



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

**CALL FOR APPLICATIONS FOR 5 EXPERTS FOR THE URBACT III  
IMPLEMENTATION NETWORKS  
EXTERNAL ASSESSMENT PANEL (EAP)**

**Open 8 April 2016 – 8 May 2016**

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## SECTION 1 - CALL FOR APPLICANTS

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The “Commissariat Général à l’Egalité des Territoires” (CGET), Managing Authority of the URBACT III Operational programme, issues a Call for Applicants for the constitution of the External Assessment Panel (EAP).

As stated in the URBACT III Programme Manual, the External Assessment Panel shall be in charge of assessing all the eligible applications submitted in the framework of the Call for Proposal launched for the creation of URBACT Implementation Networks. The members of the External Assessment Panel shall be recruited through a Call for Applicants. More detail on the tasks of the EAP and the recruitment process are provided in section 2 of the present Call.

**The present Call for Applicants for the constitution of the External Assessment Panel will remain open until 8 May 2015 midnight CET.**

## SECTION 2 – THE EXTERNAL ASSESSMENT PANEL IN THE FRAMEWORK OF THE URBACT III PROGRAMME

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### 2.1. The URBACT Programme

URBACT is a European Territorial Cooperation (ETC) programme promoting exchange and learning amongst cities, in relation to integrated sustainable urban development. URBACT enables European cities to work together to develop effective and sustainable responses to major urban challenges. The Programme affirms the key role cities play in tackling increasingly complex societal changes by encouraging cooperation through transnational exchange networks.

More especially, the URBACT III Operational Programme defines 4 specific objectives for the programming period 2014-2020:

1. To improve the capacity of cities to manage sustainable urban policies and practices in an integrated and participative way.
2. To improve the design of sustainable urban strategies and action plans in cities.
3. To improve the implementation of Integrated Plans for sustainable urban development.
4. 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

The thematic coverage of the URBACT III Programme covers the ten first Thematic Objectives (TOs) of the EU Cohesion Policy 2014-2020<sup>1</sup>:

- Strengthening research, technological development and innovation (TO1)
- Enhancing access to and use and quality of ICT (TO2)
- Enhancing the competitiveness of SMEs (TO3)

<sup>1</sup> The detailed list of the Thematic Objectives of the EU Cohesion Policy 2014-2020 is available here : [http://ec.europa.eu/regional\\_policy/index.cfm/en/information/legislation/guidance/](http://ec.europa.eu/regional_policy/index.cfm/en/information/legislation/guidance/)

- Supporting the shift towards a low carbon economy in all sectors (TO4)
- Promoting climate change adaptation, risk prevention and management (TO5)
- Protecting the environment and promoting resource efficiency (TO6)
- Promoting sustainable transport and removing bottlenecks in key network infrastructures (TO7)
- Promoting employment and supporting labour mobility (TO8)
- Promoting social inclusion and combating poverty (TO9)
- Investing in education, skills and lifelong learning by developing education and training infrastructure (TO10)

The main mechanism that URBACT uses to achieve its objectives is through co-financing exchange and learning networks. More details on URBACT networks are provided in the following section.

The URBACT III Operational Programme (CCI 2014TC16RFIR003) was officially adopted on 12<sup>th</sup> December 2014 by Commission Implementing Decision C(2014) 9857<sup>2</sup>. In addition to the Operational Programme, a series of detailed operational Fact Sheets are to be included in the official Programme Manual<sup>3</sup>. These Fact Sheets lay down the principles and regulations for the implementation of the activities in the framework of the URBACT III Programme.

## 2.2. URBACT III Implementation Networks

URBACT has launched a call for up to 15 **Implementation Networks**<sup>4</sup> for cities to improve the delivery of their integrated urban strategies and action plans. Implementation Networks will allow cities to work together and find concrete solutions for key challenges they face. This call is opened from 22 March 2016 to 22 June 2016 to all cities from the 28 EU Member States, plus Norway & Switzerland.

The eligible beneficiaries are cities with an integrated urban strategy/action plan addressing a policy challenge and with secured funding to start implementing the strategy/action plan within the lifetime of the URBACT network.

Each network will involve 7 to 9 cities working together within the same project and led by a Lead partner city

As partners in an Implementation Network, cities shall produce an operational framework for the implementation of their urban strategy/ action plan. This output shall be composed of the concrete solutions and policy instruments that will allow cities to effectively address the challenges they have identified in relation to the implementation process. This operational framework will thus be both a driver to the exchange and learning activities and a key concrete

<sup>2</sup> The adopted version of the Operational Programme is here : [http://urbact.eu/sites/default/files/u\\_iii\\_op\\_oct\\_2015.pdf](http://urbact.eu/sites/default/files/u_iii_op_oct_2015.pdf)

<sup>3</sup> The Programme Manual fact sheets related to networking activities are available here: <http://urbact.eu/open-calls-networks>

<sup>4</sup> The call for proposals for the creation of up to 15 implementation networks is here: <http://urbact.eu/open-calls-networks>

output that will lead to an enhanced delivery of their urban strategy/ action plan (with respect to timing/ calendar foreseen for implementation, with respect to the results expected from the implementation of the strategy/ action plan, etc.). Building on the transnational exchange and learning activities, networks shall also produce practical knowledge, policy recommendations, tools, good practices etc. that shall be made available to all urban players across the EU.

The exchange and learning activities will be developed around common policy challenges related to the first ten Thematic Objectives (TOs) of the EU Cohesion Policy 2014-2020 (see 2.1).

In addition, as the main aim of Implementation Networks is to improve the implementation and delivery of cities' integrated strategies/ action plans, challenges related to implementation shall be the focus of the networks' exchange and learning activities. A series of 9 "Implementation Related Challenges"<sup>5</sup> have been identified, out of which 3 mandatory challenges (to be explored by all Implementation Networks) and 6 optional challenges (networks to select the ones that are most relevant for their partners).

URBACT Networks are approved by the means of Calls for Proposals.

More especially, the Programme foresees a two-phase process for the approval URBACT Networks. The process includes:

- ✓ **First phase:** a 6-month phase for the definition of the final partnership and the development of a complete project proposal in the form of a **Phase 2 Application**
- ✓ **Second phase:** a 24-month phase for the implementation of the activities foreseen by the network

Candidate Lead Partners submit a Phase 1 Application in the framework of a Call for Proposals. Applications are checked against eligibility criteria by the Joint Secretariat. All eligible applications are assessed by an External Assessment Panel (EAP) against a set of assessment criteria defined in the Call for Proposals for the creation of up to 15 implementation networks<sup>6</sup>.

Following the assessment and ranking of project proposals by the EAP, and considering the proposal of the URBACT Managing Authority, the URBACT Monitoring Committee shall decide on the approval of networks to enter Phase 1.

URBACT Networks approved by the URBACT Monitoring Committee enter the 6-month Phase 1 project. The main aim of Phase 1 is to provide partners of approved networks with time and resources to ensure the development of a common vision of the policy challenges/issues to be addressed, the definition of a coherent final partnership, the elaboration of a shared methodology for the exchange activities and the submission of a Phase 2 Application.

Phase 2 Applications are subject to an eligibility check performed by the URBACT Secretariat. Eligible applications are transferred to the EAP for assessment. Following the assessment and ranking of project proposals by the EAP, and considering the proposal of the URBACT Managing Authority, the URBACT Monitoring Committee shall decide on the approval of networks to enter Phase 2. Phase 2 will be devoted to the implementation of transnational exchange and learning

<sup>5</sup> 1. Fostering the integrated approach; 2. Involving local stakeholders; 3. Measuring impact; 4. Building the project pipeline; 5. Organising decision-making for delivery; 6. Moving from strategy to operational action-plan; 7. Developing Public Private Partnerships; 8. Setting up smart public procurement; 9. Enhancing funding of urban development policies through financial innovation

<sup>6</sup> The call for proposals for the creation of up to 15 implementation networks is here: <http://urbact.eu/open-calls-networks>

activities as well as to activities at partner level in order to ensure impact on the local policies and local governance of partners involved.

Each call for proposals shall outline a complaints procedure. In the 1<sup>st</sup> call launched for the creation of Action Planning Networks, the procedure is defined as follows:

*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 Managing Authority/ Joint Secretariat. Projects that have not been selected for funding have the right to file a formal complaint on 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 partner complaints have to be passed through the lead partner. Complaints should be submitted electronically to the 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.*

## **2.3. The External Assessment Panel**

### **2.3.1. Role and tasks of the External Assessment Panel**

The URBACT III Programme Manual states that all applications submitted by candidates Lead Partners in the framework of a Call for Proposals and declared eligible by the Joint Secretariat shall be assessed by an independent External Assessment Panel (EAP).

The External Assessment Panel shall be composed by 5 members (including a Chair) and they will be recruited through a Call for Applicants. The Chair will be appointed by the URBACT Managing Authority among the 5 EAP members, building on recommendations of the service provider in charge of assessing EAP applications.

The External Assessment Panel is in charge of assessing, scoring and ranking all eligible applications against a set of assessment criteria approved by the URBACT Monitoring Committee and available to all applicants in the framework of the Call for Proposals.

For the implementation networks the assessment criteria are the following:

- Criterion 1: Relevance of the policy issues addressed
- Criterion 2: Coherence of the proposal
- Criterion 3: Quality of the proposal for Phase 1
- Criterion 4: Quality of partnership
- Criterion 5: Quality of leadership

According to the two-phase process for the creation of URBACT Networks, described in the previous section, the EAP is responsible for the assessment of both Phase 1 and Phase 2 Applications submitted under the Call for Implementation Networks.

**More especially, the work of the External Assessment Panel is structured around two main steps:**

**1. Assessment of Phase 1 Applications. This includes the following activities:**

- **Kick off meeting with the Joint Technical Secretariat** to define the methodology for the assessment process, develop a shared understanding of the assessment criteria and define a detailed calendar for the delivery of the expected outputs
- **Assessment and scoring of eligible applications by individual members of the EAP.** Each application shall be assessed by 2 different assessors, allowing for a cross-analysis and assessment of each proposal. The assessment will be done remotely and will result in the production, by each assessor, of an Individual Assessment Sheet including detailed comments/ recommendations.
- **Consensus meeting with all members of the EAP and the Joint Secretariat** to share the individual assessment and consolidate a final Network Assessment Sheet for all eligible applications (this meeting should be prepared by the EAP sharing individual assessment sheets, identifying project proposals for which assessment results are divergent, etc.)
- **Delivery by the EAP Chair of a report** which includes a description of the assessment process, the results of the assessment, the recommendations to the Monitoring Committee and a consolidated Network Assessment Sheet for each eligible application.

**2. Assessment of Phase 2 Applications. This includes the following activities:**

- **Meeting with the Joint Secretariat** to review the methodology for the assessment process, develop a shared understanding of the assessment criteria and define a detailed calendar for the delivery of the expected outputs
- **Initial assessment of eligible applications by individual members of the EAP.** Each application shall be assessed by 2 different assessors, allowing for a cross-analysis and assessment of each project. The assessment by individual member of the EAP will be done remotely and will result in the production of an Individual Assessment Sheet including detailed comments/ recommendations and concluding remarks.
- **Interview with Lead Partners and Lead Experts** to ask clarifications. If needed, EAP members may seek clarification through contact with the applicant Lead partners/ Lead experts.
- **Consensus meeting involving all members of the EAP and the Joint Secretariat** to share the individual assessment and consolidate a final Network Assessment Sheet for all eligible applications (this meeting should be prepared by the EAP sharing

individual assessment sheets, identifying project proposals for which assessment results are divergent, etc.)

- **Delivery by the EAP chair of a final report** which includes a description of the assessment process, the results of the assessment, the recommendations to the Monitoring Committee and the Network Assessment Sheets for all eligible applications
- **The EAP Chair may be invited to present the assessment results to the Monitoring Committee**

### **2.3.2. Role and tasks of the chair of the External Assessment Panel**

The Chair of the External Assessment Panel will play a specific role in the panel. He/ she will more especially be in charge of the following:

- To review all applications submitted to the EAP for assessment to develop a comprehensive overview of all applications;
- To ensure timely delivery of Individual Assessment Sheets as well as a consistent approach to assessment, comments and recommendations (by means of guidance, etc.);
- To review Individual Assessment Sheets produced by assessors and ensure quality and consistency across assessment sheets;
- To prepare and chair the consensus meetings for each round of assessment;
- To guide the panel for the production of consolidated Network Assessment Sheets following the consensus meeting;
- To draft the EAP report and, upon request of the URBACT Secretariat, to present the result of the assessment campaign (process, lessons learnt, results and recommendations, etc.) to the URBACT Monitoring Committee;
- To take part in the "Complaint panel" if requested

### **2.4. Calendar for the activities of the External Assessment Panel**

The External Assessment Panel to be composed through the present Call for Applicants will be responsible for the assessment of Phase 1 and Phase 2 Applications submitted in the framework of the first Calls for Proposals for URBACT Implementation Networks (22 March-22 June 2016)

The assessment for the phase 1 is planned in June-July 2016

The assessment for the phase 2 is planned in April-May 2017

At the time of publishing the present Call for the constitution of the External Assessment Panel, the Call for Proposals for Implementation Networks is opened and the milestones for the assessment process already defined as follows:

#### **a) Assessment of Phase 1 Applications for Implementation Networks:**

- Kick off meeting with the URBACT Joint Secretariat: 02-03 June 2016 in Paris
- Assessment of Phase 1 Applications by assessors: 27 June – 15 July 2016
- Consensus meeting: 20-21-22 July 2016
- Delivery of the final report: 31 July 2016

#### b) Assessment of Phase 2 Applications for Implementation Networks:

- Meeting with the URBACT Joint Secretariat: April 2017
- Assessment of Phase 2 Applications: April-May 2017
- Consensus meeting: May 2017
- Delivery of the final report: end of May 2017

## **SECTION 3: APPLICATION AND SELECTION PROCEDURE**

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### **3.1. Application**

#### **Applications shall include the following:**

1. a detailed resume in English, using the Europass format<sup>7</sup>
2. a signed cover letter in English outlining:
  - why the candidate is suitable to join the URBACT External Assessment Panel,
  - main experience with regard to:
    - a) working on the issues covered by the URBACT III programme, more especially in relation to the implementation of integrated urban strategies/ action plans in cities and related challenges as outlined in the call for Implementation Networks
    - b) working as an expert on such an assessment panel
  - whether the applicant would be interested in the position of Chair of the External Assessment Panel and his/ her motivation for the position

Applicants are invited to carefully read selection criteria listed below (section 3.3.) when preparing their CV and cover letter.

NOTA BENE: In order to avoid potential conflict of interest, the covering letter will include the following mention:

*"I hereby certify that I do not have any professional relation with the actors potentially involved in URBACT III project proposals to be assessed nor any interest in the projects that could be developed by cities and other public authorities within the framework of the 1<sup>st</sup> Call for proposals for implementation networks under URBACT III. In case there should be any change in my personal situation with regard to the above mentioned elements, I commit to inform immediately the E.A.P. chair and the Director of the URBACT Secretariat of the new situation. The latter will submit the issue to the Monitoring Committee."*

**The deadline for the submission of applications is 8 May 2016 at midnight CET.**

Applications shall be sent by the deadline via e-mail to the URBACT Secretariat at the following address: [t.picquart@urbact.eu](mailto:t.picquart@urbact.eu)

<sup>7</sup> The template for the Europass CV can be found at <http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>).

### 3.2. 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 be undertaken in 2 stages:

- A short list of candidates will be elaborated on the basis of the assessment of received applications.
- Short listed candidates will be interviewed by the independent consultancy.

**NOTA BENE: Interviews will take place in Paris on 23-24 May 2016**

Only candidates invited to the interviews will be notified about the result of the selection procedure. The 5 selected experts will be included in the pool of URBACT III validated experts.

### 3.3. Selection criteria

The selection of applicants will be done along the criteria listed below. Applicants are invited to make sure to provide concrete evidence/ examples and specify their role in the different projects they will highlight in their application.

- Proven track record in similar work (i.e. number of experiences as assessors of project applications including drafting recommendations for applicants, experiences with chairing assessment committees);
- Good understanding of challenges for sustainable integrated urban development in Europe (number of years of exposure to these challenges and related policy development, intensity and quality of the experience to be expressed by specifying the actual nature of the exposure)
- In depth knowledge of a range of urban issues corresponding to the URBACT III thematic coverage. The knowledge can be academic or/and based on practical experience. Applicants will specify the issue and type of experience they have: number of years, position (e.g. research, consultant, civil servant) and level of expertise (e.g. specialist, some knowledge, generalist). Applicants may refer to the following topics:
  - Urban strategic planning;
  - Integrated urban renewal;
  - Local governance;
  - Local economic development;
  - Research, innovation and knowledge economy;
  - Entrepreneurship and competitive SMEs;
  - Employment, human capital and labour mobility;
  - Environmental issues;
  - Sustainable urban mobility;
  - Sustainable housing;
  - Active inclusion of target groups;
  - Health;
  - Sustainable food;
  - Arts and culture
- Experience of exchange and learning networking projects/ programmes in a transnational setting (number of years or number of projects evidenced with concrete examples, and role played by the applicant in these projects/ programmes);

- Experience with implementation of integrated urban strategies/ action plans at local level (e.g. project management of integrated regeneration schemes, instruments for the delivery of integrated urban policies e.g. public procurement, monitoring and evaluation of Policy delivery, etc.) (number of years, concrete examples and actual role played by the applicant);
- Experience in dealing with Implementation related challenges to be explored in Implementation Networks (fostering the integrated approach, involving local stakeholders, measuring impact, building project pipeline, organising decision-making for delivery, moving from strategy to operational action-plan, developing Public Private Partnerships, setting up smart public procurement, enhancing funding of urban development policies through financial innovation) (number of years, concrete examples and actual role played by the applicant);
- Experience of participatory processes for policy design and delivery (number of years and specific experience with concrete examples and role played by applicant);
- Strong background on local governance related to integrated urban development (number of years and specific experience with concrete examples and role played by applicant);
- Strong background on Cohesion Policy instruments for integrated urban development (number of years and nature of exposure);
- Fluent in English (written and spoken)(C1/C2 levels required);
- Working knowledge of French appreciated;
- IT Literate (Windows, Excel, Outlook);
- Excellent communication skills (written and verbal) and experience of committee work;
- Ability to work in a team, under pressure and to tight deadline.

In addition to the above, the Chair of the EAP shall present proven track record in chairing, managing groups of experts, ideally groups in charge of assessing transnational cooperation proposals.

It is proposed to look for complementary profiles including in the panel urban practitioners presenting the above skills. Members of existing URBACT EAP dedicated to the assessment of other types of networks shall be allowed to apply.

The External Assessment Panel shall be balanced in terms of thematic expertise so as to ensure adequate coverage of all urban themes to be addressed by URBACT networks.

The panel shall also be balanced in terms of gender and geographical coverage. Regarding geographical coverage, and if made possible by the range of applications received, the 5 experts should be of different nationalities. Classification of candidates will be first and foremost based on skills and experience. In case the assessment process should lead to having 2 or more experts of the same nationality(ies) among the 5 selected candidates, then nationality will be taken into account on the basis of the following principle: among 2 or more experts from the same nationality, only the one coming first in terms of ranking will be selected. Expert candidates ranking from the 6<sup>th</sup> position on will then be considered and selected as long as they are not of a nationality already represented among the selected experts.

## SECTION 4 – CONTRACTUAL DETAILS

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### 4.1. Subject matter and duration

This call for applicants concerns the recruitment of 5 experts to fulfil the role of the External Assessment Panel in charge of assessing and scoring projects received within the frame of the URBACT III Calls for Proposals for the Implementation Networks (IN).

The URBACT III External Assessment Panel for Implementation Network Proposals, set up under this call for applicants, will be valid until end of 2017, unless decided otherwise by the Monitoring Committee if further needs arise.

A contract will be signed between the Managing Authority / URBACT Secretariat and each selected EAP member.

### 4.2. Number of days and daily fees

#### 4.2.1. *Number of days and purchase orders*

For each assessment campaign under the call (phase 1 applications and phase 2 applications), depending on the number of eligible applications, the number of days of expertise to be allocated may amount to:

- 22 days on average for the assessors
- 30 days on average for the Chair of the EAP

For each assessment campaign, and for both stages (phase 1 applications and phase 2 applications), purchase orders will be issued to define the service to be provided and the amount of days to be allocated to the different tasks.

#### 4.2.2. *Daily fees*

The payment of the experts is fixed at 750€ per day, VAT included. These payments will be financed in the framework of the URBACT programme and will be made by the managing Authority of the URBACT III programme.

Travel and accommodation costs will be supported by the URBACT Secretariat following the URBACT III refund conditions rules and after reception by the Secretariat of the declaration of expenses form and justifications of payment within 3 months after each meeting.

#### 4.2.3. *Value Added Tax (VAT)*

As part of a French National public body and according to Articles 4 and 5 of the 6<sup>th</sup> Community Directive and to Article 256B of the French Tax Code, the URBACT Secretariat is not subject to VAT.

The URBACT Secretariat is paying its providers VAT inclusive. It is therefore up to the providers of the URBACT Secretariat to collect and pay VAT in their own countries according to their national tax rates to their tax authorities.

The URBACT Secretariat provider which is exempt of VAT must provide the URBACT Secretariat with the reasons (specific status, law articles, ...) and proofs of this exemption when signing the contract and must refer to this in its invoices.

## ANNEX 1 - REFERENCE DOCUMENTS

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- The following documents can all be found on the URBACT website at <http://urbact.eu/open-calls-networks>
- URBACT III Operational Programme
- *URBACT III Programme manual*
- URBACT 1<sup>st</sup> call for Implementation Networks Terms of reference

These documents provide background information on the URBACT Programme and the projects which are currently being developed.

## 1. Call for Proposals

URBACT Networks (Action Planning, Transfer and Implementation networks) shall be selected by means of call for proposals. The nature of proposed tasks to be implemented by URBACT networks, and the administrative and financial framework within which the networks are to operate shall be outlined in the calls for proposals. Call for Proposals shall be approved by the URBACT Monitoring Committee.

Call for Proposals are published in the URBACT website and disseminated through different communication tools (dedicated webpage in the URBACT website, newsletters, news on partner websites, National Infodays, social media, etc.)

## 2. Staged application procedure

The URBACT Programme, in order to increase the quality of networks approved for funding, foresees a two phase process with a first 6-month phase for the consolidation of the project proposal and a second 24-month phase for the implementation of the exchange and transfer activities.

Cities willing to set up a URBACT network are requested to submit a 1<sup>st</sup> proposal to get funding for Phase 1, in the form of a Phase 1 Application.

If the proposal is approved for Phase 1, networks will have 6 months to prepare and submit a complete project proposal in the form of a Phase 2 Application.

Each phase is subject to eligibility check by the Secretariat, assessment by an external panel of experts (External Assessment Panel, see section 3 below), and approval by the Monitoring Committee. The decision of the Monitoring Committee is final.

The staged application procedure can be summarized as follows:

<b>Call for Proposals</b>	
Stage 1	Submission by the Lead Partner of the Phase 1 Application and additional requested documents to the Secretariat
Stage 2	Eligibility check of the Phase 1 Application by the Secretariat
Stage 3	Assessment of the Phase 1 Application by the External Assessment Panel (EAP)
Stage 4	Decision of the Monitoring Committee on the basis of the proposal for approval submitted by the URBACT Managing Authority. Networks are approved for the 6-month Phase 1.
<b>Networks deliver Phase 1 (6 months)</b>	
Stage 5	At the end of Phase 1, creation and submission of the Phase 2 Application and additional requested documents
Stage 6	Eligibility check of the Phase 2 Application by the Secretariat
Stage 7	Assessment of the Phase 2 Application by the External Assessment Panel (EAP). The EAP may seek clarification from the candidate Lead partners and Lead experts by means of interviews and provide recommendations for improvements if necessary.
Stage 8	Approval by the Monitoring Committee on the basis of the proposal submitted by the URBACT Managing Authority. Approved networks are fully operational and can start implementing the activities foreseen in the work plan for Phase 2. Networks not approved for phase 2 will be refunded for the costs incurred in phase 1.
<b>Networks deliver Phase 2 (24 months)</b>	

In the following pages, details are provided for each of the stages summarized above.

### **Stage 1 – Submission of the Phase 1 Applications**

Potential Lead Partners wishing to apply in the framework of a Call for Proposals shall fill in in English and submit within the fixed deadline a Phase 1 Application.

Phase 1 Application shall include information related to the partnership, the network's focus, the general objectives, description of the main activities to be implemented during Phase 1. Detailed information on the content to be provided with the Phase 1 Application shall be available in the Call for Proposals.

Phase 1 Application shall be created online through the Synergie-CTE tool

Along with the Phase 1 Application, applicants shall submit the additional required documents. The list of additional required documents shall be specified in the Call for Proposals (these normally include Letters of Commitment from all cities involved in the partnership, CV of the project coordinator at Lead Partner, CV of the proposed URBACT Lead expert).

### **Stage 2 – Eligibility check of Phase 1 Applications**

Phase 1 Applications submitted within the fixed deadline shall be checked by the URBACT Secretariat against the eligibility criteria listed below. Eligibility criteria are minimum requirements, all of which must be fulfilled before a proposal can be declared eligible.

In table below the common set of eligibility criteria for the 3 types of URBACT Networks (Action Planning, Transfer and Implementation):

- The proposal is submitted respecting the procedure outlined in the call for proposals and within the deadline set in the call.
- The proposal is complete in terms of documents and includes the Phase 1 Application and the additional required documents listed in the Call for Proposals
- The proposal is complete in terms of information and data required (all section of the Phase 1 Application have been properly filled in according to the guidance provided in the Call for Proposals)
- All the documents required are signed, dated and stamped by candidate partners
- The partnership respects the conditions fixed in the Call for Proposals in terms of type and number of partners, geographical coverage and geographical balance
- The candidate Lead Partner is candidate Lead Partner in one URBACT proposal only

Other eligibility criteria may apply depending on the focus and specificities of the Call for Proposals. These criteria will be included in the Terms of Reference of the Call for Proposals, to be approved by the Monitoring Committee.

### **Stage 3 – Assessment of Phase 1 Applications**

The External Assessment Panel (EAP, see section 3 below) shall proceed to the assessment of eligible proposals.

The assessment criteria for project proposals for Phase 1 shall be provided in the Call for Proposals to be approved by the Monitoring Committee.

Assessment criteria for Phase 1 Applications will refer to the following:

- Relevance of the topic/theme/policy issue addressed in relation to the EU2020 strategy and the Thematic Objectives for EU Cohesion Policy 2014/2020
- Coherence of the general approach proposed and more especially coherence of the methodology proposed for exchange and learning activities (in terms of expected results, proposed activities and related outputs)
- Quality of partnership proposed for Phase 1 (in terms of relevance of the topic addressed for each partner, diversity of experiences and potential contribution, etc.)
- Quality of the leadership
- Budget for Phase 1

The EAP shall proceed to the assessment of each eligible proposal and elaborate recommendations for approval. Based on this input, the URBACT Managing Authority shall submit a proposal of networks to be approved to the Monitoring Committee.

### **Stage 4 – Decision of the Monitoring Committee for Phase 1**

The Monitoring Committee is the policy-making, decision-making body of the URBACT Programme. It is composed of two representatives from each Member and Partner State and the European Commission.

Following the assessment and ranking of project proposals by the EAP, and considering the proposal of the Managing Authority, the Monitoring Committee shall decide on the approval of networks to enter Phase 1. The decision of the Monitoring Committee shall be final.

Project applicants can appeal the decision of the Monitoring Committee in accordance with Article 74 (3) EU Regulation 1303/2013. The procedure for appeal will be outlined in the Call for Proposals.

### **Stage 5 - Creation and submission of the Phase 2 Applications**

At the end of Phase 1, the Lead Partner and partners, with the support of the Lead expert, shall complete and submit the Phase 2 Application for the project to go to Phase 2.

Phase 2 Application shall include, amongst other things, a detailed definition of the project objectives and expected outputs, a detailed presentation of the partnership, a description of the main actions to be implemented under the 4 work packages for Phase 2 and a budget.

At the beginning of Phase 1, the URBACT Secretariat shall organize a Training Session in order to provide Lead Partners and Experts with an intensive support and advice on how to define and build effective work packages for Phase 2.

Phase 2 Application shall be created through the online tool Synergie-CTE.

Along with the Phase 2 Application, applicants shall submit the additional required documents. The list of additional required documents shall be specified in the Call for Proposals (these normally include Letters of Commitment from all cities involved in the full partnership).

### **Stage 6 – Eligibility check of Phase 2 Applications**

The URBACT Secretariat shall check the Phase 2 Application submitted within the deadline, for compliance with eligibility criteria for Phase 2 Application defined in the Call for Proposals.

The Secretariat shall transfer eligible Phase 2 Applications to the External Assessment Panel.

### **Stage 7 – Assessment of Final Applications**

The External Assessment Panel shall assess the eligible Phase 2 Applications.. The assessment criteria for Phase 2 Applications shall be provided in the Call for Proposals to be approved by the Monitoring Committee.

Assessment criteria for Phase 2 Applications will refer to the following:

- Relevance of the topic/theme/policy issue addressed in relation to the EU2020 strategy and the Thematic Objectives for EU Cohesion Policy 2014/2020
- Coherence of the general approach proposed and more especially coherence of the methodology proposed for exchange and learning activities (in terms of expected results, proposed activities and related outputs)
- Quality of partnership proposed for Phase 2 (in terms of relevance of the topic addressed for each partner, diversity of experiences and potential contribution, etc.)
- Quality of the leadership
- Budget for Phase 2

In the perspective of ensuring good proposals get funded for implementation, the EAP may seek clarification from the candidate Lead partners and proposed Lead experts by means of interviews and provide recommendations for improvements if necessary.

The EAP shall proceed to the assessment of each eligible proposal and elaborate recommendations for approval. Based on this input, the URBACT Managing Authority shall submit a proposal of networks to be approved to the Monitoring Committee

### **Stage 8 – Decision of the Monitoring Committee for Phase 2**

Following the assessment of Final Application by the EAP, and considering the proposal of the Managing Authority, the Monitoring Committee shall decide on the approval of networks to enter Phase 1. The decision of the Monitoring Committee shall be final.

Project applicants can appeal the decision of the Monitoring Committee in accordance with Article 74 (3) EU Regulation 1303/2013. The procedure for appeal will be outlined in the Call for Proposals.

Lead partners of approved projects shall receive and sign a subsidy contract, which marks the final stage of approval of the project. Additional information on the subsidy contract is available in the fact sheet 2E. The project shall then be fully operational and start working on Phase 2.

Guidelines to project applications shall be provided with the call for proposals.