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The role of cities in integrated regional development

Kick-Off Meeting
8th / 9th July 2008
KIELCE

WORKSHOP AGENDA:

Tuesday, 08.07.2008:

Morning:

Time	Agenda	Contributor
09:00 – 09:30	1. Welcome and 1 st round of introductions	By representatives of the City of Kielce Mr. Wojciech Lubawski – Mayor of Kielce or Mr. Adam Jarubas – Marshall of Świętokrzyski Region and participants
09:30 – 10:00	2. Short description of the project idea and project objectives of CITY.REGION.NET “The role of cities in integrated regional development”	Gerhard Ablasser Lead Partner Bernd Gassler Lead Expert
10:10– 12:30	3. Brief partner presentations – about their cities, key issues, needs and expectations, (appr. 15 Min. / city)	All Participants
12:45 – 14:00	Lunch Break	

WORKSHOP AGENDA:

Afternoon:

Time	Agenda	Contributor
14:00 – 16:00	4. Discussion on <ul style="list-style-type: none"> • Project objectives and outputs • Working methodology • Activities and Work programme • Constitution of steering group 	Doris Kampus Thematic Expert
16:00 – 17:00	5. Financial Issues	Gerhard Ablasser
17:00– 17:15	6. Conclusion of 1 st day	Bernd Gassler Doris Kampus
17:15 – 19:00	Guided walking tour in the City	Optional
19:00	Dinner	Optional

WORKSHOP AGENDA:

Wednesday, 09.07.2008:

Time	Agenda	Contributor
09:00 – 09:30	7. Presentation on Urbact II Programme	Raffaele Barbato
09:30 – 10:30	8. Baseline Study and City Visits 9. Local Support Group and Involvement of Managing Authorities	Bernd Gassler Doris Kampus
10:30 – 11:30	10. CITY.REGION.NET - Organisational issues: <ul style="list-style-type: none"> • Project Management • Communication 	Gerhard Ablasser
11:30 – 12:30	11. Next Steps: <ul style="list-style-type: none"> • Elaboration of working plan • Final application • Documents needed from all partners for final application • Communication strategy and dissemination plan 	Gerhard Ablasser
12:30 – 13:00	12. Conclusion of 2 nd day	Gerhard Ablasser Bernd Gassler
13:00 – 15:00	Lunch and end of meeting	

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2. SHORT DESCRIPTION OF NETWORK IDEA AND OBJECTIVES

PARTNERS:

Lead Partner: City of Graz / Austria

1st four partners: City of Częstochowa / Poland

City of Châlons-en-Champagne / France

City of Oradea / Romania

City of Kielce / Poland

New partners: City of Munich / Germany

City of Arezzo / Italy

Trikala Region / Greece

City of Zurich / Switzerland

PROJECT MANAGEMENT STRUCTURES:

Project Management - Lead Partner – City of Graz

Project Coordination
Gerhard Ablasser

- Overall coordination of the network
- Contents of the network
- External representation of network

Project Management & Communication
Heike Falk



- Daily management and organisation of network
- Internal and external communication

Financial Management
Christian Nussmueller



- Financial management
- Input in Presage System
- Contact for first and second level control

Experts:

Lead Expert
Bernd Gassler

- Support for the Lead Partner in questions of content
- Baseline Study
- City Visits
- Thematic Pole Meetings
- Support at Local Action Plans
- Etc.

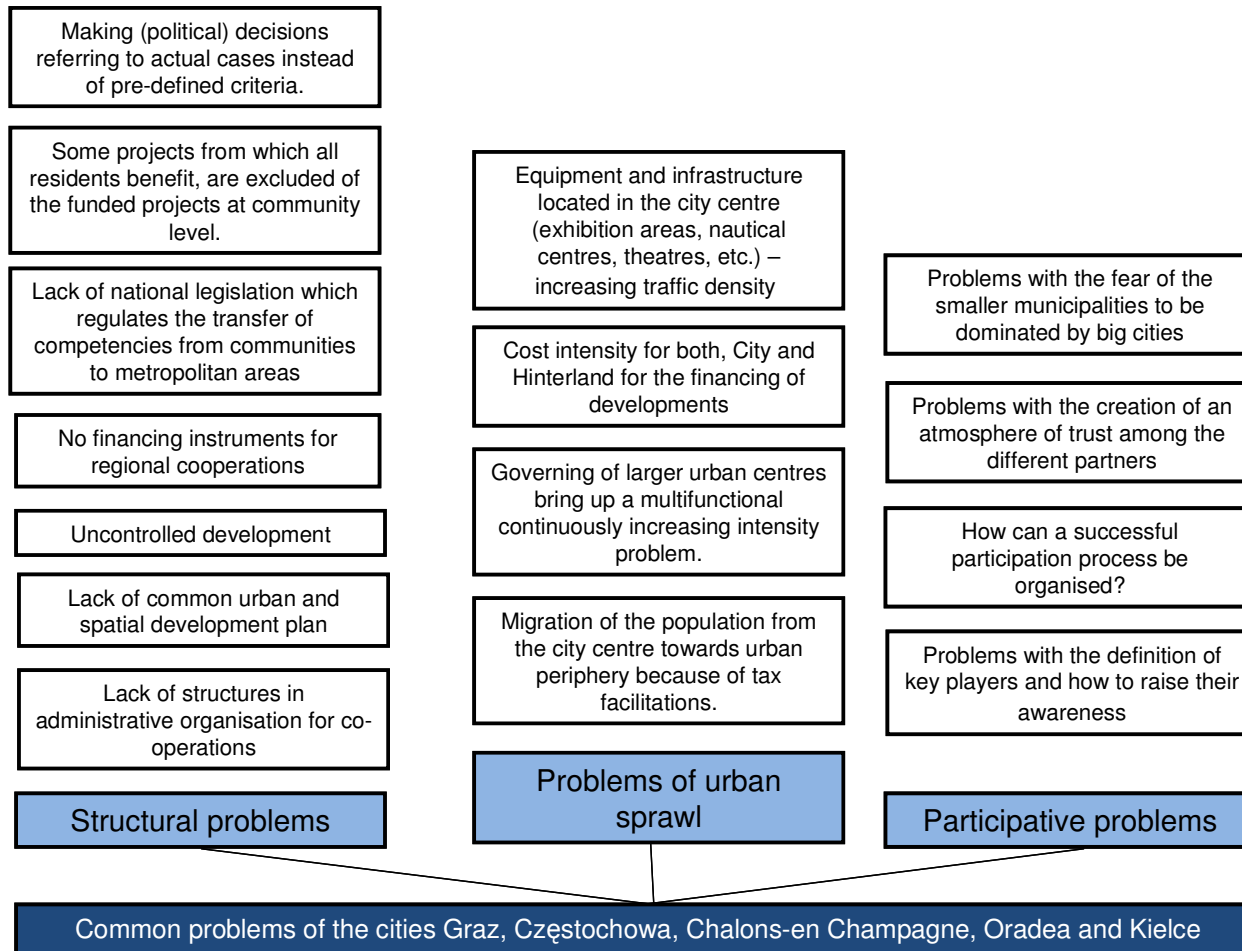
Thematic Expert
Doris Kampus

- Support for the Lead Expert in special fields of the content
- City Visits
- Support at Local Action Plans
- Etc.

MAIN CHALLENGES:

1. Elaboration of common land use policies and instruments to avoid urban sprawl.
2. Definition of new financial instruments to meet the multiple tasks and projects of general interest.
3. The involvement of relevant key actors by (re-)defining the criteria for integrated regional development.

DETAILED CHALLENGES:



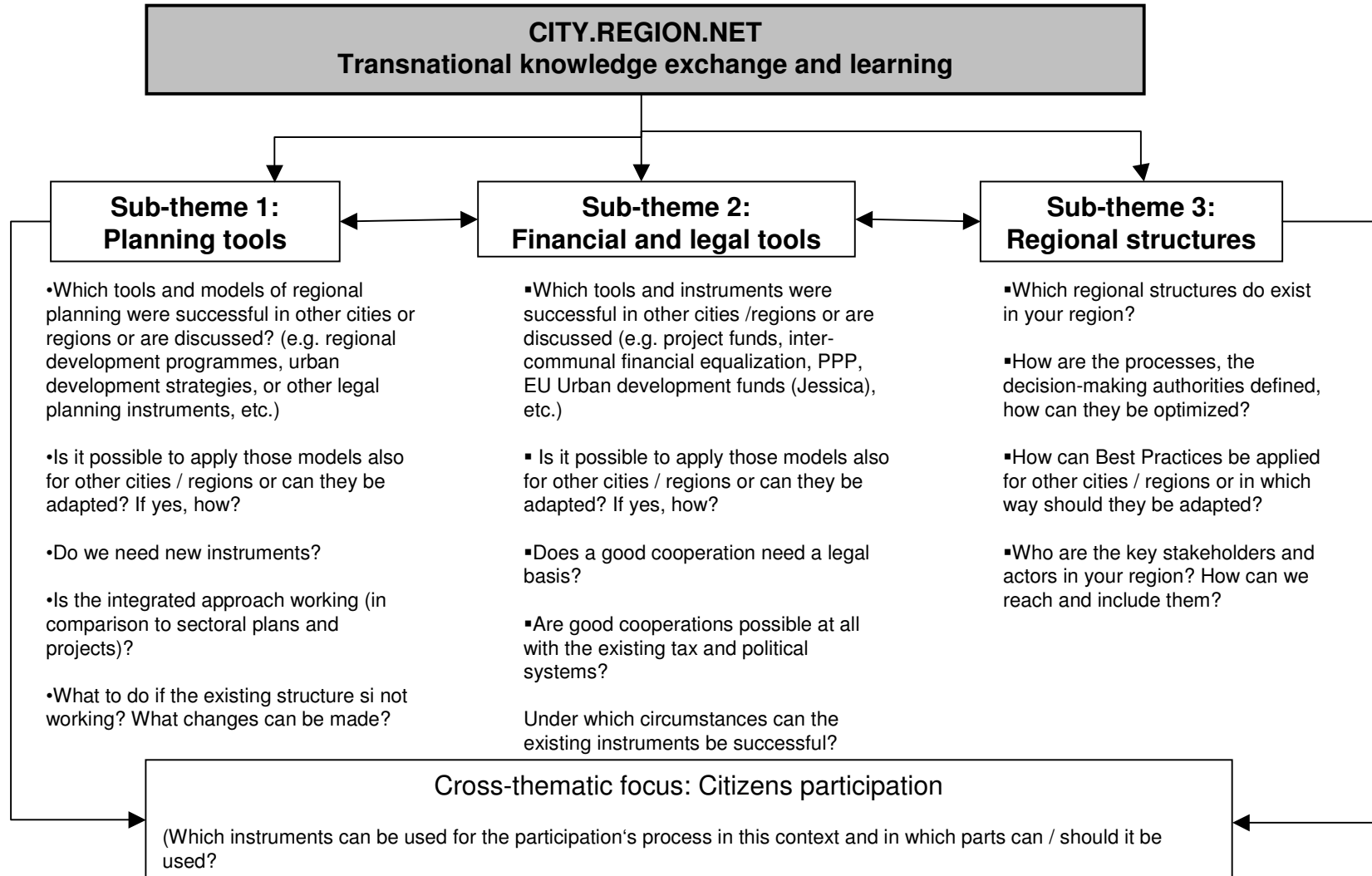
MAIN OBJECTIVES:

1. Elaboration of working programmes and policy recommendations to improve the cooperation between cities and their surrounding municipalities.
2. Comparison of strategies and identifying best practices of a common integrated development of towns and regions in order to avoid suburbanisation and to create new financial instruments.
3. Initiation of a discussion process on structural level – to what extent mechanisms for the coordination of towns and their surrounding regions could be institutionalized. Superordinate authorities (such as regional and federal governments) should be integrated especially in this field.

EXPECTED OUTPUTS:

1. Exchange of experiences with other cities/metropolitan areas, with relevant partners with expertise on integrated urban planning; identification of best practices; adaptation of these models to **their particular local needs**; improvement of the absorption capacity of Structural funds and showing the new member states a way to
2. participate in EU programmes and networks.
2. Local Action Plan with new implementation strategies for an integrated development of the centre municipality and its surroundings and methods to come up against suburbanisation and urban sprawl and to implement cooperation (legal structures, financing, etc.)
3. Catalogue of functions that can be shared between towns and their neighbouring smaller municipalities and also a summary of reasons why some tasks cannot be shared as future policy recommendations
4. Recommendations for methods for the participation of key actors and stakeholders in the integrated development of the city-region

ACTIVITIES



FURTHER INFORMATION



Lead Partner: **City of Graz**

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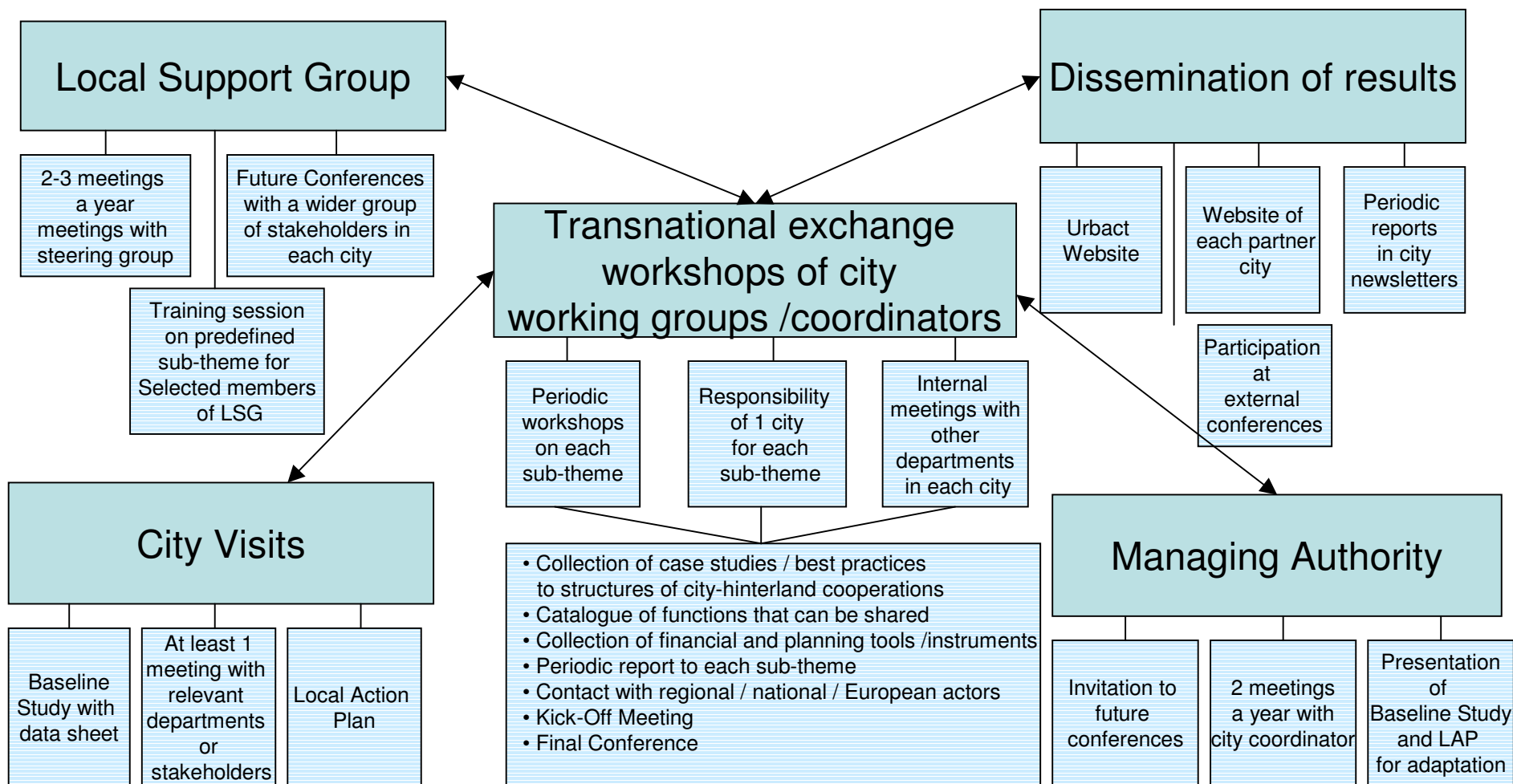
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3. PARTNER PRESENTATIONS

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4. WORKING METHODOLOGY, WORK PROGRAMME, EXPECTATIONS, NETWORK STEERING GROUP

WORKING METHODOLOGY



PROPOSAL FOR NETWORK STEERING GROUP:

DUTIES:

Decision on overall network contents, network objectives, working methodology, work programme, disseminations, events.

COMPOSITION OF NETWORK STEERING GROUP

- Project coordinator of Lead Partner; one vote, but veto right 1
- Project coordinators of each participating city; one vote per city 8
- Lead expert / thematic expert (no vote)

WORK PROGRAMME - KEY WORK PACKAGES:

Project Management and Coordination

- Administrative and financial Coordination
- Scientific management (Kick-of meeting, steering group meetings of network with experts, final conference)
- Elaboration of final application
- Joint conventions
- Periodic reports
- Etc.

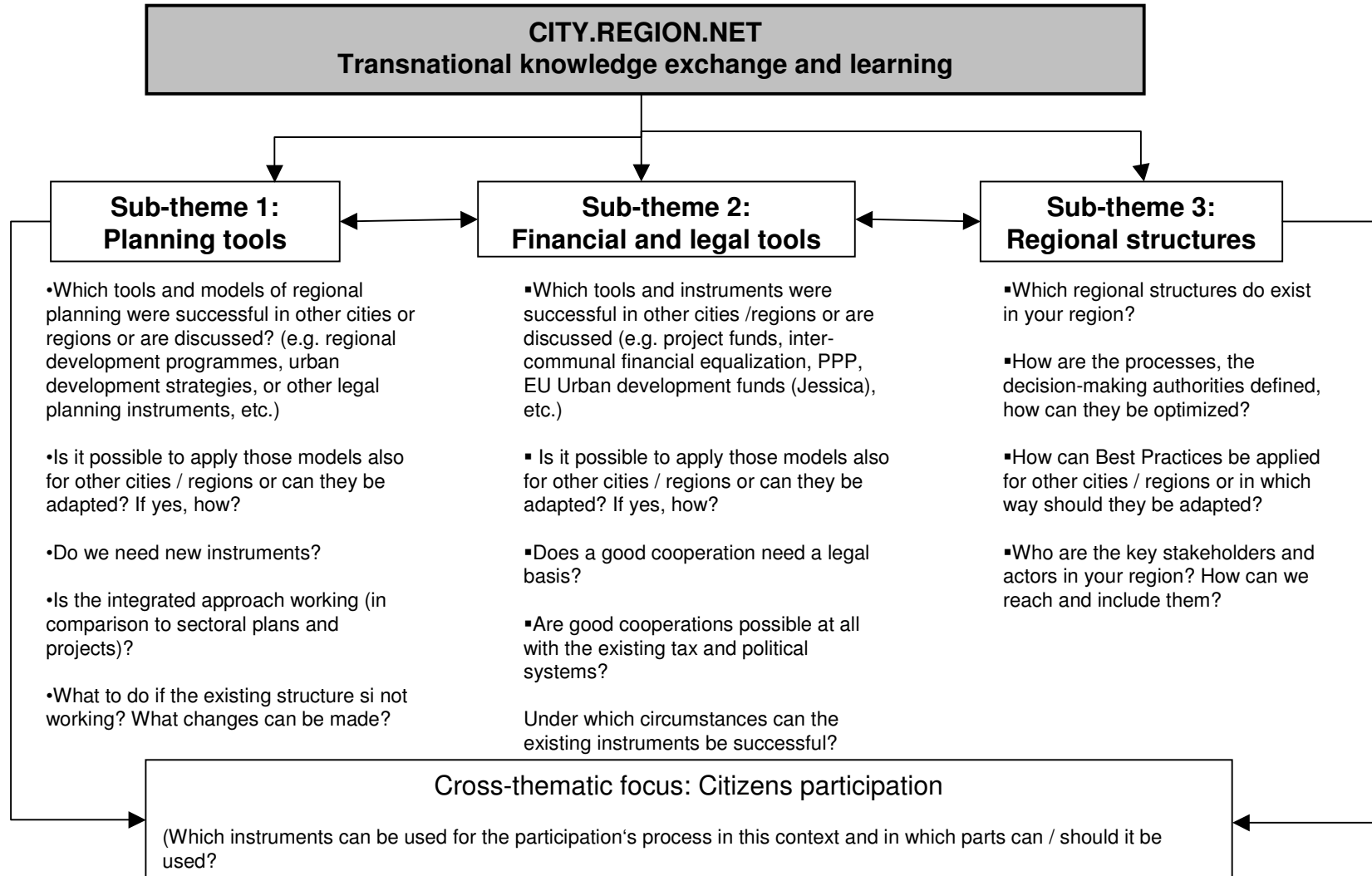
Exchange and learning

- Planning and preparation of 2-3 workshops a year to each sub-theme
- Establishment of LSG
- Involvement of Managing Authority
- Planning the city visits of experts
- Support at elaboration of Baseline Study
- Elaboration of Local Action Plans
- Elaboration of reports and documents for websites

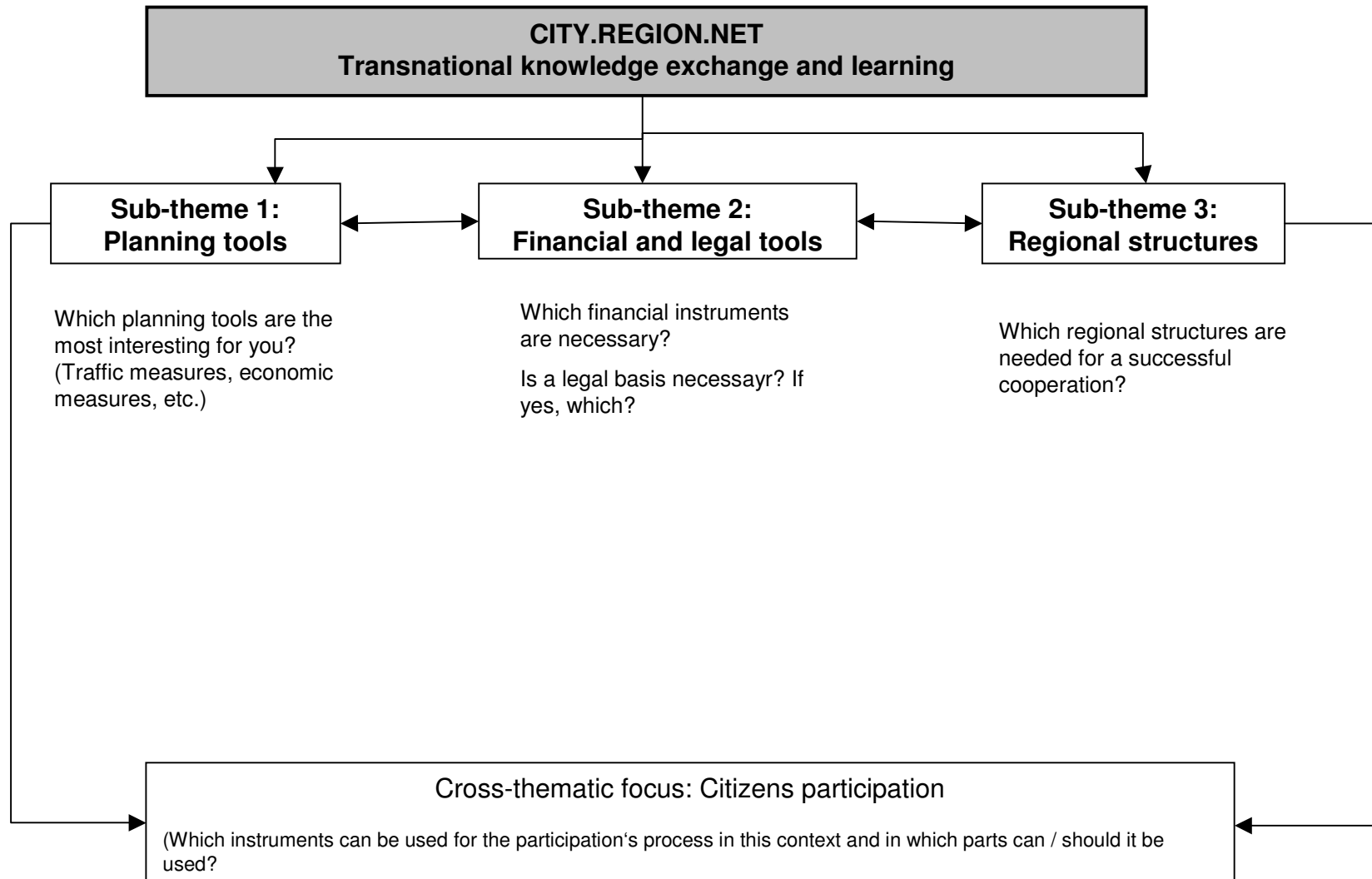
Dissemination, capitalisation and communication

- Effective use of local / regional media to ensure awareness of network
- Capitalise existing practise
- Participation at local /national/ European conferences
- Participation at thematic pole Meetings
- Regular update of network results on Urbact and city websites
- Electronic newsletters

ACTIVITIES



ACTIVITIES and EXPECTATIONS to be further defined



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5. FINANCIAL ISSUES

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6. CONCLUSION OF 1st DAY

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7. URBACT II PROGRAMME

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8. BASELINE STUDY, CITY VISITS

CONTENTS OF THE BASLINE STUDY:

1. Introduction

Main objectives of the Urbact Thematic Network

2. European Overview

EU policies on city-hinterland development, key trends on EU level, current situation and future perspectives

3. Local Overview

Short description of all the partner cities / regions, general information of each partner city (demographic structure, key characteristics, key challenges, information on existing city-hinterland cooperations, key actions taken so far)

4. Existing strategies on integrated city-hinterland development

On national / regional / local / sectoral level

5. Expectations

Description of benefit from the thematic network, key issues of exchange, expected results of exchange, intended Outputs, intended key actions to achieve outputs

6. Local Action Plan

Key topics and contents for Local Action Plan, connection of LAP to Operational Programme, funding possibilities for the actions of LAP

7. Political and administrative background

General information on political and administrative background for integrated city-hinterland development, involvement of city departments and key actors

8. Description of Local Support Group

9. Description of involvement of Managing Authorities

10. Description of working methodology

11. Conclusions and analysis

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8. CITY VISITS

AGENDA FOR CITY VISITS:

Time	Agenda	Contributor
09:00- 11:00	<p>Intake meeting with project coordinator of the city</p> <ul style="list-style-type: none"> • Discussion of main problems and challenges for the city • Expectations for the network • Expected outputs • Local Support Group 	<p>Lead – Thematic Expert</p> <p>City Coordinator</p>
11:00 12:00	<p>Meeting with other relevant departments for the network within the city</p>	<p>Lead – Thematic Expert</p> <p>Heads of other departments</p>
12:00 – 13:00	<p>Meeting with Managing Authority</p> <ul style="list-style-type: none"> • Discussion of the details of the cooperation between city and Managing Authority and its role in the network • Implementation possibilities 	<p>Lead – Thematic Expert</p> <p>City Coordinator</p> <p>Managing Authority</p>
13:00 – 14:00	<p>Meeting with the political representative responsible for the network (if possible)</p>	<p>Lead – Thematic Expert</p> <p>City Coordinator</p> <p>Political representative</p>
14:00 – 15:30	<p>Optional: Lunch and city tour</p>	<p>Lead – Thematic Expert</p> <p>City Coordinator</p>

DATES FOR CITY VISITS:

City	Date	Expert
Kielce	To be defined	Bernd Gassler
Oradea	24.07.2008	Bernd Gassler
Munich	28.07.2008	Doris Kampus
Trikala	30.07.2008	Bernd Gassler
Arezzo	To be defined	Doris Kampus
Châlons-en-Champagne	Sept. 2008 (during 2nd workshop)	Doris Kampus
Chęstochowa	To be defined	Bernd Gassler
Zurich	To be defined	Doris Kampus

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9. LOCAL SUPPORT GROUP, MANAGING AUTHORITY

Why is the establishment of a Local Support Group necessary?

- 1. to improve the impact of URBACT exchange activities at local level*
- 2. to spread the learning from trans-national exchanges to a broader cross-section of local stakeholders*
- 3. to ensure that the lessons learnt lead to change at a local level*
- 4. the large numbers of local stakeholders that will be involved in URBACT LSG's across Europe have the potential for evolving into a much bigger and more cohesive URBACT "community" which can take certain central messages about cities forward to a far broader audience in the next few years*

DUTIES OF THE LOCAL SUPPORT GROUP

1. *They should help to clarify the particular needs or concerns of the city in relation to the Thematic Network or Working Group.*
2. *They should help to identify (mobilise and validate) what the city really has to offer to the project in the form of good practice, existing tools, site visits, policies and other experience.*
3. *They should help ensure that this knowledge is reflected in the baseline study during the Development phase and in the Local Action Plan to be produced during the implementation phase.*
4. *They should help to disseminate the findings of the project to a wider local audience.*
5. *They should act as project champions and help to mobilise the political and institutional support required to ensure that the **Local Action Plan** leads to real change.*

Proposal for composition of Local Support Group

1. Key (Core) Committee of stakeholders (not more than 10 persons) who meet 2-3 times a year

- Possibility to use an existing group as key committee
- Important are: Head or officer of lead department, head / officers of other relevant departments (e.g. economy, regional planning, urban development, finances, chairman of city-hinterland cooperation, member of managing authority, etc.)
- Possibility to organise training sessions for selected members of LSG

2. Wider group of stakeholders who meet once a year

- Relevant local politicians
- Mayors of surrounding municipalities
- Chairmen of other relevant associations or cooperations

3. Max. overall budget for all Local Support Groups during phase 2

= € 70.000,- (phase 1 € 6.000,-)

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9. MANAGING AUTHORITY

Association of Managing Authority?

1. *The MA (managing authority) can enhance the impact of the activities of a thematic network on local policies.*
2. *The MA is necessary to help implement the Local Action Plan.*
3. *The participation of the MA in network workshops is intended and costs for travelling and accommodation are in the budget.*
4. *The MA can also be part of the Local Support Group.*
5. *Max. overall budget for all partners MA for phase 1 = € 40.000,-
(phase 1 € 3.000,-)*

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10. ORGANISATIONAL ISSUES

PROJECT MANAGEMENT

Main principles:

The Lead Partner has the sole administratively, legally and financially responsible party towards the Managing Authority of the URBACT II Operational Programme concerning the due implementation of the project and compliance with obligations arising from the approval of the grant.

Each Project Partner is directly responsible to the Lead Partner for the due implementation of its respective part of the project and for the proper fulfillment of its duties and obligations as set out in the Joint Convention agreement and its annexes.

Administrative and financial Coordination:

- Supplying with demanded signed documents: such as Joint Convention, Letter of Commitment for phase I, II and audit trail
- Supplying with Progress report, account the expenditure in Presage-cte, to set up and implement the first level control

All note in the in the Joint conventions: has to be signed by all partners by end of July, downloadable from the URBACT website, presents an agreement between partners and project partners on:
duties, obligation and responsibilities of the partners regarding project development, reporting, closure, administrative task, finances etc.

PROJECT MANAGEMENT

Scientific management: (Kick-of meeting, steering group meetings of network with experts, final conference): listed in point 11

Periodic reports: amounts report and progress reports; as mentioned in point 5 (financial issues) to deliver half yearly within the deadlines

Elaboration of Final Application – deadline in October and includes:

- the Final Application Form signed and stamped (by the LP)
- 5 financial Excel sheets (from the core partners)
- one signed letter of commitment for each partner included in the partnership
- one signed audit trail for each partner
- one signed letter of intent for each associated Managing Authority
- the Joint Convention signed by all partners
- the certificate of expenditures to be certified for the Development phase (only core partners)
- the baseline study
- Communication and dissemination plan

COMMUNICATION AND DISSEMINATION PLAN

Project Partners activities:

Each partner has to provide the Lead Partner with a contact list of the relevant target group, media list (journalists, medias...), and with all related activities for the elaboration of the Final Application.

Platforms for communication and dissemination:

The newsletter

The Website: Urbact II website, access to the Project Forum

Partners' login are e.g. Username: kielce, Password: kielce!08

Form of direct communication:

Thematic regional conferences in local languages

Annual conferences

Indirect communication: Media relations

Creation of a journalists' database

with press releases / fact sheets/ press conferences / invitations to the conferences

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11. NEXT STEPS (Work programme, Local Action Plan, Final application, Joint convention, Letters of commitment, Dissemination Plan, etc.)

WORK PROGRAMME

SUGGESTED DATES

2008		
Kielce	July	1st steering group meeting
Châlons-en-Champagne	September	2nd steering group meeting
2009		
Arezzo	January	1st meeting of working groups
München	June	2nd meeting of working groups
Trikala	October	3rd meeting of working groups 3rd steering group meeting


WORK PROGRAMME

SUGGESTED DATES

2010		
Zürich	January	4th meeting of working groups
Oradea	June	5th meeting of working groups
Częstochowa	November	6 th meeting of working groups 4th steering group meeting
2011		
Graz	March	Final conference

WORK PROGRAMME

LOCAL ACTION PLAN

CONTENTS of LOCAL ACTION PLAN		
1. Best Practices and key success criteria of a city-hinterland-cooperation	2. Barriers for the success of a city-hinterland cooperation	3. At least 3 policy recommendations (1 short-term, 1 middle-term, 1 long-term)
		
<p>For all 3 sub-themes of the network: Planning tools, Financial & Legal Instruments, Regional Structures</p>		

DEADLINES AND DOCUMENTS NEEDED

Letter of commitment for phase I from the first 5 Cities - end of June

Letter of commitment for phase II from all Partners - end of August

Joint convention - end of July

The Final Application - Phases plan:

1. City Visits for Baseline Study take place from July - August
2. Project Management develops draft version of outcomes of the Baseline Study till end of August.
3. Outcomes of all City Visits will be sent to the partners for feedbacks by Sept
4. Presentation of the outcomes at 2nd common workshop possibly in the middle of Sept.
5. Preparation of the Final Application on basis of the Baseline Study and Communication / Dissemination plan till end of Sept.
6. Submission of the Final Application Form on the 21 of October.

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11. CONCLUSION OF 2nd DAY