

URBACT



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URBACT IV

Call for Proposals for Innovation Transfer Networks

Terms of Reference

**Call for Proposals open between
10 January 2024 – 20 March 2024**

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INTRODUCTION – CALL FOR PROPOSALS

The URBACT IV Cooperation Programme¹ foresees that the URBACT programme shall facilitate the sharing of knowledge and the transfer of good and innovative practices between cities and other levels of government. The purpose is to promote integrated sustainable urban development, improve cities' policies and the effectiveness of the Cohesion Policy in cities.

In this context, the “Agence nationale de la cohésion des territoires” (ANCT) (France), Managing Authority of the URBACT IV Operational programme, issues a CALL FOR PROPOSALS FOR THE CREATION OF 10 INNOVATION TRANSFER NETWORKS.

The terms of reference of the present call for proposals have been approved by the URBACT IV Monitoring Committee on November 22nd 2023.

[This Call for Proposals is open from 10 January 2024 until 20 March 2024, 15:00 CET².](#)

SECTION 1 - ABOUT URBACT IV & TRANSNATIONAL NETWORKS

1.1. The URBACT IV programme

The URBACT IV Programme is part of the European Territorial Cooperation Objective of the Structural Fund policies for the period 2021-2027. The URBACT IV Programme is financed through the European Regional Development Fund as well as IPA III and NDICI³.

URBACT's mission is to enable cities to work together and develop integrated solutions to common urban challenges, by networking, learning from one another's experiences, drawing lessons and identifying good practices to improve urban policies.

As stated in the Cooperation Programme, as URBACT IV will build the institutional capacity of cities needed to implement territorial strategies, it directly contributes to **Policy Objective 5 in particular: a Europe closer to citizens**, by supporting locally-led development strategies and sustainable urban development across the EU.

To reach this objective URBACT IV has three aims:

- 1) Use **transnational networks** to improve the capacity of European cities;
- 2) Improve the **capacity** of urban stakeholders to design and implement sustainable urban development policies, practices and innovations in an integrated, participative and place-based way;
- 3) Ensure that URBACT **knowledge** and practice is made accessible to urban practitioners and policymakers to feed into local, regional, national and European urban policies, in particular through the European Urban Initiative; and contributing to the Urban Agenda for the EU.

¹ The URBACT IV Cooperation Programme is available [here](#)

² The online tool for submitting Proposals, [SYNERGIE-CTE](#), will close at 15:00 pm CET on 20 March 2024. More details on the submission procedure for proposals are provided in the sections 7 of the present Call for Proposals.

³ Principles and regulations are laid down in Regulations (EU) N° 2021/1058, 2021/1059, 2021/1060, and (EU) 2021/1529

1.2. The European Urban Initiative

The **European Urban Initiative (EUI)**, funded by the European Union, supports urban areas of all sizes with innovative actions, capacity and knowledge building, involving cities in the design and implementation of policy responses to their local challenges and with an aim to strengthen the urban dimension of EU policies.

One of the strands of activities of EUI is the funding of Innovative Actions. The objective of this strand is to support cities to test transferable and scalable innovative solutions, techniques and planning models to urban challenges of EU relevance.

As part of the urban dimension of the Cohesion policy, it is foreseen that URBACT IV shall complement the actions being delivered by the European Urban Initiative⁴.

Through its core activity of transnational networking, URBACT will facilitate the exchange of experiences between cities and will support cities to design investment plans in order to replicate elements of the Urban Innovative Actions, using cohesion policy funds and programmes.

With Innovation Transfer Networks, the URBACT IV is developing a specific mechanism to support the transfer of innovative practices, which builds on its 'understand-adapt-reuse' method for the transfer of urban good practices and draws lessons from the [pilot Transfer Mechanism tested in URBACT III](#).

1.3. Transnational exchange and learning networks in URBACT IV

The core strand of activities of the URBACT IV Programme is composed of transnational exchange and learning networks. URBACT transnational networks aim to impact local policies and practices by supporting the design and implementation of sustainable and integrated urban policies. The URBACT IV Programme supports three different types of transnational networks:

- The Action Planning Networks
- The Transfer Networks
- And the Innovation Transfer Networks

The **URBACT IV Programme Manual** describes in more details the different types of networks and their specificities⁵.

The focus of this particular call is on Innovation Transfer Networks (ITN).

An Innovation Transfer Network is specifically aimed at cities that seek to develop an investment plan to replicate innovative actions projects using Cohesion policy programmes and/or other European, and national public or private funding.

Innovation Transfer Networks provide a framework for European cities to adapt and prepare for the transfer of projects supported by the Urban Innovative Actions (UIA) initiative (now EUI). The ITN model has been developed after the successful piloting of 5 URBACT Transfer Mechanism (UTM) networks under URBACT III. The Innovation Transfer Networks adhere to the URBACT transfer principles of **Understand, Adapt and (prepare for) Reuse**. They allow cities to work together to create a deep understanding of the innovations (process and practices), to

⁴ Article 12 of Regulation (EU) 2021/1058

⁵ The latest version of the URBACT IV Programme Manual is available [here](#).

design ways to adapt them to other contexts and to mobilise them to address common urban challenges.

Through using the URBACT method, the ITN provide space to learn and exchange about the opportunities for improved approaches to sustainable urban development. Through exchange and learning with European peers, cities can develop and test solutions to the challenges they have identified. Using the URBACT Method of transnational exchange, the integrated and participatory approach and co-creation, the cities will develop strong outputs at local level. As deliverables of the transnational exchange, Transfer Partners will produce Investment Plans, whilst Lead Partners will produce Continuity Plans, seeking to sustain and extend the original UIA project output. Ultimately, the cities will improve their integrated urban policies and the delivery of these policies on the ground through this experience.

1.4. What is in it for cities?

By taking part in an URBACT Innovation Transfer Network it is possible to make real sustainable change in cities. Through peer exchange and learning, more informed, coordinated and successful local policies can be developed to tackle local challenges, harness innovative opportunities and deal with common problems. By applying the URBACT Method, cities can develop a participatory culture in policy-making which includes all relevant stakeholders and increases transparency and opportunities for successful implementation. With transnational exchange and learning networks, the URBACT programme provides cities and urban practitioners with opportunities to:

- obtain financial support to work with other cities around Europe to replicate and scale the innovations emerging from completed UIA projects
- work with other cities around a specific policy challenge, to design innovative local solutions in the form of Investment and Continuity Plans
- test new ideas and solutions during the network's lifetime at local level
- benefit from tools, notably from the [URBACT Toolbox](#), and training in the field of integrated and participatory approaches to urban challenges and policies
- access expertise to support the development and delivery of integrated and participatory policy-making, as well as thematic expertise to feed into local policies and practices
- ensure the proper exploration of financial models, making links with relevant EU Cohesion funds.

More detailed information on how cities can benefit from taking part in an URBACT network, feedback from previous partners, information about the URBACT Method and more about what is expected from partners is available in the [Guide to Innovation Transfer Networks](#)⁶ published alongside the present Call for Proposals.

⁶ The Guide to Innovation Transfer Networks is available [here](#)

SECTION 2 – ABOUT INNOVATION TRANSFER NETWORKS & BENEFICIARIES

2.1. Main objectives of Innovation Transfer Networks

Innovation Transfer Networks have **two principal objectives**:

- > The first is to **improve the capacity of cities to manage sustainable urban policies**, and more specifically, to strengthen the design of integrated planning solutions. ITNs are expected to support an organised process of exchange and learning among peers, with a view to improving the analysis of challenges, enhancing innovative approaches and supporting improved local policies and planning.
- > The second objective is to **cascade the innovations developed by UIA cities** that will be acting as Lead Partners of the Innovation Transfer Networks. The focus of these networks is to support the adaptation of the original innovation project and to prepare for its reuse, in a format that reflects the new local context. The full implementation of this may take longer than the lifetime of the network, and the eventual output may differ markedly from the original. This reflects the fact that the transfer journey, although a shared experience, is ultimately a unique one for each transfer partner.

As a starting point, the Lead Partner brings a successful innovation project (funded under UIA) to the network. For transfer cities, the innovative solution will be relevant to a policy challenge they want to address at local level. Transfer partners will commit to developing an Investment Plan that will address this challenge. This Investment Plan⁷ will be both a driver of the transnational exchange and learning activities as well as being a concrete output of their participation in the Network. At the same time, Lead Partners will commit to producing a Continuity Plan, seeking to sustain and extend the original UIA project output.

Cities interested in participating in an Innovation Transfer Network shall also commit to work on their policy challenges through a participatory approach involving all relevant local stakeholders (from within the local administration and beyond, civil society, private sector, associations, etc.). These key stakeholders will be gathered in an URBACT Local Group. They will be actively involved in the transnational exchange activities and in the co-production of the plans to be produced by the city. The participatory approach shall improve the investment-planning process and the subsequent delivery of the local policies (strengthening the evidence base, assessing the innovation transfer assets and barriers, adapting the innovations, ensuring understanding and ownership of the problems identified and of the proposed innovative solutions, creating the conditions for a successful delivery, assembling a credible finance package etc.).

Throughout the network duration, cities will be communicating to an external audience about their work and results. The URBACT Secretariat will provide specific tools and guidance for this purpose.

⁷ In the case of non-city partners (see below for definition), it will be examined on a case-by-case basis if investment plans are an adapted deliverable for these partners or if the deliverable must be adapted to be in line with the specific needs of the non-city partner.

2.2. Eligible beneficiaries

The URBACT IV programme area consists of:

- The 27 EU Member States
- Partner States **Norway** and **Switzerland**. Partners from Norway and Switzerland cannot make use of ERDF allocations. Partners from Switzerland can be co-financed at 50% by a national fund⁸. Partners from Norway may participate in Innovation Transfer Networks with Norwegian national funds covering up to 50% of the costs⁹.
- The **Instrument for Pre-Accession Assistance (IPA) countries**: Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia. Partners from IPA countries can participate in operations using IPA funding, without receiving ERDF co-financing.
- Other countries. Partners from other countries, anywhere in the world, can participate with their own funding.

Note regarding participation of cities from Ukraine and Moldova

Following extension of the geographical area of the URBACT IV programme, in force as from 15th December 2023, it will be possible for cities from Ukraine and Moldova to be involved in the Innovation Transfer Networks. A specific process will be launched in the coming months, once Innovation Transfer Networks are approved, to include interested Ukrainian and Moldovan cities in the partnerships. Networks welcoming partners from these countries will receive additional dedicated budget.

For transnational exchange and learning activities, the URBACT IV Cooperation Programme identifies the Programme area and defines two categories of beneficiaries: **the main beneficiaries (city partners) and other beneficiaries (non-city partners)**.

The **main beneficiaries** for Innovation Transfer Networks shall be **cities** from 27 EU Member States, Norway, Switzerland, as well as Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia, willing to develop integrated strategies and action plans for sustainable urban development. The beneficiary type “city” refers to the public local authority representing:

- Cities, municipalities, towns;
- Local agencies defined as public or semi-public organisations set up by a city, partially or fully owned by the city authority, responsible for the design and implementation of specific policies (economic development, energy supply, health services, transport, etc.)
- Infra-municipal tiers of government such as city districts and boroughs in cases where they are represented by a politico-administrative institution having competences for policy-making and implementation in the policy area covered by the URBACT network concerned in which they are willing to get involved;
- Metropolitan authorities and organised agglomerations in cases where they are represented by a politico-administrative institution having delegated competences for policy-making and implementation in the policy area covered by the URBACT network concerned.

⁸ Swiss participants are asked to contact the Federal Office for Spatial Development (ARE) to receive information on the available funds under this call.

⁹ Norwegian participants are asked to contact the Ministry of Local Government and Regional Development (KDD) to receive information on the available funds under this call.

There is no limit of population size for cities wishing to participate in URBACT activities. URBACT specifically supports urban authorities from the neighbourhood to functional urban area level depending on the topic covered and the impact that can be made. This includes urban-rural linkages and cross-border functional urban areas.

Cities with no previous URBACT experience as well as cities which have not been yet funded as innovative actions are particularly invited to apply.

Cities working on integrated urban development using integrated territorial investment (ITI) and community-led development (CLLD), so called Article 11 cities¹⁰, are also encouraged to take part in the Call. The current list of Article 11 cities is available [here](#).

A balance between cities from EU's more developed, less developed and transition regions will be ensured and monitored using the eligibility criteria of this call for proposals.

In addition to city partners, Innovation Transfer Networks can also include a limited number of **other eligible beneficiaries (non-city partners)**. In the case of ITNs, the list of other eligible beneficiaries is defined as follows:

- Provincial, regional and national authorities, as far as urban issues are concerned;
- Universities and research centres, as far as urban issues are concerned;
- Managing Authorities of Cohesion Policy and EU Solidarity Funds.

In order to be eligible, non-city partners must be public authorities or **Equivalent Public Bodies**¹¹. Please refer to Section 4 for further specific details about eligible beneficiaries for this call.

SECTION 3 - THEMATIC COVERAGE FOR INNOVATION TRANSFER NETWORKS

3.1. URBACT cross-thematic objective

URBACT supports networks in any thematic issues on better cooperation governance. The UIA projects over the last programming period (2014-2020) span 14 topics¹²:

- | | |
|-------------------------------|--|
| - Air quality | - Integration of migrants and refugees |
| - Circular Economy | - Jobs & skills in the local economy |
| - Climate Adaptation | - Sustainable use of land and nature-based solutions |
| - Culture & Cultural Heritage | - Urban mobility |
| - Demographic change | - Urban poverty |
| - Digital Transition | - Urban security |
| - Energy Transition | |
| - Housing | |

¹⁰ Article 11 cities refer to cities that are implementing sustainable urban development in the meaning of Article 11 of the ERDF/CF Regulation in the 2021-2027 period, integrated territorial investments, community-led local development; or another territorial tool supporting initiatives designed by the Member State.

¹¹ Based on EU Public Procurement Law, **equivalent public 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 financed, for the most part, by the State, or regional or local authorities, or other bodies governed by public law,
 - b) or 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."

¹² <https://www.uia-initiative.eu/en/topics>

The Call for Innovation Transfer Networks is open to all of them, without any thematic weighting or ring-fencing. Nevertheless, projects need to explain how their proposal links to the Cohesion Policy Objectives¹³ in their application form.

While addressing the main topic the URBACT networks will choose to work on, they will also have to reflect on how their activities and plans address the **cross-cutting principles of green transition, digital transformation, and gender equality**. Whether cities aim to address mobility issues, circular, energy transition or any other UIA topic, URBACT invites them to take the extra mile and consider how these holistic themes can be part of the analysed challenges and innovative solutions.

Proposals should demonstrate added value compared to the networks already financed by URBACT in the past, including previous transfer and URBACT III Pilot networks (UTM) and how they build on the knowledge and solutions already developed. The details of the topics tackled under previous networks can be found on the URBACT website: <https://urbact.eu/networks>

The knowledge exchange and learning activities undertaken by the networks shall ensure a more integrated approach to the urban challenges addressed and produce up-to-date analysis of city policy and practice to be shared beyond URBACT, in particular through the European Urban Initiative (EUI) and through contributions to the Urban Agenda for the EU (UAEU).

3.2. Other considerations within and beyond the new EU regulatory framework

Within and beyond what is specifically foreseen within the new EU regulatory framework, notable policy strategic initiatives and programmes aimed at cities can be noted, in particular:

3.2.1. Urban Agenda for the European Union

The Urban Agenda for the EU represents a multi-level working method, for urban policy and practice, promoting cooperation between Member States, cities, the European Commission, and other stakeholders. It was launched in May 2016 with the Pact of Amsterdam and reconfirmed as a valuable initiative in November 2021, with the Ljubljana Agreement.

The Urban Agenda focuses specifically on three pillars of EU policy-making and implementation, namely better regulation, better funding and better knowledge. Fourteen thematic partnerships linked to sustainable urban development policies in the EU were launched and have produced action plans tackling specific issues within the three pillars.

- Food (late 2023)
- Cities of Equality (late 2023)
- Greening Cities (2022)
- Sustainable Tourism (2022)
- Air quality
- Circular economy
- Climate adaptation
- Culture and cultural heritage
- Digital transition
- Energy transition
- Housing
- Inclusion of migrants & refugees
- Innovative & responsible public procurement
- Jobs & skills in the local economy
- Sustainable use of land & nature-based solutions
- Urban mobility
- Urban poverty
- Security in public spaces

¹³ referred to in Article 5(1) of Regulation (EU) 2021/1060

Two new thematic partnerships on Water-sensitive Cities and Housing decarbonisation, heating and cooling local plants will be launched in 2024.

Applicants are encouraged to take into consideration, when relevant, how the network can link to the partnerships developed for the Urban Agenda for the European Union, particularly those under the same topic. In the 2021–2027 period, support to the Urban Agenda for the EU¹⁴ is provided under the European Urban Initiative, offering another strand of alignment with URBACT’s networking activities.

3.2.2. Others

Other considerations can include:

- **Relevant EU initiatives and programmes** such as the European Innovation Partnership on smart cities and communities, the Covenant of Mayors for Climate and Energy, the EU Mission on 100 Climate-Neutral and Smart Cities, the Intelligent Cities Challenge, the Digital Europe Programme and Connecting Europe Facility Digital Programme.
- The **New European Bauhaus (NEB)** shares many key principles with the URBACT programme including cross-disciplinary working, participation, sustainability and inclusiveness. Through its activities, the URBACT programme shall also be able to contribute to the NEB initiative.
- The **New Leipzig Charter**, and to the extent possible its Implementing document adopted in November 2020. The Charter puts forward a revised vision for sustainable urban development in Europe and considers the Urban Agenda for the EU as a key vehicle for its implementation. The Charter places the emphasis on the transformative power of cities for the common good. This is to be achieved through actions taken within the three thematic dimensions - ‘Just, Green and Productive Cities’ - as well as through one cross-sectoral dimension ‘Digitalisation’ that are implemented in a format of multi-level governance. The Charter enshrines the five EU principles of good urban governance that comprise “policy for the common good”, “integrated approaches”, “multi-level governance”, “place-based approaches” and “participation and co-creation”.
- The **EU Territorial Agenda 2030** adopted on 1st December 2020 which underlines the importance of and provides orientation for strategic spatial planning and calls for strengthening the territorial dimension of sector policies at all governance levels. The document seeks to promote an inclusive and sustainable future for all places and help achieve Sustainable Development Goals in Europe. The Territorial Agenda contributes to key European objectives, a *Just Europe* that offers future perspectives for all places and people, and a *Green Europe* that protects common livelihoods and shapes societal transition.
- The **UN Sustainable Development Goals (SDGs)** of the United Nations 2030 Agenda¹⁵, and in particular, the Goal 11 “Make cities inclusive, safe, resilient and sustainable”. In line with the Article 12 of the ERDF/CF Regulation, special attention will be given to the challenges of ‘localising’ the SDGs on the ground across EU cities and regions, in particular, regarding capacity building and strategic correlations between Cohesion Policy, SDGs and the key principles laid out by the New Urban Agenda¹⁶.

Applicants are encouraged to take into consideration, when relevant, how the network can link to these initiatives.

¹⁴<https://www.urbanagenda.urban-initiative.eu/>

¹⁵<https://sdgs.un.org/2030agenda>

¹⁶<https://unhabitat.org/sites/default/files/2019/05/nua-english.pdf>

SECTION 4 - PARTNERSHIPS FOR INNOVATION TRANSFER NETWORKS

4.1. General framework

Transnational partnerships are cornerstones of all URBACT Networks. The rules defined below apply to all partnerships involved in Innovation Transfer Network proposals. These rules translate into eligibility criteria (see section 7) and shall therefore be respected. Eligibility criteria are requirements, which must all be fulfilled for a proposal to be declared eligible. Only eligible proposals shall be considered for further assessment and approval.

4.2. Lead Partners

Lead Partners are key actors of transnational partnerships for Innovation Transfer Networks. They have full responsibility for network management, coordination of activities among the transnational partners, communication at network and EU levels, and implementation of the work programme. The Lead Partner also bears financial and legal responsibility and liability for the whole partnership towards the Managing Authority.

Only cities (according to the definition provided under section 2.2) having delivered a UIA project can be Lead Partner of an Innovation Transfer Network¹⁷. Therefore, only cities from the 27 EU Member States can be Lead Partners of Innovation Transfer Networks.

86 UIA projects were approved under the previous programming period. UIA projects carried out by UK cities as well as UIA projects which already led a UTM pilot network under URBACT III are considered ineligible to lead an ITN under this call. In order to be considered eligible to be transferred through an ITN, the UIA project must be finalised (activities completed) by the time of the ITN network start date (1st September 2024).

The candidate Lead Partner can be candidate Lead Partner in one URBACT proposal only under this call.

The list of UIA cities which have expressed their interest to lead an Innovation Transfer Network can be consulted here: <https://urbact.eu/partnersearchtool>

Further information on the roles and responsibilities of Lead Partners and Project Partners is available in the [Programme Manual](#), Book 1 (Section *Managing an URBACT Network* & Section F. Communication at network level).

4.3. Innovation Transfer Network Partnership

A **full partnership** shall be set up for the submission of the application.

In addition to the Lead Partner, the **partnership** to be proposed **must include from 4 to 6 Transfer partners from eligible countries**. Therefore, a network will include from 5 to 7 city partners in total.

¹⁷ List of eligible cities can be found [here](#).

4.3.1. Eligible partners to funding

ERDF PARTNERS

The project partners that are located in the 27 EU Member States (see section 2.2) are co-financed by the European Regional Development Fund (ERDF). They can be involved as full Project Partners under this call for proposals, provided all eligibility criteria are respected. Compliance with the eligibility criteria will be confirmed during the eligibility check.

IPA PARTNERS

Countries concerned by the Instrument for Pre-Accession Assistance (IPA fund) within the URBACT Programme are Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia. IPA cities cannot act as Lead Partners. **IPA partners can apply as Project Partners provided that their legal status is coherent with the Programme rules and that the legal framework is fully set in the relevant IPA countries. The conditions to participate will have to be checked with the national authorities concerned.**

More detailed information and contact details are available upon request.

4.3.2. Partnership composition

Partnerships must respect the following rules:

- A partnership may include 1 “non-city partner” maximum (as defined under section 2.2);
- A beneficiary (city and non-city partners) cannot be a partner in more than two approved Innovation Transfer Networks at the same time;
- A partnership can not include two cities from the same Member/Partner State
- A candidate city can be candidate Lead Partner of one Innovation Transfer Network proposal only but can also be a Project Partner in another network at the same time.

A balance of cities from Less Developed and Transition EU regions is necessary as follows:

- a minimum of 3 partners from Less Developed and Transition EU Regions where the total number of partners is 5 to 6.
- a minimum of 4 partners from Less Developed and Transition EU Regions where the total number of partners is 7.

No exception to this rule is possible.

To complete the partnerships, partners can come from all types of EU regions as well as from Norway, Switzerland or IPA countries.

Each partnership can include **1 partner maximum from Norway, Switzerland or IPA countries.**

In terms of assessment, it is recommended to build a diverse partnership, including cities from all types of EU regions, also from more developed regions.

The map showing the categorisation of EU Regions for 2021-2027 can be found [here](#). The full list of regions eligible for funding from the ERDF and the ESF Plus and of Member States eligible for funding from the Cohesion Fund for the period 2021-2027 is available at this link [here](#).

It is also encouraged to include in the partnership, cities which have not been yet funded as Urban Innovative Action and/or are newcomers to URBACT.

SECTION 5 - ACTIVITIES AND WORK PACKAGES

Innovation Transfer Networks shall operate and implement the network activities **structured into three stages around three work packages**:

- > Work package 1 (WP1) – Network management
- > Work package 2 (WP2) – Network Level Activities
- > Work package 3 (WP3) – Local Level Activities

Communication activities shall be conceived and implemented as part of all three work packages.

The activities to be implemented by Innovation Transfer Networks, in each of the stages, are organised around work packages. Work packages allow partners to develop a shared understanding about the project's structure. Each work package has specific objectives, defined activities and related expected deliverables.

More detailed information about the Innovation Transfer Network journey is available in the [Guide to Innovation Transfer Networks](#).

Under this call, networks are approved for a total duration of 24 months.

5.1. Stage 1 of Innovation Transfer Networks: Understand

The duration of Stage 1 – the Understand stage is 6 months, starting from 1st September 2024. Stage 1 is dedicated to developing detailed network activities and ensuring a well-balanced and coherent partnership. The main objective is to establish a clear and thorough comprehension of the original UIA project.

During Stage 1, partners will produce, with the support of an URBACT validated Lead Expert, the first network level output, the Transferability Study. This document will comprise a detailed analysis and description of the UIA project, an appraisal of the context and transfer readiness of each partner and the methodological framework for the network activities. The stage will also involve the identification of relevant local stakeholders to be involved in the URBACT Local Groups (ULGs), the composition of which may be informed by the UIA City Work Package stakeholder structure. This stage should also include initial reflections on the adaptation potential of the UIA project, within the context of each partner city. During stage 1, the networks should also appoint a communication officer in charge of the network's branding and communication activities (maintaining the network webpage on the URBACT website, developing communication materials). Work on the communication strategy and plan for the network should also be undertaken during these months.

The main deliverables of Stage 1 shall include:

- Organisation of at least one transnational meetings with all partners (a Deep Dive Study Visit hosted by the Lead Partner City) and possibly another rmeeting online or in-person.
- Consolidation of the partnership
- Setting-up an URBACT Local Group in each partner city
- Completing and submitting the Transferability Study (further detailed guidelines will be available to approved projects at the start of Stage 1)
- Producing the network Communication Plan

5.2. Stage 2 of the Innovation Transfer Networks

The duration of Stage 2 is 12 months, starting from 1st March 2025. This state is divided into

two distinct parts:

Part 1, which focuses on mapping and visioning, specifically:

- The identification of the elements of the UIA project that will be adapted and implemented in each transfer partner city
- The examination of how the Lead Partner will sustain and enhance their original project

Part 2, which comprises innovation planning and small-scale prototyping, specifically:

- The development of the draft investment/continuity plans
- The design and delivery of testing actions

The main activities and deliverables of Stage 2 will include:

- Transnational exchange and learning meetings, events and activities to identify and share ideas adapting the UIA project,
- The co-design of draft Investment and Continuity Plans by stakeholders gathered in an URBACT Local Group in each partner city
- Design and delivery of testing actions
- Quarterly Network Reports
- Communication and outreach activities like maintaining a network webpage on the URBACT website, communicating on social media, organisation of dissemination events, etc.

5.3. Stage 3 of the Innovation Transfer Networks: Preparing for Reuse

The duration of Stage 3 is 6 months starting from 1st March 2026.

Stage 3 is the concluding phase of the networks which will be characterised by the completion of the Innovation Transfer Network outputs and the dissemination of key lessons.

The main activities and deliverables of Stage 3 will include:

- Completion and review of testing actions
- Completion of Investment and Continuity Plans

Detailed information concerning specific objectives, activities and expected outputs under each Stage and Work Package is provided in the Book 1, Section A. of the URBACT IV [Programme Manual](#) and in the [Guide to Innovation Transfer Networks](#).

In order to support the implementation of the activities of Innovation Transfer Networks, the URBACT Programme provides each approved Innovation Transfer Network with an additional specific budget for the **appointment of experts** (see section 6.3 for expertise resources).

SECTION 6 – BUDGETARY ELEMENTS AND EXPERTISE RESOURCES

6.1. URBACT IV Eligible Intervention rates

The ERDF's co-financing rate for an Innovation Transfer Network is calculated at network level on the basis of the different co-financing rates for each partner.¹⁸

¹⁸ The map showing the categorisation of EU Regions for 2021-2027 can be found [here](#). The full list of regions eligible for funding is available at this link here: <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32021D1130>.

- Partners from “more developed regions” are co-financed up to 65% by ERDF.
- Partners from “transition regions” are co-financed up to 70% by ERDF.
- Partners from “less developed regions” are co-financed up to 80% by ERDF.
- Switzerland is a Partner State of the URBACT programme. Partners from Switzerland are co-financed up to 50% by a Swiss national fund.¹⁹
- Norway is a partner state of the URBACT programme. Partners from Norway may participate in Action Planning Networks with Norwegian national funds covering up to 50% of the costs²⁰.
- Partners from IPA countries are co-financed by up to 95% by IPA Funds.²¹
- Partners from other countries may participate in Innovation Transfer Networks at their own cost for this call.

6.2. Innovation Transfer Network Budgets

The maximum total eligible budget for an Innovation Transfer Network shall be EUR 550 000 (including ERDF, IPA funds and local co-financing).

Innovation Transfer Networks shall be financed using European Regional Development Fund or IPA Fund and local, regional or national contributions from city partners according to the rates outlined in section 6.1 above.

The budget shall be presented using five budget categories as follows:

- i) Staff Costs
- ii) Office and Administration Costs.
- iii) Travel and Accommodation Costs
- iv) External expertise and service Costs
- v) Equipment

Detailed information about the eligibility of costs, the methods for calculation and programme specific rules is available in the URBACT IV [Programme Manual](#), Book 1, Section D.2. - *Eligibility of expenditure per budget category*, as well as in the [Guide for Innovation Transfer Networks](#) linked to this call.

6.3. Expertise

In order to support the implementation of the activities of Innovation Transfer Networks, the URBACT Programme provides each approved network with an additional specific budget for the **appointment of experts**. Experts support partners in implementing their network activities with both thematic content and methods for exchange and learning.

More specifically, the expertise budget should provide all partners with a package of services including:

- Expertise for the production of a Transferability Study

¹⁹ Swiss participants are asked to contact the Federal Office for Spatial Development (ARE) to receive information on the available funds under this call.

²⁰ Norwegian participants are asked to contact the Ministry of Local Government and Regional Development (KDD) to receive information on the available funds under this call.

²¹ IPA partners can apply as Project Partners provided that their legal status is coherent with the Programme rules and that the legal framework is fully set in the relevant IPA countries. The conditions to participate will have to be checked with the national authorities concerned. More detailed information and contact details are available upon request.

- Support the Lead Partner with the development of the network methodology, including the potential modularisation of the UIA project
- Support for setting up URBACT Local Groups in each partner city
- Expertise for the design and delivery of transnational exchange and learning activities in collaboration with partners
- Thematic expertise related to the policy challenge being addressed
- Support partners in applying integrated and participatory approaches
- Support partners with the design and peer review of the Investment and Continuity Plans
- Production of key network outputs and contribution to programme-level activities on relevant topics.
- Advice to Lead and Transfer Partners on testing actions

6.3.1. Expertise budget

Each network shall have a specific expertise budget of EUR 105 000 to cover the costs of expertise support over the entire lifetime of the project. This expertise budget is in addition to the network budget and without the co-funding rates applied. The daily expertise fee for URBACT network experts is set at EUR 750 per day without VAT, therefore a maximum of 140 days of expertise is available for each network regardless of the number of partners.

Networks shall appoint a Lead Expert, as well as at least two Ad-Hoc Experts throughout the network lifetime for support with the delivery of all planned activities and expected deliverables. The allocation of days to the Lead Expert shall not exceed 80% of the total budget (max. 112 days). Therefore, a minimum of 20% of the expertise budget (min. 28 days) shall be allocated to Ad-Hoc Experts supporting the network. Please refer to the [Guide for Innovation Transfer Networks](#) for detailed information about the framework for the use of expertise in Innovation Transfer Networks.

The available budget will cover days of expertise as well as Travel & Accommodation.

Innovation Transfer Network partners can contract additional experts for specific local tasks (e.g. coordination of the URBACT Local Group, local facilitation, project management support, support with testing Actions etc.) through the network budget under the budget category “External expertise and services”.

6.3.2. Appointing experts

Appointed experts to be funded from the dedicated expertise budget shall be selected from the pool of Validated URBACT Experts. New experts can apply to join the pool at any time²².

Three potential URBACT Validated Lead Experts shall be proposed by the Lead Partner in the Application Form. The 3 proposed Lead Experts must come from (at least) two different countries of residence or nationalities. The proposal shall as well include **at least** one female expert. **The CV of the proposed Lead Experts as well as letters of intent** (template in annex) duly signed by the proposed Lead Experts shall be sent along the Application Form as part of the Application Package (see section 7).

In parallel, other experts from the URBACT pool of validated experts will have the possibility to express their interest to become Lead Expert of a specific Innovation Transfer Network. Each

²² The call for Experts will remain open over the entire duration of URBACT IV programme. The call and online application form is accessible via this [link](#).

expert in the URBACT pool of experts can only express interest and commit to a maximum of **two** projects of Innovation Transfer Networks.

After the approval of the ITN (end June 2024), the URBACT Secretariat will check all the Lead Expert candidates to identify any overlap with other approved networks and to check the coherence with the selection criteria defined in the application form. Interviews with the potential Lead Experts will be organised by the URBACT Secretariat with the Lead Partner, in order to perform the final selection of the network's Lead Expert.

A mutual agreement between the Lead Partner and the URBACT Secretariat is essential for the final selection of the Lead Expert.

The contract with standard workplans will be signed between URBACT Secretariat and the appointed expert. A clear evaluation procedure verifying the quality of outputs and contributions will be set out to assess the work carried.

The role of experts in URBACT is quite different from that of the original UIA function. Networks should carefully consider whether the original UIA expert has the range of skills and experience required to transition to the role of ITN Lead Expert. In some cases, the original UIA expert may also be an URBACT expert, but in any event, to be considered for this role, experts must be approved in the URBACT IV expertise pool.

In order to be considered as an URBACT Lead Expert for this call the expert must be approved in the URBACT pool of experts or have applied to it before 20th March 2024.

It should be noted that only experts who have not been directly involved in developing the network application can be proposed. A strict conflict of interest procedure will be followed.

SECTION 7 – DETAILED PROCEDURE FOR THE CREATION OF INNOVATION TRANSFER NETWORKS IN THE FRAME OF THE CALL FOR PROPOSALS

7.1. General overview

Projects applying to this Call for Proposals are required to follow a structured application procedure and will be subject to a selection process.

Decisions by the Monitoring Committee shall be final. May the decision be appealed against by a project's Lead Partner, the complaint procedure shall apply (see section 11).

The different steps of the application procedure can be summarised as follows.

Step 1 – Procedure for the submission of Applications

The submission of the Application package is paper-free. The application is submitted through the online system [SYNERGIE-CTE](#). Detailed information on how to create and submit Applications through the online system SYNERGIE-CTE is provided in the Practical guide to SYNERGIE application.

To submit a network proposal, applicants shall complete the following steps:

- 1) Complete and submit their Application through SYNERGIE-CTE in English. Only applications submitted using SYNERGIE-CTE will be accepted.

The deadline for the online submission of the Applications is 20th March 2024, 15:00 CET.

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

- 2) Send the application package composed of the scan of the signed PDF document of the Application generated through SYNERGIE-CTE and all additional requested documents (*a list of additional documents is provided below*) by email to ITN@urbact.eu.

The e-mail shall be received by the URBACT Joint Secretariat no later than

21st March 2024, 15:00 CET.

Applicants must send by email **all** of the following documents:

- Scanned signed PDF version of the submitted Application generated through SYNERGIE-CTE. It must be duly signed by the Project Coordinator in the Lead Partner city;
- Letters of commitment in English for ALL partners included in the partnership (one letter for the Lead Partner plus one letter for each Project Partner) using the templates provided in annexes 2 and 3 of this Call for Proposals. Letters of Commitment shall be signed by an elected representative of the partner institution;²³
- Letters of intent (template to use provided in annex 4), duly filled in and signed by the 3 proposed Lead Experts;
- CV of the Project Coordinator at the Lead Partner;
- CV of the 3 proposed Lead Experts.

²³ The signing person has to be an elected representative with authority to sign for the Project Partner. In case the Project Partner institution has no elected representatives, the signing person must be in the position of committing the institution's resources to be engaged in the project (staff, budget, etc.)."

Step 2 – Eligibility check of Applications

The URBACT Joint Secretariat will check all received applications against the eligibility criteria. Eligibility criteria for applications are minimum requirements, all of which must be fulfilled before a project can be declared eligible for further assessment. 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 Joint Secretariat within the deadline and respecting the procedure outlined in the call will be checked for compliance with the eligibility criteria listed below.

In case of a doubt regarding the respect of the eligibility criteria, applicants are recommended to get in touch with the URBACT Secretariat for clarifications prior to the submission of the application.

Eligibility Criteria

- The application package is submitted in English, respecting the procedure outlined in the Terms of Reference and within the notified deadline.
- The application package is complete including the required documents set out in the Terms of Reference.
- The proposal is complete in terms of information and data required in the documents (Application Form and letters of commitment from partners have been properly filled in and signed, are correctly completed; and all letters use the official templates according to the instructions).
- The proposal fulfils the partnership requirements bringing together between 5 and 7 candidate partners including the Lead Partner.
- The proposed partnership does not include more than 1 non-city partner.
- The proposed partnership respects the minimum of partners from Transition and Less Developed Regions.
- The proposed partnership respects the maximum of partners from Partner States (Norway and Switzerland) and IPA countries.
- The candidate Lead Partner is a candidate Lead Partner in one URBACT proposal only under this call.
- The candidate Lead Partner has delivered an approved UIA project
- All candidate partners are eligible according to the URBACT Programme rules.
- The partnership does not include more than one partner per member state.
- The maximum budget for Innovation Transfer Networks (EUR 550.000 total eligible budget) has been respected.

Step 3 – Assessment of eligible Applications

Eligible Applications shall be assessed by an External Assessment Panel. The EAP is made up of independent experts specifically appointed to assess the quality of the proposed networks based on the published assessment criteria. The assessment criteria for project proposals are outlined below.

Assessment Criteria

Criterion 1: Relevance of the UIA practice and quality of the partnership (20%)
<p>For this criterion, assessors will especially consider the following dimensions:</p> <ol style="list-style-type: none"> 1) The proposal is relevant in the current European urban policy context and contributes to the objectives of the Cohesion Policy 2021-2027. 2) The policy challenge addressed by the UIA innovation is relevant to the URBACT Programme including the cross-cutting themes and complements the knowledge created in previous projects. 3) The partners have understood the urban dimension of Cohesion Policy and have explained how it links to their involvement in this network. 4) The partner cities have clearly identified the added value of benefitting from the URBACT Programme and the potential for change. 5) The partner cities demonstrate a willingness and ability to undertake the activities (e.g. having appropriate competence, resources, political support and motivation and a clear understanding of the work necessary to produce an Investment/Continuity Plan). 6) The proposed partnership covers an appropriate mix of URBACT beneficiary countries (for example ensuring adequate coverage of Central and Eastern Europe, Northern, Western and Southern Europe). In cases where the geographical coverage is limited, this is clearly justified. 7) The proposed partnership involves cities which have not yet been funded as Urban Innovation Action and/or which are newcomers to URBACT. 8) Overall, the partnership is coherent and it is clear why these cities should work together considering the partners' motivation and commitment
Criterion 2: Transfer Potential (40%)
<p>For this criterion, assessors will especially consider the following dimensions:</p> <ol style="list-style-type: none"> 1) The UIA project addresses a challenge that is widespread across EU cities 2) The UIA project has the potential to be transferred to other cities of different sizes and working in different contexts 3) The UIA concept and notably the transferable elements of the project are clear and easy to understand 4) The UIA project can demonstrate impact 5) The UIA project can be modularised to facilitate adaptation and transfer 6) The lead partner demonstrates a clear motivation to transfer the UIA Practice and learn from this process using the tools proposed by URBACT.

- 7) The strategic environment of partner cities - in particular the local context, stakeholders involved and interest shown by Managing Authority - is relevant to adapt and transfer the target innovation
- 8) The risks and challenges linked to transfer of the practice are clearly explained and are comprehensive and realistic
- 9) The potential to fund through cohesion policy funds and/or any relevant funds, the outputs developed by the network is considered high based on the information provided

Criterion 3: Quality of planned activities and expected outputs (20%)

For this criterion, assessors will especially consider the following dimensions:

- 1) The proposed work plan is clearly presented and shows a good understanding of what is expected in terms of activities, outputs, and communication from Innovation Transfer Networks, in all work packages.
- 2) The network activities are logically interlinked between the transnational and local level and are in line with the objectives for Innovation Transfer networks journey (appropriate number of transnational network meetings, scale and scope of local level activities).
- 3) The content, tools and methods for the transnational exchange and learning activities are explained with sufficient detail. The proposed methodology and activities are creative, coherent, logical and appropriate for the partnership.
- 4) The proposed network outputs are clearly explained with details about how they will be developed and used during the network lifetime.
- 5) The expected profiles of local project and URBACT Local Group coordinators are relevant for the delivery of foreseen activities and outputs.
- 6) The types of stakeholders identified in all the URBACT Local Groups are relevant for the policy challenges tackled with the UIA innovation and comprehensive.
- 7) The need to reduce carbon emissions in transnational working is reflected in the application, with a clear commitment to hybrid working and mixing in-person and online activities.

Criterion 4: Quality of the proposed network management and budget (20%)

For this criterion, assessors will especially consider the following dimensions:

- 1) The Lead Partner demonstrates competency in managing EU co-financed projects or can ensure adequate measures for management support.
- 2) The named person to act for the Lead Partner as project coordinator has relevant experience with EU projects and/or the UIA practice.
- 3) The project coordination from the Lead Partner is well organised and clearly presented (who will perform concrete tasks). Sufficient resources are indicated for the Lead Partner tasks.
- 4) The proposal demonstrates a clear understanding of the role of the Lead Expert and Ad hoc experts and explains clearly what the network expects from the appointed expert team.
- 5) The project budget is coherent with the work plan and the main outputs in the proposal.
- 6) The project budget is justified, clear and realistic.

Step 4 – Submission to the Monitoring Committee and approval

Building on the report provided by the External Assessment Panel, the Monitoring Committee shall decide on the approval of projects to be funded. It is intended to approve 10 Innovation Transfer Networks but the Monitoring Committee may decide to approve less or more networks, depending on the quality of the applications received. Decisions by the Monitoring Committee shall be final.

After approval by the Monitoring Committee, the information on approved projects shall be published on the URBACT website.

Approved applications shall receive a subsidy contract which marks the final stage of approval of the project. Additional information on the subsidy contract is available in Book 1, Section B. of the URBACT IV [Programme Manual](#). The project shall then be fully operational and can start working on planned activities.

All successful networks will be invited to a dedicated online Network launch meeting where Lead/Project Partners and Lead Experts can learn about expectations and activities to be delivered.

SECTION 8 - CONTENT OF APPLICATION

Projects wishing to apply for funding within the frame of this Call for Proposals shall fill in and submit their Application through the online SYNERGIE-CTE platform. All applications shall be completed in English.

Here below is the list of the main sections to be completed in order to submit a proposal:

- **Presentation of the network theme:** applicants shall define the main issue/policy challenge to be addressed by the network, highlighting the link to European urban policy context 2021-2027 (in particular the Cohesion Policy objectives and scope). The proposal should also explain how the network will contribute to the specific objective for Innovation Transfer Networks, i.e. Interreg Specific Objective 1 (ISO 1): a better cooperation governance, in particular Europe Closer to Citizens (PO5).
- **Description of how the networks address cross-cutting considerations such as green transition, digital transformation and gender inclusive approach in their working methods:** Concrete examples of how equal opportunities (especially gender), environmentally sustainable actions and digitalisation have been integrated into the working of the network should be outlined.
- **Presentation of the proposed partnership:** In the framework of the Application form, applicants are requested to present all partners included in the partnership. More especially applicants are requested to highlight:
 - The local situation of partners in relation to the policy issue/topic addressed by the network
 - The experience of partners in dealing with the policy issue/topic addressed by the network and their potential contribution to the exchange and learning activities
 - The specific needs and expected results of partners and how URBACT can respond to these needs
- **Description of the main activities to be implemented:** applicants shall describe how the main activities included under the Work Packages will be implemented. More especially applicants are requested to detail the proposed approach for the production of the Network Roadmap (Transferability Study) and to present their communication approach at local and network levels.
- **Description of the Network Team:** applicants shall describe the experience of the proposed Lead Partner and Project Coordinator. Applicants shall indicate the needs identified by the network for the use of URBACT Lead Experts and Ad-Hoc Experts to assist the network.
- **Budget:** applicants shall provide information about the budget required to deliver the activities proposed based on 5 budget categories. An individual Project Partner budget shall also be provided. More detailed information on budgetary issues can be found in section 6 of this document and in the Guide for Innovation Transfer Networks.

For the preparation of high-quality network proposals applicants are strongly advised to refer as well to the explanations and suggestions provided in the [Guide for Innovation Transfer Networks](#).

SECTION 9 - IMPORTANT DATES FOR APPLICANTS

Applicants are invited to take note of the following five milestones:

> **URBACT Secretariat webinars on the call in 2024: save the dates!**

- 16 January - 10:00 - 11:00 CET: The call in a nutshell and its features: Q&A
- 23 January - 10:00 - 11:00 CET: How to build a strong partnership for an Innovation Transfer Network
- 6 February - 10:00 - 11:00 CET: Exchange and learning during the network journey
- 7 March - 10:00 - 11:00 CET: Time to submit your application: tech & troubleshooting
- 14 March - 10:00 - 11:00 CET: Final troubleshooting

> **Submission of proposals**

Applications shall be submitted online by **20 March 2024²⁴ - 15.00 CET at the latest**, following the procedure outlined above in section 7. The application package should be also sent by e-mail by 21st March 2024 - 15.00 CET at the latest.

> **Approval**

Eligible project proposals will be submitted to the URBACT Monitoring Committee for approval of funding in June 2024. Approved networks will start working officially on 1st September 2024.

> **Selection and appointment of Lead experts:**

Notification e-mails shall be sent to the approved networks late June 2024.

Interviews for the selection of the approved networks' Lead Experts will take place from July to August 2024 with the URBACT Secretariat and the Lead Partner. Several time slots will be proposed.

> **Network launch meeting**

Lead Partners (LPs) and URBACT Validated Lead Experts (LEs) of approved projects **MUST** attend the Network launch meeting organised shortly after the start of the networks. **The This meeting is likely to take place in September-October 2024.**

²⁴ The online tool for submitting Proposals, SYNERGIE-CTE, will close at 15:00 CET on 20 March 2024. More detailed information about the submission procedure, list of required documents and deadline is provided in section 7 of the present Call for Proposals.

SECTION 10 - USEFUL RESOURCES

11.1. URBACT Joint Secretariat

Applicants may contact members of the URBACT Joint Secretariat for clarification related to the submission of applications. For all questions concerning the Call for Proposals for Innovation Transfer Networks, applicants are invited to contact the URBACT Joint Secretariat at the following dedicated e-mail address ITN@urbact.eu

11.2. Frequently Asked Questions (FAQ)

A Frequently Asked Questions (FAQ) section is available on the URBACT website: <https://urbact.eu/get-involved>

11.3. Useful Documents

For the preparation of their application, applicants are invited to refer to the following documents in addition to the Terms of Reference:

- [Guide to Innovation Transfer Networks](#)
- [URBACT IV Cooperation Programme](#)
- URBACT IV [Programme Manual](#) – Book 1
- SYNERGIE-CTE Practical Guide for the creation and submission of applications

Key documents are available on the [webpage here](#).

11.4. Finding an Expert

The URBACT IV [pool of URBACT Validated Experts](#) is open and applicants are encouraged to check regularly for newly added validated experts in order to identify the most relevant network Lead Expert candidates to be proposed after networks' approval.

11.5. Partner Search Tool

A specific tool dedicated to assisting with the partner search has been developed on the URBACT website. It can be accessed at this address: <https://urbact.eu/partnersearchtool>

11.6. National URBACT Points

National URBACT Points are in charge of communicating to cities and urban professionals in their respective countries in native languages. They also provide support to URBACT beneficiary cities in terms of communication, capacity-building, sharing of knowledge, and connection with other EU and national funds.

For this call of Innovation Transfer Networks, most of the National URBACT Points will organise info sessions from January to early March 2024.

More information and contact details about National URBACT Points can be found at this link: <https://urbact.eu/how-find-us>.

SECTION 11 – COMPLAINTS PROCEDURE

Lead Partners of rejected project proposals are informed in writing about the reasons why an application was not eligible or not approved. Questions in relation to the assessments will be examined and answered by the URBACT Managing Authority/Joint Secretariat. Projects that have not been selected for funding have the right to file a formal complaint about the decision of the Monitoring Committee.

In principle, complaints can only be lodged against the following criteria: (1) the assessment does not take into consideration information supplied in the application and (2) the project assessment and selection process failed to comply with the specific procedures laid down in the call publication and Programme Manual, which as a consequence may have affected the decision.

Only the project's Lead Partner can file a complaint. Potential Project Partner complaints have to be passed through the Lead Partner. Complaints should be submitted electronically to the URBACT Joint Secretariat within 3 weeks after the official notification of the non-selection of the project by the Managing Authority. This deadline shall not prejudice the start of the other projects approved by the Monitoring Committee.

The complaints will be examined and answered by a complaint panel involving the Chair of the URBACT Monitoring Committee, the URBACT Managing Authority/Joint Secretariat and the Chair of the External Assessment Panel. If deemed necessary, the complaint panel may decide to submit a complaint to the Monitoring Committee of the Programme for review.

ANNEX 1 – OUTLINE OF MAIN COMPONENTS OF THE APPLICATION FORM

1. PROJECT SYNTHESIS
1.1. Project identity (incl. title and duration)
1.2. Summarised description of the issue to be addressed by the network
1.3. Proposed partnership
1.4. Links to the Cohesion Policy Objectives
1.5. Total budget
2. PRESENTATION OF PROJECT PROPOSAL
2.1. Thematic Content
2.1.1. Presentation of the UIA Practice including outline of the original policy challenge and link to European urban policy context 2021-2027 (in particular the Cohesion Policy objectives and scope) <i>(word limit to apply)</i>
2.1.2. Explanation of the Transfer Potential of the UIA practice <i>(word limit to apply)</i>
2.1.3. Explanation of the possible barriers and challenges linked to the transfer of the UIA innovation
2.2. Explain how the transfer of the UIA innovation will build the capacities of cities to design and implement sustainable urban development policies in an integrated, participatory and place-based approach.
2.3. How will gender-equal policy making be addressed by the network? <i>(word limit to apply)</i>
2.4. How will green transition be addressed by the network? <i>(word limit to apply)</i>
2.5. How will digital transformation be addressed by the network? <i>(word limit to apply)</i>
2.6. What is the added value of this network related to the theme proposed? <i>(word limit to apply)</i>
3. RATIONALE OF PROPOSED PARTNERSHIP
3.1. Profile of the Partner Cities <i>(Repeated for each Project Partner City (up to PP6))</i>
3.1.1. Local challenges of city partners specific to the UIA innovation
3.1.2. Local strategic framework of the city specific to the UIA innovation
3.1.3. Local links to Sustainable Urban Development through Cohesion Policy <i>(& through IPA flagships and priorities where relevant)</i>
3.1.4. Motivation, commitment and expected results of each city to join the network
3.1.5. Local Stakeholders to be involved in the URBACT Local Group
3.1.6. Potential for investment plans to be funded using cohesion policy funds and programmes.
3.2. Please explain the motivation and expectations for the UIA city to transfer their experience and work on the continuity plan for their UIA innovation.
4. ACTIVITIES AND EXPECTED OUTPUTS

4.1. Description of Work Package 1. Network management
4.1.1. Organisation of the project coordination
4.1.2. Proposed approach to network- level and local-level communication
4.1.3. Activities to be implemented under WP1
4.2. Description of Work Package 2. Network Level Activities
4.2.1. General framework for Network Level Activities
4.2.2. Proposed content, tools and methods for the transnational exchange and learning activities
4.2.3. Expected outputs under WP2
4.3 Description of Work Package 3. Local Level Activities
4.3.1 General framework for Local Level Activities
4.3.2 Short description of the principles for linking transnational activities under WP 2 and local activities under WP3
4.3.4 Expected outputs under WP3
5. PROJECT WORK PLAN
6. PROJECT MANAGEMENT AND LEADERSHIP
6.1. Lead partner experience (highlights of city's experience)
6.2. Experience of proposed project coordinator
6.3. Presentation of the Lead Partner's project team (roles and responsibilities)
7. USE OF EXPERTISE
7.1. Proposed use of expertise resources allocated by the Programme
7.1.1. Proposed use of URBACT Lead Experts
7.1.2. Proposed use of URBACT Ad-Hoc Expert(s)
8. BUDGETARY PROPOSAL
8.1. Financial contribution by Partner and source (incl. ERDF, relevant funds and local contribution)
8.2. ERDF & other relevant funds per year
8.3. Expenditure per Partner, per year and budget subcategory
8.4. Expenditure per year and budget category
8.5. Project cost per budget line
8.6. Project costs per budget category – Justification/Explanation
9. SIGNATURE
Signature of the Lead Partner/project coordinator

ANNEX 2 - 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 IV Managing Authority

20, Avenue de Ségur
TSA 10717
75334 Paris Cedex 07
France

Dear Madam, Sir,

The city of [... *name of the institution*...] confirms its commitment to be the Lead Partner in the activities of the URBACT *Innovation Transfer Network* proposal entitled [...*project title* ...].

The specific challenge we wish to address as a Lead Partner in this *Innovation Transfer Network* is [...*brief description of the theme*.....].

We are convinced that by working through this URBACT network, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT IV Programme, we will ensure the overall coordination of the network, take on roles and implement activities as indicated in the application work programme. More especially, we commit to organise transnational meetings, to consolidate the partnership, to coordinate the production of the Transferability Study, to identify key local stakeholders to be involved and to produce a communication plan and a Continuity Plan.

To this end we also formally commit to engage the funds needed to co-finance the ERDF²⁵. The details of this contribution are outlined within the application.

Yours sincerely²⁶

Name in capital letters:

Function

Official stamp

²⁵ Only ERDF as cities from Norway, Switzerland and IPA countries cannot be Lead Partners of Action Planning Networks under this call.

²⁶ 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 of committing the institution's resources to be engaged in the project (staff, budget, etc.).

ANNEX 3 – TEMPLATE LETTER OF COMMITMENT FOR A PROJECT PARTNER

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

URBACT IV Managing Authority

20, Avenue de Ségur
TSA 10717
75334 Paris Cedex 07
France

Dear Madam, Sir,

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

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

We are convinced that by working through this URBACT network, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT IV Programme, we will participate in the project, take on roles and implement activities as indicated in the application work programme. More especially, we commit to participate in the transnational meetings planned, to contribute to the production of the Transferability Study, to identify key stakeholders to be involved and to contribute to the production of the transfer roadmap, the communication plan and the Investment Plan.

To this end we also formally commit to engaging the funds needed to co-finance [...*ERDF or CH/NO or IPA funds project*...] ²⁷. The details of this contribution are outlined within the application.

Yours sincerely²⁸

Name in capital letters:

Function

Official stamp

²⁷ For project partners, to be chosen according to the relevant fund concerned.

²⁸ The signing person has to be an elected representative with authority to sign for the Project Partner. In case the Project Partner institution has no elected representatives, the signing person must be in the position of committing the institution's resources to be engaged in the project (staff, budget, etc.).

ANNEX 4 – TEMPLATE LETTER OF INTENT FOR LEAD EXPERT

Call for Innovation Transfer Networks 2024 - Lead expert candidate

Letter of Intent

URBACT Secretariat

20, Avenue de Ségur
France

Dear Madam, Sir,

I [.....*name of expert*.....] confirm that I agree to being proposed as the network Lead expert in the Innovation Transfer Networks [.....*title of project*.....] led by [.....*name of Lead partner institution*.....].

My motivation for fulfilling this position is [.....*insert max. 100-words description about why your experience makes you suitable as Lead expert for the network in question*.....].

I confirm that I have not been involved in the preparation and drafting of the application submitted for this project.

I have understood the tasks expected from this role and accept to participate in programme level activity as required. I am aware that in the interests of continuous improvement and quality assurance my work will be monitored and evaluated.

Yours sincerely

Name in capital letters and signature: