

How to run your ULSG?

Organizing your meetings

The benefits of the URBACT Programme and of the Local Support Groups (LSGs) themselves will be maximised if all those involved work together as creatively as possible. Some bureaucratic procedures are necessary but should be kept to a minimum.

- Workshops where participants are treated as equals will often be more useful than formal meetings dominated by expert presentations.
- The success of the LSG will depend on many factors but a critical aspect is how well the meetings are run. Get all members to explore and discuss the way meetings themselves will be organised.

To run efficient 'meetings' (which can include teleconferences, or scheduled online collaborations, covered in the next section), the ULSG coordinator should circulate an agenda in advance, specifying if there are any additional documents to be printed or read beforehand. Following each meeting, a summary report should be circulated to all participants, as well as any members who were not able to participate or who will benefit from the information.

Good quality facilitation of meetings and events is essential to create the conditions necessary for effective participation and collaboration. Facilitation expertise needs to be recognised and may need to be procured.

Some examples of tools and methods for working together:

Community planning events

Carefully structured collaborative events at which all stakeholders, including the local community, work closely with specialists from all relevant disciplines to make plans for the future of that community or some aspects of it. Can vary in length and format.

Hands-on planning

Method of community involvement where small groups make plans for the future using table top plans or flexible cardboard models.

Interactive displays

Visual displays which allow people to participate by making additions or alterations to them.

Open house events

Events designed to allow those promoting initiatives to present them to a wider public and secure reactions in an informal manner. Halfway between an exhibition and a workshop.

Reconnaissance trips

Direct inspection of area under consideration by mixed team of locals and technical experts. On foot or by bus. Also known as field visits or walkabouts.

Vision fair

Where people vote on their favorite visions. Vision statements or images are exhibited. People use colored sticky dots to indicate which visions they would like to pursue.