

Connecting cities  
Building successes



# **URBACT II OPERATIONAL PROGRAMME (2007-2013)**

## **3<sup>RD</sup> CALL FOR PROPOSALS FOR THE CREATION OF THEMATIC NETWORKS**

**OPEN 09 DECEMBER 2011- 15 MARCH 2012**

*09 December 2011*

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EUROPEAN COMMUNITY

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## **1. CALL FOR PROPOSALS**

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On 02 October 2007, the European Commission approved the URBACT II Operational Programme (Decision ref.: E/2007/2063 - C(2007)4454). Chapters 3, 4 and 5 of the URBACT II Operational programme and Fact sheets 2, 2a and 6b of the Programme Manual (both documents are available on the URBACT website) define the aims and conditions for the creation of Thematic networks.

Following the Mid-term evaluation and drawing lessons from the first years of implementation of the programme, a reprogramming was undertaken in 2011. On 31 October 2011, the European Commission approved the reprogramming of the URBACT Programme.

The URBACT II Monitoring Committee adopted the present Call for Proposals for Thematic networks on 14 November 2011.

**In this context, the “Secrétariat Général du Comité interministériel des Villes” (SG-CIV) (France), Managing Authority of the URBACT II Operational programme, issues a**

### **CALL FOR PROPOSALS FOR THE CREATION OF 19 THEMATIC NETWORKS.**

This Call for Proposals is open from 09 December 2011 until 15 March 2012, 02 pm GMT<sup>1</sup>.

It is specifically focused on fostering exchange and learning activities among cities as well as capitalizing on mainstreaming of sustainable urban development policies with funding from the operational programmes.

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<sup>1</sup> PRESAGE will close at 2 pm GMT on 15 March 2012, and the envelope in which all documents are enclosed must be post-marked latest 15 March 2012. See Section 1.5 for more information.

## 1.1. Thematic coverage

### 1.1.1. The 8 topics

The thematic coverage for this call for proposals includes a series of topics related to the pillars of the Europe 2020 strategy for innovative, sustainable and inclusive cities. Project proposals are requested to select one of the 8 following topics:

<b><u>INNOVATIVE CITIES</u></b>	<ol style="list-style-type: none"><li>1. Promoting innovation and the knowledge economy (e.g. local economic development, open innovation, etc.)</li><li>2. Promoting social innovation (e.g. innovative services, human capital, etc.)</li><li>3. Promoting employment and supporting labour mobility</li><li>4. Promoting entrepreneurship</li></ol>
<b><u>SUSTAINABLE CITIES</u></b>	<ol style="list-style-type: none"><li>5. Developing Low carbon and energy-efficient urban economies (e.g. sustainable transport, housing, climate change adaptation and mitigation, protecting the environment, brownfields redevelopment, etc.)</li><li>6. Enhancing urban planning performance and an efficient public administration (e.g. shrinking cities, linkages urban-rural, city-centers management, etc.)</li></ol>
<b><u>INCLUSIVE CITIES</u></b>	<ol style="list-style-type: none"><li>7. Promoting the active inclusion of specific groups (e.g. young people, the elderly, immigrants, women, homeless, etc.)</li><li>8. Fostering regeneration of deprived neighbourhoods and combating poverty</li></ol>

When considered from an integrated approach perspective, all 8 topics are strongly inter-related. Fostering economic competitiveness goes hand in hand with improving social cohesion, and vice-versa. It is expected that the topic chosen will be the main entry point into the network while allowing partners to explore connections with other topics.

Candidates should also take stock of the available results and knowledge from existing networks and working groups in URBACT II and other programmes.

### 1.1.2. 3 cross-cutting issues for the 3<sup>rd</sup> call

All European cities are to operate in a complex context, characterized by the long-lasting effects of the financial crisis, the impact of climate change, the consequences of long term demographic trends, and a growing complexity of urban decision making. As a consequence, it is requested that partner candidates take this context into account when preparing their project proposals.

The URBACT II Monitoring Committee has defined 3 cross-cutting issues to be addressed by all project proposals:

- How to manage urban development in the context of the economic and financial crisis
- How to foster integrated and sustainable approaches to urban development
- How to develop efficient partnerships and multi-level governance processes

When defining their focus, applicants shall explain how these 3 issues will be addressed by their network.

## **1.2. Initial partnership in the Declaration of Interest**

Proposals will be in the form of a Declaration of Interest involving **5 cities** (Lead partner included), from at least **3 different Member or Partner States**.

The initial partnership shall be balanced with candidate partners **from both Convergence regions and Competitiveness regions**. The balance is set at 50% +1 Convergence or 50%+1 Competitiveness. Partners from Norway and Switzerland shall not be taken into account when setting this balance

## **1.3. A two-stage process**

The creation of projects in URBACT II is a two-stage process.

### **1.3.1. Declaration of Interest**

The submission of the Declaration of Interest is the first stage. Its purpose is to select and approve projects to enter a 6-month Development phase. The Declaration of Interest mainly covers the period of this Development phase (in terms of work programme and budget) but also introduces first components related to the Implementation phase so as to provide elements on what will be implemented if the project is approved.

Declarations of interest are checked against the eligibility criteria by the Secretariat and assessed by an independent panel of experts, the *External Assessment Panel*, EAP. Eligible applications, along with the EAP ranking, are submitted to the URBACT Monitoring Committee for approval.

### **1.3.2. Final Application**

The submission of the Final Application at the end of the Development phase is the second stage. Its purpose is to assess the quality and relevance of project proposals, improve the quality of projects whenever necessary, and approve projects to enter a 27-month Implementation phase.

Final applications are checked against the eligibility criteria by the Secretariat and assessed by an independent panel of experts, the *External Assessment Panel*, EAP. The EAP organizes hearings of candidate Lead partners and Lead experts as part of the assessment process. Applicants benefit of a 3-week period to adjust their applications building on the EAP recommendations. Eligible applications, along with the EAP assessment and recommendations, are submitted to the URBACT Monitoring Committee for approval.

#### **1.4. Deadline for the submission of Declarations of interest**

The deadline for submission of Declarations of Interest is **15 March 2012, 02 pm GMT**.

#### **1.5. Procedure for the submission of Declarations of interest**

To submit project proposals, applicants shall complete the 3 following steps:

- 1) To submit their declaration of interest through PRESAGE
- 2) To send the PDF of the Declaration of Interest and the electronic version of the additional requested documents (*a list of additional documents is provided below*)
- 3) To send the signed printed PDF generated through PRESAGE and all additional requested documents in original versions by regular post to the Secretariat

##### **1.5.1. Creation and submission of Declarations of interest through PRESAGE**

The Declaration of Interest shall be created online through PRESAGE-CTE at the following link:

<https://urbact.presage-cte.org>

Applicants are requested to create their own profile and to complete in English all the sections of the Declaration of Interest with the main information concerning the Development Phase. When all sections are correctly filled in, the Declaration of Interest shall be submitted online through the PRESAGE-CTE system.

Applicants will find all necessary information and guidance for the creation and submission of their Declaration of Interest in the Guide to URBACT Thematic Networks as well as in the Practical Guide to PRESAGE – DOI published along with the Guide on the URBACT website.

**The deadline for the online submission of the Declaration of Interest is 15 March 2012, 02.00 pm GMT.**

**After this deadline, the PRESAGE-CTE system will be closed.**

### **1.5.2. Documents to be sent to the Secretariat by email**

Applicants shall send by email to [r.barbato@urbact.eu](mailto:r.barbato@urbact.eu) the following documents:

- Scanned version of the last page of the Declaration of Interest signed by an elected representative and by the local coordinator at Lead Partner's level.
- Scanned versions of the 5 letters of commitment signed by elected representatives of the 5 initial partners (one letter for the Lead partner plus one letter for each project partner) using the template annexed to this call;
- The CV of the project coordinator at the Lead partner
- The CV of the proposed Lead expert

A detailed description of the required documents is available in the Part 2 of the Guide to URBACT Thematic Networks

**The email shall be sent no later than 15 March 2012.**

### **1.5.3. Documents to be sent to the Secretariat by regular mail**

After the online submission of the Declaration of Interest through Presage, the system will generate a PDF document.

The PDF of the Declaration of Interest created through PRESAGE-CTE must be printed, duly signed and stamped, and sent to the URBACT Secretariat, along with the following requested documents:

- 5 letters of commitment signed by elected representatives of the 5 initial partners (one letter for the Lead partner plus one letter for each project partner) using the template annexed to this call;
- the CV of the project coordinator at the Lead partner
- the CV of the proposed Lead expert

All documents shall be sent **via registered mail** to the following address:

URBACT Secretariat  
5, Rue Pleyel  
93283, St. Denis Cedex  
France

**Mailings must be postmarked no later than 15 March 2012.**

## 1.6. Calendar – Save the dates

Candidates are invited to take note of the 6 following milestones:

- **Submission of proposals**

Project proposals shall be submitted by **15 March 2012, 02.00 pm GMT** latest, following the procedure outlined above in section 1.5.

- **Approval for Development phase**

Eligible project proposals will be submitted to the Monitoring Committee for approval of funding for the Development phase end of April 2012.

- **Training session at the beginning of the Development phase**

Lead Partners and Lead Experts of approved projects will be requested to attend the Training Session organized in Paris on **23-24-25 May 2012**.

NOTA BENE: Lead partners shall foresee that their proposed Lead expert as well as the persons who will be in charge of project finances and communication (so-called "finance officers" and "communication officers") attend this training session.

- **Meeting with the Secretariat at the end of the Development phase**

Lead partners and Lead experts of approved projects will be requested to take part in the meeting organized by the Secretariat in Paris on **11-12 September 2012**. This meeting aims to provide partners with last guidance and support on the completion and submission of their Final Applications.

- **Assessment of Final applications: interviews and revision of applications**

Within the assessment process for Final Applications, the External Assessment Panel will seek clarification from the candidate Lead partners and Lead experts by means of interviews and provide recommendations for improvements if necessary. The interviews will take place in the **last 2 weeks of November 2012**.

Applicants will have **a 3-week period** to adjust their Final Application if requested, before it is eventually submitted to the Monitoring Committee for approval.

- **Approval for Implementation phase**

Once they have been assessed and possibly revised by applicants, eligible proposals will be submitted to the Monitoring Committee for approval of funding for the Implementation phase **end of January 2013**. The approved projects will enter their 27-month Implementation phase, starting with a new Training Session organized by the URBACT Secretariat.

## **SECTION 2 – INTRODUCTION TO URBACT II**

2.1. PROGRAMME OBJECTIVES

2.2. PROGRAMME PRIORITIES

2.3. PROGRAMME AREA: WHO CAN APPLY

2.4. PARTNERSHIPS

2.5. THEMATIC NETWORKS

## **2. INTRODUCTION TO THE URBACT II PROGRAMME**

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The URBACT II Programme is part of the European Territorial Cooperation Objective of the Structural Fund policies for the period 2007-2013. The URBACT II Programme is financed through the ERDF, of which principles and regulations are laid down in Council Regulation N° 1083/2006 (General Regulation), Council and Parliament Regulation N° 1080/2006 (ERDF Regulation) and Commission Regulation N° 1828/2006 (Implementation Regulation).

The principles and regulations for projects to be developed within the programme are laid down in the URBACT II Operational Programme (officially approved by the European Commission on 02 October 2007).

The URBACT II Programme Manual provides further details on the implementation of the programme's operation, on the different kinds of projects to be developed (creation, implementation, management, funding, etc.). Applicants are invited to refer to both documents for more information on the different items presented in this Call for Proposals.

### **2.1 Programme Objectives**

Cities have a vital role to play in the achievement of the Europe 2020 strategy aims. The URBACT II programme will foster this role by bringing together actors at local and regional level to exchange and learn on a wide range of urban policy themes. This cooperation will aim to improve the effectiveness of sustainable integrated urban development policies in Europe with a view to implementing the Europe 2020 Strategy.

As stated in the Operational Programme, URBACT II is driven by the following specific objectives:

- **To facilitate the exchange of experience and learning** among city policy makers and practitioners in the field of sustainable urban development among local and regional authorities.
- **To disseminate widely the experiences and examples of good practice** collected by the cities, and especially the lessons drawn from these projects and policies, and to ensure the transfer of know-how in the area of sustainable urban development;
- **To assist policy-makers and practitioners in the cities and managers of operational programmes** under the Convergence and Competitiveness Objectives to define action plans on sustainable development of urban areas, which may be selected for Structural Funds programmes.

All exchange and learning projects shall thus aim to impact local policies and practices in the perspective of developing sustainable and integrated urban policies. This shall be ensured through the creation of URBACT Local Support Groups and the production of the Local Action Plans as required by all partners in URBACT projects (see section 3).

## 2.2 Programme Priorities

The URBACT II programme is structured around 2 thematic priority axes:

- Priority Axe 1 - Cities, Engines of Growth and Jobs
- Priority Axe 2 - Attractive and Cohesive Cities

The URBACT Managing Authority and of the URBACT Monitoring Committee will ensure that, building on the proposals submitted under this 3<sup>rd</sup> call, the balance between projects approved under Priority Axe 1 and projects approved under Priority Axe 2 is in accordance with what is foreseen in the Operational Programme.

## 2.3 Programme Area – Who can apply?

The programme area consists of:

- The EU 27 Member States, known as 'Member States' ;
- Norway and Switzerland, or 'Partner States' (project partners from these countries cannot make use of ERDF allocations but will be co-financed by national contributions)

Partners from other countries can participate at their own costs.

The beneficiaries of the URBACT II Programme are:

- Cities (municipalities, infra-municipal bodies and organized agglomerations)<sup>2</sup> of the Member and Partner States;
- Regions and Member states of the Member and Partner States, as far as urban issues are concerned;
- Universities and Research centres of the Member and Partner States, as far as urban issues are concerned.

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<sup>2</sup> As mentioned in the URBACT II Operational Programme, "article 8 of the Regulations 1080 covers urban areas but does not define "city". In the framework of the present programme, the term city is understood in its broadest term: metropolitan areas, cities, towns, neighbourhoods and districts. A "city" can be beneficiary of the URBACT programme as long as it disposes of the legal competencies and frameworks to ensure effective management" (Operational Programme, Annex 6). This principle also applies to the concept of "organised agglomerations". Moreover, the Monitoring Committee (Written procedure n°7 approved on 07/01/2008) has agreed to consider the participation of infra-municipal bodies as partners in URBACT II projects in the following terms: Infra municipal public bodies (districts, neighbourhoods, arrondissements...) can apply as candidate partners only if the central mayor certifies that the specified body has the competences to participate in a thematic network or working group within URBACT II. A certificate signed by the city mayor will be attached to the Declaration of interest (or Final application if the candidate partner joins the project during the Development phase). The participation of an infra municipal body will count in the number of partnership of the city within the URBACT projects.

The beneficiaries must be public authorities or public equivalent bodies<sup>3</sup>.

European networks of cities and European thematic networks dealing with issues related to urban sustainable development, as well as national networks of local authorities can be partners in URBACT II networks. They shall be considered as “non-city partners”. They are not eligible for co-financing, unless a specific decision is made by the Monitoring Committee (See Fact sheets 2a and 2c). They shall bear responsibilities of project partners with regard to project implementation and administration tasks (See Fact sheet 6b).

## 2.4. Partnerships

Partnerships shall be constituted in two steps, following the two-stage approach of project creation in URBACT II. An initial partnership shall be set up for the submission of the Declaration of Interest. If the project proposal is approved for funding of its Development phase, initial partners will have to complete the partnership during the Development phase, in order to commit for the Final Application.

**A city may not be the Lead Partner in more than one network at a time. Partners may participate in a maximum of two ongoing URBACT II networks at a time.** For more information concerning current partners participating in URBACT II projects, please refer to the Annex 1 “List of partners involved in ongoing URBACT II projects”.

The Declaration of Interest shall gather 5 partners who commit to the project through a Letter of Commitment (See templates to be used in Annexes 3 and 4). This partnership shall respect a series of principles that form part of the eligibility criteria for Declarations of Interest (See Section 4.2). These criteria are as follows:

- 5 cities including the Lead Partner (See section 2.3.)
- belonging to 3 different Member/ Partner States
- being balanced in terms of cities from Convergence regions and cities from Competitiveness regions (the balance is set at 50% +1 partners from one

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<sup>3</sup> Based on EU Public Procurement Law, public equivalent body refers to any legal body governed by public or private law:

1. established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character (which does not exclude bodies partly having an industrial or commercial character), and
2. having legal personality, and 3.
  - a) either being financed, for the most part, by the State, or regional or local authorities, or other bodies governed by public law,
  - b) or being subject to management supervision by those bodies,
  - c) or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities or by other bodies governed by public law.”

or the other type of regions, knowing that partners from Norway and Switzerland shall not be counted when setting this balance)

## **2.5 Thematic networks**

As defined in the Operational Programme, the Exchange and Learning Operation will be implemented through the creation of thematic networks. Details on the definition, components, functioning of a thematic network are outlined in the URBACT II programme manual, especially in Fact Sheets 2a and 6b.

The Programme Manual outlines the main activities of thematic networks through a series of work packages to be developed during the life cycle of a project.

During the Development phase, 2 work packages shall be delivered:

- Work package 1 – Project management and coordination
- Work package 2 – Project development

The Implementation phase shall be structured around 4 work packages:

- Work package 1 – Project management and coordination
- Work package 2 – Transnational exchange and learning
- Work package 3 – Impact on local governance and urban policies
- Work package 4 – Communication and dissemination

In developing their Final Application during the Development phase, project applicants are requested to present how they will implement these 4 work packages in order to reach the objectives defined for each work package, and to deliver the actions and outputs expected for each work package. These elements are defined in the sections below.

### **2.5.1. Work packages for Development phase**

#### **2.5.1.1. Work package 1 – Project management and coordination**

##### **1. Aims**

The activities to be developed under Work package 1 will be designed to achieve the following aims:

- To implement a sound management and coordination of the project
- To develop the project partnership and build strong collaborative relations
- To organise the work among the partners
- To gather all documents requested from the partners in order to proceed to the submission of the Final Application
- To complete and submit the Final Application

## **2. Activities**

Activities to be implemented under Work package 1 shall include the following actions:

- To recruit appropriate staff to ensure efficient project management
- To hold regular management meetings to ensure strong communication between partners concerning project coordination
- To ensure proper management of the expertise resources (Lead expert) and monitoring of the Lead expert's work programme
- To assist project partners in 6 monthly reporting – review of documents before submission (LP)
- To attend organised training sessions and other programme level events
- To receive and transfer ERDF funds to partners

## **3. Deliverables**

Outputs to be delivered as a result of the actions under Work package 1 shall include the following:

- Lead expert request form at the beginning of the Development phase
- Final reporting and closure documents at the end of the Development phase
- Approval documents for the First Level Controllers of all project partners

### **2.5.1.2. Work package 2 – Project development**

#### **1. Aims**

The activities to be developed under this work package will be designed to achieve the following aims:

- To complete the initial partnership (5 cities) with up to 7 additional partners and have all partners committed to the URBACT framework
- To identify the challenges and issues to be addressed by all partners within the framework of the project (including partners' expectations and potential contributions to the project, provisional focus of the Local Action Plan to be produced, provisional composition of their Local Support Group)
- To agree on a project proposal and to submit a Final Application to be approved for Implementation phase

#### **2. Activities**

Activities to be implemented under Work package 2 shall include the following actions:

- To organise 2 transnational project meetings:
  - a kick-off meeting at the beginning of the Development phase to commit initial partners in the project;

- a final meeting with all partners at the end of the Development phase, to validate the Baseline study and agree on the Final Application (project focus, foreseen activities, expected outputs, etc.).
- To complete the baseline study, building on visits of the Lead Expert to all partners involved in the final partnership
- To complete and submit the final application for the project to go to Implementation Phase
- For the 5 initial partners involved in the Declaration of Interest: to set up their core Local Support Group and hold a first ULSG meeting
- To complete the project mini-site on the URBACT website and to produce a logo for the project

*Nota Bene: Lead Expert visits to all partners*

During the Development phase, it is requested that the Lead Partner organises visits of the Lead expert to all partners involved in the Final Application. These visits aim to present the URBACT objectives and framework to the partner, to review the local situation in relation with the topic to be addressed by the network, to identify the challenges/ issues the partner intends to address in priority through the network activities and more especially in the Local Action Plan. They shall be organised in close cooperation with the partners and include meetings with the local project coordinator, elected representative(s), civil servants concerned by the challenges/ issues, and the members of the initial Local Support Group (in the case of partners joining the network during the Development phase, the potential core members of the Local Support Group to be set up at the beginning of Implementation phase if the project is approved). The Lead expert shall build on the information collected during these visits to complete the baseline study, and more especially the partner profiles (see Deliverables section below). The expert days related to these tasks shall be covered from the additional expertise budget allocated by the programme to each network (see section 4.5. Lead expert principle). The Lead expert shall foresee to spend 15-20 days on these activities during the 6-month Development phase.

### **3. Deliverables**

Outputs to be delivered as a result of the actions under Work package 2 shall include:

- 2 transnational meetings (a kick-off with the 5 initial partners and another with all partners involved in the Final Application)
- 5 ULSG meetings (one for each of the 5 partners involved in the Declaration of Interest)
- The baseline study composed of 3 components: 1) the state of the art to be delivered 1 month following the approval of the project; 2) partner profiles; 3) synthesis of the issues to be addressed by the network in implementation phase (see below)
- The final application form
- The completed project mini-site

### *Nota Bene: Baseline Study*

All project proposals shall include a Baseline study. The Lead expert shall be in charge of producing the Baseline study in close cooperation with the project partners. This study shall include 3 main separate components:

1. the "state of the art" of the existing knowledge, tools, programmes, etc. related to the project focus, to be delivered one month following the approval of the project for Development phase
2. a series of partner profiles, presenting the local situation, challenges/problems, existing policies, expectations vis-à-vis the network, etc. of all partners involved in the Final Application
3. a synthesis of the issues to be addressed by the project resulting from the confrontation of the state of the art and the partners' challenges and expectations (to feed into the final application form and the design of the work programme)

Applicants are requested to refer to the "Guide to URBACT thematic networks" published with this call, for more details regarding the Baseline study.

### *Nota Bene: URBACT website*

The URBACT Programme provides a website for all activities financed by the programme, including thematic networks. All thematic networks benefit from a mini-site, hosted in the URBACT website, to communicate on their activities and disseminate their findings, results, etc. Each approved network is required to use this minisite as their main webtool for communication and dissemination. As a consequence, the programme will not finance other webtools.

### *Nota Bene: URBACT Graphic Charter*

In order to foster the impact of the URBACT programme communication strategy, an URBACT visual identity has been created. It is crucial that all URBACT networks contribute to the image and visibility of the programme. As a consequence, networks are requested to apply the URBACT graphic charter in all their documents.

## **2.5.2. Work packages for Implementation phase**

### **2.5.2.1. Work package 1 – Project management and coordination**

#### **1. Aims**

The activities to be developed under this work package will be designed to achieve the following aims:

- To guarantee the sound management and coordination of the project
- To ensure the project respects the contractual framework outlined in the application form and other contractual documents

#### **2. Activities**

Activities to be implemented under Work package 1 shall include the following actions:

- To recruit appropriate staff to ensure efficient project management, and communication and dissemination tasks
- To hold regular management meetings to ensure strong communication between project partners concerning project coordination
- To ensure proper management and coordination of experts involved in the project
- To assist project partners in 6 monthly reporting – review of documents before submission (LP)
- To complete a mid-term review 12-14 months after project approval
- To attend organised training sessions and other programme level events
- To receive and transfer ERDF funds to project partners

#### **3. Deliverables**

Outputs to be delivered as a result of the actions under Work package 1 shall include the following:

- Contractual documents (e.g. subsidy contract, joint convention, etc.) at the beginning of Implementation phase
- Expertise request forms for the Lead expert at the beginning of Implementation phase
- Expertise request forms for other ad hoc expertise recruited in the course of project implementation
- Approval documents for the First Level Controllers of all project partners
- Mid-term review report, to be submitted to the URBACT Secretariat between 12 and 14 months after project approval
- Official reporting documents – every 6 months
- Final closure documents at the end of the project

*Nota Bene: Mid-term review*

All project proposals shall include a mid-term review in their work-plan for Implementation phase. This mid-term review shall be planned 12-14 months after the beginning of the Implementation phase and shall lead to the submission of a mid-term review report to the URBACT Secretariat and to possible adjustments in the Final Application (e.g. regarding the work programme, the expected outputs, the budget, etc.). The review will concern all 4 work packages. More specifically, it will be crucial to check the functioning of ULSGs, the progress in the production of the Local Action Plans and other expected outputs. The mid-term review shall also lead to the elaboration of a Dissemination plan targeted to the dissemination of project's results and outputs. This Dissemination plan will be submitted to the URBACT Secretariat for validation. The review shall be completed with the active contribution of the Thematic Pole Manager and in association with the URBACT Secretariat. Project partners will be provided with the necessary terms of reference and guidelines in the course of the Development phase.

## **2.5.2.2. Work package 2 – Transnational exchange and learning**

### **1. Aims**

The activities to be developed under this work package will be designed to achieve the following aims:

- Sharing: To foster the exchange of experiences among project partners and identify good practices
- Learning: To strengthen the practical knowledge and skills of partners in the policy area related to the issues addressed by the network
- Mainstreaming: To draw lessons from the exchanges on an ongoing basis and to apply them at local level, especially through the production of the Local Action Plans
- Supporting: To support partners in improving their local policies and producing their Local Action Plans

### **2. Activities**

Activities to be implemented under Work package 2 are transnational exchange and learning seminars. These activities can combine different types of events such as:

- transnational thematic seminars involving all partners (including thematic workshops, peer reviews of partners' practices/ policies/ progress on Local Action Plans, site visits, etc.);
- transnational cluster seminars involving part of the partners on specific sub-themes if the main theme has been organised around different sub-thematic clusters;
- bilateral meetings between 2 partners (aiming to explore a specific issue/ practice, support production of Local Action Plan, etc.);
- partners' field trip to a city outside the partnership with specific expertise or experience in the issue addressed by the network (e.g. aiming to explore a specific policy or practice);
- virtual thematic workshops using teleconference, webex, SKYPE, etc.;
- other transnational events that will allow reaching the aims outlined under this work package.

### **3. Deliverables**

Activities developed under Work package 2 should lead to the production of outputs presenting the lessons drawn from the exchanges, good practices identified, policy recommendations, project's conclusions, etc. targeting the wider audience.

Outputs to be delivered as a result of the actions under Work package 2 shall be proposed from the following list:

- Transnational exchange and learning seminars
- Seminar reports produced following each transnational event, providing a synthesis of the main topics/ issues addressed, and drawing the learning points and conclusions of the exchanges.
- Thematic reports presenting the project's interim results (lessons learnt, policy recommendations, tools, good practices, etc.) relating to a specific sub-theme addressed by the network
- Peer-review reports presenting the objectives and content of the peer-review exercise, the conclusions and lessons learnt
- Site visit reports presenting the objectives and content of the site visit, the learning points both for the host partner and for the visiting partners, the possible transfer of ideas/ practices to other partners, etc.
- Case studies, produced using the URBACT template, as stand alone documents related to a specific theme or seminar, or consolidated in a compendium of case studies.
- Final report gathering all the lessons learnt throughout the project life cycle, both from the transnational exchange and learning activities and from the partners' activities (more especially in relation to the production and implementation of Local Action Plans – see work package 3)
- Other outputs aiming to disseminate the knowledge

#### *Nota Bene: Internal versus External*

These outputs are to be conceived as vehicles to consolidate and disseminate project's results not only to the partners but also to an external audience of urban practitioners not involved in the network activities. Minutes of the meetings will not be considered as outputs. PPT presentations from partners are normally produced as inputs for project meetings. They are not suitable for dissemination outside of the network and will not be considered as case studies.

#### *Nota Bene: Intermediate versus Final*

Projects will be expected to produce these outputs on an ongoing basis, designing a set of interim outputs that will lead to the production of the final project outputs. Project proposals shall define a consistent range of outputs that will allow building, managing and sharing knowledge among partners on the one side and with the « outside world » on the other side. In this perspective, the definition of outputs in terms of content and format shall be target-oriented to the different audiences identified by partners.

In addition to the interim outputs, projects shall foresee the production of a final report that will aim to capture, consolidate and share the knowledge produced by the project over its whole life cycle. Applicants are requested to refer to the "Guide to URBACT networks" published with this call, for definitions and expectations related to the final report. Specific guidance is also available on the URBACT website. Projects shall foresee the publication of the final report in paper version. The final report shall be translated in all the languages of the partnership.

### **2.5.2.3. Work package 3 – Impact on local governance and urban policies**

#### **1. Aims**

The activities to be developed under this work package will be designed to achieve the following aims:

- To foster the impact of transnational exchange and learning activities on local policies and practices
- To strengthen the capacity of local stakeholders in integrated urban policies and participative action-planning
- To develop participative action planning processes
- To develop integrated approaches to local issues related to urban development
- To ensure dissemination of lessons learnt (good practices, policy recommendations, etc.) to local stakeholders involved in urban development
- To support transnational exchange and learning activities through the preparation of input for the project meetings (e.g. case studies, site visits, etc.)

#### **2. Activities**

Activities to be implemented under Work package 3 shall include the following 2 sets of actions:

- To set up and run an URBACT Local Support Group, organising regular meetings of the ULSG to allow members to:
  - work on the production of the Local Action Plan
  - prepare contributions to the network activities
  - channel project results and lessons learnt from the transnational exchange activities to ULSG members
  - build cooperation relationships with Managing Authorities of Operational Programmes
- To attend the ULSG capacity—building seminars organised at national level for the ULSG coordinator and 2 additional core members (3-4 seminars will be organised during the course of the Implementation phase)

#### **3. Deliverables**

Outputs to be delivered as a result of the actions under Work package 3 shall include the following:

- ULSG meetings (in all partners)
- Local Action Plans (one per partner)
- Other outputs aiming to achieve the aims defined for this work package (e.g. contributions to the transnational exchange and learning activities in the form of case studies)

*Nota Bene: Local Support Groups and Local Action Plans*

As outlined in the URBACT Operational programme and Programme Manual, each partner in a thematic network commits to set up and run a Local Support Group gathering key local stakeholders concerned by the issue addressed by the network. The main mission of this Local Support Group is to elaborate the Local Action Plan that each partner commits to produce as a result of its participation in URBACT. Applicants are requested to refer to the Programme Manual and to the "Guide to URBACT networks" published with this call, for definitions and expectations related to Local Support Groups and Local Action Plans. Specific guidance and tools are also available on the URBACT website.

*Nota Bene: National Training schemes for core Local Support Group members*

The training scheme for ULSG members at national level aims at strengthening the capacity of local stakeholders in developing and running a participative action-planning process in the field of integrated and sustainable urban policies. For each partner involved in an URBACT network, it is expected that the local coordinator of the ULSG as well as 2 other core members active in the group, will take part to training sessions organised in their respective countries, in the national language, 3-4 times in the course of the Implementation phase. These sessions will provide local actors with methods and skills for participative action-planning, as well as opportunities to network with other national cities involved in URBACT, with the national authorities and possibly with Managing Authorities of the Operational programmes. More detailed information will be provided to partners once their proposal has been approved for Development phase. Applicants are also invited to refer to the URBACT Programme manual (fact sheet 3d – Training and capacity-building for ULSG members).

#### **2.5.2.4. Work package 4 – Communication and dissemination**

##### **1. Aims**

The activities to be developed under this work package will be designed to achieve the following aims:

- To ensure communication on the project's activities on an ongoing basis, both to network partners and to urban practitioners outside the network
- To ensure dissemination of the project's results and findings, both among project partners and beyond, to the wider community of urban practitioners outside the network

##### **2. Activities**

Activities to be implemented under Work package 4 should lead to the implementation of the Communication plan defined as part of the Final Application and to the implementation of the Dissemination plan elaborated within the framework of the Mid-term review (see work package 1). These activities shall include the following:

- To regularly update the URBACT mini-site on the URBACT website
- To produce communication material – newsletters, brochures, exhibition stands etc. applying the URBACT graphic charter
- To promote the URBACT network through press releases and other communication actions as defined in the Communication plan
- To review progress in the implementation of the communication plan as part of the mid term review
- To produce a Dissemination plan as an output of the Mid-term review (see work package 1) and implement the Dissemination plan
- To organise a final event open to all target groups and dissemination events in all partner cities to disseminate the results of the network.
- To participate in external events to promote the network and share project results

##### **3. Deliverables**

Outputs to be delivered as a result of the actions under Work package 4 shall include the following elements:

- Promotional material such as brochures, newsletters, etc.
- A project mini-site within the URBACT website, updated at least once every two months
- Press releases
- A Dissemination Plan, to be submitted to the URBACT Secretariat as an output of the Mid-term review (see work package 1)
- Final conference for the dissemination of project results to a wide audience
- Local dissemination events, to be organised in each partner city at the end of the project to disseminate the results of the project (project conclusions, policy recommendations, tools, etc.) and to present the Local Action Plan.

### *Nota Bene: Internal communication vs. External communication*

Projects are invited to distinguish communication actions targeted to the project partners, internal communication, and communications actions targeted to an external audience. It is of primary importance that project partners define their target groups so as to adapt their communication strategy and their dissemination plan as the tools used, the format and content of the outputs aimed at sharing project's results will need to be defined accordingly.

## **2.5.3. BUDGETARY ELEMENTS**

The total eligible budget for a Thematic Network is fixed at 800.000€. This budget is split between the Development and Implementation Phase in the following way:

- **Development Phase**

The total eligible cost for the Development Phase will be set at a maximum of 100.000€. The candidate partners will need to confirm their match funding contribution by letter (see template provided in Annexes 3 and 4 to the call).

The maximum ERDF intervention rate is fixed at:

- 70% for cities from the Competitiveness regions
- 80% for cities from the Convergence regions

A Thematic Network budget must be presented in line with the 9 budget categories outlined in the Declaration of Interest. Applicants are required to refer to the average amounts suggested for each category in the "Guide to URBACT thematic networks" to ensure that the activities referred to in each Work Package can be delivered.

There will be an additional envelope available for the fees of the approved Lead Expert for an average of 40 days of expertise (refer to section 4 for more detail).

- **Implementation Phase**

The total eligible cost for the Implementation Phase will be set at a maximum of 700.000€. The candidate partner will need to confirm their match funding contribution by letter.

The maximum ERDF intervention rate is fixed at:

- 70% for partners from the Competitiveness regions
- 80% for partners from the Convergence regions

A Thematic Network budget must be presented in line with the 9 budget categories outlined in the Final Application. Applicants are required to refer to the average amounts suggested for each category in the "Guide to URBACT thematic networks" to ensure that the activities referred to in each Work Package can be delivered.

There will be an additional envelope available for the fees of the approved Lead Expert and ad hoc thematic experts for an average of 120 days, depending on what has been used in Development phase for the Lead expert (refer to section 4 for more detail).

## **SECTION 3 – PROCEDURE FOR THE CREATION OF THEMATIC NETWORKS**

3.1. STAGED PROCEDURE

3.2. DECLARATION OF INTEREST – CREATION, SUBMISSION, ASSESSMENT AND APPROVAL

3.3. FINAL APPLICATION – CREATION, SUBMISSION, ASSESSMENT AND APPROVAL

### 3. PROCEDURE FOR THE CREATION OF THEMATIC NETWORKS

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#### 3.1. A staged procedure

The procedure for the creation and selection of projects for the URBACT II programme is defined in detail in the Programme Manual for each type of projects (See Fact Sheet 2a for Thematic networks and Fact Sheet 6b for Project Management). This chapter aims to summarise the key points from the Programme Manual.

Projects replying to this call for proposals shall be required to follow a structured application procedure and will be subject to a selection process. Each project shall be submitted **twice** to the URBACT II Monitoring Committee:

- firstly in the form of the Declaration of Interest,
- secondly in the form of the final "Application form".

Decisions by the Monitoring Committee shall be final.

The procedure shall normally be implemented through a staged approach. The stages are outlined in detail in the Programme Manual and can be summarised as follows:

<b>1. DECLARATION OF INTEREST</b>	
<u>Stage 1</u>	Lead Partner submits Declaration of Interest and all requested documents to the URBACT Secretariat by <b>15 March 2012</b> .
<u>Stage 2</u>	URBACT Secretariat performs eligibility check.
<u>Stage 3</u>	External Assessment Panel carries out assessment and ranking of eligible project proposals.
<u>Stage 4</u>	URBACT Managing Authority submits proposal for the approval of 19 network projects to the Monitoring Committee. Monitoring Committee approves projects for 6-month Development Phase.
<b>2. FINAL APPLICATION</b>	
<u>Stage 5</u>	Lead partner submits Final Application along with requested documents 6 months after the approval for Development phase. Final Application will be completed as part of the Phase I activities. Phase I activities include completing the partnership, agreeing a detailed work plan, carrying out a baseline study, setting up URBACT Local Support Groups in partner cities, designing and submitting a detailed project audit trail, preparing a Final Application and signing all the required contractual agreements.
<u>Stage 6</u>	URBACT Secretariat performs eligibility check.
<u>Stage 7</u>	External Assessment Panel carries out assessment of eligible project proposals. EAP interviews candidate Lead partners and Lead experts and issues recommendations for possible improvements of applications if relevant. Applicants have 3 weeks to adjust their Final

	Applications accordingly.
<u>Stage 8</u>	URBACT Managing Authority submits proposal for the approval of 19 networks to the Monitoring Committee. Monitoring Committee approves project proposals for Implementation phase. Approved applications shall receive a subsidy contract that marks the final stage of approval of the project. Additional information on the subsidy contract is available in fact sheet 6b of the Programme Manual. The project shall then be fully operational and can start working on Implementation Phase.

## 4.2 Declarations of interest

### 4.2.1. Creation and submission

Projects wishing to apply for funding within the frame of this Call for proposals are invited to fill in English the Declaration of Interest online, through PRESAGE-CTE, referring to the "Guide to URBACT networks". Declarations of interest will have to be submitted through PRESAGE-CTE. The PDF of the Declaration of interested shall then be generated through PRESAGE-CTE, printed, signed and sent to the URBACT Secretariat by **15 March 2012** along with all required documents (5 letters of commitment signed by elected representatives of the Lead partner and 4 partners involved in the initial partnership, CV of the project coordinator at the Lead partner, CV of the proposed Lead expert).

For more details on this procedure, please refer to sections 1.4. and 1.5. of the present document.

### 4.2.2. Eligibility check

The URBACT Secretariat will check all received applications against the eligibility criteria. Eligibility criteria for Declarations of Interest are minimum requirements, all of which must be fulfilled before a project can be declared eligible. They cover organisational, administrative and commitment requirements. Only eligible projects can be submitted by the Managing Authority to the Monitoring Committee for approval.

The proposals submitted to the URBACT Secretariat within the deadline and respecting the procedure outlined in the call will be checked for compliance with the eligibility criteria listed below:

- The proposal is submitted respecting the procedure outlined in the call for proposals and within the deadline set in the call.
- The proposal is complete in terms of number of documents required and includes the Declaration of Interest, the financial tables, 5 letters of commitment (one letter for the candidate lead partner and 4 letters for the candidate partners), the CV of the project coordinator and the CV of the proposed Lead Expert

- The proposal is complete in terms of information and data required in the documents (all sections in the DOI and letters of commitment have been properly filled in according to the instructions)
- All the documents required are signed, dated and stamped by the candidate partners
- The proposal refers to a project bringing together 5 cities (as defined in section 2.2.) from at least 3 Member/ Partner States, which have designated one of the authorities as candidate lead partner.
- The proposed partnership shall respect a strict balance between partners from Competitiveness regions and partners from Convergence regions. The balance is set at 50% +1 partners from one or the other type of regions (3-2). Partners from Norway and Switzerland will not be taken into account when considering this balance.
- The candidate Lead partner is candidate Lead partner in one URBACT proposal only.
- The candidate Lead partner is not already Lead partner in an existing URBACT project.
- The topic addressed by the proposal corresponds with the requirements outlined in the call for proposals in terms of thematic coverage.

#### **4.2.3. Assessment**

Eligible project proposals will be assessed and ranked by the External Assessment Panel. The assessment criteria for project proposals are provided in Annex 2 of this document.

#### **4.2.4. Submission to the Monitoring Committee and approval**

Following the assessment and ranking of project proposals by the External Assessment Panel, the URBACT Managing Authority shall submit to the Monitoring Committee a proposal of projects to be approved for Development phase. Building on the report provided by the External Assessment Panel, the Monitoring Committee shall decide on the approval of projects to enter Development phase. Decisions by the Monitoring Committee shall be final.

After approval by the Monitoring Committee, the Declaration of interest shall be published on the URBACT II website to give the opportunity to other potential partners to join the project. The complete partnership shall be finalised during the development phase of the project.

## **4.3 Final Applications**

### **4.3.1. Creation**

During the Development phase, the Lead Partner and partners, with the support of the Lead expert, shall complete the Final Application to submit their project form Implementation phase. This will be done in English through the online system PRESAGE-CTE. Guidelines for the Final Application will be provided by the URBACT Secretariat to the projects approved for entering Development phase. It shall include, amongst other things, a detailed definition of the project objectives and expected outputs, a work programme including a plan for the use and management of thematic experts, a communication plan and a budget.

### **4.3.2. Submission**

At the end of the Development phase, the Lead partner shall submit their Final Application and all requested documents to the URBACT Secretariat. The Final Application shall be submitted to the URBACT Secretariat no later than 6 months following the approval for the project to enter Development phase. The procedure for the submission of the Final application will be provided to applicants at the beginning of Implementation phase. It shall be similar to the one outlined for Declarations of interest.

### **4.3.3. Eligibility check**

The URBACT Secretariat will check all received applications against the eligibility criteria. Eligibility criteria for Final Applications are minimum requirements, all of which must be fulfilled before a project can be declared eligible. They cover organisational, administrative and commitment requirements. Only eligible projects can be submitted by the Managing Authority to the Monitoring Committee for approval.

The proposals submitted to the URBACT Secretariat within the deadline and respecting the procedure outlined in the call will be checked for compliance with the eligibility criteria listed below:

- The proposal is submitted respecting the procedure outlined in the call for proposals and within 6 months from approval by the Monitoring Committee for Thematic networks.
- The proposal is complete in terms of number of documents required and includes the Final Application. The list of required documents will be provided to approved projects, along with guidelines for Final Application. It will include a letter of commitment for the Lead partner and 1 letter of commitment per partner (all letters shall be signed by an elected representative when appropriate).
- The proposal is complete in terms of information and data required in the documents (all sections in the Final Application, letters of commitment and other documents have been properly filled in according to the instructions).

- All the documents required are signed, dated and stamped by the candidate partners.
- The proposal refers to a project bringing together a minimum of 8 and a maximum of 12 public, from at least 3 Member and Partner States, which have designated one of the authorities as candidate lead partner.
- The proposed partnership is balanced in terms of geographical origin with candidate partners from both Convergence objective regions and Competitiveness objective regions. The balance is set at 50% Convergence – 50 % Competitiveness in the case of an even number of partners; 50% +1 Convergence or 50%+1 Competitiveness in the case of an odd number of partners. Partners from Norway and Switzerland shall not be taken into account when setting this balance.
- The proposed partnership does not include more than 3 non-city partners.
- All candidate partners are beneficiaries of the programme as defined in the Operational Programme.
- The candidate partners are not partners in more than one existing URBACT II project.
- The candidate lead partner is not Lead partner in an existing URBACT II project.
- The proposal addresses one of the topics defined for this call for proposals in terms of thematic coverage.
- Regarding the budget, the sum between the maximum amount of expenditure that will be claimed for phase I and the proposed budget for the implementation phase (phase II) does not exceed the ceiling established for the maximum budget of a thematic network.

#### **4.3.4. Assessment**

The External Assessment Panel (see section 6.5. below) shall proceed to the assessment of eligible Final Applications, to be submitted to the Monitoring Committee for approval of Implementation phase. The assessment criteria for Final Applications shall be provided in the call for proposals.

Whereas the assessment of Declarations of Interest is aimed at selecting a number of proposals out of all eligible proposals received, the assessment of Final Applications shall aim to check the quality of the proposals and to improve these proposals if relevant.

The EAP will seek clarification from the candidate Lead partners and Lead experts by means of interviews and provide recommendations for improvements if necessary. The interviews will take place in the last 2 weeks of November 2012.

Applicants will have a 3-week period to adjust their Final Application if requested, before it is submitted to the Monitoring Committee for approval.

#### **4.3.5. Approval**

Based on the final assessment by the External Assessment Panel, the URBACT Managing Authority shall submit to the Monitoring Committee a proposal of

projects to be approved for Implementation phase. The Monitoring Committee shall decide on the approval of projects to enter Implementation phase.

Decisions by the Monitoring Committee shall be final.

Approved applications shall receive a subsidy contract which marks the final stage of approval of the project. Additional information on the subsidy contract are available in fact sheet 6b. The project shall then be fully operational and can start working on Implementation Phase.

## **SECTION 4 – BASIC PRINCIPLES FOR URBACT II**

4.1. THE LEAD PARTNER PRINCIPLE

4.3. THE “LEAD EXPERT” PRINCIPLE

4.4. THE MANAGING AUTHORITIES OF THE OPERATIONAL PROGRAMMES IN URBACT II

4.5. COMMUNICATION AND DISSEMINATION STRATEGIES

## **4. SOME BASIC PRINCIPLES UNDER URBACT II**

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### **4.1. The Lead Partner Principle**

Each project has to appoint a Lead Partner who takes over the full responsibility for management, coordination of activities among the involved partners, implementation of work programme, communication on the project and dissemination of project outputs. The Lead Partner also bears financial and legal responsibility and liability for the whole partnership towards the Managing Authority (See Programme Manual, Fact Sheet 6b – Project management, section 1.1). In order to ensure these tasks, the Lead partner is requested to appoint:

- a coordinator who shall be responsible for the organisation of the project's work, of the implementation of the work programme, of the production of all expected outputs as defined in the Application Form (Refer to Fact Sheet 6b – section 1.1. for more details)
- a financial officer who shall be responsible for the accounts, financial reporting, the internal handling of ERDF funds and national co-financing (Refer to Fact Sheet 6b – section 1.1. for more details)
- a communication officer who shall be responsible for the project communication and dissemination strategy, tools (especially updating the project's mini-site) and activities, in relation with all partners and the Secretariat (particularly the Communication manager of the programme) (Refer to Fact Sheet 6b – section 1.1. for more details)

It is strongly requested that the administrative and financial management be led internally by the Lead partner. In case where these tasks are externalised, the External Assessment Panel will check the liability and the proximity of the external body with the Lead Partner administration. However, the Lead Partner can in no way delegate the financial and legal responsibility for the project. For the project coordination, administrative/ financial management and communication on project activities, the level of human resources mobilised by the Lead Partner should correspond to 2 full-time posts.

Following the approval of Declarations of Interest by the Monitoring Committee, the Lead Partners and their lead experts shall attend a training session organised by the Secretariat to familiarise them with URBACT II working methods (organisation of exchanges, product standards, communication and dissemination) and aspects of administrative and financial management.

Lead partners will be required to take part, in the name of the network, to capitalisation and dissemination activities at programme level. More especially, they will be requested to contribute the activities of the Thematic Pole to which their project will be assigned (participating to the 3-4 Thematic pole annual

meetings, ensuring contribution of the project to programme level productions or seminars, URBACT annual conference, etc.)<sup>4</sup>.

## **4.2. The “Lead expert” principle**

Lead partners of Thematic networks will appoint a Lead expert who will be responsible for supporting the network throughout the whole life of the project and for contributing to programme level activities in the name of the network (especially, participation to Thematic Poles’ activities will be included in the contractual engagement of the Lead expert with the URBACT Secretariat).

In addition to the project budget, an envelope shall be available to all networks for expertise purposes, amounting to 125.000 euros, meaning 166 days of expertise total (Development phase + Implementation phase).

Taking into the significant work to be done during the Development phase by the Lead expert, the average number of days to be allocated to the Lead expert during the Development phase shall be 40 days on average.

Costs for travel and accommodation of experts hired on this envelop shall be covered by the project budget. In the budget for Development phase, sufficient resources should be dedicated to travel and accommodation expenses related to the visits of the Lead expert (and whenever possible, the Lead partner) to all partner cities (including the new partners added during the Development phase).

Lead experts are expected to support the partners in the completion of the main tasks to be completed during Development phase (completion of the baseline study, elaboration of the work programme, etc.). As a consequence, applicants are required to designate the Lead expert they intend to appoint in the Declaration of Interest (included in the Assessment criteria for Declarations of Interest) and attach a C.V. to their Declaration of Interest. Lead experts are to be selected from the pool of validated experts available on the URBACT website.

Following the approval of Declarations of Interest by the Monitoring Committee, the Lead Partners and their lead experts shall attend a training session organised by the Secretariat to familiarise them with URBACT II working methods (organisation of exchanges, product standards) and aspects of administrative and financial management. This training session shall take place in Paris on 23-24-25 May 2012.

Applicants are invited to refer to the Programme Manual (Fact Sheet 3 b) for more details on the role of Lead experts and thematic experts.

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<sup>4</sup> While Lead Partners are required to act as the official project representatives, they are invited to foster and organise the involvement of project partners in programme level activities as well.

### **4.3. Managing authorities of Operational programmes in URBACT II**

Project partners are recommended to associate the Managing Authorities of the Operational programmes in the project activities in order to enhance the impact of these activities on local policies.

Managing Authorities can take part in a project by being:

- full partners of a project
- associated members
- members of the partners' Local Support Groups

Within each Thematic network budget, partners shall foresee to cover the participation of Managing Authorities to transnational exchange activities under work package 2 and to local activities developed by partners (more especially participation to the ULSG meetings) under work package 3.

### **4.4. Communication and Dissemination**

Reference to the EU regulations in terms of communication and publicity and URBACT requirements can be found in the URBACT II Programme Manual (Fact sheets 6a and 6b).

URBACT projects have to share their results and outputs with their partner cities but also with urban stakeholders, policy and decision makers and practitioners across Europe possibly facing the same challenges or interested in the project topic.

Therefore, communication and dissemination shall be key activities for the project.

The Lead Partner is in charge of the project communication strategy, its implementation as well as the dissemination of the project intermediate and final outputs. A Communication Officer shall be appointed. Project partners shall be actively involved in the communication and dissemination activities.

A Communication Plan is requested at the end of the Development Phase as part of the final application for the Implementation phase. A Dissemination Plan will be requested as an outcome of the mid-term review to be submitted to the URBACT Secretariat 12-14 months after the beginning of the Implementation phase.

Tools and support will be provided at programme level including:

- URBACT graphic charter: guidelines and templates for publications, powerpoints etc. available at [http://urbact.eu/fileadmin/graphic\\_charter/](http://urbact.eu/fileadmin/graphic_charter/)
- URBACT website:
  - o Project mini-sites to be completed by the project Communication Officer
  - o URBACT programme website as well as other web tools (Blog, newsletter, Facebook page, Video channel) available to disseminate project announcements and results

- URBACT National Dissemination Points: websites to disseminate announcements and results in national language.
- Annual or thematic events at programme level

Each project shall complete and update the project mini-site on the URBACT website at least once every two months (these dedicated pages will be created once the projects have been approved to enter Development phase), produce communication materials (newsletters, leaflets etc.), apply the URBACT Graphic Charter in all its documents and publications, promote the project activities and results at national and local levels (press releases, events etc.). At the end of the project, a final publication shall be produced and disseminated, a final event open to all targets groups shall be organised to introduce the results of the project as well as dissemination events at partners' level.

## **SECTION 5 – ANNEXES**

**ANNEX 1 – LIST OF PARTNERS ALREADY INVOLVED IN ONGOING URBACT PROJECTS**

**ANNEX 2 - CRITERIA FOR THE ASSESSEMENT OF DECLARATIONS OF INTEREST**

**ANNEX 3 - TEMPLATE FOR THE LETTER OF COMMITMENT FOR LEAD PARTNERS**

**ANNEX 4 – TEMPLATE FOR THE LETTER OF COMMITMENT FOR PROJECT PARTNERS**

**ANNEX 5 – LIST OF USEFUL DOCUMENTS**

## 5. ANNEXES

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### 5.1 Annex 1 – List of Partners already involved in ongoing Urbact projects

City of Weiz	AT	
City of Leoben	AT	
University of Graz	AT	
City of Anderlecht	BE	
City of Brain l'Alleud	BE	
City of Ottignies Louvain	BE	
City of Yambol	BG	
City of Larnaka	CY	
City of Karvina	CZ	
City of Frankfurt	DE	
City of Norderstedt	DE	
City of Freiberg	DE	
City of Altena	DE	
University of Eberswalde	DE	
City of Skandeborg	DK	
City of Sondeborg	DK	
City of Serres	EL	
City of Ptolemaida	EL	
City of Veria	EL	
City of Komotini	EL	
City of Kavala	EL	
City of Lugo	ES	
City of Albacete	ES	
Economic Agency Sabadell	ES	
City of Madrid	ES	
City of Almeria	ES	Involved in 2 ongoing projects
City of Legazpi	ES	
City of Torrent	ES	
Bussines Innovation Center Albacete	ES	
City of Pori	FI	
City of Echirolles	FR	
City of Les Mureaux	FR	
Region Rhone Alpes	FR	
Communauté d'Agglomération du Grand Besançon (CAGB)	FR	
Communauté Urbaine de Cherbourg	FR	
City of Bayonne	FR	
City of Mulhouse	FR	
City of Tatabanya	HU	
City of Debrecen	HU	

City of Budapest	HU	
City of Nagykallo	HU	Involved in 2 ongoing projects
City of Eger	HU	
City of Kilkenny	IE	
Dun Laoghaire Rathdown County Council	IE	
City of Novara	IT	
City of Riccione	IT	
City of Brindisi	IT	
City of Budrio	IT	
City of Ancona	IT	
City of Udine	IT	
City of Bologna	IT	
City of Pergine Valsugana	IT	
City of Salaspils	LV	
Social Economic Fundation	LV	
City of Utrecht	NL	
City of Delft	NL	
City of Herleen	NL	
City of Oslo	NO	
City of Nottoden	NO	
City of Radzionków	PL	
City of Katowice	PL	
City of Dabrowa Gornicza	PL	
City of Debica	PL	
City of Beja	PT	
Mobility Agency City of Lisboa	PT	
City of Covilha	PT	
City of Suceava	RO	
City of Medias	RO	
City of Gheorgheni	RO	
City of Sebes	RO	
City of Bistrita	RO	
Brasov Metropolitan Association	RO	
City of Gävle	SE	
City of Stockholm	SE	
City of Botkyrka	SE	
City of Ljutomer	SI	
City of Kosice	SK	
Bridgend County Borough	UK	
Basingstoke and Deane Borough Council	UK	
Westminster City Council	UK	
City of Glasgow	UK	

## 5.2 Annex 2 – Criteria for the assessment of Declarations of Interest

<b>THEMATIC NETWORKS</b>	
<b>Criterion 1: Relevance of the proposal and European value added</b>	<b>/25</b>
1.1 The project is contributing to the main objectives of the URBACT II programme 1.2 The project is contributing to the themes outlined in the URBACT II call for proposals 1.3 The declaration of interest clearly analyses the nature of the problem to be tackled and the related challenges 1.4 The problem and challenges exist in all of the partner cities and this has been evidenced 1.5 The project is clearly building on the stated experiences and needs of the partners 1.6 The expected results are innovative (they bring clear added value compared to other current or past initiatives) 1.7 The project does not duplicate a previous URBACT project 1.8 The project is not a simple continuation of a previous URBACT project 1.9 There is a European level interest in the work that they propose (e.g. clear contribution to the Europe 2020 strategy) 1.10 The project has been explicitly designed and organized to generate a low carbon footprint	
<b>Criterion 2: Coherence of the proposal</b>	<b>/25</b>
2.1. Quality of the strategy: The issue tackled by the project, the objectives and expected effects (outputs and results) for the Implementation phase are clearly defined and meaningful 2.2. The project has a clear focus on the exchange of experiences and transfer of good practice and this has been evidenced in the work programme and expected results 2.3. The activities in the work programme have been set out as indicative work packages (specific objective, actions, time frame, leader) 2.4. The proposed activities in the work packages are in line with the objectives and expected effects	
<b>Criterion 3: Quality of the expected results</b>	<b>/ 20</b>
3.1 The expected outputs/results are in line with what has been outlined in the Call for proposals 3.2 The expected outputs/results are concrete (visible and measurable). They are specified precisely and quantified 3.3 The activities and outputs are explicitly interrelated 3.4 The expected impact of the project on the policies and future actions of the partners is clearly demonstrated (i.e. There is a commitment to implement the results among the partners through their local action plans)	
<b>Criterion 4: Quality of partnership and lead partner</b>	<b>/20</b>
4.1 There is substantial commitment of each partner in the implementation of the project (e.g. different leadership and participation in the proposed work packages). There is evidence that each partner commits to set up and run an URBACT Local Support Group. 4.2 The candidate Lead partner has real evidenced experience of the problem being addressed in this field 4.3 The candidate Lead partner has experience of leading exchange of experience projects in fields close to the proposed project (i.e. utilising existing departmental capacity)	

<p>4.4 The named officer to act in the name of the Lead partner (<i>project coordinator</i>) has experience (from attached CV) of this type of work</p> <p>4.5 A political decision-maker has been nominated within the Lead partner local authority to guarantee a strong political backing to the project</p> <p>4.6 The skills needed to achieve the expected results have been identified and integrated in the partnership &amp;/or the expertise</p> <p>4.7 The designated Lead Expert has relevant experience in supporting transnational activities and relevant expertise in relation with the issues addressed by the project</p>	
<b>Criterion 5: Budget and Finances for Development phase (phase I)</b>	<b>/10</b>
<p>5.1 The budget is logically distributed between the budget lines and components</p> <p>5.2 The budget reflects the planned activities in the development phase</p> <p>5.3 The budget adds up to the total (vertically and horizontally!)</p> <p>5.4 The budget allocated to management and coordination tasks (Component 1) is reasonable (e.g. percentage of total costs)</p> <p>5.5 The budget foresees a reasonable allocation to finance the creation and the first activities of the URBACT Local Support Groups</p>	
<b>TOTAL</b>	<b>/100</b>

**5.3 Annex 3 – Template Letter of Commitment for the Lead partner**

*The text shall be inserted in the Lead Partner’s headed paper with the relevant project data.*

URBACT II Managing Authority  
5, Rue Pleyel  
93283 Saint Denis Cedex  
France

Dear Madam, Sir,

The city of [.....] confirms its commitment to be the Lead Partner in the activities of the URBACT *Thematic network* proposal entitled [.....]. Our project builds on a partnership of 5 partners in total that belong to [.....] Member or Partner States.

The specific challenge we wish to address in this *Thematic network* as a Lead Partner is [.....].

We are convinced that by working through this URBACT project, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT II Programme, we will participate in the project, take on roles and implement activities as indicated in the Declaration of Interest work programme. More especially, we commit to set up the Urbact Local Support Group and attend the transnational meetings planned in the framework of the Development Phase.

To this end, we also formally commit to engaging the funds needed to co finance ERDF. In the Development phase, this is estimated to amount to [.....] €. The details of this contribution are outlined in the Declaration of Interest.

Yours sincerely<sup>5</sup>

\_\_\_\_\_

Name in capital letters:

\_\_\_\_\_

Function:

\_\_\_\_\_



<sup>5</sup> The signing person has to be an elected representative with authority to sign for the Lead Partner. In case the Lead Partner institution has no elected representatives, the signing person must be in the position to commit the institution’s resources to be engaged in the project (staff, budget, etc.).

**5.4 Annex 4 – Template of Letter of Commitment for partner**

***The text shall be inserted in the Lead Partner’s headed paper with the relevant project data.***

URBACT II Managing Authority  
5, Rue Pleyel  
93283 Saint Denis Cedex  
France

Date

Dear Madam, Sir,

The city of [.....name.....] confirms its commitment to be Project Partner in the activities of the URBACT *Thematic network* proposal entitled [.....title of project.....] led by the city of [.....name of Lead partner.....].

The specific challenge we wish to address in this *Thematic network* as a Project Partner is [.....brief description of theme addressed.....].

We are convinced that by working through this URBACT project, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT II Programme, we will participate in the project, take on roles and implement activities as indicated in the Declaration of Interest work programme. More especially, we commit to set up the Urbact Local Support Group and attend the transnational meetings planned in the framework of the Development Phase.

To this end, we also formally commit to engage the funds needed to co-finance ERDF. In the Development Phase, this is estimated to amount to [.....] €. The details of this contribution are outlined in the Declaration of Interest.

Yours sincerely<sup>6</sup>

\_\_\_\_\_  
Name in capital letters:  
\_\_\_\_\_  
Function:  
\_\_\_\_\_



<sup>6</sup> The signatory person has to be an elected representative with authority to sign for the Partner. In case the Partner institution has no elected representatives, the signing person must be in the position to commit the institution’s resources to be engaged in the project (staff, budget, etc.).

## 5.5 Annex 5 – List of Useful Documents :

- URBACT Operational Programme  
[http://urbact.eu/fileadmin/general\\_library/U\\_II\\_OP\\_reprog\\_Final\\_version.pdf](http://urbact.eu/fileadmin/general_library/U_II_OP_reprog_Final_version.pdf)
- URBACT Programme Manual.  
[http://urbact.eu/fileadmin/general\\_library/TWD\\_Final\\_Version\\_approved\\_MC.pdf](http://urbact.eu/fileadmin/general_library/TWD_Final_Version_approved_MC.pdf)
- Guide to URBACT Thematic Networks
- Practical Guide to PRESAGE – DOI
- Description of First level control systems in Member and Partner States
- Urbact Local Support Group Toolkit (translation available in all EU languages)
- <http://urbact.eu/en/header-main/documents-and-resources/documents/>
- Guidelines for Baseline Study
  - <http://urbact.eu/en/header-main/documents-and-resources/documents/>