



**URBACT III OPERATIONAL PROGRAMME  
(2014-2020)**

**CALL FOR APPLICATIONS FOR FIVE URBACT III  
PROGRAMME EXPERTS**

**Open from 09 October 2015 to 17 November 2015**

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## **SECTION 1: GENERAL CONTEXT**

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### **1.1. THE URBACT III PROGRAMME**

URBACT is a European Territorial Cooperation Programme (ETC), financed by the European Regional Development Fund as well as national contributions from Member States and Partner States (Switzerland and Norway)

It is a European exchange programme promoting sustainable and integrated urban development in line with the objectives of the Europe 2020 strategy. URBACT enables European cities to work together to develop effective and sustainable solutions to key urban challenges.

The 2014-2020 URBACT III programme builds on two previous generations of URBACT programme and in particular URBACT II (2007-2013) whose success enabled more than 500 cities in 29 countries in Europe to participate in thematic networks consisting of 10-12 cities involving more than 7,000 actors on the ground (local administrations, elected representatives, civil society, residents, etc.).

The URBACT III programme (2014-2020) was adopted on 12th December 2014 by the European Commission.

The strategy, the specific objectives and the main activities of the URBACT III programme for the period 2014-2020 are described in the sections 1 and 2 of the Operational Programme.

[http://urbact.eu/sites/default/files/u\\_iii\\_op\\_adopted\\_12\\_december\\_2014.pdf](http://urbact.eu/sites/default/files/u_iii_op_adopted_12_december_2014.pdf)

The key target audience of URBACT III remains practitioners and decision makers in cities as well as their local stakeholders who want to design and implement integrated and sustainable urban strategies and action plans to answer their social, economic and environmental urban challenges.

The main objective of URBACT III is to promote integrated and sustainable urban development by improving the capacity of cities to design and implement integrated policies and strategies.

Four specific objectives have been set in the operational programme:

- To improve the capacity of cities to manage sustainable urban policies and practices in an integrated and participative way
- To improve the design of sustainable urban strategies and action plans in cities
- To improve the implementation of integrated plans for sustainable urban development
- To ensure that practitioners and decision-makers at all levels (EU, national, regional and local) have increased access to URBACT thematic knowledge and share know-how on all aspects of sustainable urban development in order to improve urban policies.

These objectives will be implemented through three main strands of activities:

- Transnational networking to support cities with the design and implementation of integrated urban strategies, building on mutual learning and the transfer of good practices

- Capacity-building activities to enhance the capacities of urban players to develop integrated and participatory approaches to the design and delivery of public policies (through national seminars, Summer Universities, etc.)
- Capitalisation and dissemination to capitalise and disseminate urban knowledge, practices, policy recommendations etc. to inform policy-making and delivery at local, regional, national and EU level (through seminars, web platform, publications, National URBACT Points, etc.)

The first two strands of activities will mainly concern cities and local stakeholders which will be involved in URBACT networks and subsidised as beneficiaries to participate to these activities. The third strand of activities shall target practitioners & decision makers of all EU cities & those working at regional, national, European levels on sustainable urban development.

## **1.2. PROGRAMME EXPERTS IN THE FRAMEWORK OF THE URBACT III PROGRAMME**

To respond to the manifold challenges they are facing, city administrations need to continually improve and build knowledge and skills to enable them to develop and implement sustainable integrated policy.

URBACT III is in a position to use its resources and know-how to strengthen the capacity in cities to deliver integrated urban strategy and actions on the thematic objectives corresponding to their challenges.

URBACT does not directly invest in urban development (such as road building or science park construction). Instead the programme enables exchange and learning between elected officials, officers and other city stakeholders; it contributes to the improvement of the quality of planning and implementation of integrated urban plans and programmes in cities, through policy learning on sustainable urban development.

URBACT III contributes to the Europe 2020 goals by providing a mechanism for stakeholders involved to develop and implement better policies and actions for smart, inclusive and sustainable urban policy.

The new knowledge and skills acquired from participation in the URBACT III programme will contribute to improving the management of European cities and make them stronger. By stimulating the transfer of new and innovative ideas between European cities, by collective learning through transnational exchange and capacity building on integrated and sustainable urban development, it tackles a range of emerging issues for cities linked to smart, sustainable and inclusive growth.

As defined in the URBACT III Operational Programme, the thematic coverage of the URBACT III Programme 2014-2020 all the Thematic Objectives (TO) of the EU Cohesion Policy for 2014-2020 and the three pillars of the Europe 2020 strategy for innovative, sustainable and inclusive growth.

This large thematic coverage enables the programme to continue to foster the bottom up approach, which is highly praised by participating cities<sup>1</sup>. The most important urban issues vary considerably depending on the cities; for example for cities from the EU13, measures for physical improvement, for transportation infrastructure, for urban renewal, for the reuse of derelict land, for the improvement of the housing stock, etc., are major issues while some of them can be less problematic for cities in other parts of Europe.

A successful knowledge management of the urban know-how acquired and shared with cities involved in URBACT networks and other partners at local, regional, national and European levels is a core element of the strategy of the programme.

## **SECTION 2 – CALL FOR APPLICANTS FOR THE SELECTION OF 5 PROGRAMME EXPERTS**

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### **2.1. PURPOSE OF THE CALL FOR APPLICANTS**

The Managing Authority of the URBACT III programme is launching a call for applicants for the selection of **5 Programme Experts**.

The Programme Experts will support the URBACT Joint Technical Secretariat with the following:

- *Transnational Networking*: supporting URBACT networks with thematic expertise and methods for exchange and learning activities, reviewing network outputs to enhance capitalisation and dissemination of URBACT results at programme level.
- *Capacity building*: supporting the design and delivery of activities under the capacity-building strand.
- *Capitalisation and dissemination*: contributing to the design and delivery of the capitalisation strategy, building on knowledge and results coming from URBACT networks and beyond URBACT to produce new practical knowledge on sustainable urban development, and disseminating URBACT capitalisation results.

The Programme Experts will operate as a team of complementary senior professionals who will work in close collaboration with the URBACT Secretariat.

As senior experts with a long experience at European level on urban development they have the capacity to take on a great variety of tasks for the design, the animation or the delivery of programme level actions related to transnational networking, capacity building, capitalisation and communication.

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<sup>1</sup> Meanwhile the concentration of 70% of the resources of the programme for exchange and learning on five among the 10 thematic objectives will contribute to target better Europe 2020 goals for Smart growth (T01/strengthening research, technological development and innovation), Sustainable growth (T04/supporting the shift towards a low-carbon economy in all sectors and T06/protecting the environment and promoting resource efficiency) and Inclusive growth (T08/promoting employment and supporting labour mobility and T09/promoting social inclusion and combating poverty).

They feel confident with integrated and participatory approaches for policy design and implementation; they know well and have used on the ground multi-stakeholder methods to involve actors in the design and the implementation of local policies as for example the action planning methodology set out in the URBACT local support group toolkit<sup>2</sup>. More details on the expected profile is outlined in section 3 of the present call.

**NOTA BENE**

**The position of Programme Expert is not compatible either with that of a Lead or thematic expert involved in an ongoing URBACT network, neither with that of an expert involved in the URBACT External Assessment Panel (EAP). Even though the applicants for this call are authorised to reply to other calls for applicants, they must bear in mind that the experts selected will be authorised to work in one only of the above listed URBACT positions.**

The selected experts will be included in the pool of URBACT III validated experts.

**2.2. DESCRIPTION OF THE MAIN MISSIONS AND TASKS REQUESTED FROM PROGRAMME EXPERTS**

The Programme Experts will have, as a team, to work on 4 main missions:

1. Support the URBACT programme with the design and delivery of capitalization and dissemination activities
2. Support the URBACT programme with the design and delivery of transnational exchange and learning activities
3. Support the URBACT programme with the design and delivery of capacity-building activities
4. Support the URBACT programme with the design and delivery of events

It is expected that the 5 Programme Experts will liaise and exchange information on a regular basis (e.g. via online coordination meetings). Each Programme Level Expert shall more especially ensure that she/he shares with the others all documents/ products/ information likely to support and enrich the activities carried on by the others.

The five Programme Experts will work very closely with the URBACT Secretariat who will organise regular coordination meetings (4 meetings per year on average). They will work more especially under the coordination of the Capitalisation officer and in close cooperation with the Projects Team.

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<sup>2</sup> <http://urbact.eu/library?keywords=ULSG%20toolkit>

### **2.2.1 Design and delivery of capitalisation and dissemination activities**

A core mission of the 5 Programme Experts will be to support the URBACT programme in ensuring that “practitioners and decision-makers at all levels (EU, national, regional and local) have increased access to URBACT thematic knowledge and share know-how on all aspects of sustainable urban development in order to improve urban policies” (specific objective 4 of the URBACT III Operational Programme).

Each Programme Expert will be expected to develop capitalisation products and disseminate URBACT results in their thematic area of expertise. Tasks will include more especially the following:

- Production of clear and concise papers that incorporate learning/ results coming from networks and beyond, putting forward good practice and policy messages targeting city practitioners and urban policy-makers for the beneficiaries and for urban actors at all levels (European, national, regional, cities).
- Contribution to digital communication: more especially, each Programme Expert will be expected to contribute to the 5 thematic pages of the URBACT website conceived as reference knowledge platforms for urban practitioners and policy-makers. Their task will include the regular production of articles and blogs. The Programme Expert will keep in contact with the community of readers on the web and will regularly use social medias to communicate on URBACT capitalisation results, etc.
- Contributing to preparing and carrying out URBACT dissemination events: thematic conferences, URBACT annual conferences, seminars organised by URBACT at European level or by National URBACT Points, etc.
- Supporting the programme in developing creative ways to manage and share knowledge, e.g. in meetings and outputs, use of film, visual narratives, different styles of reporting in print and digital.
- Taking part in non-URBACT major events focusing on topics falling under their themes, in order to disseminate URBACT results and bridging with non-URBACT projects or programmes more especially in relation with the thematic area they are responsible for, with a view to strengthening the capitalisation and dissemination of practical urban knowledge.
- Supporting the Secretariat in its reflection on the capitalisation and dissemination strategy to be developed including tasks related to ongoing assessment of the programme implementation and drawing lessons to suggest improvements or new tools to be developed.
- Supporting URBACT networks addressing policy challenges falling into their areas of expertise, providing input and references to enrich their exchange and learning process, providing guidance for the production of capitalisation and dissemination outputs at network level, providing feedback on these outputs so as to enhance their quality, etc.

### **2.2.2 Support the URBACT programme with the design and delivery of transnational exchange and learning activities**

To fulfill their activities on capacity building, capitalisation and dissemination at programme level, Programme Experts are expected to be “rooted” in URBACT networks. The quality of their work will partially depend on the quality of what is produced at network level. They shall be aware of what is being produced by the networks and aim at enhancing the quality of networks’ outputs.

In this perspective, Programme Experts shall dedicate a significant part of their time (around 2 days per months) to following up the activities of the networks falling under their thematic expertise (by means of regular contacts, participating in network seminars, reading and commenting on their production...). In addition they will be a resource person to support networks on methods and content depending on their needs and in close contact with their lead partners and their lead experts.

Over the contractual period, up to 40 networks will be active with 20 action planning networks launched in September 2015, 15 Implementation networks to be created in 2016, and 15 transfer of good practice networks to be launched in 2017.

Based on their own experience and on the good practices coming from the networks, the Programme Experts will contribute to the production of methodological tools and guidelines for beneficiaries (see for example “the URBACT Support Group Toolkit” published in 2014, [http://urbact.eu/sites/default/files/urbact\\_toolkit\\_online\\_4.pdf](http://urbact.eu/sites/default/files/urbact_toolkit_online_4.pdf))

### **2.2.3 Design and delivery of capacity-building activities**

Strengthening local capacities for integrated and sustainable urban development through a participatory approach is a key objective of URBACT III. The programme will thus develop a series of capacity building activities, targeting in priority local stakeholders involved in URBACT networks and more especially URBACT Local Group members in partner cities (but could target other urban practitioners and policy-makers such as Managing Authorities of Operational Programmes, national authorities, etc.).

Capacity-building activities will relate to methods and tools to develop integrated and participatory approaches to policy-making and delivery, monitoring policy implementation and results, etc. They will also related to specific policy areas as covered under the capitalisation activities (eg in the perspective of disseminating good practices related to a specific policy challenge – employment, electric mobility, energy efficient housing, etc.).

Programme Experts, depending on their professional capacities, will:

- Support the design (building the programme, identifying speakers and trainers, training trainers, engaging with participants, etc.) and the delivery of capacity building activities at national or transnational level such as national training seminars, URBACT Summer Universities (the 1<sup>st</sup> USU under URBACT III should be organized in the summer 2016), to be

organized starting from 2016, as well as specific training for key groups, such as elected officials.

- Support the programme with the definition of capacity-building needs among the URBACT community (eg by means of online surveys, focus groups, etc.) and the identification of the most relevant ways to address these needs.
- Contribute to the organization and the delivery of information and training sessions with network lead partners and lead experts (about 2 meetings per year), National URBACT Points representatives, etc. to review project implementation and provide guidance for better delivery of activities and outputs.
- Support the Secretariat in its reflection on the capacity-building strategy to be developed including tasks related to ongoing assessment of the programme implementation and drawing lessons to suggest improvements or new tools to be developed.

#### **2.2.4 Design and delivery of events**

Building on their knowledge about the networks' activities and outputs, of the URBACT capitalisation results and depending on their professional capacities (see section 3), Programme Experts may support the URBACT programme in organising key institutional events (e.g. information days in Brussels or in specific countries, events to launch capitalisation results, URBACT annual conferences or other key event in the life of the programme – e.g. URBACT city festival).

This will include: contributing to the design of the event, to the communication activities before-during-after the event, engaging with speakers, etc.; contributing to the delivery of the event itself (acting as moderator, speaker, rapporteur, etc.); ensuring follow-up in terms of dissemination of results.

### **SECTION 3: REQUESTED PROFILES, APPLICATION PROCEDURE AND SELECTION CRITERIA**

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#### **3.1. REQUESTED PROFILES**

The URBACT III Programme is looking for senior experts with professional experience in sustainable **urban development policies** and with strong background knowledge and experience on **European cooperation projects** and **exchange and learning activities**. The profile requirements are specified below.

### **3.1.1. Common professional capacities**

The URBACT programme is looking to set up a team of senior professionals who will all have professional capacities in terms of a) thematic expertise, b) capitalisation and dissemination, and c) transnational exchange and learning activities.

#### **3.1.1.a) Thematic expertise**

- At least 10 years of experience in working on sustainable urban development issues with practitioners;
- In-depth knowledge and long term practice (5 years minimum per thematic area) on minimum 2 of the following thematic areas:
  - Local Economic Development (incl. new urban economies, employment, entrepreneurship, Triple/ quadruple helix, etc.)
  - Environmental issues (incl. energy efficiency, renewable energy, low carbon urban economies, sustainable urban mobility, etc.)
  - Physical urban renewal (incl. urban planning, housing, transport, brownfields, historical heritage, deprived neighbourhoods, etc.)
  - Social inclusion (incl. target group approaches dedicated to young people, the elderly, migrants, Roma, women, etc.)
  - Local Governance (participation, public procurement, urban development funds, social innovation, multi-level governance, etc.)

Thematic expertise will be assessed considering the educational background, the nature of the activities/projects in which the applicant has been involved in relation to the selected thematic area (education, research, projects, teaching, consulting, advising, etc.), thematic publications/ products produced and the actual role of the applicant in the production of the above – a minimum of 5 years of exposure to the selected thematic field, through education and/ or professional experience will be requested.

- In-depth knowledge of urban trends and challenges in a wide range of countries will be a plus.

#### **3.1.1.b) Capitalisation and dissemination**

- Experience in developing tools and projects for knowledge management with a focus on urban issues;
- Strong track record of writing policy-related reports, case studies, policy recommendations, publications, etc. in English, targeting practitioners, with a focus on sustainable integrated urban development;
- Experience in writing for digital communication (eg websites, online newsletters, blogs, etc.) will be a plus;
- Experience in presenting and communicating thematic content to a wider audience through publications, web pages, contributions in conferences as speaker, etc.;

- Experience with setting up and delivering webinars will be a plus;
- Experience with capitalisation projects related to the EU urban policy agenda will be a plus (e.g. work for the European Commission or other EU institutions/ organisations).

#### 3.1.1.c) Transnational exchange & learning activities

- Ability to present, share and capture knowledge in an engaging way, to communicate complex concepts, to capture learning;
- At least 5 years of experience in supporting and coordinating exchange and learning activities in a transnational context;
- Experience with the design and management of European transnational cooperation projects;
- Knowledge and understanding of EU institutions and funding instruments (ERDF/ ESF Operational programmes, role of Managing Authorities, etc.).

#### **3.1.2. Additional professional capacities**

The URBACT programme is looking to set up a team of senior professionals who will all have the above common professional capacities (see 3.1.1.) and also present some complementary professional capacities in terms of a) design and delivery of capacity-building actions, b) design of events; c) support to beneficiaries of transnational cooperation activities, and d) Support policy-making and policy-delivery.

#### 3.1.2.a) Capacity-building actions for practitioners and policy-makers

- Experience in the design and delivery of training and capacity-building activities, more especially targeted at policy-makers, decision-makers, practitioners and elected representatives; focus on sustainable integrated urban policies will be a plus;
- Experience in identifying capacity-building needs and measuring results of capacity-building activities will be a plus.

#### 3.1.2.b) Design of events

- Experience in the design and organisation of conferences and interactive meetings, including animation techniques to foster sharing and action-learning, engaging and briefing speakers, etc.

#### 3.1.2.c) Support to beneficiaries of transnational cooperation activities

- Experience in supporting beneficiaries/ partners of transnational cooperation projects with the design and delivery of their activities and outputs, through direct support, writing guidance, etc.; focus on urban practitioners would be a plus;
- Experience in drawing lessons, assessing transnational cooperation projects and developing appropriate frameworks to foster impact of transnational cooperation activities.

#### 3.1.2.d) Support policy-making and policy-delivery

- Experience in supporting urban practitioners with integrated and participatory approaches to policy-making and policy delivery (including proactive outreach to different stakeholders, co-production/ co-design, conflict resolution, mediation, community dialogue, etc.);
- Knowledge on monitoring and evaluation of integrated strategies/plan for sustainable urban development.

#### 3.1.3. Personal skills and ability

- Leadership experience, a strong team ethic and sensitivity to partner and cultural dynamics
- Ability to work in a multicultural team, under pressure and to tight deadline;
- Excellent communication skills (written and verbal);
- Social media skills and web-authoring competence;
- comfortable in using basic computing tools (Word, Excel, Outlook);
- Perfectly fluent in English, both written and oral; working knowledge of French and a third EU language appreciated;
- Available for frequent travels in Europe and possibly outside of Europe.

### 3.2. APPLICATION PROCEDURE

The application shall be submitted by **17 November 2015 latest**.

The application shall include the following elements:

- a CV in European format<sup>3</sup>
- a signed cover letter outlining:
  - the thematic areas for which the candidate is applying;
  - the reasons for which the candidate is suitable for this position and the candidate's motivations for the job;
  - highlights on the applicant's past experience concerning: a) work on urban issues covered by the URBACT III programme and especially on topics relating to their field of expertise; b) work as an expert in activities such as transnational exchange and learning projects, supporting EU projects, writing analytical reports on urban issues, running groups of experts and practitioners in the field of sustainable urban development; c) work relating to capitalisation and dissemination of practical knowledge; any other highlights depending on their additional areas of expertise as outlined in section 3.1.2.

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<sup>3</sup> The model of the Europass CV can be obtained at the following address: <http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>

- **the application form provided in Annex 1, fully completed and signed, including more especially the following information:**
  - selection of up to 2 out of the 4 thematic areas to be covered by the team of Programme Experts for capitalisation and dissemination activities
  - evidence of the candidate's expertise on the selected thematic area(s)
  - evidence of the candidate's experience in terms of a) the mandatory expertise requested under 3.1.1; b) additional expertise as outlined under 3.1.2

**N.B.: All documents to be included in the application package shall be in English.**

**The applications should be submitted by email to Thierry Picquart: [t.picquart@urbact.eu](mailto:t.picquart@urbact.eu) and Melody Houk: [m.houk@urbact.eu](mailto:m.houk@urbact.eu).**

The person to be contacted for this call for applicants is Melody HOUK, Projects Manager.

### **3.3. SELECTION CRITERIA**

Classification of candidates will be first and foremost based on skills and experience along the criteria outlined above (see section 3.1.). The selection shall ensure that the experts will form a complementary group of professionals who will be in a position to provide support to the URBACT Secretariat as described in the call (see section 2). In addition to the above, the selection will be done so as to ensure, as much as possible, that the team of Programme Experts is balanced in terms of:

- Gender
- Thematic coverage
- Geographical coverage

### **3.4. SELECTION PROCEDURE**

As foreseen by the URBACT III Programme Manual, the selection of applications for the External Assessment Panel will be performed by an independent consultancy selected through an open call for tender. The selection procedure will take place in 3 stages:

- Review of all applications received and short-listing;
- Face to face interview conducted by the independent consultancy, in presence of the URBACT Secretariat.

**NOTA BENE**  
**Interviews will take place in Paris on 14-17 December 2015**

**NOTA BENE**

**The five selected Programme Experts shall attend a meeting with the  
URBACT Secretariat on:**

**14-15 January 2016 in Paris**

The selected experts will be included in the pool of URBACT III validated experts.

**3.5. NOTIFICATION TO CANDIDATES**

Only those applicants short-listed for the interviews will be notified of the result of the selection procedure.

**SECTION 4: CONTRACTUAL INFORMATION**

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**4.1. Number of days to be provided**

The Programme Experts tasks will vary in intensity and in content depending on the number of networks related to their thematic area of expertise, on the expert's additional professional capacities (see section 3.1.2.), and more generally on the programme's needs in terms of support for capacity-building, capitalisation and dissemination activities and other activities.

Depending on their respective profiles and skills (see sections 2 & 3), including their thematic areas of expertise, as well as on the programme's annual work plan, the number of days allocated to the 5 Programme Experts may vary among the experts, and number of days allocated to the different types of missions may vary among the 5 experts as well.

In general, Programme Experts may expect to dedicate 6 to 10 days a month on average to the tasks outlined in section 2. The time to be dedicated to fulfil Programme Experts tasks shall not be less than 4 days a month.

Therefore a contract will be established for a minimum of 72 days of expertise per year and a maximum of 120 days of expertise per year.

#### **4.2. Duration of the contract**

The contract will be established for 18 months, starting on the date of notification of his/her selection for the position by the URBACT Secretariat with a three-month trial period.

The contract may be renewed once for a new period of 18 months. This renewal is tacit and the holder may not make any objection. However, the Contracting Authority may decide not renewing the Contract on an express decision.

#### **4.3. Fees**

The fees paid to Programme Experts are set at EUR 750 per day, inclusive of VAT. They are funded within the scope of the URBACT III programme. Payment shall be made by the ACSE.

Travelling and accommodation costs are covered by the URBACT Secretariat in accordance with the refund conditions in force in the URBACT programme.

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