

People Powered

Digital Democracy Accelerator

2023–2024 Program Syllabus

The course is designed for government officials, staff members and policymakers, civil-society organization staff members and/or advocates who want to launch a participatory program for making digital policies just and equitable. The syllabus focuses on both participatory processes and digital policy content.

About the program

The Digital Democracy Accelerator (DDA) program is an online learning opportunity led by [People Powered](#), supported by [OSF](#).

A select cohort of local government and civil society organization participants will receive action-oriented training and resources, mentorship and peer support to develop an action plan for launching their own digital policy-focused participatory program.

For more information, see [DDA Participant FAQs](#) and the [DDA Training Platform](#).

If you have additional questions, contact us at programteam@peoplepowered.org.

Key dates & information

Live sessions will be recorded and available to all participants on our training platform

What is expected from participants?

Participants will receive a participation certificate upon 100% completion of the points below on the training platform

- Be an active cohort member and fully engage in 4 live sessions or post-session recordings
- Schedule and participate in 5 individual mentoring sessions
- Complete an action plan using the Participation Playbook and submit it by March 01 2024
 - Action plan should be approved by mentor before the end of the program (March 6, 2024)

Live session #1: Kick-off session: Understanding the program, resources and next activities	October 3rd, 2023 14:00 p.m. UTC (Check your timezone)
In-person workshop #2: Exploring your digital policy and issues	November 7-8th, 2023, Berlin
Live session #3: Monitoring and Evaluation, Next Steps to implement your action plan	February, 7th 2024 13:00 p.m. UTC (Check your timezone)
Live session #4: Action Plan presentations and celebration	March 06, 2024, 13:00 p.m. UTC (Check your timezone)
Mentorship sessions #1, #2, #3, #4 #5	Schedule sessions with your mentor between October 04, 2023 and March 1, 2024
Program progress completion for the participation certificate	Update your training and mentorship sessions + Upload your action plan progress by March 6, 2024,

How can I apply for the implementation grant?

- Submit your completed action plan by March, 01, 2024
- Check more about the support grant eligibility in the [DDA FAQ](#).

Mentorship information

- You will receive an email with your mentor matching by October 2023
- You should track the completion of meetings on the training platform
- **More on:** [DDA mentorship](#)

Cohort information

- You are encouraged to make connections with your peers based on your goals during live sessions or by contacting them directly
- **Check the [Participants Directory & Mentors](#)**

Learning objectives

By the end of the program, participants should be able to:

- Identify key principles of digital policies and digital issues
- Identify and share innovative and effective practices for citizen-led policymaking on digital policy.
- Build an understanding of how digital technology impacts marginalized communities and human rights, particularly on issues of justice and equity.
- Plan and implement participatory and deliberative programs that lead to more equitable and effective digital policies.
- Share learnings to inspire a broader regional and global shift toward citizen participation in digital policy.
- Identify best practices for measuring and evaluating participatory programs, and for the initial steps to implement their plan

DDA Curriculum breakdown

The DDA program includes four live sessions (Zoom and in-person) and six LMS sessions. Session recordings and additional resources will be uploaded on the [training platform](#). The program is available offline via a mobile app with program content in English to learn from anywhere at any time. Note that offline access does not support automated translation. We suggest using the mobile web browser to access the translated version of the program content via mobile devices.

Session 1A (Zoom): DDA & CDA Joint Program Kickoff (October 3, 2023)

This is a mandatory introductory session that aims to provide an overview of general information about the program such as the training platform, mentors, key dates, expectations, cohort participants, program resources, and support.

Main objectives:

- Provide an overview of general information about the program, key dates, and expectations
- Introduce cohort participants and build connections
- Introduce program resources and support (Participation Playbook, training platform, mentors)

Pre-session work:

- Create a user account on the training platform
- Review the program syllabus and frequently asked questions (FAQ) material

Post-session work:

- Complete the "Introduction to the DDA program" course on the training platform

Session outcomes:

- Participants understand the general information about the program, key dates, expectations, resources, and support
- Cohort participants get acquainted with each other
- Participants begin using the training platform

Session 1B (LMS): Introduction to the DDA Program (October 2023)

This is a mandatory introductory course where participants can begin familiarizing themselves with the LMS, coursework, and program content.

Main objectives:

- Review key aims and elements of DDA program
- Create a practice of self-reflection
- Familiarize yourself with the LMS platform
- Use the discussion forum

Pre-session work:

- Review the DDA Syllabus
- Review the Program FAQ
- Review the program participants list

Post-session work:

- Contact the assigned mentor to schedule the first meeting to discuss your goals and local needs
 - Why are you doing this program, and what kind of support do you need
 - Build a relationship with your mentor
- Complete the self-paced course "How to use the Participation Playbook" on the training platform
- Discussion forum: Introductions
- Build connections
 - Connect with cohort peers using the Participants' directory and build cohort connections

Session 2 (LMS): How to use the Participation Playbook (October 2023)

This course is mandatory; It provides the participants with an overview of the Participation Playbook and how they can use it to develop their action plan.

Objectives

- Provide an overview of the Participation Playbook
- Provide the initial steps to develop an action plan using the Participation Playbook (your "playbook")

Learning goals

- Identify how to use the Playbook for developing their action plan

Pre-session work:

- Reflection activity: Debrief your initial meeting with your mentor about goals and needs

Post-session work:

- Schedule a second meeting with your mentor
- Create a user account on the Participation Playbook
- Start completing your Participation playbook
- Prepare for the "Exploring your digital policy and issues" session

Session 3A (In-person workshop): Exploring your digital policy issues (November 7-8, 2023)

This is a workshop where participants expand their understanding of digital policies, digital issues, and their intersection with participatory processes. The following course will deepen their understanding of participatory democracy. In this workshop, expert mentors will help participants to reinforce their action plan focus area.

Workshop Objectives

- Provide an overview of participatory processes and digital policy content
- Enable participants to ask questions about the Playbook
- Provide an overview of participatory democracy methods

Pre-session work:

- Reflection activity: Debrief your second meeting with a mentor

- Complete the “About your project’ unit
- Read recommended content/resources

Post-session work:

- Continue working on your Participation playbook
- Explain the method you’ve chosen in the playbook in the context of other participatory methods
- Identify why and when you might use each method
- Make one discussion post about a participatory method
- Complete the "Explore participatory democracy key methods" course on the training platform

Session 4 (LMS): Explore participatory democracy key methods (November 2023)

This session will be an optional and evergreen resource that allows participants to read through the different wizards from the playbook to understand each method.

Main objectives:

- Provide an overview of participatory democracy methods
- Identify why and when you might use each method

Pre-session work:

- Review your participation playbook and identify any questions about your participatory method

Post-session work:

- Make one discussion post about a participatory method
- Review your participation playbook and identify any questions about your participatory method
- Schedule a third meeting with your mentor

Session 5 (LMS): Building capacity, understanding and relationships (December 2023)

This session will be an optional and evergreen resource additional to the development to their Playbook and to prepare participants for the implementation phase.

Objectives

- Provide best practices regarding stakeholder engagement into the development of their action plan.

- Share best practices for how to plan for outreach and communications methods to gather support for your participatory program
- Build relationships between civil society and government for participatory democracy
- Identify key challenges for collaboration from each perspective

Pre-session work:

- Reflection activity: Debrief your third meeting with a mentor
- Think of opportunities and ways to engage stakeholders in the program
- Consider which stakeholders you need to engage in your program

Post-session work:

- Continue working on your Participation playbook
- Debrief Activity
- Next steps
- Conclusion

Session 6 (LMS): Inclusivity in PD: Engaging marginalized/excluded voices (December/January 2024)

This course focuses on helping participants design action plans that are more inclusive of marginalized communities.

Objectives

- Provide an overview of how to elevate and engage excluded/marginalized voices, and advocate for a participatory program
- Provide best practices and initial steps for participants to integrate inclusivity into the development of their action plan.
 - Particularly best practices for engaging three common marginalized communities: youth, women, and displaced people (refugees, immigrants, and internally displaced people)
- Identify critical frameworks and praxis (such as intersectionality, for instance) at both the systematic and interpersonal level in order to make participatory democracy programs more inclusive, accessible, and contextually relevant.
- Provide a deep understanding of the key barriers for excluded and marginalized communities

Pre-session

- Complete the building capacity, understanding and relationships course
- Reflection activity: Debrief your third meeting with a mentor

- Plan a session with your mentor to discuss your action plan's inclusivity and opportunities to advocate for your program with both CSO and government stakeholders

Post session

- Next steps
 - Prepare questions about your playbook and program
- Schedule a fourth meeting with your mentor
- Review your progress
- Continue working on your playbook
- Conclusion

Session 7 (LMS): Understanding the implementation grants and awards (December/January 2024)

In this mandatory course, participants will receive details about the grants, grant reporting, and how the best action plan will be selected.

Objectives

- Provide an overview of the implementation and award grants
- Outline the process to receive the implementation grant
- Provide selection process for award grants
- Provide the next steps for completing the action plans

Pre-session

- Reflection activity: Mentor debrief
- Debrief activity instructions
- Debrief activity
- Review your playbook to ensure that your playbook inclusive of marginalized communities

Post session

- Complete each template to review with your mentor
- Schedule your fourth mandatory mentor meeting to review your playbook for sign off
- Peer learning Assignment: Review at least two other participant's action plans as a learning activity.
- Conclusion

Session 8A (Zoom): Joint Implementation, monitoring and evaluation (February 14, 2024)

Session 8B (LMS): Live recording

In this mandatory session, participants learn about the initial steps to implement, monitor and evaluate their action plan i.e. a participatory program for digital policy and issues.

Main objectives:

- Provide an overview of the initial steps to monitor and evaluate the implementation of a participatory program
- Provide best practices to start the implementation of a participatory program after finishing the planning stage
- Provide best practices of next steps for participants to integrate into the development of their action plan
- Address common challenges and issues

Pre-session work:

- Reflection activity: Debrief your fourth meeting with a mentor
- Check the pre-session material uploaded on the training platform

Post-session work:

- Review your playbook progress (Action Plan checkpoint)
- Continue completing your Participation Playbook
- Schedule your fifth meeting with your mentor
- Debrief Activities
- Conclusion

Session 9 (Zoom): Celebration & Presentation of Action Plans (March 6, 2024)

Main objectives:

- Celebration of the learning journey of cohort participants
- Presentation of the final "playbooks" (action plans) to the cohort participants and guests by the recipients of the implementation grant

Pre-session work:

- Meet with your mentor to get approval for the final playbook

- Prepare main talking points to present your final playbook to peers

Post-session work:

- Upload the final playbook on the training platform
- Review the completion of your courses on the training platform in order to receive your participation certificate
- End of program feedback
- Participate in interviews organized the PP communications staff to share learnings and key highlights
- Participate in a Learning & Dissemination webinar and other activities

Do you need program support?

Contact us at programteam@peoplepowered.org