

## HOW TO USE THIS MAP

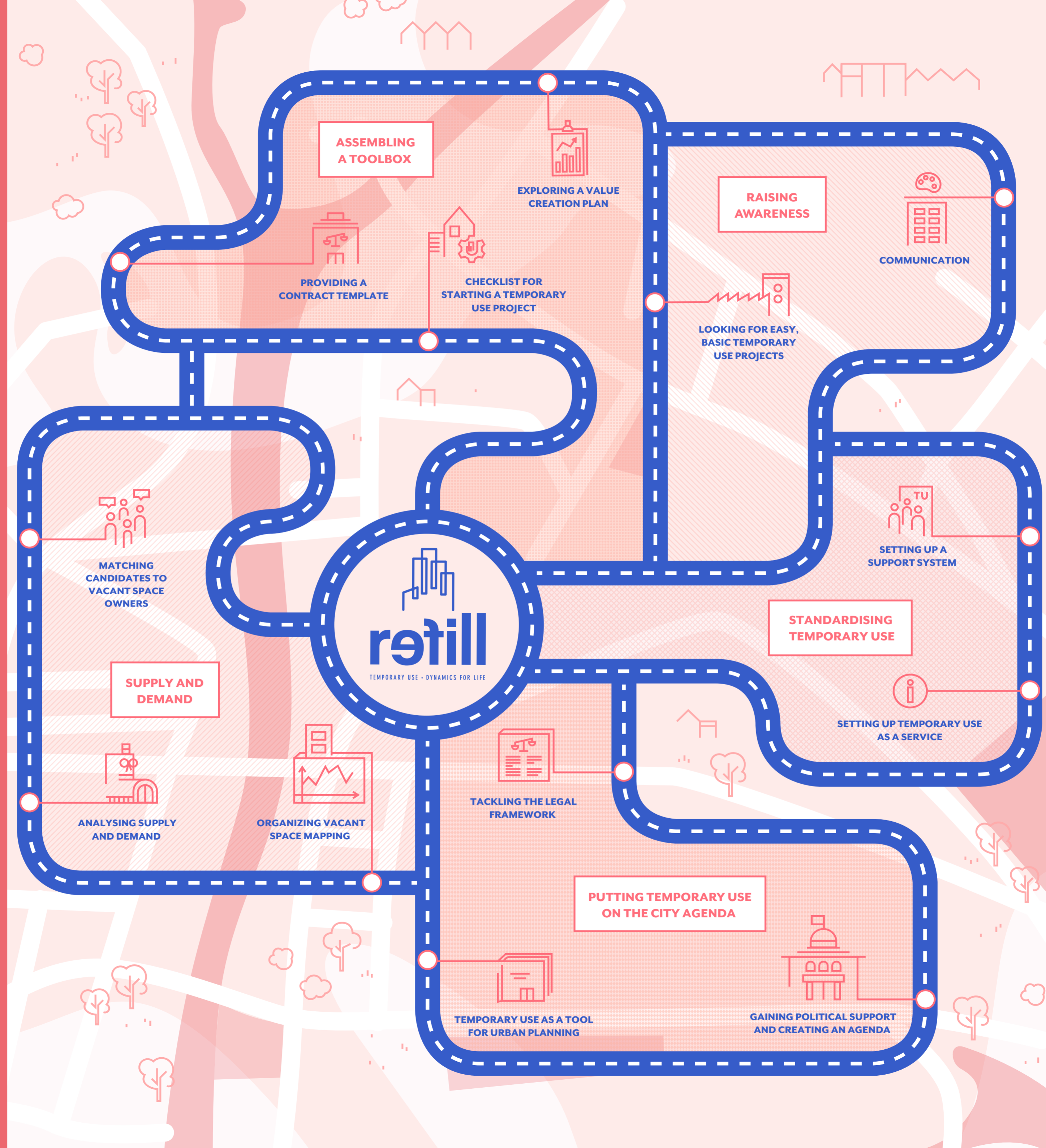
READY TO GET UNDERWAY TO IMPLEMENT TEMPORARY USE AT HOME? USE THIS ROADMAP AS A TOOL FOR YOUR TEMPORARY USE JOURNEY, MOVING FROM WHAT YOUR CITY HAS ALREADY ACHIEVED TO WHERE YOU WANT TO ARRIVE.

The REFILL roadmap is designed like a city map. Different areas stand for different steps of temporary use. The map outlines ways to deal with administrative and financial issues, how to find out more about bottom-up initiatives and needs, where to meet real estate owners and why they might embrace temporary use, and so on. Each area suggests different ways to take action.

So start planning your trip! Check out what the key steps towards organizing temporary use are, decide which area your city should visit first, and organize its progression to best suit your local context. In short, create your own itinerary.

Need more information about a specific step? Simply flip over the map. On the back you'll find more in-depth explanations and links to all the cases, examples and tools provided by the REFILL network.

All set? Let's hit the road!



## THE 5 CLUSTERS EXPLAINED

### RAISING AWARENESS

Find out about basic temporary use projects that you can easily apply in your own context. Discover how you can inform people about temporary use.

### SUPPLY AND DEMAND

Here, you'll find different ways to map vacant spaces in your city, how to analyse supply and demand and how to match temporary use candidates to the owners of vacant spaces.

### PUTTING TEMPORARY USE ON THE AGENDA

This area deals with ways to gain political support, how to create a temporary use agenda, how to tackle the legal framework, and how to benefit from temporary use within the urban planning process.

### ASSEMBLING A TOOLBOX

This is where you draw up a checklist to get a temporary use project on the road. Explore a temporary use value creation plan and consult a contract template.

### STANDARDISING TEMPORARY USE

Here, you'll find everything you need to set up a support system for temporary use and to implement temporary use as a permanent city service.



= These icons refer to different steps in the world of temporary use. You can find more information about each subject on the back side of this map.

## RAISING AWARENESS



### LOOKING FOR EASY, BASIC TEMPORARY USE PROJECTS

#### OBJECTIVE:

Find some demonstrators to communicate about temporary use.

#### ACTIONS:

Find your first temporary use opportunity (i.e. buildings in a close-to-usable state, relatively low-risk initiatives etc.) as a first example to present.

#### EXTRA:

Check out projects that have established temporary use as standard urban practice: Plantage hosting culture actors in Bremen (REFILL Mag #3 p. 13), De Site social platform and DOK anticipating the redevelopment of the old port in Ghent (see also: **CO4**, p. 48), some strategies to innovatively approach economic development such as the Box shop incubator in Ghent (REFILL DDSV Riga, p. 30) or accommodating citizens' movements with the synAthina Kiosk, the first "rotation" system in Athens (REFILL Mag #2 p. 28).



### COMMUNICATION

#### OBJECTIVE:

Promote temporary use in your city and attract stakeholders' interest.

#### ACTIONS:

Communicate about temporary use and examine local feedback. You can do this by hosting cultural events and projects, accommodating social initiatives, supporting economic development, increasing the use of urban space for sustainable projects, supporting experimental urban planning and so on.

#### EXTRA:

Take a look at our video, Temporary Use for Dummies, to find out what temporary use is all about. Also check out the benefits for all stakeholders (REFILL Mag #2 p. 6), the way Ghent, Bremen, and Nantes seek to better communicate temporary use (REFILL Mag #2 p. 8), the way Nantes and Amersfoort use mobility as an asset (REFILL Mag #3 p. 21), the way Cluj views temporary use as a tool for experimenting with urban development (see also: **CO5**, p. 50 and REFILL Mag #6 p. 19), and equally, but differently in Ostrava (Mag #6 p. 23).

## SUPPLY AND DEMAND



### ORGANISING VACANT SPACE MAPPING

#### OBJECTIVE:

Assess the temporary use potential of your city as a whole.

#### ACTIONS:

Map vacant spaces such as built environments, brownfields and derelict lands; outline the scope, space requirements, level of autonomy and added value of each initiative; and determine the state of the vacant spaces you've found, whether or not they are (close to) usable and whether they require refurbishment.

#### EXTRA:

Find out how citizens, activists, and artists mapped vacant spaces and raised temporary use awareness in Riga and Athens and collaborative mapping in Bremen and Riga (REFILL Mag #1 p. 5), activists' Occupy Me campaign that flagged empty buildings in Riga (see also: **CO2**, p. 40), the way Cluj organizes exploratory temporary use walks with groups of local stakeholders to identify the possibilities in a specific neighbourhood (see also: **FO4**, p. 27), easy access to online availability information in Helsinki REFILL Mag #1 p. 12).



### ANALYSING SUPPLY AND DEMAND

#### OBJECTIVE:

Create a systematic inventory of potential temporary use stakeholders.

#### ACTIONS:

Analyse the potential of temporary use in the city and the expectations of all stakeholders: potential temporary use candidates and public and private owners, but also real estate brokers, security, fire department, city strategists, economic development department, cultural department and so on.

#### EXTRA:

Read up on Ostrava's qualitative temporary use opportunity study (see also: **F10**, p. 33), and Athens's Kypseli market case study on consulting local stakeholders on the temporary occupation of a building (see also: **FO3**, p. 26).



### MATCHING CANDIDATES TO VACANT SPACE OWNERS

#### OBJECTIVE:

Match candidates to the right owners.

#### ACTIONS:

Organise matchmaking, for instance through meetings, an info kiosk or an online platform.

#### EXTRA:

Read about Riga's supply and demand strategy (REFILL Mag #2 p. 23); REFILL's matchmaking strategy as introduced in Cluj, Poznan, and Ghent; organising matchmaking activities through an intermediary organisation in Amersfoort and a workshop in Ghent (see also: **FO5**, p. 28 and **FO7**, p. 30).

## PUTTING TEMPORARY USE ON THE CITY AGENDA



### GAINING POLITICAL SUPPORT AND CREATING AN AGENDA

#### OBJECTIVE:

Draft a mission statement outlining why you want to support temporary use, set common objectives, and create an action plan to develop temporary use in your city.

#### ACTIONS:

Make a step-by-step plan including city development, economic activities and social goals.

#### EXTRA:

Check out how temporary use can help reduce exclusion in Bremen (DDSV BREMEN p. 5) and the way Amersfoort democratically considers the social, environmental and economic benefits of temporary use and property economic value (REFILL Mag #1 p. 41).



### TACKLING THE LEGAL FRAMEWORK

#### OBJECTIVE:

Bridge the gap between the rigid legal framework and temporary use's flexibility.

#### ACTIONS:

Find ways to work within the legal framework while also allowing for flexibility: unlock the legal framework and explore possible adaptations of building standards, security and fire requirements and sanitary rules; secure development resources, etc.).

#### EXTRA:

Check out how Bremen, Riga and Ghent added temporary use to the current administrative structure and legal framework (REFILL Mag #1 p. 27), the way Nantes and Cluj have adapted technical requirements, security standards, and public access rules to facilitate temporary use (REFILL Mag #1 p. 34). Mediation is needed, such as between temporary users and their environment in Taczaka street in Poznan, in Plantage in Bremen, and at the level of the municipality in Ghent (REFILL Mag #3 p. 13). Read up on specific financial incentives and legal instruments: a fund created to kick-start temporary use initiatives in Ghent, a preferential rent incentive to apply temporary use to a neighbourhood in Poznan and the use of precarious occupation agreements in Nantes (see also: **FO6**, p. 29; **F11**, p. 34; **FO1**, p. 24).



### TEMPORARY USE AS A TOOL FOR URBAN PLANNING

#### OBJECTIVE:

Spark interest in temporary use in your city.

#### ACTIONS:

Liaise with elected representatives, city administration legislators and powerful external stakeholders and discuss how temporary use could help them solve their problems.

#### EXTRA:

Check out examples of temporary use: a requalification tool in Ghent, Nantes, and Ostrava (REFILL Mag #6 p. 7); a tool for experimenting with urban development in Poznan (REFILL Mag #6 p. 28), in Nantes (REFILL Mag #6 p. 31); having been tested in city labs in order to support urban development (REFILL Mag #6 p. 35) and the City Lab Island in Nantes' case study (see also: **CO1**, p. 38 and DDSV NANTES p. 5); a measure for slow urban planning in Nantes (DDSV NANTES p. 13); a treasure chest full of opportunities for city activities and planning in Riga, Ghent, and Amersfoort (DDSV RIGA p. 7).

## ASSEMBLING A TOOLBOX



### CHECKLIST FOR STARTING A TEMPORARY USE PROJECT

#### OBJECTIVE:

Draft a to-do list.

#### ACTIONS:

- Administrators: check fire safety, capacity, accessibility, emergency routes, environmental issues, leaks, decibel limit, electric and technical safety, hygiene, sanitation, cleaning services, nature of the activities of the initiative, right to sell drinks, internet access, etc.
- Owners: stipulate the terms and conditions, check renovation needs and the structure's current state of the structure, stipulate the permissions to apply changes to the structure, etc.
- Candidates: provide a business plan, a financial plan, ideas and initiatives, an outline of how the neighbourhood would benefit from their concept, project details, etc.; then communicate when the project will start and end, check the noise level, and study the community and neighbourhood to better understand their temporary surroundings.

#### EXTRA:

Learn more about the way Helsinki increased the use of public spaces (REFILL Mag #4 p. 26) by using a specific tool (see also: **FO9**, p. 32). Temporary use can also be a method for positive hacking as demonstrated in Nantes, Cluj and Poznan (DDSV NANTES p. 27) and to rebalance the power structure as it did in Riga, Amersfoort, and Ostrava (DDSV RIGA p. 36).



### EXPLORING A VALUE CREATION PLAN

#### OBJECTIVE:

Think about how your project could evolve and discuss desirable outcomes.

#### ACTIONS:

Temporary users, owners and public authorities discuss the value creation plan: how long does it last, what happens afterward and so on.

#### EXTRA:

Find out how temporary users can provide a service to owners by taking a look at Poznan, Ghent, and Athens (REFILL Mag #4 p. 30). Also check out the REFILL Temporary Use Value Plan as an informal contract between temporary users and owners (see also: **LESSONS LEARNT**, p.9 in this publication).



### PROVIDING A CONTRACT TEMPLATE

#### OBJECTIVE:

Ensure a clear mutual understanding of the terms and conditions.

#### ACTIONS:

Provide a contract template including mutual obligations, responsibilities, duration, financial aspects, relations with third parties and the neighbourhood, insurance, post-temporary use conditions and options.

#### EXTRA:

Check out the contracts used in Amersfoort, Helsinki, and Nantes (REFILL Mag #5 p. 8).

## STANDARDISING TEMPORARY USE



### SETTING UP A SUPPORT SYSTEM

#### OBJECTIVE:

Ensure that everything runs smoothly from A to Z.

#### ACTIONS:

Keep in touch as long as the temporary use project is up and running. Ensure that the project takes an integrated social, environmental and economic approach. Analyse stakeholders' feedback. Support the transfer/transition of assets and the relocation of the initiative.

#### EXTRA:

Check out the different strategies that Poznan, Riga, and Ghent used to connect with temporary users (REFILL Mag #4 p. 8); how Athens's Traces of Commerce organised the transition from temporary use to post-temporary use (see also: **CO3**, p. 46 and REFILL Mag #5 p. 18); the support of the Plato gallery in Ostrava (REFILL Mag #5 p. 26); the rehabilitation of the Alstom factory, earmarking vacant spaces for temporary use in Nantes (REFILL Mag #5 p. 31); building a bridge between owners and users in Bremen, Athens, and Ghent (DDSV BREMEN p. 19) much like a DJ mixing music in Bremen, Athens, and Ghent (DDSV BREMEN p. 31); the integrative participation with temporary use in Nantes, Cluj, and Poznan (DDSV NANTES p. 47); mediators in Riga, Amersfoort, and Ostrava (DDSV RIGA p. 16).



### SETTING UP TEMPORARY USE AS A SERVICE

#### OBJECTIVE:

Introduce temporary use as a standard service.

#### ACTIONS:

Organise technical, administrative, financial and connector services and any others as needed.

#### EXTRA:

Take a look at the role neighbourhood managers play in Ghent and Amersfoort (see also: **FO8**, p. 31; **FO5**, p. 28; REFILL Mag #2 p. 12); the comparison between mediation structures in Bremen, Amersfoort, and Athens (REFILL Mag #2 p. 18); the details of the ZZZ structure in Bremen (REFILL Mag #3 p. 7) and (REFILL Mag #4 p. 14) and ZwischenZeitZentrale Bremen, a temporary use agency in Bremen (see also: **FO2**, p. 25); the Free Riga NGO model in Riga (see also: **F13**, p. 36 and REFILL Mag #4 p. 19).

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