



## **Introduction**

In order to reinforce project management and create more possibilities for exchange between partners, the Arrival Cities network will undertake a number of online events. These events will be open to all members of all the ULG's within the partnership who are able to work in English.

The first online event took place on 30 March 2017. This report captures the key elements of the event.

## **The Agenda**

The first online event focused on three issues:

1. Mid-Term Review(MTR)
2. Guidelines for Local Action Plan(LAP's)
3. Draft programme for Thessaloniki workshop

## **MTR**

As part of the Urbact programme all networks are obliged to undertake an MTR. The objective is to ensure that the implementation of the programme is proceeding as planned and to highlight if there are any changes that need to be registered and if this requires a request for reprogramming of the budget.

The following steps were agreed for the MTR:

**Step One:** Each partner to convene a meeting of its ULG in order to discuss the issues raised in template one sent by Urbact and to undertake a self-assessment exercise in respect of the

performance of their ULG. For undertaking the self-assessment partners will make use of the criteria outlined on pages 68 and 69 of the Urbact tool kit<sup>1</sup>

The results of the two tasks will be sent to the lead expert and lead partner by 28 April 2017

**Step Two:** The Lead expert will prepare a synthesis of the 10 submissions. This will be presented for discussion at the workshop in Thessaloniki on 24 May.

**Step Three:** Two hour workshop will be held in Thessaloniki on 24 May. This will be facilitated by the Urbact secretariat . The workshop will be for local co-ordinators and ULG co-ordinators .

**Step Four:** A draft MTR report in the required format will be submitted to Urbact Secretariat by 7 June. The same report will be circulated to all partners

**Step Five:** The Urbact Secretariat and partners will provide feedback and comments relating to the draft report by end of August.

**Step Six:** Final MTR will be submitted to Urbact by end of September

**Step Seven:** Request for reprogramming to be submitted to Urbact by end October

### **Guidelines for Local Action Plans (LAP's)**

A presentation was made by the lead expert and this can be viewed clicking the document belo

This highlighted the key requirements as laid out by Urbact in the "[Guidelines to produce an Integrated Action Plan](#)"

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<sup>1</sup> Urbact II local support group tool kit [http://urbact.eu/sites/default/files/urbact\\_toolkit\\_online\\_4.pdf](http://urbact.eu/sites/default/files/urbact_toolkit_online_4.pdf)

It was agreed that the lead and support expert would set up a series of online sessions with partners where the proposed outline plans would be discussed. These sessions would be open to all partners. A timetable would be circulated.

### **Draft programme for Thessaloniki workshop**

The programme was presented by the lead expert who had developed this with colleagues from Thessaloniki. The programme was agreed but members expressed a wish to include another parallel session of peer reviews. This was agreed. A copy of the draft programme is available below

A recording of the event is available:

[https://recordings.join.me/5E49eA\\_bh0yqR9MA3W6oWq](https://recordings.join.me/5E49eA_bh0yqR9MA3W6oWq)

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April 2017