

**2ND CALL FOR PROPOSALS FOR THE CREATION OF
THEMATIC NETWORKS AND WORKING GROUPS**

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1. CALL FOR PROPOSALS

On 02 October 2007, the European Commission approved the URBACT II Operational Programme (Decision ref. : E/2007/2063 - C(2007)4454). Chapters 3, 4 and 5 of the URBACT II Operational programme and Fact sheets 2, 2a and 2c of the Technical Working Document (both documents are available on the URBACT website) define the aims and conditions for the creation of Thematic networks and Working groups.

The URBACT II Monitoring Committee adopted the present Call for Proposals for Thematic networks and Working groups on 21 May 2009.

In this context, the “Secrétariat Général du Comité interministériel des Villes” (SG-CIV) (France), Managing Authority of the URBACT II Operational programme, issues a

CALL FOR PROPOSALS FOR THE CREATION OF 12 THEMATIC NETWORKS AND 3 WORKING GROUPS.

This Call for Proposals is open from 16 June 2009 until 25 September 2009*

It is specifically focused on fostering exchange and learning activities among cities as well as capitalizing on mainstreaming of sustainable urban development policies with funding from the operational programmes.

1.1. Proposals will address 1 of the 16 priority topics defined for this 2nd call

The URBACT II Monitoring Committee has defined **16 priority topics** on which the Programme will be calling for project proposals, along the 7 URBACT II themes:

* PRESAGE will close at NOON (12h00) midday on 25 September, and the envelope in which all documents are enclosed must be post-marked latest 25 September (that afternoon). See Section 1.5 for more information.

Priority Axe	URBACT themes	Priority Topics
Priority Axe 1 Cities, Engines of Growth and Jobs	1.1. Promoting Entrepreneurship	•Promoting inclusive entrepreneurship through outreaching for potential new entrepreneurs (with a focus on specific groups such as young people, women, the elderly, immigrants/ ethnic minorities, etc.)
		•Strategies for urban economies facing the crisis through the promotion of entrepreneurship, support to local enterprises, cooperation with universities, etc.
	1.2. Improving Innovation & Knowledge Economy	•Policies for the development of and access to ICT for all citizens and in particular for disadvantaged groups suffering from the effects of the digital divide
		•The role of cities in boosting innovation and knowledge economy, especially by promoting eco-businesses and eco-innovation
	1.3. Employment & Human Capital	•Increasing the employability of groups with low accessibility to the labour market (with a focus on older workers, women, young people, early school leavers, ethnic minorities, the long-term unemployed, the homeless and the handicapped)
		•Improving the matching between needs and supply of skills and qualifications, and recognising generic competences (especially in times of demographic and structural changes)
Priority Axe 2 Attractive and Cohesive Cities	2.1. Integrated development of deprived areas & areas at risk of deprivation	•Renovating degraded public spaces and improving the attractiveness and accessibility of deprived urban areas
		•Integrated policies for urban renewal (e.g. city-centers, high-density areas, etc.
	2.2. Inclusion	•Achieving greater social inclusion by facilitating the integration of marginalised groups (homeless, young people, Roma people, etc.) and migrants/ ethnic minorities, by combating social and spatial segregation and improving access to services (especially in deprived neighbourhoods)
		•Dealing with demographic change, especially in small and medium sized cities (e.g. in cases of severe population decline)
	2.3. Environmental issues	•Urban development and climate change (reducing the carbon footprint, etc.)
		•Integrated policies for energy- efficiency in cities and the use of renewable energy resources in urban areas
		•Protecting natural resources and improving the physical environment (including waste management; designing and implementing urban strategies for improving air quality, waste water treatment, water quality and supply as well as reducing environmental noise; moving to a recycling society; using renewable energies; monitoring the environment; creating and expanding high quality public spaces; redeveloping brownfield & waste disposal sites, etc.)
	2.4. Governance & Urban Planning	•Integrated policies for sustainable transport systems, especially by supporting smarter urban transport, promoting less polluting vehicles and the use of alternative means of transport, improving the affordability, efficiency and effectiveness of public transport, especially linked to the accessibility of deprived urban neighbourhoods
		• Urban-rural linkages (Governance and Management issues)
		•The role of Managing Authorities of Operational Programmes in integrated urban development policies (Working Group)

The Monitoring Committee of the URBACT II programme has also set the **over-arching framework** under which this call shall be implemented:

All European cities face complex challenges due to the general context characterized by the consequences of the financial and economic crisis and the impact of climate change.

All project proposals shall refer to this general context.

Integrated and sustainable urban policies, based on both cross-sector and multi-level governance are key answers to these main challenges.

Candidates are invited to define the focus of their projects in terms of one of the 16 priority topics defined for this call. This priority topic should be seen as the dominant entry point to the problems or challenges identified by the partners of the project and should structure the approach taken.

All 16 priority topics and both Priority Axes are strongly inter-related. Fostering economic competitiveness cannot go without improving social cohesion, and vice-versa. The topic chosen will be the main entry point while allowing partners to explore connections with other topics.

1.2. Proposals will be in the form of a Declaration of Interest

Proposals will be in the form of a Declaration of interest involving **5 city partners in the case of a Thematic network**, and **4 public authorities in the case of a Working group** (Lead partners included).

In the case of the Working group on “The role of Managing Authorities of Operational Programmes in integrated urban development policies”, it is required that the initial partnership involved in the Declaration of Interest be composed of **4 Managing Authorities** of Operational Programmes (Lead partner included).

These initial partners shall be **from at least 3 different Member or Partner States**.

The initial partnership shall be balanced in terms of geographical origin with candidate partners **from both Convergence regions and Competitiveness regions**. The balance is set at 50% Convergence – 50% Competitiveness in the case of an even number of partners; 50% +1 Convergence or 50%+1 Competitiveness in the case of an uneven number of partners. Partners from Norway and Switzerland shall not be taken into account when setting this balance

1.3. The creation of projects in URBACT II is a two-step process

The submission of the Declaration of Interest is the first step. Its purpose is to select and approve projects to enter a Development phase (6 months in the case of Thematic networks and 4 months in the case of Working groups). The Declaration of Interest mainly covers the period of this Development phase (in terms of work programme and budget).

At the end of the development phase, projects will have to submit a Final Application in order to be approved for the Implementation phase (30 months maximum for Thematic networks and 20 months maximum for Working groups).

1.4. The deadline for submission of Declarations of Interest is 25 September 2009

Project proposals shall be submitted by 25 September 2009 latest, in order to be presented to the Monitoring Committee meeting in November 2009.

1.5. The creation of the Declarations of Interest will be done on line through PRESAGE-CTE

The Declaration of Interest will be created online through PRESAGE-CTE. The PRESAGE system will be open until noon (12h00) on 25 September, in order to leave time for applicants to print all documents, and to have the envelope of documents post-marked that afternoon at the latest. The printed PDF of the Declaration of Interest created through PRESAGE-CTE must be printed and sent to the URBACT Secretariat, along with all requested documents, duly signed and stamped. Mailings must be postmarked no later than 25 September 2009.

Candidates will find all necessary information and guidance for the submission of their Declaration of Interest in the Guide for Applicants published along with this Call on the URBACT website.

The Declarations of Interest should be submitted in English to the URBACT Secretariat:

- **through the online submission tool PRESAGE, no later than 25 September noon (12h00),**

AND

- **by regular mail (all documents must be postmarked no later than 25 September 2009) to the following address:**
URBACT Secretariat
194, Avenue du Président Wilson
93217 St Denis La Plaine - France

1.6. Candidates are invited to take note of the following dates:

Project proposals shall be submitted to the Secretariat by 25 September 2009 latest—created in PRESAGE by noon (12h00); post-marked no later than 25 September.

Eligible project proposals will be submitted to the Monitoring Committee for approval of funding for the Development phase on 24 November 2009.

Lead Partners and Lead Experts of approved projects will be requested to attend the Training Session organised in Paris on 10-11 December 2009.

SECTION 2 – INTRODUCTION TO URBACT II

2.1. PROGRAMME OBJECTIVES

2.2. PROGRAMME PRIORITIES

2.3. PROGRAMME AREA: WHO CAN APPLY

2.4. PARTNERSHIPS

2.5. THEMATIC NETWORKS, WORKING GROUPS,
FAST TRACK LABEL

2. INTRODUCTION TO THE URBACT II PROGRAMME

The URBACT II Programme is part of the European Territorial Cooperation Objective of the Structural Fund policies for the period 2007-2013. The URBACT II Programme is financed through the ERDF, of which principles and regulations are laid down in Council Regulation N° 1083/2006 (General Regulation), Council and Parliament Regulation N° 1080/2006 (ERDF Regulation) and Commission Regulation N° 1828/2006 (Implementation Regulation).

The principles and regulations for projects to be developed within the programme are laid down in the URBACT II Operational Programme (officially approved by the European Commission on 02 October 2007).

The URBACT II Programme Manual provides further details on the implementation of the programme's operation, on the different kinds of projects to be developed (creation, implementation, management, funding, etc.). Applicants are invited to refer to both documents for more information on the different items presented in this Call for Proposals.

2.1 Programme Objectives

Cities have a vital role to play in the achievement of the Lisbon and Gothenburg strategies' aims, in terms of growth, jobs and sustainable environment. The URBACT II programme will foster this role by bringing together actors at local and regional level to exchange and learn on a wide range of urban policy themes. This cooperation will aim to **improve the effectiveness of sustainable integrated urban development policies in Europe with a view to implementing the Lisbon-Gothenburg Strategy.**

As stated in the Operational Programme, URBACT II is driven by the following specific objectives:

- **To facilitate the exchange of experience and learning** among city policy makers and practitioners in the field of sustainable urban development among local and regional authorities.
- **To disseminate widely the experiences and examples of good practice** collected by the cities, and especially the lessons drawn from these projects and policies, and to ensure the transfer of know-how in the area of sustainable urban development;
- **To assist policy-makers and practitioners in the cities and managers of operational programmes** under the Convergence and Competitiveness Objectives to define action plans on sustainable development of urban areas, which may be selected for Structural Funds programmes.

All exchange and learning projects shall thus aim to impact local policies and practices in the perspective of developing sustainable and integrated urban policies. This shall be ensured through the creation of URBACT Local Support Groups and the production of the Local Action Plans as required by all partners in URBACT projects (see section 5).

2.2 Programme Priorities

The URBACT II programme is structured around 2 thematic priority axes:

- Priority Axe 1 - Cities, Engines of Growth and Jobs
- Priority Axe 2 - Attractive and Cohesive Cities

In order to improve the thematic coverage resulting from the 1st call for proposals and to take into account current challenges, the URBACT II Monitoring Committee has decided the following:

- 1) all project proposals shall refer to the general context characterized by the consequences of the financial and economic crisis and the impact of climate change;
- 2) project proposals shall address 1 of the 16 priority topics defined for this call

With regard to the balance between projects under Priority Axes 1 and 2, it will be the task of the Monitoring Committee to ensure, depending on proposals submitted under this 2nd call, that this balance is respected as much as possible.

2.3 Programme Area – Who can apply?

The programme area consists of¹:

- The EU 27 Member States, known as ‘Member States’ ;
- Norway and Switzerland, or ‘Partner States’ (project partners from these countries cannot make use of ERDF allocations but will be co-financed by national contributions)

The beneficiaries of the URBACT II Programme are:

- Cities (municipalities, infra-municipal bodies and organized agglomerations)² of the Member and Partner States;

¹ Partners from other countries can participate at their own costs.

² As mentioned in the URBACT II Operational Programme, “article 8 of the Regulations 1080 covers urban areas but does not define “city”. In the framework of the present programme, the term city is understood in its broadest term: metropolitan areas, cities, towns, neighbourhoods and districts. A “city” can be beneficiary of the URBACT programme as long as it disposes of the legal competencies and frameworks to ensure effective management” (Operational Programme, Annex 6). This principle also applies to the concept of “organised agglomerations”. Moreover, the Monitoring Committee (Written procedure n°7 approved on 07/01/2008) has agreed to consider the participation of infra-municipal bodies as partners in URBACT II projects in the following terms: Infra municipal

- Regions and Member states of the Member and Partner States, as far as urban issues are concerned;
- Universities and Research centres of the Member and Partner States, as far as urban issues are concerned.

The beneficiaries must be public authorities or public equivalent bodies for Priority Axes 1 and 2.

European networks of cities and European thematic networks dealing with issues related to urban sustainable development, as well as national networks of local authorities can be partners in URBACT II networks and working groups. They shall be considered as “non-city partners”.

They are not eligible for co-financing, unless a specific decision is made by the Monitoring Committee (See Fact sheets 2a and 2c). They shall bear responsibilities of project partners with regard to project implementation and administration tasks (See Fact sheet 6b).

2.4. Partnerships

Partnerships shall be constituted in two steps, following the two-stage approach of project creation in URBACT II. An initial partnership shall be set up for the submission of the Declaration of Interest. If the project proposal is approved for funding of its Development phase, initial partners will have to complete the partnership during the Development phase, in order to commit for the Final Application.

A Public Authority (a city in the case of a Thematic network) may not be the Lead Partner in more than one project at a time.

Partners may participate in a maximum of two current URBACT II projects at a time.

For more information concerning current partners participating in URBACT II projects, please refer to the Annex 4 “List of partners involved in ongoing URBACT II projects”.

The Declaration of Interest shall gather a number of partners who commit to the project through a Letter of Commitment (See templates in Annexes 4 to 6). This partnership shall respect a series of principles that form part of the eligibility criteria for Declarations of Interest (See Annex 1). These criteria are as follows:

public bodies (districts, neighbourhoods, arrondissements...) can apply as candidate partners only if the central mayor certifies that the specified body has the competences to participate in a thematic network or working group within URBACT II. A certificate signed by the city mayor will be attached to the Declaration of interest (or Final application if the candidate partner joins the project during the Development phase). The participation of an infra municipal body will count in the number of partnership of the city within the URBACT projects.

In the case of a Thematic Network:

- 5 cities including the Lead Partner (See section 2.3.)
- belonging to 3 different Member/ Partner States
- being balanced in terms of cities from Convergence regions and cities from Competitiveness regions (the balance is set at 50% in the case of an even number of partners, and 50% + 1 in the case of an uneven number of partners, knowing that partners from Norway and Switzerland shall not be counted when setting this balance)

In the case of Working Groups

- 4 public authorities including the Lead Partner (See section 2.3.)
- belonging to 3 different Member/ Partner States
- being balanced in terms of partners from Convergence regions and partners from Competitiveness regions (the balance is set at 50% in the case of an even number of partners, and 50% + 1 in the case of an uneven number of partners, knowing that partners from Norway and Switzerland shall not be counted when setting this balance)

In the case of the Working group on “The role of Managing Authorities in urban policies”:

- 4 Managing Authorities including the Lead Partner (See section 2.3.)
- belonging to 3 different Member/ Partner States
- being balanced in terms of partners from Convergence regions and partners from Competitiveness regions (the balance is set at 50% in the case of an even number of partners, and 50% + 1 in the case of an uneven number of partners, knowing that partners from Norway and Switzerland shall not be counted when setting this balance)
- reflecting the diversity of Managing Authorities of Operational Programmes in the different Member States.

2.5 Thematic networks, Working groups, Fast Track label

As defined in the Operational Programme, the Exchange and Learning Operation will be implemented through the creation of 2 types of projects:

- Thematic networks
- Working groups

Applicants are invited to submit proposals for the creation of a Thematic network or of a Working group, depending on how they intend to deal with their theme and on the kind of partnership they want to set up. Details on these projects are included in the URBACT II Programme Manual (Fact sheet 2a – Thematic networks, and Fact sheet 2c – Working groups).

Candidates for the creation of Thematic networks are invited to consider whether they are interested in the Fast Track label. With the Fast Track label, the Commission will provide its support to a selection of URBACT II thematic networks that are willing to contribute to the Regions For Economic Change initiative by addressing issues relating to one of the themes defined hereafter (See Section 3.3. – Themes for Fast Track labelling) and by associating as much as possible, along with cities, the Managing Authorities of the corresponding Operational Programmes. Information on the Fast Track label is available in the URBACT II Programme Manual (Fact Sheets 2a and 2b).

The following synthetic table provides the applicant with a comparative overview of each type of project.

NOTA BENE: In the case of the Working group on “The role of Managing Authorities of Operational Programmes in integrated urban development policies”, it is required that the initial partnership involved in the Declaration of Interest be composed of **4 Managing Authorities** of Operational Programmes (see section 3.3.).

		Thematic Networks³	TN with Fast Track label⁴	Working Groups⁵
Number during programme		39		15
Partnership				
Lead partner		City	City	Public body
Maximum number of partners (including Lead Partner)		12	12	8
Minimum no of partners		8	8	6
Minimum number of Member and Partner States		3	3	3
Partner eligibility	Cities	YES	YES	YES
	Regional authorities	YES	YES	YES
	Universities/research centre	YES	YES	YES
	Member states	YES	YES	YES
	Managing Authorities	As many as possible	As many as possible	*
	EU 27, Switzerland and Norway	YES	YES	YES
Observer partner cities	Non EU, non Swiss, non Norwegian	2 max	2 max	2 max
Local Support Group		YES	YES	YES
Duration (months)				
Maximum total		36	36	24
Phase I - Development		6	6	4
Phase II - Implementation		30	30	20
Budget				
Maximum total budget		€710 000	€710 000	€300 000
Minimum total budget		€300 000	€300 000	€150 000
Max ERDF co financing	non convergence regions	70%	70%	70%
	convergence regions	80%	80%	80%
Min local co financing	non convergence regions	30%	30%	30%
	convergence regions	20%	20%	20%
Norway / Switzerland	Max co financing	50%	50%	50%
Expertise				
Expertise to project		€125 000	€125 000	€ 50 000
Expertise to programme		€37 500	€37 500	€ 15.000
Expert assistance from the Commission			X	

*4 Managing Authorities should compose the partnership in the Declaration of interest for the Working group on the role of Managing Authorities (see section 3.3.)

³ See Programme Manual Fact Sheet2a on Thematic networks

⁴ See Fact Sheet 2a §7 and 2b on the Fast Track label.

⁵ See Fact Sheet 2c on Working groups

SECTION 3 - THEMATIC COVERAGE

- 3.1. THE OVER-ARCHING FRAMEWORK FOR THE 2ND CALL
- 3.2 THE 16 PRIORITY TOPICS TO BE ADDRESSED
- 3.3 FAST TRACK LABELLING
- 3.4 WORKING GROUP ON THE ROLE OF MANAGING
AUTHORITIES IN URBAN POLICIES

3. THEMATIC COVERAGE

3.1. The over-arching framework for the 2nd call

All European cities face complex challenges due to the general context characterized by the consequences of the financial and economic crisis and the impact of climate change.

All project proposals shall refer to this general context.

Integrated and sustainable urban policies, based on both cross-sector and multi-level governance are key answers to these main challenges.

Candidates are invited to define the focus of their projects in terms of 1 of the 16 priority topics defined for this call. This priority topic should be seen as the dominant entry point to the problems or challenges identified by the partners of the project and should structure the approach taken.

All 16 priority topics and both Priority Axes are strongly inter-related. Fostering economic competitiveness cannot go without improving social cohesion, and vice-versa. The topic chosen will be the main entry point while allowing partners to explore connections with other topics.

3.2. The 16 Priority Topics

The Monitoring Committee has defined 16 priority topics under the 7 URBACT themes. Candidates are required to select 1 out of the 16 priority topics as a focus for thematic networks and working groups.

These are included in one of the two Priority Axes of the Programme as follows:

Priority Axes	URBACT themes	Priority Topics
Priority Axe 1 – Cities, Engines of Growth and Jobs	1.1. Promoting Entrepreneurship	<ul style="list-style-type: none">•Promoting inclusive entrepreneurship through outreaching for potential new entrepreneurs (with a focus on specific groups such as young people, women, the elderly, immigrants/ ethnic minorities, etc.)•Strategies for urban economies facing the crisis through the promotion of entrepreneurship, support to local enterprises, cooperation with universities, etc.
	1.2. Improving Innovation & Knowledge Economy	<ul style="list-style-type: none">•Policies for the development of and access to ICT for all citizens and in particular for disadvantaged groups suffering from the effects of the digital divide•The role of cities in boosting innovation and knowledge economy, especially by promoting eco-businesses and eco-innovation

	1.3. Employment & Human Capital	<ul style="list-style-type: none"> •Increasing the employability of groups with low accessibility to the labour market (with a focus on older workers, women, young people, early school leavers, ethnic minorities, the long-term unemployed, the homeless and the handicapped) •Improving the matching between needs and supply of skills and qualifications, and recognising generic competences (especially in times of demographic and structural changes)
Priority Axe 2 – Attractive and Cohesive Cities	2.1. Integrated development of deprived areas & areas at risk of deprivation	<ul style="list-style-type: none"> •Renovating degraded public spaces and improving the attractiveness and accessibility of deprived urban areas •Integrated policies for urban renewal (e.g. city-centers, high-density areas, etc.
	2.2. Inclusion	<ul style="list-style-type: none"> •Achieving greater social inclusion by facilitating the integration of marginalised groups (homeless, young people, Roma people, etc.) and migrants/ ethnic minorities, by combating social and spatial segregation and improving access to services (especially in deprived neighbourhoods) •Dealing with demographic change, especially in small and medium sized cities (e.g. in cases of severe population decline)
	2.3. Environmental issues	<ul style="list-style-type: none"> •Urban development and climate change (reducing the carbon footprint, etc.) •Integrated policies for energy- efficiency in cities and the use of renewable energy resources in urban areas •Protecting natural resources and improving the physical environment (including waste management; designing and implementing urban strategies for improving air quality, waste water treatment, water quality and supply as well as reducing environmental noise; moving to a recycling society; using renewable energies; monitoring the environment; creating and expanding high quality public spaces; redeveloping brownfield & waste disposal sites, etc.) •Integrated policies for sustainable transport systems, especially by supporting smarter urban transport, promoting less polluting vehicles and the use of alternative means of transport, improving the affordability, efficiency and effectiveness of public transport, especially linked to the accessibility of deprived urban neighbourhoods
	2.4. Governance & Urban Planning	<ul style="list-style-type: none"> • Urban-rural linkages (Governance and Management issues) •The role of Managing Authorities of Operational Programmes in integrated urban development policies (Working Group)

Candidates are invited to define the focus of their projects in terms of one of these priority topics only. This topic should be seen as the dominant entry point to the problems or challenges identified by the partners of the project and should structure the approach taken.

Candidates should also bear in mind that the assessment of projects will be based on the relevance and potential added-value of the approach taken by the project at both European and local level. So it is essential that, in order to set up a project in URBACT II, whether a network or a working group, Lead partners take stock of the main available results and knowledge from existing networks and working groups in URBACT II and other Territorial Cooperation programmes.

3.3. Fast Track Labelling – Themes and process

As defined by the Operational Programme, URBACT II shall be one of the two delivery mechanisms for the networking activities of the Regions For Economic Change initiative.

It is foreseen that, among the Thematic Networks set up and implemented within the framework of URBACT II, the Commission shall label a certain number as "Fast Track" (See Programme Manual, Fact Sheets 2a and 2b).

This label is given to networks which intend to make a vital contribution to one of the Regions for Economic Change Initiative's priority themes, which have indicated their interest in working closely with Managing Authorities and Commission Services, and which have undergone a "Fast Track assessment" by the European Commission. A Thematic Network with the Fast Track Label shall be a tool to introduce best practice ideas in the mainstream through the Operational Programmes.

The priority themes to be addressed by Thematic Networks that wish to apply for the "Fast Track" label shall be determined by the European Commission building on those themes defined by the Communication on the Regions For Economic Change initiative (COM (2006) 675 on 8 November 2006) that touch upon urban issues. The list of themes under "Regions for Economic Change" (Commission Staff Working Paper SEC (2006) 1432) to be implemented in the framework of the URBACT II Programme concerns Priority Axe 2 only and is composed of the followings:

- Managing migration and facilitating social integration
- Integrating marginalised youth
- Making healthy communities
- Integrated policies on urban transport
- Developing sustainable and energy-efficient housing stock
- Achieving sustainable urban development
- Re-using brownfield and waste disposal sites

3.3.1. Thematic Networks with the Fast Track Label

Following the 1st call for proposals, 7 of the 21 approved URBACT II networks have received the European Commission's "Fast Track" label, addressing 3 of the 7 Regions for Economic Change themes covered by URBACT II:

- Managing migration and facilitating social integration: MILE / Open Cities
- Making healthy communities: Building Healthy Communities
- Achieving sustainable urban development: HerO / Reg-Gov / UNIC / URBAMECO

These 7 networks with the Fast Track Label contain 3 important elements which should allow cities to bring their concepts and ideas faster into implementation⁶:

⁶ Ref. 3rd information note to the Monitoring Committee of the URBACT II programme – CCI° 2007CB 163 PO 048

- A strong "Two-way-bridge". The Managing Authorities of the network partner cities are actively involved in the Fast Track networks. The tight cooperation between the two levels will improve good governance and enable cities to implement their local action plans under relevant EU programmes. Most of the ERDF Operational Programmes already contain provisions to support operations arising from Regions for Economic Change. In contrast to other URBACT II networks, the degree of cooperation is stronger within Fast Track Networks.
- Active support from the European Commission. The Services of the European Commission support the networks with their thematic expertise and administrative capacity. Depending on the theme of the network, different Directorates-General join the Fast Track Networks.
- Networks in the European spotlight. These projects are regularly invited to present and discuss their thematic ideas in front of European audiences. Opportunities include the annual Regions for Economic Change conferences as well as the OPEN DAYS or specific conferences and seminars organised by the European Commission.

3.3.2. Themes for Fast Track Label

For upcoming calls, the European Commission would specifically welcome applications for Fast Track networks on themes that are currently not covered:

- Integrating marginalised youth
- Integrated policies on urban transport
- Developing sustainable and energy-efficient housing stock
- Re-using brownfield and waste disposal sites

Detailed descriptions of the content of these priority themes (as well as for all others) are published on the Commission website:

http://ec.europa.eu/regional_policy/cooperation/interregional/ecochange/themes_en.cfm?nmenu=3

Candidates interested by the Fast Track label are invited to consider addressing issues in these areas under Priority Axe 2.

3.3.3. Fast Track Labelling of new networks

Depending on the outcome of the next call for projects under the URBACT II programme, the Commission Services are planning to offer "Fast Track Networks" label to more URBACT II networks.

The Directorate-General for Regional Policy as lead Service will organise a series of inter-service meetings with all relevant and/or concerned Commission Services as soon as eligible applications (indicating an interest in the Fast Track label) have been sent to the Commission by the URBACT Managing Authority. The invitations to the meetings will include the electronic applications for the projects at hand and the "Fast Track assessment" questions which will be used as guidelines for the discussions. These assessment questions were presented at the Monitoring Committee of 4 October 2007 and are available to potential applicants on the Commission website:

http://ec.europa.eu/regional_policy/cooperation/interregional/ecochange/ftn_en.cfm?nmenu=9

The process will be willingly kept open-ended – without a pre-defined number of themes or projects to be labelled. It is clear that any decision of labelling will be without prejudice to the decision of the Monitoring Committee to approve the project for financial support from the URBACT II programme. Such decision remains the exclusive prerogative of the Monitoring Committee.

In the assessment, four sections which are outlined in the assessment guidelines will be discussed: the thematic relevance of the projects for the Commission, the coverage over the EU and the experience with networking, the two-way bridge established with the project and the transparency and communication. On the basis of an overall assessment of these sections the group will decide whether the network application will be deemed in line with the Commission Communication on Regions for Economic Change 'Fast Track' strand. This is in general a yes/no decision. Nevertheless, the Commission Services might also link the approval of networks to certain recommendations. It should be understood that these conditions should not lead to additional project costs.

3.4. Working group on the Role of Managing Authorities in urban policies

This 2nd call for proposals is open for the creation of 3 working groups, among which one shall focus on “The role of Managing Authorities of Operational Programmes in integrated urban development policies”.

This working group shall build on a number of specific features and requirements:

- Issues to be addressed

The Working group will be conceived of as an exchange and learning platform allowing partners to work on the role of Managing Authorities in the design, implementation and monitoring of integrated urban development policies, on how to allocate funds and develop financial tools for urban development projects (e.g. JESSICA), etc.

- Partnership

The working group shall be dedicated primarily to Managing Authorities. The initial partnership at the Declaration of Interest stage shall be composed of 4 Managing Authorities of Operational Programmes. The final partnership proposed in the Final Application to be submitted at the end of the Development phase shall be composed of 8 public Authorities maximum, with a majority of Managing Authorities (at least 5 MA).

The balance between partners from Convergence regions and Competitiveness regions (balance is set at 50% in the case of an even number of partners and 50% + 1 in the case of an uneven number of partners, knowing that partners from Norway and Switzerland are not to be counted when setting this balance) shall be respected both at the Declaration of interest stage and at the Final application stage.

Depending on Member States, Managing Authorities of Operational Programmes may be national bodies or regional or local bodies. This diversity should be reflected in the working group partnership.

- URBACT Local Support Group

All partners involved in URBACT II projects are required to set up a URBACT Local Support Group gathering key stakeholders concerned by the issues and policies addressed by the project (see section 5.4.).

In the case of the working group on the role of Managing Authorities, it will be essential that a link be established between the partner Managing Authorities and the cities potentially concerned by the project activities and outputs. In this perspective, it will be required that the composition and functioning of each ULSG ensure this link with cities/ metropolitan areas.

- Outputs

All partners involved in URBACT II projects are required to produce, as an output of their exchange and learning activities, a Local Action Plan (see section 5.5.). In the case of this working group, the Local Action Plan will focus on improving existing methodologies, frameworks, priorities related to urban policies as defined in the respective Operational Programmes of partner Managing Authorities.

SECTION 4 – PROCEDURE FOR PROJECT CREATION

4.1. STAGED PROCEDURE

4.2. DECLARATIONS OF INTEREST

4.3. FINAL APPLICATIONS

4. PROCEDURE FOR THE CREATION OF PROJECTS UNDER URBACT II

4.1. A staged procedure

The procedure for the creation and selection of projects for the URBACT II programme is defined in detail in the Programme Manual for each type of projects (See Fact Sheet 2a for Thematic networks; Fact Sheet 2b for Fast Track Label and Fact Sheet 2c for Working Groups). This chapter aims to summarise the key points from the Programme Manual.

Projects replying to this call for proposals shall be required to follow a structured application procedure and will be subject to a selection process. Each project shall be submitted **twice** to the URBACT II Monitoring Committee:

- firstly in the form of the Declaration of Interest,
- and secondly in the form of the final "Application form".

Decisions by the Monitoring Committee shall be final.

The procedure shall normally be implemented through a staged approach. The stages are outlined in detail in the Programme Manual. They are also summarised as follows:

1. DECLARATION OF INTEREST	
Stage 1	Submission of Declaration of Interest by the Lead Partner to the URBACT Secretariat by 25 September 2009
Stage 2	An eligibility check will be carried out by the URBACT Secretariat. Lead partners will be notified of the outcome and eligible projects will be transferred to the external assessment panel
Stage 3	Project assessment will be carried out by an External Assessment Panel and projects will be ranked to be submitted to the URBACT Monitoring Committee. In parallel with this stage the European Commission will indicate to which projects it wishes to offer the Fast Track Label
Stage 4	Submission of assessed projects to the Monitoring Committee for approval to commence the 6 month/ 4 month development phase (note- a further approval will be sought for the final application form) ⁷
2. FINAL APPLICATION	
Stage 5	Development of Final Application will be completed as part of the Phase I activities. Phase I activities include stabilising the

⁷ Following the approval of the Declarations of Interest by the Monitoring Committee, the new Lead Partners and their lead experts shall attend a training session organised by the Secretariat to familiarise them with URBACT II working methods (organisation of exchanges, product standards) and aspects of administrative and financial management.

	partnership, agreeing a detailed work plan, carrying out a baseline study, setting up URBACT Local Support Groups in partner cities, designing and submitting a detailed project audit trail, preparing a Final Application and signing all the required contractual agreements.
<u>Stage 6</u>	An eligibility check for Final Applications will be carried out by the URBACT Secretariat. Lead partners will be notified of the outcome and eligible projects will be transferred to the external assessment panel
<u>Stage 7</u>	Final Application assessment will be carried out by an External Assessment Panel and projects will be ranked to be submitted to the URBACT Monitoring Committee for approval for Phase II Implementation. In parallel with this stage the European Commission will confirm its intention or not to continue to support projects with a fast track label.
<u>Stage 8</u>	Submission of Final Application to the Monitoring Committee for definitive approval

Approved applications shall receive a subsidy contract that marks the final stage of approval of the project. Additional information on the subsidy contract is available in fact sheet 6b of the Programme Manual. The project shall then be fully operational and can start working on Phase II.

4.2 Declarations of interest

Projects willing to apply for funding within the frame of this Call for proposals are invited to fill in in English the Declaration of Interest online, through PRESAGE-CTE, referring to the Guide for Applicants. Declarations of interest will have to be printed and sent to the URBACT Secretariat by **25 September 2009** along with all required documents. Once they have been checked for compliance with eligibility criteria, project proposals will be transferred to the External Assessment Panel for ranking. The ranked Declarations will be submitted to the Monitoring Committee for approval to enter Development phase.

4.3 Final Applications

At the end of the Development phase, the Lead Partner shall be invited to submit a Final Application to the URBACT Secretariat. The form and guidelines for the Final Application will be provided by the URBACT Secretariat to the projects approved for entering Development phase. It shall include, amongst other things, a detailed definition of the project objectives and expected outputs, a work programme including a plan for the use and management of thematic experts, a communication plan and a budget.

The Final Application shall be submitted to the URBACT Secretariat no later than 6 months following the approval for the project to enter Development phase in the

case of Thematic networks/ 4 months following the approval for the project to enter Development phase in the case of Working groups.
Eligibility criteria for Final Applications are presented in Annex 3.

SECTION 5 – BASIC PRINCIPLES FOR URBACT II

5.1. THE LEAD PARTNER PRINCIPLE

5.2. REQUIREMENTS FROM NATIONAL AUTHORITIES

5.3. DEVELOPMENT AND IMPLEMENTATION PHASES

5.4. URBACT LOCAL SUPPORT GROUPS

5.5. PROJECT OUTPUTS

5.6. THE “LEAD EXPERT” PRINCIPLE

5.7. THE MANAGING AUTHORITIES OF THE OPERATIONAL
PROGRAMMES IN URBACT II

5.8. COMMUNICATION AND DISSEMINATION STRATEGIES

5. SOME BASIC PRINCIPLES UNDER URBACT II

5.1 The Lead Partner Principle

Each project has to appoint a Lead Partner who takes over the full responsibility for management, coordination of activities among the involved partners, implementation of work programme, communication on the project and dissemination of project outputs. The Lead Partner also bears financial and legal responsibility and liability for the whole partnership towards the Managing Authority (See TWD Fact Sheet 6b – Project management, section 1.1). In order to ensure these tasks, the Lead partner is requested to appoint:

- a coordinator who shall be responsible for the organisation of the project's work, of the implementation of the work programme, of the production of all expected outputs as defined in the Application Form (Refer to Fact Sheet 6b – section 1.1. for more details)
- a financial manager who shall be responsible for the accounts, financial reporting, the internal handling of ERDF funds and national co-financing (Refer to Fact Sheet 6b – section 1.1. for more details)
- a communication manager shall be responsible of the relationships with partners, the Secretariat (particularly the Communication manager of the programme) and other external institutions and organisations when it comes to communication and dissemination objectives (Refer to Fact Sheet 6b – section 1.1. for more details)

It is strongly requested that the administrative and financial management be led internally by the Lead partner. In case where these tasks are externalised, the External Assessment Panel will check the liability and the proximity of the external body with the Lead Partner administration. However, the Lead Partner can in no way delegate the financial and legal responsibility for the project. For the project coordination and administrative/financial management, the level of human resources mobilised by the Lead Partner should correspond to 2 full-time posts.

Following the approval of Declarations of Interest by the Monitoring Committee, the Lead Partners and their lead experts shall attend a training session organised by the Secretariat to familiarise them with URBACT II working methods (organisation of exchanges, product standards) and aspects of administrative and financial management.

Lead partners will be required to take part, in the name of the network/ working group, to capitalisation and dissemination activities at programme level. More especially, they will be requested to contribute the activities of the Thematic Pole to which their project will be assigned (participating to the 3-4 TP annual meetings, ensuring contribution of the project to programme level productions or seminars, etc.)⁸.

⁸ While Lead Partners are required to act as the official project representatives, they are invited to foster and organise the involvement of project partners in programme level activities as well.

5.2 Requirements from National authorities

Each partner city shall check that its national authority has accomplished all the legal and financial obligations that are required for refunding expenditures related to the project implementation. More especially, National authorities are requested to:

- sign the Memorandum of Understanding,
- set up the first and second level control systems,
- obtain the validation of the control systems from the Audit authority

Project Partners and Lead Partners whose Member States have not accomplished the above mentioned requirements before the submission of the Final Application, can not be refunded with ERDF for the costs incurred during their participation in the project development phase (phase I).

5.3 Development and Implementation Phases

Thematic networks' activities will focus on the exchange of experience, the identification of good practices and the elaboration of Local Action Plans designed as a solution to tackle the problems faced by each partner. Working groups will focus less on exchange of experience and more on the collection and analysis of existing knowledge and practices in view of producing syntheses and policy recommendations.

For both types of projects, activities will be structured around 2 main phases:

- a *Development phase* (6 months for Thematic networks . 4 months for Working groups) dedicated to finalising the partnership, refining the issues addressed by the project, completing the baseline study and preparing the Final Application to be submitted to the Monitoring Committee for approval;
- an *Implementation phase* (30 months maximum for Thematic networks / 20 months maximum for Working groups) dedicated to the implementation of the project work programme, production and dissemination of the planned outputs.

5.4 URBACT Local Support Groups

In order to ensure an effective impact of network activities on local policies, each partner in an URBACT II project is requested to set up an URBACT Local Support Group (ULSG). These groups shall gather the local key stakeholders concerned by the issues and policies addressed by the partners.

In the case of the Working Group on "The role of Managing Authorities in urban policies", it will be essential that a link be established between the partner Managing Authorities and the cities potentially concerned by the project activities

and outputs. In this perspective, it will be required that the composition and functioning of each ULSG ensure this link with cities/ metropolitan areas.

The URBACT Local Support Groups shall follow the project's activities by receiving reports from the partner representatives taking part in the project exchanges, and by supporting the latter in contributing to the network's activities (especially in the validation of case studies and the co-production of the Local Action Plans).

Within each project budget, a specific budget line will be dedicated to the functioning of the URBACT Local Support Groups, with a minimum financial allocation of € 70.000 for Thematic networks and € 25.000 for Working Groups. This budget line may be split into the following sub-categories:

- meetings and seminars
- organisation of training sessions for the group members (for capacity building purposes)

This budget can be used only for the purposes of the URBACT Local Support Groups.

5.5 Project Outputs

Projects are expected to produce two main types of outputs:

- at partner level: each partner is expected to produce a concrete Local Action Plan as the result of the project activities;
- at project level, the identification of good practices should build on the production of a consistent set of strong case studies (based on peer-review exercises) and lead to the production of policy recommendations at local, national and EU levels.

In the case of the working group on Managing Authorities, the Local Action Plan will focus on improving existing methodologies, frameworks, priorities related to urban policies as defined in the respective Operational Programmes of partner Managing Authorities.

5.6 The "Lead expert" principle

Lead partners of Thematic networks and Working groups will appoint a Lead expert who will be responsible for supporting the network throughout the whole life of the project and for contributing to programme level activities in the name of the network (especially, participation to Thematic Poles' activities will be included in the contractual engagement of the Lead expert with the URBACT Secretariat).

In addition to the project budget, an envelope shall be available to all projects for expertise purposes, amounting to:

- 125.000 euros, meaning 166 days of expertise total (Development phase + Implementation phase), for Thematic networks

- 50.000 euros, meaning 66 days of expertise total (Development phase + Implementation phase), for Working groups

Costs for travel and accommodation of experts hired on this envelop shall be covered by the project budget. Taking into the significant work to be done during the Development phase by the Lead expert, the average number of days to be allocated to the Lead expert during the Development phase shall be:

- an average of 40 days in the case of a Thematic network
- an average of 20 days in the case of a Working group

Project partners are also invited to include, in the budget for Development phase, travel and accommodation costs for the Lead expert to visit all partners (including the new partners added during Development phase) for the elaboration of the baseline study.

Lead experts are expected to support the partners in the completion of the main tasks to be completed during Development phase (completion of the baseline study, elaboration of the work programme, etc.). As a consequence, applicants are required to designate the Lead expert they intend to appoint in the Declaration of Interest (included in the Assessment criteria for Declarations of Interest) and attach a C.V. to their Declaration of Interest. Lead experts are to be selected from the pool of validated experts available on the URBACT website.

Following the approval of Declarations of Interest by the Monitoring Committee, the Lead Partners and their lead experts shall attend a training session organised by the Secretariat to familiarise them with URBACT II working methods (organisation of exchanges, product standards) and aspects of administrative and financial management. This training session shall take place in Paris on 10-11 December 2009.

5.7 Managing authorities of Operational programmes in URBACT II

Project partners are recommended to associate the Managing Authorities of the Operational programmes in the project activities in order to enhance the impact of these activities on local policies. In the case of Thematic networks interested in the Fast Track label, the participation of Managing Authorities to the network activities is a major selection criteria (See URBACT II Programme Manual, Fact sheets 2a and 2b; See also the Assessment questions for Fast Track, available on the Regions for Economic Change website).

Managing Authorities can take part in a project by being:

- full partners of a project

- associated members (committing to take part to project activities signing a letter of intent – See template in Annex 6; with travel and accommodation costs covered by the project budget)
- members of the partners' Local Support Groups

Within each Thematic network budget, a specific budget line will be dedicated to the participation of Managing Authorities, with a minimum financial allocation of € 40.000. This budget line shall cover mainly the costs for travel, accommodation and subsistence incurring for the participation of the Managing Authorities to the network's activities along the project's life.

5.8 Communication and Dissemination strategies

Reference to the EU regulations in terms of communication and publicity and URBACT requirements can be found in the URBACT II Programme Manual (Fact sheets 6a and 6b).

URBACT II Lead partners are responsible for the animation of the space dedicated to their projects on the URBACT website. This "mini-site" will allow communication on the project's partners, work programme, outputs, etc. As written in the URBACT II Technical Working Document (Fact Sheet 6b, section 1.1.2), a webmaster shall be responsible of the management and update of the project's space on the URBACT II website.

This space will be created once the projects have been approved to enter Development phase. As a basis during this phase, the Lead partner is requested to use this space to present elements such as the partnership, the issues to be addressed, the baseline study, etc.

Projects' outputs should aim at transferring the knowledge that has been acquired and build through project activities, for the benefit of all urban stakeholders, policy and decision makers and practitioners (and especially those who have not taken part to the project activities). As a consequence, outputs should be designed (using the URBACT graphic charter) so as to allow dissemination to the different groups targeted by the project. A dissemination plan shall be included in the Final Application submitted at the end of the Development phase.

At programme level, Lead partners will take an active part in the dissemination of their project's outputs. City partners will be invited to present their good practices and other project's outputs during conferences organised by the URBACT Secretariat.

SECTION 6 – ANNEXES

ANNEX 1 – ELIGIBILITY CRITERIA FOR THE DECLARATIONS OF INTEREST

ANNEX 2 - CRITERIA FOR THE ASSESSEMENT OF DECLARATIONS OF INTEREST

ANNEX 3 - ELIGIBILITY CRITERIA FOR THE FINAL APPLICATIONS

ANNEX 4 – TEMPLATE FOR THE LETTER OF COMMITMENT FOR LEAD PARTNERS

ANNEX 5 – TEMPLATE FOR THE LETTER OF COMMITMENT FOR PARTNERS

ANNEX 6 – TEMPLATE FOR LETTER OF INTENT FOR MANAGING AUTHORITIES

6. ANNEXES

6.1 Annex 1 – Eligibility criteria for the Declarations of Interest

The proposals submitted within the deadlines to the URBACT Secretariat will be checked for compliance with the eligibility criteria listed below:

- the proposal is submitted within the deadline set in the call for proposals
- the proposal is complete in terms of number of documents required (including the financial tables, the CVs of the project coordinator and of the proposed Lead expert, 5 letters of commitment in the case of a Thematic network or 4 letters of commitment in the case of a Working group)
- the proposal is complete in terms of information and data required in the documents (all sections in the DOI and letters of commitment have been properly filled in according to the instructions)
- all the documents required are signed, dated and stamped by the candidate partners
- the proposal refers to a project bringing together:

- 5 cities in the case of a Thematic network proposal OR
- 4 public authorities in the case of a Working group proposal OR
- 4 Managing Authorities in the case of the Working group on the role of Managing Authorities in urban policies

from at least 3 Member and Partner States, which have designated one of the authorities as candidate lead partner

- the proposed initial partnership is balanced in terms of geographical origin with candidate partners from both Convergence objective regions and Competitiveness objective regions. The balance is set at 50% Convergence – 50 % Competitiveness in the case of an even number of partners; 50% +1 Convergence or 50%+1 Competitiveness in the case of an uneven number of partners. Partners from Norway and Switzerland shall not be taken into account when setting this balance.
- all candidate partners are beneficiaries of the programme as defined in the Operational Programme
- the candidate partners are not partners in more than 1 ongoing URBACT II project
- the candidate lead partner is not Lead partner in an ongoing URBACT II project
- the proposal addresses one of the 16 priority topics defined for this call for proposals in terms of thematic coverage.

6.2 Annex 2 – Criteria for the assessment of Declarations of Interest

THEMATIC NETWORKS	
Criterion 1: Relevance of the proposal and European value added	/25
1.1 The project is contributing to the main objectives of the URBACT II programme	
1.2 The project is contributing to the themes outlined in the URBACT II call for proposals	
1.3 The declaration of interest clearly analyses the nature of the problem to be tackled (e.g. through use of a problem tree)	
1.4 The problem exists in all of the partner cities and this has been evidenced	
1.5 The project is clearly building on the stated experiences and needs of the partners	
1.6 The expected results are innovative (they bring clear added value compared to other current or past initiatives)	
1.7 There is a European level interest in the work that they propose (e.g. clear contribution to Lisbon/Gothenburg agendas)	
1.8 The project has been explicitly designed and organized to generate a low carbon footprint	
Criterion 2: Coherence of the proposal	/25
2.1. Quality of the strategy: The issue tackled by the project, the objectives and expected effects (outputs and results) are clearly defined and meaningful	
2.2. The objectives, the work programme and the expected outputs and results are logically interrelated	
2.3. The project has a clear focus on the exchange of experiences and transfer of good practice and this has been evidenced in the work programme and expected results	
2.4. The activities in the work programme have been set out as indicative work packages (specific objective, actions, time frame, leader)	
2.5. The proposed activities in the work packages are in line with the objectives and expected effects	
Criterion 3: Quality of the expected results	/ 20
3.1 The expected outputs/results are in line with what has been outlined in the Call for proposals	
3.2 The expected outputs/results are concrete (visible and measurable). They are specified precisely and quantified	
3.3 The activities and outputs are explicitly interrelated	
3.4 The expected impact of the project on the policies and future actions of the partners is clearly demonstrated (i.e. There is a commitment to implement the results among the partners through their local action plans)	
Criterion 4: Quality of partnership and lead partner	/20
4.1 There is an adequate balance between partners from Competitiveness and Convergence regions	
4.2 There is substantial commitment of each partner in the implementation of the project (e.g. different leadership and participation in the proposed work packages). There is evidence that each partner commits to set up and run an URBACT Local Support Group.	
4.3 The candidate Lead partner has real evidenced experience of the problem being addressed in this field	
4.4 The candidate Lead partner has experience of leading exchange of experience projects in fields close to the proposed project (i.e. utilising existing departmental capacity)	

4.5	The named officer to act in the name of the Lead partner (<i>project coordinator</i>) has experience (from attached CV) of this type of work	
4.6	A political decision-maker has been nominated within the Lead partner local authority to guarantee a strong political backing to the project	
4.7	The skills needed to achieve the expected results have been identified and integrated in the partnership &/or the expertise	
4.8	A Lead Expert has been identified and designated	
Criterion 5: Budget and Finances for Development phase (phase I)		/10
5.1	The budget is logically distributed between the budget lines and components	
5.2	The budget reflects the planned activities in the development phase	
5.3	The budget adds up to the total (vertically and horizontally!)	
5.4	The budget allocated to management and coordination tasks (Component 1) is reasonable (e.g. percentage of total costs)	
5.5	The budget foresees a reasonable allocation to finance the creation and the first activities of the URBACT Local Support Groups	
TOTAL		/100

WORKING GROUPS	
Criterion 1: Relevance of the proposal and European value added	
/ 20	
1.1	The project is contributing to the main objectives of the URBACT II programme
1.2	The project is contributing to the themes outlined in the URBACT II Call for proposals
1.3	The declaration of interest clearly analyses the nature of the problem to be tackled (e.g. through use of a problem tree)
1.4	The problem exists in all of the partner cities and this has been evidenced
1.5	The project is clearly building on the stated experiences and needs of the partners
1.6	The expected results are innovative (they bring clear added value compared to other current or past initiatives)
1.7	There is a European level interest in the work that they propose (e.g. clear contribution to Lisbon/Gothenburg agendas)
1.8	The project has been explicitly designed and organized to generate a low carbon footprint
Criterion 2: Coherence of the proposal	
/ 25	
2.1.	Quality of the strategy: The issue tackled by the project, the objectives and expected effects (outputs and results) are clearly defined and meaningful
2.2.	The objectives, the work programme and the expected outputs and results are logically interrelated
2.3.	The project has a clear focus on the exchange of experiences and transfer of good practice and this has been evidenced in the work programme and expected results
2.4.	The activities in the work programme have been set out as indicative work packages (specific objective, actions, time frame, leader)
2.5.	The proposed activities in the work packages are in line with the objectives and expected effects
Criterion 3: Quality of the expected results	
/20	
3.1	The expected outputs/results are in line with what has been outlined in the Call for proposals
3.2	The expected outputs/results are concrete (visible and measurable). They are specified precisely and quantified
3.3	The activities and outputs are explicitly interrelated
3.4	The expected impact of the project on the policies and future actions of the partners is clearly demonstrated (i.e. There is a commitment to implement the results among the partners through their local action plans)
Criterion 4: Quality of partnership and lead partner	
/25	
4.1	There is an adequate balance between partners from competitiveness and convergence regions
4.2	There is substantial commitment of each partner in the implementation of the project (e.g. different leadership and participation in the proposed work packages). There is evidence that each partner commits to set up and run an URBACT Local Support Group.
4.3	The candidate Lead partner has real evidenced experience of the problem being addressed in this field
4.4	The candidate Lead partner has experience of leading exchange of experience projects in fields close to the proposed project (i.e. utilising existing departmental capacity)
4.5	The named officer to act in the name of the Lead partner (<i>project coordinator</i>) has experience (from attached CV) of this type of work
4.6	A political decision-maker has been nominated within the Lead partner

	authority to guarantee a strong political backing to the project	
4.7	The skills needed to achieve the expected results have been identified and integrated in the partnership &/or the expertise	
4.8	A Lead Expert has been identified and designated	
Criterion 5: Budget and Finances for Development phase (phase I)		/10
5.1	The budget is logically distributed between the budget lines and components	
5.2	The budget reflects the planned activities in the development phase	
5.3	The budget adds up to the total (vertically and horizontally!)	
5.4	The budget allocated to management and coordination tasks (Component 1) is reasonable (e.g. percentage of total costs)	
5.5	The budget foresees a reasonable allocation to finance the creation and the first activities of the URBACT Local Support Groups	
TOTAL		/100

6.3 Annex 3 – Eligibility criteria for Final Applications

The Final Applications submitted within the deadlines to the URBACT Secretariat will be checked for compliance with the eligibility criteria listed below:

- the proposal is submitted within the deadline set (6 months from approval by the Monitoring Committee for Thematic networks/ 4 months for Working groups).
- the proposal is complete in terms of number of documents required and includes the Final Application. The list of required documents will be provided to approved projects, along with guidelines for Final Application. It will include a letter of commitment for the Lead partner and 1 letter of commitment per partner (all letters shall be signed by an elected representative when appropriate).
- the proposal is complete in terms of information and data required in the documents (all sections in the Final Application, letters of commitment and other documents have been properly filled in according to the instructions).
- all the documents required are signed, dated and stamped by the candidate partners.
- the proposal refers to a project bringing together a maximum of 12 public authorities in the case of a Thematic network/ 8 public authorities in the case of a working group, from at least 3 Member and Partner States, which have designated one of the authorities as candidate lead partner.

- the proposed initial partnership is balanced in terms of geographical origin with candidate partners from both Convergence objective regions and Competitiveness objective regions. The balance is set at 50% Convergence – 50 % Competitiveness in the case of an even number of partners; 50% +1 Convergence or 50%+1 Competitiveness in the case of an uneven number of partners. Partners from Norway and Switzerland shall not be taken into account when setting this balance.

- all candidate partners are beneficiaries of the programme as defined in the Operational Programme.
- the candidate partners are not partners in more than 1 URBACT II ongoing project.

- the candidate lead partner is not Lead partner in an ongoing URBACT II project

- the proposal addresses one of the 16 priority topics defined for this call for proposals in terms of thematic coverage.

- regarding the budget, the sum between the maximum amount of expenditure that will be claimed for phase I and the proposed budget for the implementation phase (phase II) must not exceed the ceiling established for the maximum budget of a thematic network or working group

6.4 Annex 4 – List of partners involved in ongoing URBACT II projects

Cities:

City of Graz	AT	already involved in 2 URBACT projects
City of Linz	AT	
City of Vienna	AT	already involved in 2 URBACT projects
City of Brussels	BE	
City of Antwerp	BE	
City of Dobrich	BG	already involved in 2 URBACT projects
City of Sofia	BG	already involved in 2 URBACT projects
City of Varna	BG	
City of Belovo	BG	
City of Bourgas	BG	
City of Athienou	CY	
City of Prague	CZ	
City of Kladno	CZ	
City of Opava	CZ	
City of Karvina	CZ	
City of Brno	CZ	
City of Munich	DE	
City of Berlin	DE	
City of Rostock	DE	already involved in 2 URBACT projects
City of Aachen	DE	
City of Leipzig	DE	already involved in 2 URBACT projects
City of Regensburg	DE	
City of Dusseldorf	DE	
City of Magdeburg	DE	
City of Halle	DE	
City of Duisburg	DE	
City of Hamburg	DE	
City of Aarhus	DK	
City of Thessaloniki	EL	already involved in 2 URBACT projects
City of Amaroussia	EL	
City of Trikala	EL	
City of Rodi	EL	

City of Haidari	EL	
City of Piraeus	EL	
City of Halandri	EL	
City of Patras	EL	already involved in 2 URBACT projects
CITY OF KOROPi	EL	
CITY OF AGRINION	EL	
City of Athens	EL	
City of Kavala	EL	
City of Madrid	ES	
City of Gijon	ES	already involved in 2 URBACT projects
City of Enguera	ES	
City of Alicante	ES	
City of Valencia	ES	
City of L'Hospitalet de Llobregat	ES	
City of Barakaldo	ES	already involved in 2 URBACT projects
City of Bilbao	ES	
City of Manresa	ES	
City of Castellon	ES	
City of Santiago de Compostela	ES	already involved in 2 URBACT projects
CITY OF XATIVA	ES	
City of Alzira	ES	
City of Sevilla	ES	
City of Helsinki	FI	
City of Chalons-en-Champagne	FR	
City of Vaulx-en-Velin	FR	
City of Reims	FR	
City of Poitiers	FR	
City of Nanterre	FR	
Communauté Dunkirk	FR	
City of Limoges	FR	
Nantes Métropole	FR	
Rennes Métropole	FR	Already involved in 2 URBACT Projects
CITY OF GRENOBLE	FR	
City of Amiens	FR	
Lille Métropole Communauté Urbaine	FR	already involved in 2 URBACT projects
Urban Community of Strasbourg	FR	
City of Hodmezovasarhely	HU	
City of Kobanya	HU	
City Szekesfehervar		
City of Nyiregyhaza	HU	

City of Pecs	HU	
City of Esztergom	HU	
City of Dublin	IE	already involved in 2 URBACT projects
City of Torino	IT	
City of Lecce	IT	
City of Arezzo	IT	
City of Palermo	IT	
City of Reggio Emilia	IT	
City of Catanzaro	IT	
City of Viareggio	IT	
City of Naples	IT	
City of Trieste	IT	
City of Naples	IT	already involved in 2 URBACT projects
City of Bari	IT	
City of Sesto San Giovanni	IT	
City of Syracuse	IT	
City of Firenze	IT	already involved in 2 URBACT projects
City of Campobasso	IT	
City of Faenza	IT	
CITY OF GELA	IT	
City of Enna	IT	
City of Crotone	IT	
City of Firenze	IT	
City of Reggio Calabria	IT	
City of Rome	IT	already involved in 2 URBACT projects
City of Valletta	MT	
City of Paola	MT	
City of Apeldoorn	NL	
City of Rotterdam	NL	
City of Nijmegen	NL	
City of Delft	NL	
City of Amsterdam	NL	
City of Starogard	PL	
City of Lodz	PL	
City of Czestochowa	PL	
City of Kielce	PL	
City of Zabrze	PL	
City of Gliwice	PL	
City of Lublin	PL	
City of Warsaw	PL	
City of Gdansk	PL	
City of Bialystok	PL	
City of Ruda Sloska	PL	
City of Lezno	PL	
City Of Krakow	PL	

City of Poznan	PL	already involved in 2 URBACT projects
City of Slubice	PL	
City of Bytom	PL	
City of Katowice	PL	
City of Óbidos	PT	
City of Matosinhos	PT	
City of Agueda	PT	
City of Aveiro	PT	already involved in 2 URBACT projects
City of Alcobaca	PT	
City of Chaves	PT	
City of Baia Mare	RO	already involved in 2 URBACT projects
City of Bacau	RO	
City of Oradea	RO	
City of Alba Iulia	RO	
City of Mizil	RO	
City of Galati	RO	
City of Sighisoara	RO	
City of Tirgu-Mures	RO	
City of Sacele	RO	
City of Bucharest	RO	
City of Satu Mare	RO	
City of Cluj Napoca	RO	
City of Iasi	RO	
City of Baia Mare	RO	
City of Lidingo	SE	
City of Malmo	SE	
City of Göteborg	SE	
City of Södertälje	SE	
City of Karlskrona	SE	
City of Solna	SE	
City of Herrljunga	SE	
City of Umea	SE	
City of Maribor	SI	already involved in 2 URBACT projects
City of Celje	SI	
City of Zurich	SW	
City of Edinburgh	UK	already involved in 2 URBACT projects
City of Wolverhampton	UK	
City of Barnsley	UK	already involved in 2 URBACT projects
City of Liverpool	UK	already involved in 2 URBACT projects
City of Birmingham	UK	
City of Glasgow	UK	
City of Salford	UK	
City of Belfast	UK	already involved in 2 URBACT projects

City of Newcastle	UK	already involved in 2 URBACT projects
Medway Council	UK	already involved in 2 URBACT projects
City of Gateshead	UK	
City of Stoke-on-Trent	UK	
Medway Council	UK	already involved in 2 URBACT projects
City of Brighton	UK	
City of Sheffield	UK	
City of Bristol	UK	
Kirklees Council	UK	
City of Vilnius	LT	
City of Riga	LV	
City of Kaunas	LT	
City of Avrig	RO	
City of Tallin	EE	

Regional Authorities

Generalitat Valenciana	ES
Nitra Self Government	SK
Charente Maritime	FR
Toscana Region	IT
Brussel Capital Region SRDU	BE
Eindhoven Samenwerkingverband Regio	NL
Generalitat de Catalunya	ES
Emilia Romagna Region.	IT
Mazovian Region	PL

Universities

University of Postdam	DE
University of Rome - CITERA	IT
University of Delft	NL
University of Minho	PT
University of Gdansk	PL
University of Reggio Calabria DASTEC	IT
University of Karlsruhe	DE
University of Ljubljana	SL

Equivalent Public Bodies

INTELI	PT
German association for Housing, Urban and Spatial Development	DE
British Council	ES / UK
Sevilla Global	ES
Medway Business Support	UK
QEC-ERAN (NGO)	BE
Consortium for Area Industrial Devpt. Gela	IT
Porto Vivo	PT
Brasov Metropolitan Association	RO
APDL of Douro and Leixos (Porto/Matosinhos)	PT
Port Authority of Naples	IT
NHW	NL
Agence d'urbanisme de la région stéphanoise (epures)	FR
CERTU	FR
Asociația Intercomunitară de Dezvoltare Alba Iulia	RO

6.5 Annex 5 – Template Letter of Commitment for Lead partner (The text shall be inserted in the Lead Partner's headed paper with the relevant project data)

URBACT II Managing Authority
194, avenue du Président Wilson
93217 Saint Denis la Plaine
France

Dear Madam, Sir,

The public Authority [.....] confirms its commitment to be the Lead Partner in the activities of the URBACT *Thematic network/ Working group* proposal entitled [.....]. Our project builds on a partnership of [.....] partners in total that belong to [.....] Member or Partner States.

The specific challenge we wish to address in this *Thematic network/ Working group* as a Lead Partner is [.....].

We are convinced that by working through this URBACT project, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT II Programme, we will participate in the project, take on roles and implement activities as indicated in the Declaration of Interest work programme.

To this end we also formally commit to engaging the funds needed to co finance ERDF. In the Development phase, this is estimated to amount to [.....] € The details of this contribution are outlined within the Declaration of Interest and in the attached financial tables.

Yours sincerely⁹

Name in capital letters:

Function:

Official stamp

⁹ 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.).

6.6 Annex 6 – Template Letter of Commitment for partner (The text shall be inserted in the Partner's headed paper with the relevant project data)

URBACT II Managing Authority
194, avenue du Président Wilson
93217 Saint Denis la Plaine
France

Date

Dear Madam, Sir,

[.....*name of institution*.....] confirms its commitment to be Project Partner in the activities of the URBACT *Thematic network/ Working group* proposal entitled [.....*title of project*.....] led by [.....*name of Lead partner*.....].

The specific challenge we wish to address in this *Thematic network/ Working group* as a Project Partner is [.....*brief description of theme addressed*.....].

We are convinced that by working through this URBACT project, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT II Programme, we will participate in the project, take on roles and implement activities as indicated in the Declaration of Interest work programme.

To this end we also formally commit to engage the funds needed to co-finance ERDF. In the Development Phase, this is estimated to amount to [.....] € The details of this contribution are outlined within the Final Application and in the attached financial tables.

Yours sincerely¹⁰

Name in capital letters:

Function:

Official stamp

¹⁰ The signatory person has to be an elected representative with authority to sign for the Partner. In case the 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.).

6.7 Annex 7 – Template Letter of Intent for Managing Authorities (The text shall be inserted in the Managing authority headed paper with the relevant project data)

URBACT II Managing Authority
194, avenue du Président Wilson
93217 Saint Denis la Plaine
France

Date

Dear Madam, Sir,

As stated in the Declaration of Interest for the project [.....title of project.....], the Managing Authority [.....name of MA institution.....] confirms its intention to take part in the implementation of the above mentioned project as Associated Managing Authority. We acknowledge the fact that no financial contribution is needed.

The specific challenge we wish to address in this project as an Associated Managing Authority is [.....].

We are convinced that by working through this URBACT project, we will be able to better address this challenge. In this context, if the proposal is approved within the framework of the URBACT II Programme, we will participate in the project as indicated in the Declaration of Interest in the view to foster the impact of the project activities on local policies.

Yours sincerely¹¹

Name in capital letters:

Function:

Official stamp

¹¹ The signing person has to be an elected representative with authority to sign for the Managing Authority. In case the 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, etc.).

