



**URBACT II OPERATIONAL PROGRAMME
(2007-2013)**

**CALL FOR APPLICATIONS FOR FOUR
THEMATIC POLE MANAGERS UNDER THE
URBACT II PROGRAMME**

Open from 31 October to 26 November 2012

Section 1: Context – The Thematic Poles in the URBACT II programme

1.1. URBACT II

On 2 October 2007, the European Commission approved the URBACT II programme (decision reference: E/2007/2063 - C(2007)4454). A general reprogramming of the URBACT Operational Programme was approved on 03 November 2011.

The objective of the URBACT II programme (2007 – 2013) is to foster the exchange of experiences among European cities as well as to promote the capitalisation and dissemination of knowledge on all questions relating to sustainable urban development. The challenge in the URBACT II programme is to improve the effectiveness of the urban policies on sustainable and integrated development in Europe with the aim to support the implementation of the Europe 2020 strategy:

URBACT II Main Objective

Cities have a vital role to play in the achievement of the Europe 2020 strategy aims. The Leipzig Charter offers common principles and strategies for urban development policy. The URBACT II programme facilitates this task by allowing cities to exchange experience on key urban policy fields. Given this main task the following overall objective can be stated:

To improve the effectiveness of sustainable integrated urban development policies in Europe with a view to implementing the Europe 2020 Strategy

The URBACT II programme brings together actors at local and regional level to exchange experience and learning in a wide range of urban policy themes which focus on achieving the main objective of improving the effectiveness and impact of such policies at urban level. The programme includes a strong capitalisation and dissemination element with a view to define action plans that can be included in mainstream programmes and to communicate the results as widely and effectively as possible.

URBACT II Specific Objectives

The analysis of the Operational Programme highlights some of the main challenges facing cities today. These include questions of accessibility, access to services, innovation, entrepreneurship, knowledge economy, creating frameworks to develop support to SMEs, creating more and better jobs, social cohesion, equal opportunities, a safe city, governance, citizen participation, integrated approach to urban development. Most EU cities have policies in place aiming to meet these challenges but these policies vary considerably between Member States, hence the need to exchange experience and learn from good practice in these fields.

The overall objective can be broken down into a number of specific objectives for the URBACT II Programme.

- 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.

Major priorities for URBACT II

Based on the results of the analysis and on the experience of URBACT I, the Programme is structured around two main priorities, involving three main types of operations:

- Cities, engines of Growth and Jobs (issues linked with the promotion of entrepreneurship, innovation, knowledge economy, employment and human capital)
- Attractive and cohesive cities capable of generating social cohesion (issues linked with integrated development of deprived areas, social integration, environmental issues, urban strategy and governance).

In light of the URBACT I experience, exchange and learning activities through networking appear to be relevant for cities to contribute to achieving the objectives of the Europe 2020 Strategy and its flagships.

Within the URBACT Programme 2002-2006, cities have been invited to exchange on their practices and policies, to share their experience with their partners and to learn from them while confronting their approaches and tools. Through seminars usually combined with site visits, partners have been lead to question their own view of local realities, to consider different approaches to a similar problem, to improve their policies thanks to new ideas, new instruments (e.g. financial engineering, PPPs, etc.). Some cities with a strong experience in dealing with a specific policy area (public transport, built cultural heritage, support to SMEs, etc.) have supported « less advanced » partners in the design and elaboration of their programmes/ policies, etc.

The challenges and opportunities faced by European cities today cannot be addressed by isolated cities through traditional mono-sectoral policies. They require the implementation of integrated policies embedded in sustainable development strategies. They require innovation, expertise, creativity.

The URBACT II programme provides cities with a framework, resources and methods, to reflect on their problems and find solutions in such a perspective. It allows cities to meet, exchange and learn through networking activities.

The exchange and learning operations are implemented by means of thematic networks and working groups. The Programme puts particular emphasis on the quality of the results of the exchanges and on the wide dissemination of lessons learnt and the relevant practices identified. URBACT II strengthens the capitalisation process by incorporating knowledge based on the exchange of experiences between the URBACT partners and those developed in other programmes or similar networks.

The Thematic Poles are the main tool developed by the programme to improve both the effectiveness of the exchange and learning at project level and the capitalisation process at programme level.

1.2. URBACT Thematic Poles and Thematic Pole Managers

The Thematic Poles are intended to develop as a reference platform both for the URBACT community and for the urban practitioners and decision-makers EU wide, at local, regional, national and European levels. They shall aim to build and disseminate practical knowledge and policy recommendations on policy challenges related to sustainable urban development.

"At programme level, the capitalisation will be organised by Thematic Poles. Each project shall be attached to one of the Thematic Poles which, under the supervision of a Pole Manager, will draw up a set of activities such as the creation and co-ordination of groups of experts, the creation and co-ordination of thematic files, the production of studies"¹.

Each Thematic Pole operates more especially through the Lead Partners and the Lead Experts of the networks assigned to the pole depending on the topic they address. Each Thematic Pole is lead by a Thematic Pole Manager. The main missions of the Thematic Pole Manager are two-fold:

- to support the URBACT networks assigned to the pole, providing Lead Partners and Lead Experts with thematic and methodological guidance to ensure a proper implementation and delivery of the network activities/ outputs;

to support the URBACT programme with the definition, coordination and implementation of the capitalisation and dissemination activities on the theme they are responsible for, at programme level; this should be done by extracting, consolidating and disseminating relevant practical urban knowledge coming from URBACT networks one the one hand and from relevant non-URBACT projects/ programmes on the other hand.

1.3. Capitalisation framework for 2012 and beyond

Three Thematic Poles were set up at the very start of the programme so that all projects approved following the first call for proposals could be allocated to one of these Poles right from the beginning. The three Thematic Poles that have operated so far are the following:

- **Cities, engines of growth & job**
- **Cities, social inclusion & governance**
- **Cities and integrated, sustainable development**

Considering the wide thematic scope of these poles and depending on the issues addressed by ongoing networks, the capitalisation work in 2012 (and early 2013) has been organised along specific sub-themes on which the URBACT programme may bring a useful contribution. **In 2012**, the activities of the thematic poles have been organised around 6 workstreams to respond to the urban challenges and threats described in the "Cities of Tomorrow" EU report:

- 1) Shrinking cities: challenges and opportunities
- 2) More jobs: better cities

¹ URBACT II 5.5.1. Final operational programme

- 3) Supporting young people through social innovation
- 4) Against divided cities in Europe
- 5) Motivating mobility mindsets
- 6) Building energy efficiency in European cities.

These workstreams operate as working groups composed of a coordinator (an URBACT Lead Expert or Pole Manager), core group members and expert witnesses coming from other ETC programmes and projects, EU and international organisations, academics, urban practitioners and local elected people across Europe. From an URBACT perspective, capitalisation builds on the results of the completed Call 1 projects, the ongoing work of the 9 Call 2 Thematic Networks and first insights from the 3rd Call projects as seen further below.

This ongoing capitalisation exercise foresees articles in the URBACT Tribune 2012, a series of enriched thematic papers and a cross-cutting policy brief by early 2013.

Following the 3rd and last call for proposals under URBACT II, a new round of 19 networks was approved for Development phase, for which the final decision will be taken early 2013. To be in line with this new landscape, a new organisation of the capitalisation framework has just been approved by the URBACT Monitoring Committee (08 October 2012).

For 2013 and beyond, the capitalisation framework has been redesigned, so as to:

- 1) be better aligned with the thematic focus of the networks approved under the 3rd call for proposals (e.g. half of the projects approved under the 3rd Call have a clear focus on economic development and employment)
- 2) allow capitalisation and dissemination activities to produce stronger outputs on key thematic priorities and better contribute to the objectives of the EU 2020 strategy

The new capitalisation framework will be organised around 4 main thematic areas, with the creation of a 4th thematic pole and the revision of the thematic scope of the existing 3 poles. The new framework is as follows:

- **Thematic Pole 1 (under Priority Axe 1) : Economic growth and job creation**

This thematic pole would focus on economic development and economic clusters, cities looking for a new positioning or trying to react confronted to a decline in their leading sectors (including entrepreneurship, job creation, etc.). Among the new networks, several projects could contribute to this thematic focus, among which:

- **City Logo** (city branding and marketing)
- **Innova** (business growth based on innovation & knowledge)
- **4Dcities** (health innovation)
- **Wood Footprint** (reuse of abandoned buildings & spaces for wood/ furniture sector)
- **Creative Spin** (cultural and creative Industries)

- **Thematic Pole 2 (Priority Axe 1): Human capital and social innovation**

This thematic pole would focus on human capital, access to labour market, public services and end-users. Among the new networks, several projects could contribute to this thematic focus, among which:

- **Job town** (youth employment)
- **My Generation at work** (youth employment building on skills and attitudes)

- **Prevent** (prevention of early school leaving)
- **E4C** (e-skills for innovative cities)
- **Smart cities** (improving public services through open innovation)

- **Thematic Pole 3 (Priority Axe 2): Sustainable urban renewal**

This thematic pole would focus on issues related to urban planning, regeneration, land use, buildings, and low carbon urban environments. Among the new networks, several projects could contribute to this thematic focus, among which:

- **Re-Block** (sustainable high-rise blocks)
- **URBACT Markets** (local markets for local economic development)
- **Sustainable Food for Urban Communities** (sustainable food production/ retail & consumption)
- **USE ACT** (new planning processes for land reuse)
- **Enter Hub** (railway hubs/ multimodal interfaces of regional relevance in medium size cities)

- **Thematic Pole 4 (Priority Axe 2): Governance for sustainable cities**

This thematic pole would focus on governance for sustainable cities, tools and processes to design, finance, implement and monitor sustainable and integrated urban development policies. Among the new networks, several projects could contribute to this thematic focus, among which:

- **CSI Europe** (role of financial instruments in efficient planning)
- **M-Spice** (monitoring local strategic plans)
- **USER** (involvement of users in urban regeneration)
- **E-universities** (partnerships between cities and universities)

It is important to bear in mind that, while networks are assigned to a specific pole manager for support and monitoring purposes, the capitalisation activities should not be developed by the different pole managers building only on the networks they are in charge of.

URBACT networks are dealing with integrated approach to urban challenges and as such, can be in a position to contribute to several of the thematic areas defined for the poles. These 4 Thematic Poles shall thus not operate in silos. The capitalisation and dissemination activities they will develop shall draw on the results and findings of networks across poles. Close cooperation between the Pole managers should ensure this cross-cutting capitalisation at programme level.

This new framework aims to strengthen the capacity of the programme to contribute to key policy challenges in the field of economic growth and employment on the one hand, and governance for integrated and sustainable urban development on the other hand.

The Thematic Poles and their managers will operate in the coming period, 2013-2015, in a context characterized by the following elements:

1) The end of the implementation phase of the 2nd call networks, which will take place at the beginning of 2013

The 9 ongoing thematic networks approved under the 2nd call for proposals will reach the end of their implementation phase between November 2012 and January 2013. The Thematic Pole Managers will be involved in the definition and implementation of the strategy for the dissemination of these networks' results. When relevant, this will be

embedded in the wider capitalisation and dissemination strategy at programme level for 2013, including the 3rd call projects.

2) The launch of the implementation phase of the 3rd call networks, which will take place at the beginning of 2013

This will request specific activities related to the support to be provided to all partnerships at the beginning of the Implementation phase, specific meeting with all Lead partners and lead experts, revision of existing guidelines and tools provided by the programme to networks, etc. Thematic Pole Managers will be involved in these activities.

The Thematic Pole managers will also be expected to make concrete proposals to incorporate these new projects in the capitalisation and dissemination strategy (possible thematic clusters, etc.).

3) The preparation of the future URBACT III programme

In view of the next programming period, it will be particularly important to draw lessons from the different rounds of projects with regard to the impact of the programme on the partner cities' policies and practices, to the implementation of the Local Action Plans and sustainability of Local Support Groups, to the cooperation with the Managing Authorities of the Operational Programmes and to the links between the results of these networks (particularly local plans of action) and the Operational Programmes. Taking stock shall aim to reinforce the impact of the programme through the 3rd round of networks on the one hand, and improve the tools in the future URBACT III programme on the other hand.

4) The second URBACT Summer University for URBACT Local Support Groups to take place in July or August 2013

During the summer 2013, the programme will organise its second Summer University dedicated to URBACT Local Support Groups. The Thematic Pole Managers will participate in the design, preparation and delivery of the event. They shall also work on supporting the programme in drawing lessons out of this experience of capacity-building.

5) The URBACT Local Support Group national training scheme to be implemented in 2013 with all 3rd call partners

In 2013, the URBACT programme will deliver training seminars in a wide range of Member States, in national languages, to core members of the URBACT Local Support Groups of Call 3 partner cities. The Thematic Pole Managers will be involved in the design and possibly in the delivery of this scheme. They shall also work on supporting the programme in drawing lessons out of this experience of capacity-building.

6) The Pilot Training Scheme for Elected representatives to be implemented in 2013 with delegates from the 3rd call partner cities

In 2013, the URBACT programme will organise a Pilot Training Scheme for elected representatives. This pilot will be delivered by a service provider. Nevertheless, Thematic Pole Managers may be requested to take part in this action. They may also work on supporting the programme in drawing lessons out of this experience of capacity-building.

7) Workstream activities and outputs in early 2013

The Thematic Pole Managers will follow up activities and outputs coming from the workstreams (e.g. thematic papers and policy briefs) in 2013, assess results of this capitalisation exercise and assist the Secretariat in going forward with new activities or outputs whenever necessary.

Section 2: Description of the positions

The URBACT II programme is looking for 4 Thematic Pole Managers (TPM). The Thematic Pole Managers will be responsible for a series of tasks falling with two main assignments:

- 1) supporting and monitoring URBACT networks;
- 2) supporting the URBACT Secretariat in delivering on capitalisation and dissemination objectives at programme level.

2.1. Supporting and monitoring URBACT networks

Over the period, up to 19 networks will be active, depending on whether they will be approved for Implementation phase on 28 January 2013. Each Thematic Pole Manager will be in charge of supporting 4-5 networks. The allocation of networks to Pole Managers will be done primarily building on the issues they address.

The Thematic Pole Managers will be responsible for supporting the networks within the scope of their Poles. Support to be provided to networks is two-fold:

- thematic: providing input on the content, in relation to topic addressed by the networks, and providing feedback on possible thematic outputs produced by the networks, etc.
- methodological: providing methods for transnational exchange and learning, for drawing lessons from the exchange, for producing relevant outputs including local plans of action, etc.

This support may apply to all aspect of the implementation of the work programme of the networks: transnational exchange and learning activities, production and dissemination of interim and final outputs, running Local Support Groups, mid-term review, etc.²

A close monitoring of the progress of the networks throughout their implementation phase will be necessary to provide the appropriate support at the relevant moment in time. While the URBACT Secretariat is responsible for administrative and financial monitoring, this monitoring will be mainly focusing on the quality of the networks' activities and outputs, as well as on the methods they use and or develop to deliver these activities and outputs.

This monitoring will also be necessary for Thematic Pole Managers to perform their capitalisation-related tasks (see section 2.2. below). They will need to be aware of what is being produced by networks in order to identify the interesting material, highlight it at programme level (articles, blog posts, thematic web pages, etc.) and consolidate it through the capitalisation and dissemination activities at programme level.

² Please refer to the description of the different work packages to be delivered by URBACT networks as described in the Guide to Thematic Networks available on the URBACT website http://urbact.eu/fileadmin/Documents/Guide_TN_09_Dec_2011.pdf

These tasks will particularly take the following forms:

- monthly correspondence with lead partners and lead experts (e-mail, telephone, etc.)
- participation in transnational seminars organised by the networks (subject to the Secretariat's agreement)
- writing notes/ reports on the various networks allocated to the Thematic Pole, with a focus on the main activities
- jointly with the Secretariat, organising and delivering meetings with networks' lead partners and lead experts (about 3 meetings per year, bringing together the leaders and lead experts to review project implementation and provide guidance for better delivery of activities and outputs);

Each Thematic Pole Manager shall ensure that he/ she shares with the other managers all documents/ products/ information likely to enrich the activities carried on by the other pole managers in relation to support to networks.

2.2. Supporting the definition and delivery of the capitalisation and dissemination strategies at programme level

Thematic Pole Managers will play a key role in supporting the URBACT Secretariat with the definition, coordination and implementation of the capitalisation and dissemination strategy of the programme. They will actively participate in this process and carry out the following tasks:

- supporting the Secretariat in its reflection on the capitalisation and dissemination strategy to be developed (according to the networks operating within the programme on the one hand, and on the context in which the programme is evolving on the other hand); this will include tasks related to ongoing assessment of the programme implementation and drawing lessons to suggest improvements or new tools to be developed;
- designing, coordinating and implementing a capitalisation and dissemination plan specific to the Thematic Pole they are in charge: identifying relevant topics for capitalisation, with a focus on the issues cutting across several projects, building not only on the networks within their own Pole but on all relevant network across Poles; designing activities and related deliverables to be included in a work plan for their poles (e.g. ad hoc working groups on specific issues, studies, events, etc.); coordinating the implementation of this work plan and take an active role in the activities to be developed;
- actively bridging with non-URBACT projects or programmes which deal with integrated and sustainable urban development, and more especially in relation with the thematic area they are responsible for, with a view to strengthening the capitalisation and dissemination of practical urban knowledge;
- contributing to preparing and carrying out URBACT events (thematic conferences, URBACT annual conferences, Summer Universities for URBACT Local Support Group Members, etc.);
- participating in the organisation and delivery of the meetings between the Secretariat and the Lead partners and Lead experts (about three per year);

- participating in the Thematic Pole Managers coordination meetings with the Secretariat (whether actual meetings, about every two months, or virtual, once a month on average), and liaising with one another on an ongoing basis;
- setting up and updating thematic pages on the URBACT website (minimum monthly updates, including focus on activities/ outputs coming from URBACT networks and material from outside, writing brief news, blog items, linking with other projects outside URBACT, etc.). These thematic areas must be conceived as reference platforms for urban practitioners and policy-makers, on the different policy challenges related to sustainable and integrated urban development;
- producing capitalisation outputs (e.g. articles for publications, blogs, etc.) and methodological documents (e.g. guidelines dedicated to URBACT partners, templates for outputs such as case studies, reports, etc.);
- taking part to non-URBACT major events focusing on topics falling in their poles, in order to disseminate URBACT results (subject to the Secretariat's agreement);

For the tasks related to capitalisation and dissemination, it will be crucial that Thematic Pole Managers ensure a permanent flow of information among them and between them and the Secretariat. A common internet platform will be available to share documents, calendars and ongoing work. Beyond this platform, the capitalisation and dissemination activities to be developed should cut across thematic poles. This should avoid working in silos and ensure integration of policy challenges and responses in the perspective of integrated urban development.

Section 3: Contractual information

3.1. Number of days to be provided

The Thematic Pole Managers' tasks will vary in intensity and in content depending on the Thematic Pole, depending on the number of projects assigned to the Pole, and more generally the programme's requirements in terms of capitalisation and dissemination (importance of certain themes at a particular time, organisation of specific events, etc.).

An annual work plan will be established for each Thematic Pole, outlining the activities to be implemented by the Thematic Pole Manager, a calendar, necessary resources, expected deliverables, etc. It will be reviewed and adapted each 6 months.

The Thematic Pole Manager commits to dedicate 9 days a month on average to the tasks described above (section 2). In general, the time dedicated to this position will never be less than 4 days a month.

Therefore a contract will be established for a maximum of 108 days of expertise per year.

3.2. Duration of the contract

The contract will be established for 16 months, starting on 01 February 2013 until 31 May 2014 with a three-month trial period.

The contract may then be renewed once for a new period of 16 months until 30 September 2015. This renewal is tacit and the holder may not make any objection. However, the Contracting Authority may decide not renewing the Contract on an express decision.

3.4. Fees

The fees paid to Thematic Pole Managers are set at EUR 750 per day, inclusive of VAT. They are funded within the scope of the URBACT II programme. Payment shall be made by the ACSE.

Travelling and accommodation costs are covered by the URBACT Secretariat in accordance with the refund conditions in force in the URBACT programme.

Section 4: Profile and selection criteria

The URBACT Programme is looking for experts with the following profile:

1. knowledge and experience working on urban issues with practitioners:

- at least 10 years of professional experience in urban policies in general, and more specifically, in relation with the thematic field selected for the application, as a practitioner, consultant, decision-maker or researcher;
- a proven record of activities and publications relating to the thematic field selected for the application (organising and contributing to seminars or conferences, published articles, reports, etc.);
- at least 5 years of experience in working on urban issues with practitioners and experts in a transnational context;
- in-depth knowledge of urban trends and challenges in a range of countries.

2. knowledge and experience in supporting European projects and exchange and learning networks:

- proven experience in the design and management of European translational projects;
- experience in the management and organisation of conferences, events, research reports, publications, etc.;
- at least 5 years of experience in supporting and coordinating exchange and learning activities in a transnational context;
- good knowledge of practices and issues related to capitalisation and dissemination activities (knowledge management, targeting audiences, etc.)

3. other skills:

- knowledge and understanding of EU institutions and funding instruments (ERDF/ ESF Operational programmes, Managing Authorities, Competitiveness/ Convergence regions, etc.)
- perfectly fluent in English, both written and oral;
- working knowledge of French appreciated;
- working knowledge of a third EU language appreciated;
- excellent analytical skills;
- excellent writing skills;
- excellent communications skills (written and verbal) and the ability to work in a team;
- comfortable in using basic computing tools (Word, Excel, Outlook);
- strong ability to work in tight timeframes and respect deadlines.

Section 5: Application procedure and selecting applicants

The applicants should apply to **one only** of the four thematic areas for which positions are opened in this call:

- Thematic Pole 1: Economic growth and job creation
- Thematic Pole 2: Human capital and social innovation
- Thematic Pole 3: Sustainable urban renewal
- Thematic Pole 4: Governance for sustainable cities

The recruitment and selection procedure will take place in stages:

5.1. Submission of the application

The application shall be submitted by Monday 26th November 2012 latest.

The application shall include a CV in European format³ and a signed covering letter presenting:

- the thematic pole area for which the candidate is applying;
- the reasons for which the candidate is suitable for this position and the candidate's motivations for the job;
- highlights on the applicant's past experience concerning: a) work on urban issues covered by the URBACT II programme and especially on topics relating to the selected field of expertise; b) work as an expert in activities such as transnational exchange and learning projects, supporting EU projects, writing analytical reports on urban issues, running groups of experts and practitioners in the field of sustainable urban development; c) work relating to capitalisation and dissemination of practical knowledge.

N.B.: Both the covering letter and the CV in the European format shall be in English.

The applications should be submitted by email to Thierry Picquart at the following address: t.picquart@urbact.eu

5.2. Interview with an external consultancy office

A consultancy firm will select the applications. An initial selection of applications will be made on the basis of the criteria outlined above in section 4. The applicants selected at this stage will be interviewed by the independent consulting firm, in presence of the URBACT Secretariat.

**The interviews will take place in Paris
on 10-11-12 December 2012.**

³ The model of the Europass CV can be obtained at the following address: <http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action>

The four Thematic Pole Managers selected at the end of this procedure shall attend a meeting with the URBACT Secretariat on:

5-6-7 February 2013 in Paris

N.B.

The position of Thematic Pole Manager is not compatible either with that of a Lead or thematic expert involved in an ongoing network, neither with that of an expert involved in the external assessment panel (EAP). Even though the applicants for this call are authorised to reply to other calls for applicants, they must bear in mind that the experts selected will be authorised to work in one only of the positions proposed.

Section 6: Additional information

Invoicing

Payments shall be made when an activity report and an invoice are delivered.

The invoices shall be issued in duplicate (one original and one copy) and sent for payment with all the required documents to the following address:

**L'ACSE - URBACT Secretariat
5, rue Pleyel
F - 93283 Saint-Denis Cedex**

Expenditures may be charged to the URBACT Programme budget.

Bank details

For accounts outside France, the applicant selected shall provide the name and address of his bank, his bank account number and the corresponding IBAN and SWIFT/BIC codes.

Payment terms

Payments shall be made at the latest 30 days after the date of receipt and when the full set of documents has been validated by the URBACT Secretariat.

In the case where the administration is late paying, default interest calculated on the basis of the regulations in force will be automatically added to the amount due and shall be paid to the expert without any other formality.

Administrative changes to the status of the expert or the company

During the term of the contract, the expert shall immediately inform the URBACT Secretariat in writing of any change affecting his status or that of his company, as well as any change in his bank details. The expert is informed herein that if this undertaking is not complied with, under no circumstances shall the URBACT Secretariat be held liable for delays in paying the invoices in which irregularities were noted following changes made in the company and of which the URBACT Secretariat was not informed.

Contact

The person to be contacted for this call for applications is Melody HOUK, Projects and Capitalisation Manager: m.houk@urbact.eu - +33(0)1.49.17.46.29