DEFINITIONS & METHODS

The tools

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This production is the result of work by local development and social action players.

It is intended to improve the way in which those working in the field carry out territorial diagnoses. If you consult or use this document, please send us an email to **secretariat@apsn-prev.fr**

By letting us know how you have used it, and giving us your feedback, ideas and suggestions, you will be helping us to make improvements.

Happy reading!

This document was translated into English and adapted for the City Lab II RePIC's purposes by the ULiège Team. We based ourselves freely on the original French document.

This document comes with another booklet entitled " The territorial diagnostic approach", go see it!

Order & scope of the study

THE ORDER	**Who is responsible?** Who takes the initiative? Who places the order? Who is responsible for the process?	
	Why are we doing it? Why is this diagnosis being carried out? What are the expectations? What are the dissatisfactions? What are the needs? What is the context?	
THE AREA	**What area?**	
	What public?	
	What theme/main question?	
	Who are the stakeholders involved?	

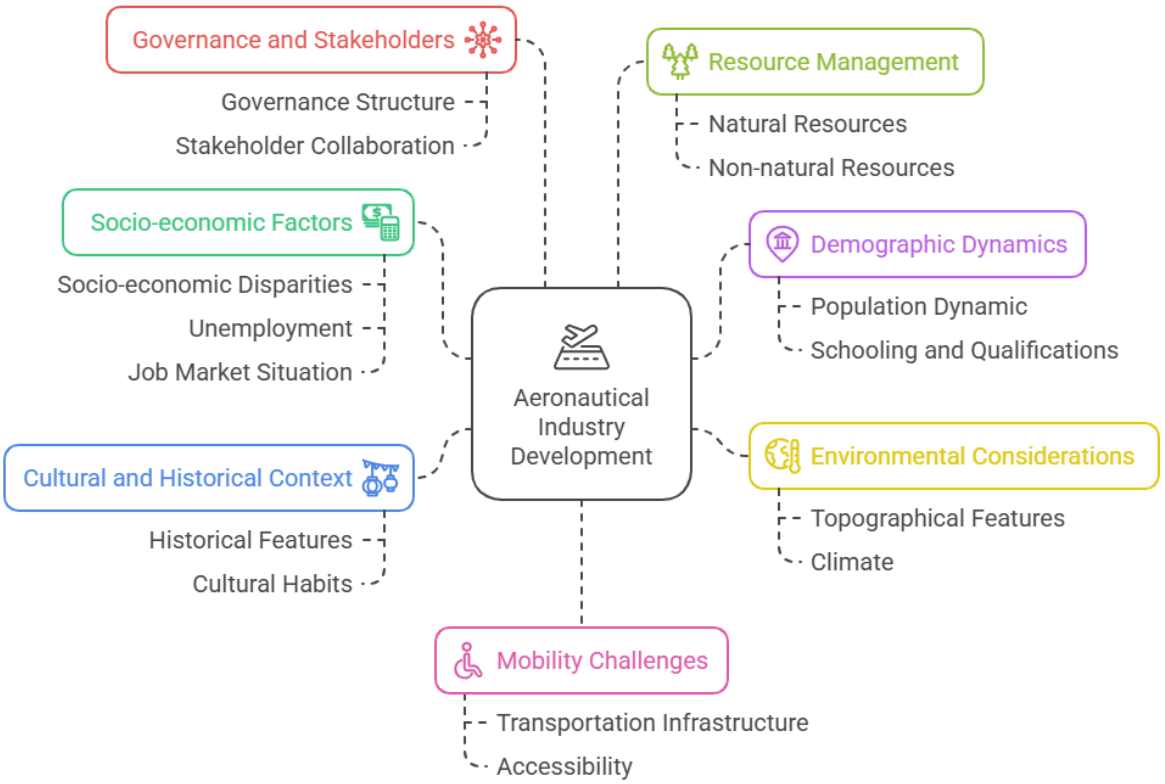
Identify the sub-questions to explore

Instructions for filling in the table :

- **Clearly define the main question !** Based on the "order and scope of the study", a main question or thematic must be clearly defined, which will serve as a reference and reminder throughout the diagnostic work. This will help you avoid getting lost and keep track of the topic.
- **Sub-themes and/or territories:** List all the underlying sub-themes that could impact or be impacted by your main question, and that are related to the territory to be analysed. A brainstorming session (with or without local stakeholders) could be the first step here. There are of course other methods, particularly in the context of citizen participation

Example :

Main question : How can we develop the aeronautical industry in Toulouse by 2030 ?



Identify the key stakeholders in the area

Instructions for filling in the table :

— **Themes and/or territories:** list all the themes and/or geographical units selected in the diagnosis of the area.
— **Stakeholders:** list the institutions, associations, businesses, resource people, etc. working on the theme.
— **Actions undertaken:** what is the actor developing in relation to the theme?

THEME AND / OR AREA	STAKEHOLDERS	ACTIONS CARRIED OUT
Example : Youth/health	Social centre	School support
		Stays
		Outings

The timetable

STAGES	INTERMEDIATE STAGES	START DATE	END DATE
Define the framework			
Collect data			
Analyse the data			
Define an action strategy			
Communicate the results of the diagnosis			

Organising the work

STEPS	DURATION (HOW LONG DOES THIS PHASE LAST?)	ROLE AND TASKS (WHAT AM I GOING TO DO?)	PLANNED WORKING TIME (HOW MANY WORKING DAYS?)
Set the framework for the work			
Collect the data			
Analyse the data			
Define an action strategy			
Communicate the results of the diagnosis			

Organisation of the steering committee

WHO PARTICIPATES? (COMPOSITION)	
WHO DRIVES THE MEETING? (MANAGEMENT)	
WHAT IS ITS PURPOSE? (MISSION AND ROLES)	
HOW OFTEN DOES IT MEET? (PERIODICITY)	
ON WHAT DATES DOES IT MEET? (SCHEDULE)	

Preparing the data collection

Instructions for filling in the table :

— **Sub-themes and/or territories:** List all the underlying sub-themes that was found during step "**definition of a series of sub-questions**".

— **Data available and/or analysed + sources:** List the data that are already available (provided or that you found online),

— **Data to research and/or construct:** List the data that you still need and that should be researched or gathered on the field.

Example :

SUB- THEMES/ QUESTIONS	DATA AVAILABLE AND/OR ANALYSED + sources	DATA TO RESEARCH AND/OR CONSTRUCT
Socio-economic disparities, Unemployment, job market situation	Statistical portal	
Population dynamic, schooling and qualifications	Statistical portal	
How do topographical features impact the city's carbon neutrality goals? What is the climate in my study area?	Topographic maps, prevailing winds…	How does it feel in the city, observed effects of the building…

Spatial organisation of the city (and impact on the researched theme)		Schematize the spatial organization of the city based on **transects**…
Historical features or cultural habits	Historical maps and books	Visiting the city, asking the locals, compare it with other city that you know…
Resources (natural or not)	What are the historical resources of this place, what are the new resources?	
How does the governance work here? Who are the main stakeholders in this area ? How do they work together ?	Website of the city, the region...	Interview with local stakeholders and local authorities to build the organizational chart of local and supra-local governance ….

How to transect : a structured walk

The objective of this approach is:

- ➡ To observe and analyse spatial diversity
- ➡ To describe the spatial organization of the studied area (often a city), from the perspective of :
  - Built/Unbuilt form and functions;
  - Populations (ethnic and socioeconomic);
  - Continuities, breaks or gradients (e.g. land use, density, human activities).
- ➡ To establish correlations between these different characteristics to identify a model and explanatory factors;

It's a sensitive, on-the-ground reading of urban space but it also allows to collect comparable data, "standardize" observations along a specific line or route for better comparison.

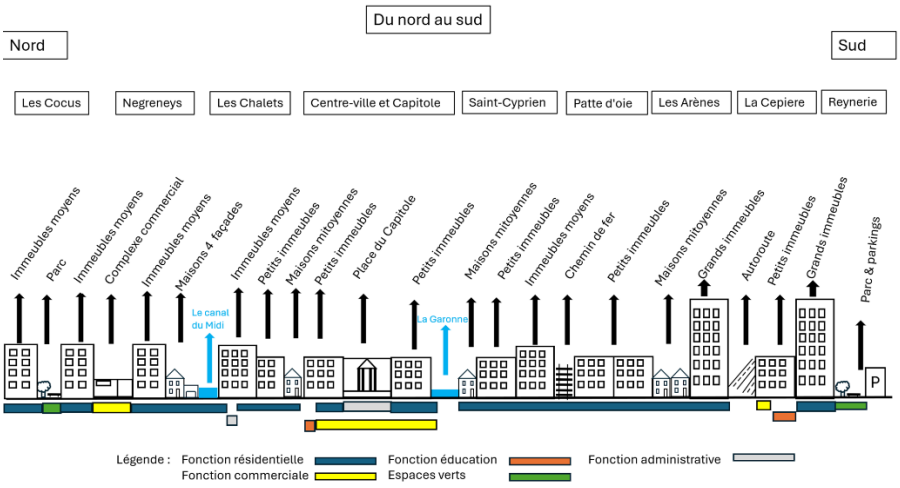
Guidelines :

- Concretely, this involves moving from point A to point B and observing, recording, and counting various pieces of information depending on the phenomenon(s) being studied. Thes points must be determined beforehand.
- There is no universal rule for choosing point A and point B. It depends on the context. For a large, classic European city, starting from the city center and making several crossings to the outskirts is a common option, but in the case of a port city, starting from the port can be relevant. In a city nestled in a valley, crossing from one side of the valley to the other in several places is also an option...
- Sampling must be done along each transect. It is a systematic survey.
- The transect indicates the direction followed by the observer: the route. Since you have imperfect knowledge of the terrain, it is strongly recommended that you regularly deviate from the transect to verify your information and refine the sampling, or even modify your route. Indeed, the internal organization of neighborhoods can vary spatially very rapidly, creating heterogeneity that is difficult to perceive from an adjacent street.
- The distance interval will determine the regularity and number of stops. The time interval must be small enough to highlight the spatial variation of the phenomena, but large enough not to generate a quantity of information that is difficult to process.
- The choice of indicators collected during each stop. It should be determined from the beginning of the analysis so that it can be **systematically** reproduced. Based on your transect, you can, for example, identify the following elements:
  - The form of the building (volume, age, architectural style, number of floors, number of dwellings, materials, etc.).

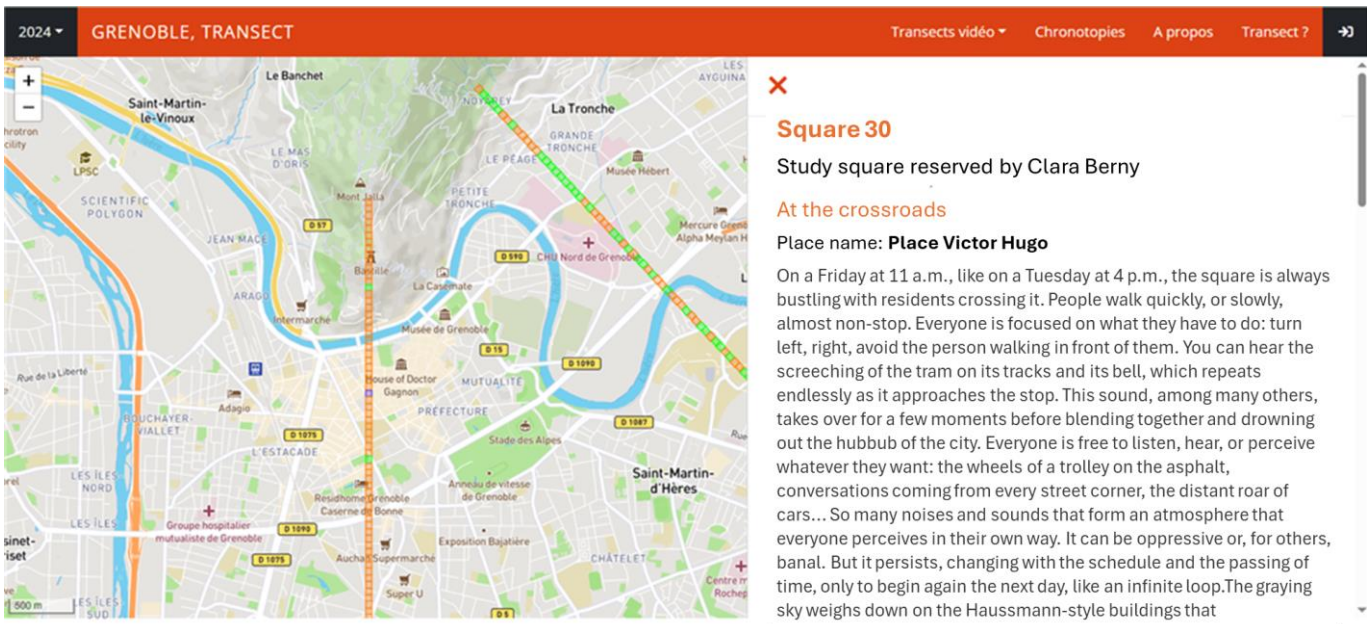
- The function of the building (single-family dwelling, collective housing, social housing, business, school, church, etc.).
- The socioeconomic profile of the population (income, household composition, etc.).

- Your survey will allow you to create a typology. A typology is a classification by type. Developing a typology involves distinguishing, within a set of units, groups that can be considered homogeneous from a certain point of view.
- You can support the analysis and the gathering of information with sensitive description, sketches, diagrams, photography, videos, interview, maps…
- You can involve local stakeholders (through a participatory approach or just discussion along the road). A real participatory approach allows to bring out local knowledge and promotes exchanges between researchers, technicians, and residents.

Here is a very simple but representative example of the result that can be obtained after a transect in a rather academic setting:



Here is an example of one “study-square” of a participatory transect in Grenoble, France (https://grenoble.transect.fr/). It’s accompanied by videos and photos.



Summarizing the data

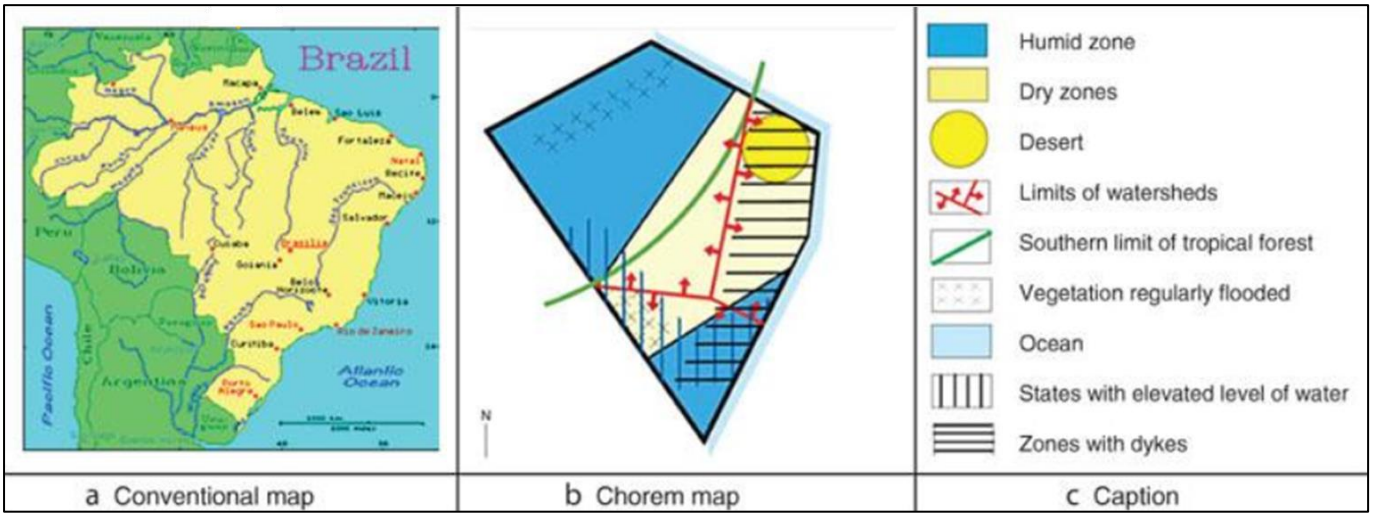
The Choremtic analysis

- Concept developed by Roger Brunet (1980s)
- Powerful tool to conceptualize space, reveal dynamics, and communicate
- Not just a simplification, but an interpretation of the territory
- Identifies essential structures & key analytical elements such as poles, flows, boundaries, networks
- Helps understand territorial dynamics such as hierarchies, polarizations, empty spaces… and share them clearly !
- Uses simple geometric figures (chorèmes) to represent structural elements and territorial dynamics

The choremtic schematization is the last step of a long process :

Observe and analyse the territory of study → Make hypotheses about the spatial organisation → Ask yourself the question of the message you want to convey → Schematization of space

- A **choremtic** diagram is not a map ! A map shows the state & dynamics of a territory, while a **choremtic diagram** goes further: it **explains how the territory works**
- You can create one diagram for each sub-theme you identified and a final summary Choremtic diagram to share the results of your analysis with people.



a Conventional map | b Chorem map | c Caption

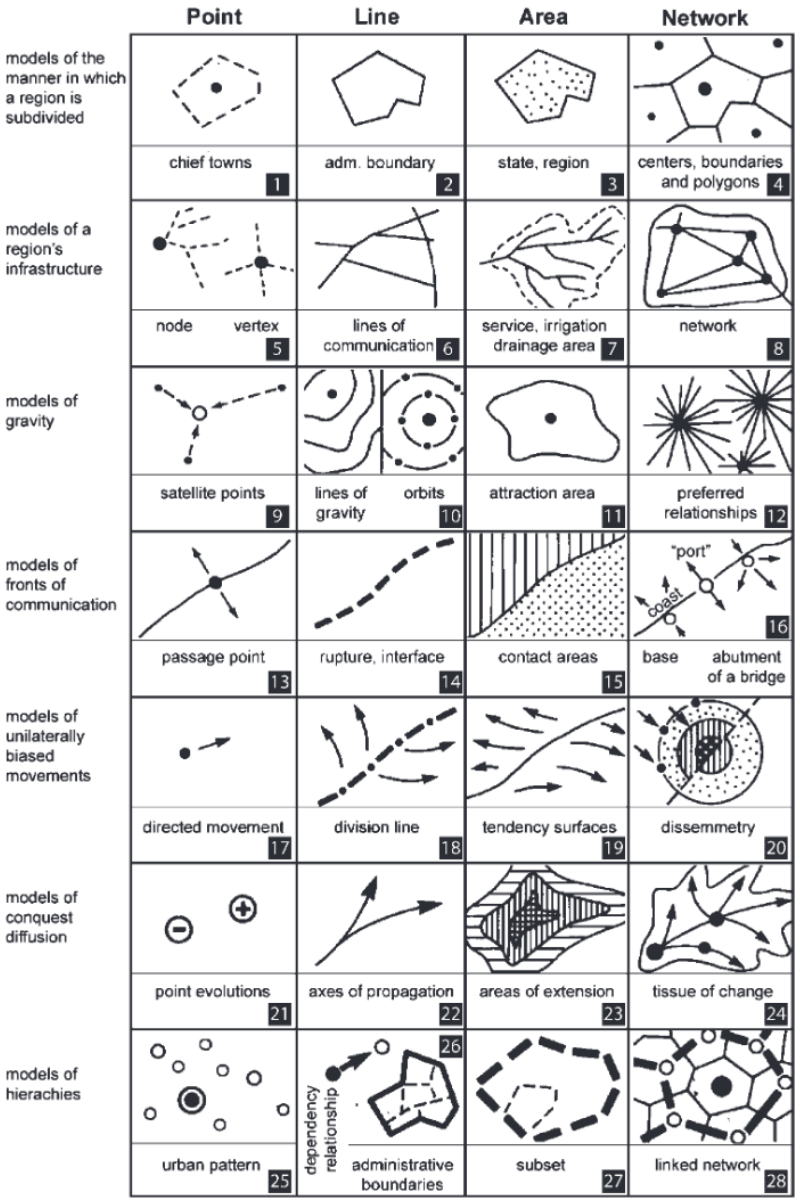


Figure 2. Table of Brunet's choremes with English labels. Note that the subtitles are examples, not necessarily exhaustive descriptors. Changed (numbering added) from van Elzakker (2004)

More informations : Reimer, Andreas. (2010). Understanding Choromatic Diagrams: Towards a Taxonomy. *The Cartographic Journal*, 47. 330-350. http://dx.doi.org/10.1179/000870410X12825500202896.

Synthetize

the data and your analyses

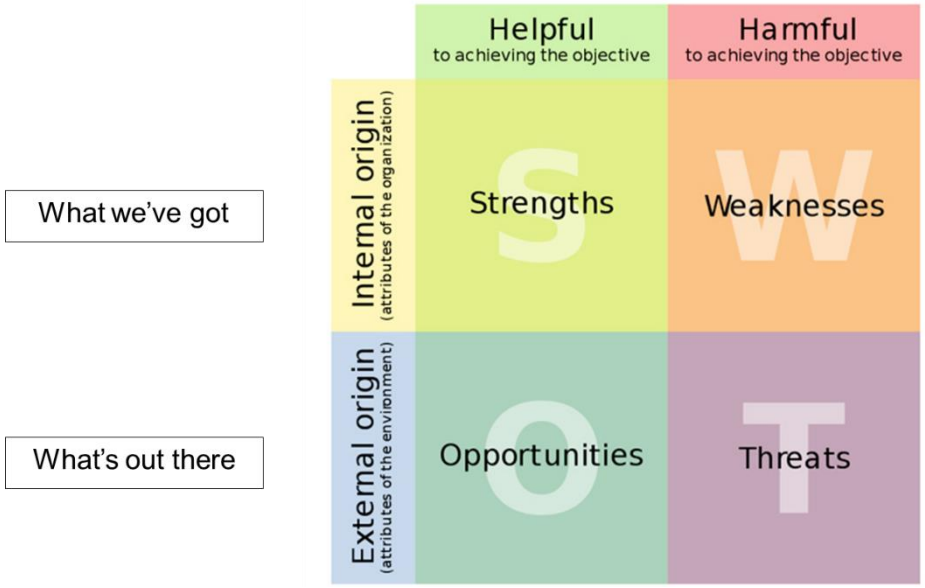
The SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis is a key tool for transforming an urban diagnostic into a solid strategic basis for building a territorial project.

The objective of this approach is to :

- **Structure the diagnostic results:** SWOT analysis organizes the collected data (quantitative and qualitative) into strengths, weaknesses, opportunities, and threats, according to different sub-themes previously identified (mobility, governance, housing, local economy, green spaces, social life, etc.).
- **Identify priority issues:** It highlights strategic elements and prioritizes the territory's challenges.
- **Serve as a springboard for action:** By combining the four dimensions, innovative, realistic courses of action can be generated that are adapted to local specificities.

Step 1: Fill in the SWOT boxes

- **Strengths**: Available resources, positive dynamics, and competitive advantages of the area (e.g., presence of public facilities, solidarity among residents, attractive landscapes, vibrant community network, etc.).
- **Weaknesses**: Internal limitations, dysfunctions, or structural shortcomings (e.g., lack of public transportation, isolation of certain neighborhoods, lack of cultural facilities, aging buildings, etc.).
- **Opportunities**: External trends or dynamics to be seized (e.g., regional or European funding, metropolitan projects, ecological innovations, new digital uses, etc.).
- **Threats**: External risks or constraints that could weaken the area (e.g., land pressures, climate risks, loss of economic attractiveness, growing social divide, etc.).



Step 2 : Cross-reference the boxes

- Identify how strengths can be leveraged to exploit opportunities.
- Examine how weaknesses can be offset or transformed through opportunities.
- Determine how strengths can be used to mitigate threats.
- Identify combinations of weaknesses and threats to anticipate major areas of concern.

Step 3 : Expand and share the analysis

- This work can be more relevant if it is collective: involving residents, elected officials, economic stakeholders, and community organizations allows for a broad range of perspectives and enriched cross-fertilization.
- Collective debate also contributes to the legitimacy and ownership of the assessment by stakeholders.

Expected Results

- A clear and shared strategic understanding of the territory.
- The identification of innovative, sometimes "out of the box" action scenarios through the systematic intersection of internal and external factors.
- An operational basis for defining a coherent **territorial strategy and project**, articulating local dynamics and global challenges.

Define the objectives & associated actions

OBJECTIVES BASED ON THE SUMMARY	EXISTING ACTIONS	ACTIONS TO BE TO BE SET UP/DEVELOPED

Action scorecards

ACTIONS	REFERENTS/ PARTICIPANTS	TIMETABLE	EVALUATION INDICATORS

Communication dashboard

Stages	What do you want to communicate?	Who is the target audience?	How do we communicate? Using what media?	Who is doing the communicating?	When is it done?