

## Guidelines for the Peer Review Process

### INTRODUCTION

In the framework of the RE-Block project there are three types of forums on urban rehabilitation which provides the partners with opportunities for transnational exchange and learning:

- Peer Review Sessions,
- Transnational Urban (knowledge) HUB, and
- Transnational Events.

Although the three forums operate differently they are closely interlinked. During the Peer Review Sessions a group of qualified experts of the relevant field (Knowledge Ambassadors/KAs) delegated by partners will visit the Peer Review city and will assist the host partner's ULSG to develop the first draft of a Local Action Plan for the urban rehabilitation of target area.

The documents produced for the Peer Review meetings by the KAs, the LE and the Project Coordinators will be uploaded to the Transnational Urban Hub, where the common knowledge in the main themes for the RE-Block project will be gathered. The Transnational Urban Hub therefore acts as a virtual resource centre for representatives of all the RE-Block partner cities. It will be set up and presented at the project kick-off meeting in April 2013, Budapest.

The three transnational events will each play a different role in the learning process. At the first meeting the representatives of partners will agree on the methodology of operating the forums of transnational exchange and learning, and commit to actively participating in them. The midterm event will be a transnational Peer Review of the 10 draft Local Action Plans for urban rehabilitation. The final event will summarize the results achieved and documented in the 10 LAPs, the 10 spin-off projects, and the Smart Governance Guidelines which will act as a toolkit for those Municipalities which look for innovative ways of planning and implementing urban rehabilitation.

These Guidelines explain the role of the Peer Review Process in the RE-Block project and describes the role of the different actors involved in the Peer Review Process. They also provide a consistent framework on how to prepare, organise and follow-up the Peer Review Sessions. As the Peer Review Sessions require the close cooperation of the Knowledge Ambassadors and both the Project and the ULSG coordinator the Guidelines also contains a plan for the timing of the Sessions and the travel of the delegated KAs to attend the Sessions.

## **THE AIMS OF THE PEER REVIEWS**

The general aim of the peer review technique is to enhance standards of quality and improve performance by applying the experience of professionals (peers) within the relevant field to assessing (reviewing) a certain case and assisting in the elaboration of relevant solutions.

Peer Reviews in the RE-Block project aim to contribute to the elaboration of each partner's Local Action Plan for the integrated rehabilitation of the targeted housing estate within the host city. Assistance will be provided by those professionals who are specialised in the main themes of the project and are nominated by the partners. The expert input will ensure that the practical experience and knowledge will be utilised in elaborating new ways, new answers and solutions for the host city.

Peer Review Sessions can therefore be seen as extended ULSG meetings where the value added of the European level cooperation can be utilised by considering a number of possible new ways raised, and by capitalising on experience sharing among the partners.

## **ACTORS AT EACH PEER REVIEW SESSION (PRS)**

1. Members of the Urban Local Support Group (ULSG) of the host partner, including the coordinator/head of the ULSG
2. The project co-ordinator of the host partner
3. Knowledge Ambassadors from other RE-Block partners allocated to the PRS organised by the host partner
4. The Lead Expert
5. Representatives of other partners: project coordinator and ULSG coordinator/member

## **THE RELATIONSHIP BETWEEN PEER REVIEWS, THE LOCAL SUPPORT GROUP, AND THE LOCAL ACTION PLAN**

As mentioned above, the Peer Reviews effectively form part of the process of preparing the LAP for the target area. In turn, the LAP will be elaborated under the guidance of the ULSG for the area. It will be helpful therefore to set out the roles and responsibilities of the various actors in the process.

### **ULSG COORDINATORS (LSGC)**

Each partner (local authority/university/region) will appoint a Coordinator for the Urban Local Support Group. The persons appointed will

- Liaise with the LE on the membership of and Terms of Reference for the ULSG;
- Arrange for the appointment of ULSG members;
- Arrange for ULSG meetings to take place on the agreed schedule by organising a suitable venue, drawing up the agenda, inviting participants and circulating papers in advance, taking notes of the meeting and ensuring that action points agreed on the meeting are followed up;
- Coordinate the Peer Review Session in the host city by preparing a preliminary situation analysis (including a SWOT analysis) for the visiting Knowledge Ambassadors, information on the membership of the ULSG, and a draft programme for the 3 day Peer Review Session. All of this will be done in consultation with local colleagues represented in the ULSG and in liaison with the LE;

- Ensure that practicalities such as travel and accommodation arrangements, translation and interpretation are arranged;
- Ensure continues cooperation with the dedicated KAs after the PRS;
- Coordinate the preparation of the Local Action Plan (LAP), including the agreement of objectives for the target area in context of the development plans for the city, the strategy for achieving the agreed objectives, and identifying who is responsible for delivering the required actions.
- Make efforts for the active involvement of the MA/s into the work of the ULSG

#### THE URBAN LOCAL SUPPORT GROUP (ULSG)

The role of the Local Support Groups is set out in detail in the URBACT II LSG Toolkit. The ULSG is made up of the key stakeholders in the target area including the representatives of the typical social groups living on the respected housing estates. The ULSG will be supported by its Coordinator, whose own role is elaborated above. The LSG is expected to:

- Maximise the impact of the knowledge transfer arising from the RE-Block project activities;
- Attend training events organised by URBACT and by the Project Coordinator
- Clarify their own needs and issues, and shape the Local Action Plan to tackle the specific objectives in the target area since each of the 10 target areas have their own characteristics;
- Present their initial ideas to the visiting Knowledge Ambassadors in the framework of the PRSs and discussing with them the ways in which the needs of the target area can be addressed using experience and good practice from elsewhere in Europe. This will involve defining the desired results from the RE-Block project and promoting them to the responsible local institutions and agencies.
- Elaborate their Work Plan for developing their LAP. The Work Plan needs to be shared with the project coordinator, the dedicated KAs and the LE.

#### LOCAL PROJECT COORDINATORS (LPC)

The Local Project Coordinator will be responsible for the management and administration of project activities in each partner city. They will work closely with the ULSG Coordinators and will perform tasks such as

- Setting the operational conditions for the project implementation (nominating English speaking project team and ULSG Coordinator, organizing regular meetings and monitoring timely implementation)
- Carrying out administrative tasks in connection with the city's project activities;
- Preparing progress reports on local project activities as required and financial reports and claims for expenditure in relation to the city's participation in project activities;
- Participating in the PRS as a host and visiting partners PRSs to make use of the experience gained from it;
- Drawing up the Peer Review Reports including an analysis of strength and weaknesses, and recommendations for the first draft LAPs;
- Providing Peer Review Reports for the LP Project Coordinator, who is going to elaborate the synthesis of the 10 PRRs for the Transnational Urban Hub workshop in April 2014;
- Attending the RE-Block Steering Committee meetings in person and virtually and reporting to it on the progress of the project implementation at local level.

### KNOWLEDGE AMBASSADORS (KAs)

The role of the Knowledge Ambassadors is crucial to the success of the RE-Block project. The KAs will be selected according to the contribution they can make to the knowledge transfer objectives of the project, both overall and for their own city. They will play the leading role in the RE-Block Transnational Urban Hub and in the Peer Review Sessions, and will be expected to participate actively in the 3 transnational project events to be organised in the course of the project. Their specific activities will include

- Reading and understanding the RE-Block Application Form and the Baseline study/city profiles prepared by the LE;
- Identifying a number of examples of good or bad practice from their own professional experience concerning the main themes of the RE-Block project that can be used as lessons for the Peer Review Sessions in which they participate;
- Actively participating in the 3 Peer Review Sessions by attending the programme offered by the host city, taking part in discussions, considering the issues raised in presentations and the site visits, and offering suggestions and proposals for addressing the needs of the target area;
- Helping to draft the Peer Review Reports in collaboration with the Local Project Coordinator;
- Making presentations as required at the 3 RE-Block transnational events at the launch, mid-term and final conferences;
- Contributing to the ongoing discussions on the TUH virtual hub (details are in separate document);
- Coordinating with other KAs delegated to partner cities to avoid giving conflicting advice

### THE LEAD EXPERT (LE)

In the framework of the RE-Block project the LE's role specifically is to:

- Schedule the timing and content of all key activities of the RE-Block project, including Peer Review Sessions, Launch/Mid-Term and Final project events. All activities will be designed so as to deliver the project objectives and results set out in the Project Application Form and to maximise the practical outcomes for each partner city;
- Elaborate templates for the Peer Review Reports, the Peer Review Synthesis Report and a proposal for the model Agenda of the PRSs
- Chair the Peer Review sessions and other key project events as required;
- Oversee the operation of the Transnational Urban Hub;
- Provide guidelines for the conduct of the Peer Review Sessions, and the activities of the Transnational Urban Hub;
- Provide expert advice and guidance to the project partners by advising in the selection of their Knowledge Ambassadors, commenting on draft Peer Review Reports, supporting partners in setting up and running their Local Support Groups and preparing their Local Action Plans;
- Keep focus on the main issues of the project;
- Coordinate the inputs from the Thematic Expert.

### STEERING COMMITTEE (SC)

The SC is not directly involved in activities concerning the Peer Review process. As it is a body composed of the Project Coordinators having the primary role of monitoring the timely project implementation, the SC is expected to provide feedback on the organisation of the PRS and the PRRs.

## GENERAL WORKPLAN FOR THE RE-BLOCK ULSGs

<b>Time Line</b>	<b>Milestones</b>	<b>Activities related to the elaboration of LAPs</b>
April 2013, Budapest	1 <sup>st</sup> Transnational event: Kick-off meeting/Launching workshop	1.Template for the LAPs is agreed, 2.Guidelines for the Peer Review Process is agreed, 3.Travel Matrix for the KAs is agreed, 4.Working method for the TUH is agreed
May – November 2013	Peer Review Sessions	Organisation of Peer Review Sessions and elaboration of Peer Review Reports based on the template provided by the LE
April 2013 – March 2014	Elaboration of 1 <sup>st</sup> draft LAPs with the assistance of KAs	ULSG established, ULSG sets up its work plan, meetings organised at least 4 times a year, reports made on the meetings, Desk research /situation analysis carried out, Strategic objectives defined, Peer Review sessions organised, transnational exchange and learning ongoing, Peer Review Reports prepared, collaboration with KAs ongoing, involvement of/consultation with MAs, LAPs 1 <sup>st</sup> drafts
January 2014 – March 2014	Drafting the Peer Review Synthesis Report	The 10 Peer Review Reports will be synthesized into one single report by the Lead Partner
April 2014, Gelsenkirchen	2 <sup>nd</sup> Transnational event: mid-term event/Transnational Urban Hub workshop	To discuss Peer Review Synthesis Report and revise it as Transnational Urban Hub Synthesis Report with the assistance of the LE after discussing it at the workshop
April 2014 – January 2015	Finalization of LAPs	Continuous support from delegated KAs, local consultations and refinement of the LAPs
November 2014 – January 2015	Drawing up Smart Governance Guidelines and Policy Recommendations	Transnational Urban Hub Synthesis Report to be used as input for the documents
January 2015	Identify “spin-off project ideas”	Thematic Expert reviews the draft LAPs, identifies activities having the potential of projects suitable for mainstream

		funding opportunities, defines outline for 10 spin-off projects to be presented at the Final event
February 2015, Brussels	3 <sup>rd</sup> Transnational event: Transnational HUB Symposium	Draft Final Synthesis Report, Smart Governance Guidelines and Policy Recommendations discussed and agreed as final inputs for the Final Local Action Plans
April 2015 the latest	Final LAPs	Final LAPs endorsed by the City Councils of partner cities (including Rome and Komotini)

## THE PEER REVIEW PROCESS

### 1. Preparation for the Peer Review Session on local/partner level

Content related issues:

- The host partner will organise the PRS in line with the Timetable for the Peer Review Sessions to be agreed at the Launching Event;
- The host partner's Project Coordinator will work closely with the host ULSG Coordinator, and the 2 local KAs for the preparation of the PRS on local level and with the LE, and the dedicated KAs (max 5) on transnational level;
- The ULSG coordinator will make sure that a briefing pack will be prepared in English which will include: info on the members of the ULSG (organisations and their responsibilities, and the justification for being selected as a participant of the ULSG, resident representatives), preliminary analysis of the local situation and a SWOT (based on background documents, analysis of available studies, and collection of data), first ideas on what to be achieved in the LAP and by the LAP;
- Further elaborate Agenda for the 3 days PRS in consultation with the LE

Technical issues:

- organise suitable venue for the PRSs
- provide sufficient information on travel and accommodation for the partners, KAs and LE
- provide the contact person's details for the partners
- ensure interpretation for the 3 day meeting and translation of the documents in the briefing pack

### 2. Preparation for the Peer Review Session on transnational level

The Knowledge Ambassadors

- Get to know and understand the Application Form (AF) and the city profile of the host city in the Baseline study
- Get acquainted with the city challenges provided by the host city in the briefing pack

- Identify a number of examples of good or bad practice from their own professional experience concerning the main issues for the host city
- Coordinate between the dedicated KAs before the PRS

The Lead Expert

- Drawing up draft Guidelines for the Peer Review Process to be agreed at the Launching Event with partners
- Match partner city challenges with KA's special expertise and set travel matrix to be agreed at the Launching Event
- Set out the role of Knowledge Ambassadors as part of the Guidelines for the Peer Review Process
- Help to put the Peer Review Session Agenda together by elaborating a model Agenda
- Coordinate dedicated KAs
- Elaborate template for the Peer Review Reports

### **3. *The 3 day Peer Review Session***

Attended by:

On behalf of the host partner: the local project coordinator, the ULSG Coordinator, the ULSG members including the representatives of residents and representative of the relevant Managing Authority and the host partner's 2 KAs;

On behalf of the RE-Block project: LE, max. 5 KAs delegated to the host partner, Project Coordinators and ULSG members or Coordinators of Partner cities or the University/Region. Partner visits will be agreed at the Kick-off meeting.

Working language: English

The sessions will build up of 3 parts:

1<sup>st</sup> part, a full working day

The members of the ULSG of the host city will present the case of the target area along the thematic themes defined in the Baseline Study and in the wider context of the whole city.

2<sup>nd</sup> part, half a day

Site visit organised in the target area and also meeting the representatives of the residents of the blocks. After getting acquainted in details with the problems of the area, KAs and the LE compare notes to avoid passing contradictory messages for the host ULSG.

3<sup>rd</sup> part, a full working day

In the framework of an interactive workshop ULSG members and KAs discuss thematic issues of social and built environment in relation to the issue of governance as well. These sessions need to be well structured and moderated by the LE. The method of questioning will be used: members take turns to present a current problem of practice. Once the presenter outlines the problem the KAs and the rest of the group help work on it. Knowledge ambassadors are expected to provide suggestions based on their experience and advise on the way of adaptation for the LSG action plan and in the local context.

There will be a short discussion at the end of the PRS how the arrangements worked for the participants and any ideas for modifying the next PRSs.

#### ***4. Follow up on local level***

The project coordinator will draft the Peer Review Report using the template elaborated by the LE and agreed by the partnership. The report will cover the preliminary situation analysis including the identification and assessment of the characteristics (strengths and weaknesses) of the target area, information on the members of the ULSG, and the good practices recommended by the KAs. Once the draft report was reviewed by the LE, the project coordinator will upload it to the virtual platform of the Transnational Urban Hub. The report will be presented to the host city ULSG, which is expected to further elaborate on the recommendations of the KAs in the course of the preparation of the first draft of the LAP. Delegated KAs will report back to their own ULSGs/local communities after the PRS about the experiences gained at the host partner city in order to ensure knowledge transfer between local and transnational level.

#### ***5. Follow up on transnational level***

Peer Review Reports will be uploaded to the virtual platform so that partners have access to it and make use of it if is relevant from their point of views as well. After the Sessions KAs will remain available for the partner city he/she was delegated to for consultation or further clarifications concerning the good practices presented at the Peer Review Session.

The 10 Peer Review Reports will be synthesised in one Peer Review Synthesis Report elaborated by the Lead Partner and will serve as a discussion paper for the Mid-term Transnational Event. Findings and conclusions of the discussion will be summarised in the Transnational Urban Hub Synthesis Report with the assistance of the LE.

### **TIMING OF THE PEER REVIEW SESSIONS**

According to the Work Plan defined in the AF the Peer Review Sessions have to be finished by January 2014. The first Peer Review Sessions will be organised 6 weeks after the Kick-off meeting/Launching event of the RE-Block project to give enough time for the host partner to prepare for the meeting. Between May 2013 and January 2014 10 Peer Review Sessions will be organised taking into consideration organisational constraints and the unavailability of public and private stakeholders in the summer months and at the end of the year as well. Calculating with two Peer Review Sessions in the remaining months, all sessions can be accomplished in this year.

### **EXPECTED RESULTS**

10 Peer Review Reports written by the host partner Project Coordinator including the analysis of Strength and Weaknesses of the local situation and recommendations for the first draft LAP.

Peer Review Synthesis Report elaborated by the Lead Partner.

Cross fertilization and knowledge transfer between transnational and local levels ensured by KA activities.



## TRAVEL MATRIX FOR THE KNOWLEDGE AMBASSADORS

The Travel Matrix set out on page 13 is based on the information presented:

1. in the table of Specific Interest of Partners which is the summary of those development issues partners identified at the LE's city visits,
2. the results of the Get and Give exercise carried out at the second partner meeting at Malaga, September 2012, and
3. the expertise and experience of the Knowledge Ambassadors indicated in their CVs

### 1. Specific Interest of Partners

	BUDAPEST	GELSEN-KIRCHEN	IASI	KOMOTINI/REMT	MAGDEBUR	MALAGA	ROME	SALFORD	SÖDERTALJE	VILNIUS
<b>SOCIAL ENVIRONMENT</b>										
<b>Create inclusive Governance structures</b>										
Involve residents in planning the refurbishment or use of demolition land	x	x	x		x	x		x	x	x
Involve residents in ongoing management of blocks	x	x	x			x			x	x
Engage residents from mixed ownership blocks in refurbishment	x	x			x					
<b>Improve social inclusion</b>										
Facilitate social activities	x	x	x	x	x	x	x	x	x	
Improve image of the area	x	x	x	x	x	x	x	x	x	x
<b>BUILT ENVIRONMENT</b>										
<b>Refurbish estates</b>										
Raise energy efficiency	x	x	x	x					x	x
<b>Improve facilities</b>										
Upgrade green spaces or use of demolition land					x	x	x			x
Provide meeting spaces		x	x		x		x			

## 2. Results of the Give and Get session

PROJECT PARTNER	EXPERIENCE TO SHARE	EXPERIENCE NEEDED
<b>BUDAPEST 18th DISTRICT</b>	<p><u>Social environment:</u> 1. community development – launching and running local/social market</p> <p><u>Built environment:</u> 1. Improve energy efficiency of housing blocks; 2. Improve security at public spaces</p>	<p><u>Built environment:</u> 1. organisational issues of the demolition of flats (reducing the heights of housing blocks); 2. other experiences in energy efficient refurbishment;</p> <p><u>Social environment:</u> 1. The role of district/neighbourhood management; 2. Community gardens; 3. Resident involvement in maintenance</p>
<b>GELSENKIRCHEN</b>	<p><u>Governance:</u> 1. Setting up good working relationship with MAs; 2. Reorganising city administration to manage integrated projects in an integrated way; 3. Good cooperation/communication between Municipality-Housing Company-Tenant</p>	<p><u>Governance:</u> 1. How to activate private owners and especially disadvantaged groups; 2. How to secure achievements; 3. Motivation for long term involvement</p>
<b>IASI</b>	<p><u>Governance:</u> Cooperation between the Municipality and utility companies to help families in weak financial situation.</p>	<p><u>Governance:</u> 1. Workable schemes to attract investors for urban rehabilitation; 2. How to activate private owners and especially disadvantaged groups.</p>
<b>MAGDEBURG</b>	<p><u>Governance:</u> 1. Steering redevelopment process – good cooperation between Municipality-Housing Companies-Utility companies-Transport companies; 2. District management/Care-taker;</p> <p><u>Social environment:</u> 1. Residents involvement facilitated by small scale financial means.</p>	<p><u>Governance:</u> 1. How to activate private owners; 2. How to involve residents in the redevelopment process</p> <p><u>Built environment:</u> 1. Best use of demolition areas</p>
<b>MALAGA</b>	<p><u>Governance:</u> 1. Good practice in participatory process;</p> <p><u>Social environment:</u> 1. Developing ownership feeling in the community; 2. Managing the community by means of communication channels (community radio) and communication campaigns; 3. How urban orchards can contribute to social inclusion.</p>	<p><u>Governance:</u> 1. How to improve the image of the area; 2. How to influence regional and national programmes to make them more adapted to urban areas in need of regeneration.</p>
<b>REGION OF EM&amp;T /KOMOTINI</b>	<p><u>Social environment:</u> 1. Techniques for improving social inclusion (kinder garden</p>	<p><u>Governance:</u> 1. Partnership practices in creating effective cooperation with the</p>

	for mixed ethnic groups, new roads to connect not to divide, network of social workers)	Roma population in the target area; 2. How to improve the image of the area.  <u>Built environment:</u> Energy efficient improvement of buildings
<b>ROME /UNIVERSITY OF ROME</b>	<u>Governance:</u> PPP to regenerate neighbourhoods;	<u>Governance:</u> 1. Participatory and integrated planning methods in urban re-generation; 2. How to involve residents/disadvantaged groups in the redevelopment process; 3. Socio-economic pact among different stakeholders; 4. Workable schemes to attract investors for urban rehabilitation;  <u>Social environment:</u> 1. Housing and immigrants;  <u>Built environment:</u> 1. Redesign of functions for public spaces.
<b>SALFORD</b>	<u>Governance:</u> 1. PPP examples of wider sustainable redevelopment of neighbourhoods; 2. Neighbourhood management – Community Committees; 3. AGMA pilot  <u>Social environment:</u> 1. Storytelling narrative concept to deal with community involvement; 2. To get private owners involved; 3. Tenants and Residents Association (TARA) creation and support; 4. City farm (maximum food production)  <u>Built environment:</u> 1. Refurbishment – renewable energy.	<u>Governance:</u> Setting up a special unit administering EU co-financed projects;  <u>Social environment:</u> 1. Motivation for long term involvement; 2. How immigration effects neighbourhoods.
<b>SÖDERTÄLJE</b>	<u>Governance:</u> 1. Coordination of multilevel strategies in a variety of planning documents; 2. PPP in public housing; 3. Techniques and methods of dialogue between ethnic groups and different levels of governance  <u>Social environment:</u> Coping with drug addiction (Basta Cooperative);  <u>Built environment:</u> waste management	<u>Governance:</u> 1. New planning methods (cultural mapping method); 2. Improve proficiency in multi-level governance; 3. Motivation for long term involvement  <u>Social environment:</u> 1. How to create attraction for various social groups; 2. How to create strong and lasting networks with inhabitants;

	and energy efficiency	
<b>VILNIUS</b>	<p><u>Governance:</u> 1. Public private cooperation; 2. Schemes for the establishment of the Housing Blocks Communities.</p> <p><u>Social environment:</u> 1. Residents involvement for safe neighbourhood; 2. Increase the sense of community ownership</p>	<p><u>Governance:</u> 1. Enhance cooperation among stakeholders; 2. Workable schemes to attract investors for urban rehabilitation.</p>

### 3. Knowledge Ambassadors in the RE-Block project

<b>Project Partner</b>	KA to assist in improving the social environment	KA to assist in improving built environment
<b>BUDAPEST 18th DISTRICT</b>	KAS: Mr Krisztián Dombrádi	KAB: Ms Melinda Benkő
<b>GELSENKIRCHEN</b>	KAS: Mr Jan Fasselt	KAB: Mr Jan Fasselt
<b>IASI</b>	KAS	KAB
<b>MAGDEBURG</b>	KAS: Mr Stefan Köder	KAB: Mr Stephan Westermann
<b>MALAGA</b>	KAS Mr Alberto Rivera de la Puente, Mr Carlos Gabriel Torres Enriquez	KAB
<b>REGION OF EM&amp;T /KOMOTINI</b>	KAS	KAB
<b>ROME /UNIVERSITY OF ROME</b>	KAS: Mr Pietro Elisei	KAB: Mr Pietro Elisei
<b>SALFORD</b>	KAS: Mr Paul Haywood	KAB Mr Hessel F. de Boer
<b>SÖDERTÄLJE</b>	KAS: Ms Eva Bjurholm, Mr Karl Axel Reiner	KAB: Mr Bengt Andersson, Mr Anders Backlander
<b>VILNIUS</b>	KAS: Mr Jonas Juodka	KAB: Ms Ruta Matoniene

## The Travel Matrix

2013.04/ April	05/May week22	06/June week24	07/July	08/Aug	09/Sept week36	10/Oct week40	11/Nov week45	12/Dec	2014.01 January
Agree on the method and the time table	Peer 1 Södertälje	Peer 3 Rome	Summer holiday		Peer 5 Budapest- 18th district	Peer 7 Iasi	Peer 9 Salford		Peer
	KAS	KAS			KAS	KAS	KAS		
	KAB	KAB			KAB	KAB	KAB		
	05/May week23	06/June week 25	07/July	08/Aug	09/Sept week38	10/Oct week 42	11/Nov week47	12/ December	2014.01
	Peer 2 Malaga	Peer 4 Vilnius	Summer holiday		Komotini/ Region of EM&T	Peer 8 Magde- burg	Peer 10 Gelsen- kirchen		Peer
	KAS	KAS			KAS	KAS	KAS		
	KAB	KAB			KAB	KAB	KAB		

Travel options:

- a) Arrival on Tuesday evening and departure on Friday evening
- b) Arrival on Sunday evening and departure on Wednesday evening