covers key aspects such as when they come into the project, the nature of their involvement, and the level of influence they have (whether it is positive, negative, or neutral). By doing this exercise, you will be able to identify potential areas of tension that may arise during your project. Moreover, it will enable you to address these tensions proactively by anticipating and fostering an inclusive and transparent dialogue.

## 4) Territorial dialogue & social acceptability

The topic of territorial dialogue plays a crucial role in assessing the social acceptability of projects. Local authorities must take into account the questions and concerns of their residents and incorporate them into the project development process. To accomplish this, it is essential to determine the necessary criteria and establish appropriate mechanisms to ensure the success of the territorial dialogue.



After identifying the resources and conditions, it is recommended to establish a comprehensive schedule. This schedule will help you systematically organize the different stages of the territorial dialogue, providing a clearer understanding of how it fits into the decision-making process of the project. This proactive planning exercise is especially important for projects that require environmental authorizations and subsequent public inquiries as it helps prevent potential appeals or delays in decision-making. By anticipating the temporal phases of your project that require authorizations, you can effectively define the conditions associated with the territorial dialogue.



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