

Connecting cities
Building successes



**URBACT III OPERATIONAL PROGRAMME
(2014-2020)**

**CALL FOR PROPOSALS FOR THE CREATION
OF 20 ACTION-PLANNING NETWORKS**

Open 30 March 2015 – 16 June 2015



TABLE OF CONTENT

INTRODUCTION	3
SECTION 1 - ABOUT URBACT III AND TRANSNATIONAL NETWORKS	3
1.1 The URBACT III programme.....	3
1.2 Transnational exchange and learning networks in URBACT III	4
1.3 What's in for cities?.....	4
SECTION 2 - ABOUT ACTION-PLANNING NETWORKS AND BENEFICIARIES	5
2.1. Main objective and expected results	5
2.2. Beneficiaries	5
SECTION 3 - THEMATIC COVERAGE FOR ACTION-PLANNING NETWORKS	7
SECTION 4 - PARTNERSHIPS FOR ACTION-PLANNING NETWORKS	8
4.1. Lead Partner principle	8
4.2. Partnership for phase 1.....	8
4.3. Partnership for phase 2.....	9
SECTION 5 - ACTIVITIES AND WORK PACKAGES	9
SECTION 6 – BUDGETARY ELEMENTS	10
6.1. URBACT III Eligible Intervention rates	10
6.2. Action Planning Network Budgets	10
6.3. Budget for Expertise.....	11
SECTION 7 – DETAILED PROCEDURE FOR THE CREATION OF ACTION-PLANNING NETWORKS IN THE FRAME OF THE CALL FOR PROPOSALS	13
7.1. The 2 phases of URBACT networks	13
7.2. Synthetic overview of the creation of an Action-Planning Network	14
7.3. Stage 1 - Creation and submission of Phase 1 Application	15
7.4. Stage 2 – Eligibility criteria and eligibility check of Phase 1 Applications.....	15
7.5. Stage 3 – Assessment of eligible Phase 1 Applications.....	16
7.6. Stage 4 – Submission to the Monitoring Committee and approval.....	18
7.7. Stage 5 – Creation and submission of Phase 2 Application	18
7.8. Stage 6 – Eligibility check of Phase 2 Applications.....	18
7.9. Stage 7 – Assessment of Phase 2 Applications	20
7.10. Stage 8 – Approval of Action Planning Networks for Phase 2	21
SECTION 8 – PHASE 1 APPLICATION PACKAGE AND PROCEDURE FOR THE SUBMISSION OF APPLICATIONS	22
8.1. Phase 1 application package	22
8.2. Procedure for the submission of phase 1 applications.....	22
SECTION 9 – COMPLAINTS PROCEDURE	23
SECTION 10: CONTENT OF PHASE 1 APPLICATION	24
SECTION 11: IMPORTANT DATES FOR APPLICANTS	25
SECTION 12: USEFUL RESOURCES	26
ANNEX 1 – MAIN COMPONENTS OF THE APPLICATION FORM FOR PHASE 1	27
ANNEX 2 – TEMPLATE LETTER OF COMMITMENT FOR THE LEAD PARTNER.....	29
ANNEX 3 – TEMPLATE LETTER OF COMMITMENT FOR PROJECT PARTNER	30

INTRODUCTION

The URBACT III Operational Programme (CCI 2014TC16RFIR003) was officially adopted on 12 December 2014 by Commission Implementing Decision C(2014) 9857. The adopted Operational Programme (OP) can be found on the URBACT website¹. The OP foresees that URBACT III shall improve the design of sustainable urban strategies and action plans in cities. To do so, the programme will build on transnational action-planning networks to be created by means of open calls for proposals.

In this context, the “Commissariat Général à l’Egalité des Territoires” (CGET) (France), Managing Authority of the URBACT III Operational programme, issues a CALL FOR PROPOSALS FOR THE CREATION OF UP TO 20 ACTION PLANNING NETWORKS.

The terms of reference of the present call for proposals have been approved by the URBACT III Monitoring Committee on 10 March 2015.

This Call for Proposals is open from 30 March 2015 until 16 June 2015, 03 pm CET².

SECTION 1 - ABOUT URBACT III AND TRANSNATIONAL NETWORKS

1.1 The URBACT III programme

The URBACT III Programme is part of the European Territorial Cooperation Objective of the Structural Fund policies for the period 2014-2020. The URBACT III Programme is financed through the ERDF, for which principles and regulations are laid down in EU Regulations N° 1303/2013, 1301/2013 and 1299/2013.

URBACT’s mission is to enable cities to work together and develop integrated solutions to common urban challenges, by networking, learning from one another’s experiences, drawing lessons and identifying good practices to improve urban policies. URBACT promotes exchange and learning between cities. It uses European Structural Funds to achieve its goals. It does not finance investments nor does it carry out pilot projects. As stated in the Operational Programme, URBACT III is driven by the following specific objectives:

- To improve the capacities of cities to manage sustainable urban policies and practices in an integrated and participative way
- To improve the design of sustainable urban strategies and action plans in cities
- To improve the implementation of sustainable urban strategies and action plans in cities
- To ensure that practitioners and decision-makers at all levels (EU, national, regional and local) have increased access to URBACT thematic knowledge and share know-how on sustainable urban development

¹ The URBACT III Operational Programme is available at the following link:

http://urbact.eu/sites/default/files/u_iii_op_adopted_12_december_2014.pdf

² The online tool for submitting Proposals for Phase 1, Synergie-CTE, will close at **3 pm CET on 16 June 2015**. Details on the submission procedure for Phase 1 proposals are provided in sections 7 and 8 of the present Call for Proposals.

1.2 Transnational exchange and learning networks in URBACT III

The core strand of activities of the URBACT III Programme is composed of transnational exchange and learning networks. URBACT transnational networks aim to impact local policies and practices by supporting the design and implementation of sustainable and integrated urban policies. There are 3 different types of networks (please refer to the OP and Programme Manual for more details):

- action-planning networks
- implementation networks
- transfer networks

For Action Planning Networks, object of the present Call for Proposals, the impact on local policies and practices shall be ensured through the production of Integrated Action Plans addressing a specific policy challenge, with the involvement of all relevant stakeholders in a participatory action-planning process (see section 2.1).

The principles and regulations for transnational exchange and learning networks to be implemented within the programme are laid down in the URBACT III Operational Programme. In addition to the Operational Programme, the URBACT III Programme Manual includes specific Fact Sheets outlining how the different tools and actions shall be implemented and shall operate. In particular, potential candidates for action-planning networks are invited to refer to the following Fact Sheets:

- Fact Sheet 1 – The URBACT Programme
- Fact Sheets 2A - Action Planning Networks
- Fact Sheet 2D - Network Creation
- Fact Sheet 2E - Network Management
- Fact Sheet 2F – Financial Management and Control

1.3 What's in for cities?

With transnational exchange and learning networks, the URBACT programme provides cities and urban practitioners with:

- an opportunity to share and learn from peers in cities across Europe
- an opportunity to work with other cities around a specific policy challenge/ problem, to design innovative solutions in the format of integrated action plans or to implement an integrated urban strategy
- tools and trainings in the field of integrated and participatory approaches to urban challenges and policies
- expertise to support the development and delivery of integrated and participatory policy-making, as well as thematic expertise to feed into local policies and practices
- financial support to work with EU partners and develop integrated action plans

More detailed information on what cities can get from taking part in an URBACT network, about the URBACT method, and what is expected from them is available in the Guide for Action-Planning Networks published along with the present call for proposals.

SECTION 2 - ABOUT ACTION-PLANNING NETWORKS AND BENEFICIARIES

2.1. Main objective and expected results

The main objective of Action Planning Networks is to improve the capacity of cities to manage sustainable urban policies and more especially to strengthen the capacity to design integrated strategies for sustainable urban development.

Action Planning Networks are expected to support an organised process of exchange and learning among peers across Europe, with a view to improving local policies through concrete action planning.

By taking part in an Action Planning Network, cities exchange on specific policy challenges and share experiences, problems and possible solutions, generating new ideas to address challenges related to sustainable urban development.

As a starting point, cities willing to get involved in Action Planning Networks shall identify a policy challenge they want to address at local level. Then, they shall commit to develop an Integrated Action Plan that will address this challenge. This Integrated Action Plan will thus be both a driver of the exchange and learning activities, and a key concrete output of their participation in the Action Planning network.

Cities willing to get involved in Action Planning Networks shall also commit to work on their policy challenges with a participatory approach involving all relevant stakeholders (from within the local administration and beyond, civil society, private sector, associations, etc.) in the action-planning process. These key stakeholders will be gathered in an URBACT Local Group. They will be actively involved in the transnational exchange activities and in the development of the Integrated Action Plan to be produced by the city. The participatory approach shall improve the action-planning process and the subsequent delivery of the local policies (strengthening the evidence base, ensuring ownership of the problems identified and of the solutions/ policies developed, creating the conditions for a successful delivery, etc.).

2.2. Beneficiaries

For transnational exchange and learning activities (and thus for Action Planning Networks), the URBACT III Operational Programme identifies the Programme area and defines two categories of beneficiaries: the main beneficiaries (city partners) and other beneficiaries (non-city partners).

The URBACT III **programme area** consists of:

- The 28 EU Member States
- Partner States Norway and Switzerland. Partners from Norway and Switzerland cannot make use of ERDF allocations, but as official partner states in the URBACT III programme partners are co-financed at 50% by national funds.
- Instrument for Pre Accession (IPA) countries. Partners from IPA countries can participate in networks using IPA funding, without receiving ERDF co-financing

- Other countries. Partners from other countries, anywhere in the world, can participate with their own funding.

The **main beneficiaries (city-partners)** for Action Planning Networks shall be cities from EU 28 Member States, Norway and Switzerland willing to develop integrated strategies and action plans for sustainable urban development.

Under URBACT III, the beneficiary “city” refers to the public local authority representing:

- Cities, municipalities, towns;
- Infra-municipal tiers of government such as city districts and boroughs in cases where they are represented by a politico-administrative institution having competences for policy-making and implementation in the policy area covered by the URBACT network concerned in which they are willing to get involved;
- Metropolitan authorities and organized agglomerations in cases where they are represented by a politico-administrative institution having delegated competences for policy-making and implementation in the policy area covered by the URBACT network.

There is no limit of size (population) for cities wishing to participate in URBACT activities.

In addition to city partners, Action Planning Networks can also include a limited number of **other beneficiaries (non-city partners)**. The list of other eligible beneficiaries (non-city partners) is defined as follows:

- Local agencies defined as public or semi-public organisations set up by a city, partially or fully owned by the city authority, responsible for the design and implementation of specific policies (economic development, energy supply, health services, transport, etc.)
- Provincial, regional and national authorities, as far as urban issues are concerned;
- Universities and research centres, as far as urban issues are concerned

In order to be eligible, other beneficiaries (non-city partners) must be **public authorities or Equivalent Public Bodies**³.

For Action Planning Networks, other beneficiaries can join the partnership only after the first approval for Phase 1. All partners involved in Phase 1 application shall be cities. The final partnership for Phase 2 can include a maximum of 3 non-city partners. See section 4 for more details.

³ Based on EU Public Procurement Law, **equivalent public body** refers to any legal body governed by public or private law :

1. established for the specific purpose of meeting needs in the general interest, not having an industrial or commercial character (which does not exclude bodies partly having an industrial or commercial character), and
2. having legal personality, and
3. a) either financed, for the most part, by the State, or regional or local authorities, or other bodies governed by public law,
b) or subject to management supervision by those bodies,
c) or having an administrative, managerial or supervisory board, more than half of whose members are appointed by the State, regional or local authorities or by other bodies governed by public law.”

SECTION 3 - THEMATIC COVERAGE FOR ACTION-PLANNING NETWORKS

As defined in the URBACT III Operational Programme, the thematic coverage of the URBACT III Programme 2014-2020 is in line with the Thematic Objectives (TO) of the EU Cohesion Policy for 2014-2020 and thus strongly linked with the pillars of the Europe 2020 strategy for innovative, sustainable and inclusive growth.

The URBACT III thematic coverage includes the following Thematic Objectives:

- Strengthening research, technological development and innovation (TO1)
- Enhancing access to and use and quality of ICT (TO2)
- Enhancing the competitiveness of SMEs (TO3)
- Supporting the shift towards a low carbon economy in all sectors (TO4)
- Promoting climate change adaptation, risk prevention and management (TO5)
- Protecting the environment and promoting resource efficiency (TO6)
- Promoting sustainable transport and removing bottlenecks in key network infrastructures (TO7)
- Promoting employment and supporting labour mobility (TO8)
- Promoting social inclusion and combating poverty (TO9)
- Investing in education, skills and lifelong learning by developing education and training infrastructure (TO10)

A detailed description of the urban dimension of the 10 Thematic Objectives for EU Cohesion Policy 2014/2020 is available in the Fact Sheet 1 of the URBACT III Programme Manual.

Over the Programming period 2014-2020, URBACT III shall concentrate 70% of resources for exchange and learning activities on Thematic Objectives 1, 4, 6, 8 and 9. Nevertheless the present Call for Proposals for Action Planning networks is open to all 10 Thematic Objectives.

When considered from an integrated approach perspective, all 10 topics are strongly inter-related. Fostering economic competitiveness goes hand in hand with improving social inclusion, and vice-versa. It is expected that the thematic objective chosen will be the main entry point into the network while allowing partners to explore connections with other thematic objectives.

Candidates should also take stock of the available results and knowledge from existing networks in URBACT II and other programmes.

SECTION 4 - PARTNERSHIPS FOR ACTION-PLANNING NETWORKS

Transnational partnerships are cornerstones of URBACT Action Planning Networks. They shall include a **Lead partner** city designated by the partnership among the partners. Transnational partnerships for Action Planning Networks shall be constituted in **two steps**, following the two-stage approach of project creation in URBACT III (approach described under section 7).

4.1. Lead Partner principle

Each network has to appoint a Lead Partner city selected among the network partners. Lead Partners are key actors of transnational partnerships for Action Planning Networks. They take over the full responsibility for management, coordination of activities among the involved partners, implementation of work programme and 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.

Only cities (according to the definition provided under section 2.2) from the 28 EU Member States and from Switzerland and Norway (Partner States) can be Lead Partner of Action Planning Networks.

A city may not be Lead Partner in more than one project at a time (this not only refers to being a Lead partner under this specific call but also includes participation as Lead Partner in Transfer and Implementation networks as part of other Calls for Proposals).

4.2. Partnership for phase 1

Transnational partnerships for Action Planning Networks shall be constituted in two steps. An **initial partnership** shall be set up for the submission of the Phase 1 Application.

The partnership to be proposed for phase 1 of an Action Planning Network shall respect the following rules:

- The partnership shall include a **minimum of 4 and a maximum of 6 cities** (as defined in section 2.2) from **at least 3 Member and Partner States**, which have designated one of the cities as candidate lead partner;
- The partnership shall include **a minimum of 2 cities from Less Developed regions**;

If the project proposal is approved for funding of Phase 1, initial partners will have to complete the partnership during Phase 1, in order to commit for the Phase 2 Application.

A city may not be partner in more than two approved Action Planning Networks at a time.

4.3. Partnership for phase 2

The partnership to be proposed for phase 2 of an Action Planning Network shall respect the following rules:

- The partnership shall include **minimum 8 and maximum 12 partners**, from **at least 3 different Member and Partner States**, which have designated one of the cities as candidate lead partner;
- The partnership shall include **4 partners from Less Developed Regions**⁴ minimum;
- The partnership may include up to **3 other beneficiaries/“non-city partners” maximum** (as defined under section 2.2). Non-city partners included in the final partnership must be public authorities or equivalent public bodies.

A beneficiary (city and non-city partners) may not be partner in more than two approved Action Planning Networks at a time. This should be taken into account when composing the partnership for phase 2.

SECTION 5 - ACTIVITIES AND WORK PACKAGES

The **activities** to be implemented by Action Planning Networks, in each of the 2 phases, are organized around work packages. Each work package has specific objectives, defined actions and related expected deliverables.

Phase 1 shall be structured around 2 work packages:

- Work package 1 – Project management and coordination
- Work package 2 – Project development

Phase 2 shall be structured around 4 work packages:

- Work package 1 – Project management and coordination
- Work package 2 – Transnational exchange and learning
- Work package 3 – Impact on local governance and urban policies
- Work package 4 – Communication and dissemination

In order to support the implementation of the activities of Action Planning Networks, the URBACT Programme provides to each approved Action Planning Network an additional specific budget for the **appointment of experts** (see section 6.3 for budgetary elements). Experts support partners in implementing their transnational activities with both thematic content and methods for exchange and learning.

More especially, the expertise envelope should provide all partners with a package of services including:

⁴ Transition regions are a category of their own. Cities from Transition regions are not assimilated to cities from Less Developed regions. A detailed map with eligible areas for EU Cohesion Policy 2014 is available at the webpage DG Regional and Urban Policy of the European Commission.
http://ec.europa.eu/regional_policy/what/future/eligibility/index_en.cfm

- Expertise for the design and delivery of transnational exchange and learning activities
- Thematic expertise
- Expertise support to partners in designing and delivering integrated and participatory policies

Detailed information concerning specific objectives, activities and expected outputs under each Work Package as well as concerning the additional expertise available for Action Planning Networks are provided in the Fact Sheet 2A of the URBACT III Programme Manual and in the 'Guide to Action Planning Networks'.

SECTION 6 – BUDGETARY ELEMENTS

6.1. URBACT III Eligible Intervention rates

The ERDF co-financing rate for an Action Planning network is calculated at network level on the basis of the different co-financing rates for each partner.

- Partners from 'more developed' regions shall be co-financed at up to 70% by ERDF
- Partners from 'less developed' and 'transition' regions shall be co-financed at up to 85% by ERDF
- Partners from Norway shall be co-financed at up to 50% by Norwegian national funds
- Partners from Switzerland shall be co-financed at up to 50% by Swiss national funds

6.2. Action Planning Network Budgets

The total eligible cost for an Action Planning Network shall be between 600.000€ and 750.000€. The total budget shall be calculated based on the number of project partners and the specific identified needs of these partners. Action Planning Networks requesting the higher budget allocation shall be required to justify this request by demonstrating a higher number of project partners or increased project activity. The Monitoring Committee can approve a lower than requested budget should they consider this is justified.

Action Planning Networks shall be financed using European Regional Development Fund and local, regional or national contributions from city partners according to the rates outlined in section 6.1 above.

An Action Planning network shall operate in two phases. The total eligible cost for the network combining Phases I and II shall be between 600 000€ and 750 000€. The initial budget for Phase I shall not exceed a total eligible cost of 100.000€.

Considering the foreseen workload required in Phase 1 to ensure a well balanced and coherent partnership and a high quality baseline study and Phase 2 application, the costs incurred for this first phase of work shall be considered eligible for refund regardless of the approval of the project into Phase 2.

The budgets for Phase 1 and 2 shall be presented using 5 budget categories as follows:

- i) Staff costs**
Expenditure on staff members employed by the partner organisation, who are formally engaged to work on the project
- ii) Office and Administration Costs**
Operating and administrative expenses of the partner organisation that support delivery of project activities
- iii) Travel and Accommodation Costs**
Expenditure on travel and accommodation costs of staff of partner organisations and associated partners that relate to delivery of the project. This category included travel costs, accommodation costs, costs of meals, visa costs, and/or daily allowances/per diems.
- iv) External expertise and services**
Expenditure for external expertise and services provided by a public or private body or a natural person outside of the partner organisation. This category covers costs paid on the basis of contracts or written agreements and against invoices or requests for reimbursement to external experts and service providers that are requested to carry out certain tasks or activities, linked to the delivery of the project. All additional costs related to external experts (e.g. travel and accommodation expense for external experts) should be recorded under this budget category. This category also includes all costs linked to the organisation of meetings.
- v) Equipment**
Expenditure for equipment purchased, rented or leased by a partner, necessary to achieve objectives of the project.

Detailed information about the eligibility of costs, the methods for calculation and programme specific rules is available in the URBACT III Programme Manual, Fact Sheet 2F - Financial management and control.

6.3. Budget for Expertise

Each network shall have an allocation of € 127 500 maximum to cover the costs of expertise over the lifetime of the project (Phase 1 and Phase 2). This budget available for expertise is additional to the project budget.

As the daily expertise fee for URBACT thematic experts is set at 750 euros/ day all taxes included, this budget corresponds to an envelope of 170 days (including participation to training sessions and other activities at Programme level).

Appointed experts to be funded from this dedicated envelope shall be selected from the URBACT III pool of validated Experts⁵ (see Programme Manual Fact Sheet 2A - Action-Planning Networks and the Guide to Action Planning Networks). The Lead partner and partners shall appoint Lead and ad hoc experts following a specific procedure outlined in the URBACT III Programme Manual (Fact Sheet 2A).

⁵ Pool of URBACT III validated experts are listed in the online database: <http://urbact.eu/experts-list>

For phase 1, the expertise envelope available for each network shall be used to commission an expert who will support the project development phase (baseline study, partnership completion, etc.). The expertise budget will be limited to 30.000 euros (40 days of expertise, including participation to information and training sessions organized by the URBACT Secretariat). In phase 1, only one single expert, designated as Lead expert, may be appointed. No additional ad hoc experts may be appointed from the dedicated expertise envelope. Days not used during phase 1 may be used in phase 2.

For phase 2, the expertise envelope shall be used to appoint a Lead expert and ad hoc experts to support the partnership with the delivery of all planned activities and expected deliverables. Experts shall provide support in terms of methods for efficient exchange and learning activities at transnational level, as well as in terms of thematic input and production of thematic outputs capturing learning coming from the network and partners' experiences.

For phase 2, the allocation of days to the Lead expert shall not exceed 80% of the days remaining in the envelope at the end of phase 1.

The available budget shall cover days of expertise only. Travel and accommodation costs for Lead and ad hoc Experts funded under this envelop shall be covered by the network budget.

Action Planning Networks can contract additional experts for specific tasks (e.g. coordination of the URBACT Local Group, local animation, technical assistance, etc.) through the network budget under the category "External expertise and services".

SECTION 7 – DETAILED PROCEDURE FOR THE CREATION OF ACTION-PLANNING NETWORKS IN THE FRAME OF THE CALL FOR PROPOSALS

7.1. The 2 phases of URBACT networks

In order to improve the quality of networks approved for funding, the URBACT III Programme foresees 2 phases in the life cycle of Action Planning Networks:

- **Phase 1:** Action Planning Networks approved by the Monitoring Committee enter in the 6-month Phase 1. The main aim of Phase 1 is to provide partners of Action Planning Networks with time and resources to ensure:
 - the development of a common vision of the policy challenges/issues to be addressed through the Integrated Action Plan,
 - the enlargement of the initial partnership and the consolidation of a coherent final partnership
 - the elaboration of a shared methodology for the exchange activities.

These elements shall be included in the Proposal for Phase 2 to be submitted at the end of initial 6-month Phase 1.

- **Phase 2:** Action Planning Networks approved by the Monitoring Committee enter in the 24-month Phase 2 for the implementation of the activities at transnational and local level as foreseen in the Phase 2 Proposals

As a consequence of this approach, the creation of Action Planning Networks in URBACT III follows 2 main steps:

- **Creation and submission of Phase 1 Application**

The submission of Phase 1 Applications is the first main step. Its purpose is to select and approve projects that will be funded for the 6-month Phase 1. Information to be provided by applicants in Phase 1 Applications is introduced under Section 10 of the present Call for Proposals and detailed in the “Guide to Action Planning Networks”. Annex 1 presents the outline of main components of the application form.

Detailed information on how to create a Phase 1 Application through the online system Synergie-CTE is provided in the “SYNERGIE-CTE guide for Phase 1 applications”.

The procedure for the submission of the Phase 1 Application is described under section 8 of the present Call for Proposals.

Phase 1 Applications will be checked against the eligibility criteria by the Secretariat and assessed by an independent panel of experts, the *External Assessment Panel* (EAP). Eligible applications, assessed by the EAP and including assessment results and recommendations, will be submitted to the URBACT Monitoring Committee for approval. Only Action Planning Networks approved by the Monitoring Committee will receive funding to implement the activities planned for Phase 1. Eligibility and assessment criteria for the selection of Action Planning Networks for Phase 1 are outlined below in section 7.4. and 7.5.

- **Submission of Phase 2 Application**

The phase 2 application shall be developed during the 6-month phase 1 and submitted at the end of this phase. The submission of phase 2 application is the second main step. This step aims to assess the quality and relevance of project proposals, improve the quality of projects whenever necessary, and approve projects to enter the 24-month Phase 2.

Phase 2 Applications will be checked against the eligibility criteria by the Secretariat and assessed by an independent panel of experts, the *External Assessment Panel* (EAP). The EAP may organize hearings of candidate Lead partners and Lead experts as part of the assessment process. Eligible applications assessed by the EAP along with recommendations, will be submitted to the URBACT Monitoring Committee for the final approval. Only Action Planning Networks approved by the Monitoring Committee will receive funding to implement the main activities planned for Phase 2. Eligibility and assessment criteria for Phase 2 Applications are outlined below in section 7.8 and 7.9.

Projects not approved for Phase 2 will be refunded for the costs incurred during Phase 1 up to a maximum of 100.000 euros.

7.2. Synthetic overview of the creation of an Action-Planning Network

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 III Monitoring Committee. Decisions by the Monitoring Committee shall be final. The different stages of the application procedure are outlined in detail in the Programme Manual (Fact Sheet 2D - Network Creation). They can be summarised as follows:

0. Open call for proposals for the creation of Action-Planning Networks	
1. APPLICATION PHASE 1	
<u>Stage 1</u>	Lead Partner creates and submits Phase 1 Applications and all requested documents to the URBACT Secretariat by 16 June 2015⁶ .
<u>Stage 2</u>	URBACT Secretariat performs eligibility check.
<u>Stage 3</u>	External Assessment Panel carries out assessment of eligible project proposals and issues recommendations.
<u>Stage 4</u>	URBACT Managing Authority submits proposal for the approval of up to 20 Action Planning Networks to the Monitoring Committee. Monitoring Committee approves projects for the 6-month Phase 1. Action Planning Networks approved for Phase 1 shall receive funding and a subsidy contract that marks the final stage of approval of the project for Phase 1. Approx mid-Sept 2015
6-MONTH PHASE 1 FOR APPROVED ACTION PLANNING NETWORKS	

⁶ The procedure for the submission of phase 1 applications is outlined in section 8 of the present Call for Proposals.

2. APPLICATION PHASE 2	
Stage 5	Lead partner submits Phase 2 Application along with requested documents 6 months after the start of Phase 1. Phase 2 Proposal will be completed as a result of Phase I activities (building on the baseline study) Approx mid-March 2016
Stage 6	URBACT Secretariat performs eligibility check.
Stage 7	External Assessment Panel carries out assessment of eligible project applications and issues recommendations. EAP may interview candidate Lead partners and Lead experts and issues recommendations for possible improvements of applications if relevant.
Stage 8	URBACT Managing Authority submits to the Monitoring Committee a proposal for the approval of Action-Planning Networks for Phase 2. Action-Planning Networks approved for Phase 2 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 2E 'Network Management' of the Programme Manual. The project shall then be fully operational and can start working on Phase 2. ⁷ Approx May-June 2016
24-MONTH PHASE 2 FOR APPROVED ACTION PLANNING NETWORKS	

7.3. Stage 1 - Creation and submission of Phase 1 Application

Candidate Lead Partners wishing to apply in the framework of the present Call for Proposals shall create and complete, in English, a Phase 1 Application in the online platform SYNERGIE-CTE.

More information on the content to be provided by Candidate Lead Partners in the Phase 1 Application is provided in section 10 of this Call for Proposals. A "SYNERGIE-CTE guide for Phase 1 applications" is available for technical support.

Phase 1 Applications shall be submitted (through the online platform SYNERGIE-CTE and by email) within the fixed deadline following the procedure described under section 8 of this Call for Proposals.

7.4. Stage 2 – Eligibility criteria and eligibility check of Phase 1 Applications

The URBACT Secretariat will check all received phase 1 applications against the eligibility criteria. Eligibility criteria for Phase 1 applications are minimum requirements, all of which must be fulfilled before a project can be declared eligible for further assessment. They cover organisational, administrative and commitment requirements. Only eligible projects can be submitted by the Managing Authority to the Monitoring Committee for approval.

⁷ Projects not approved for Phase 2 will be refunded for the costs incurred during Phase 1 up to a maximum of 100.000 euros.

The phase 1 proposals submitted to the URBACT Secretariat within the deadline and respecting the procedure outlined in the call will be checked for compliance with the eligibility criteria listed below:

Phase 1 - Eligibility Criteria

- The proposal is submitted in English and respects the procedure outlined in the call for proposals and within the deadline set in the call.
- The proposal is complete including the required documents set out in the call.
- The proposal is complete in terms of information and data required in the documents (all sections in the Phase 1 Application 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 fulfils the requirements for Phase 1 partnership bringing together a minimum of 4 and a maximum of 6 cities (as defined in section 2.2) from at least 3 Member/ Partner States, which have designated one of the cities as candidate lead partner
- The proposed partnership respects the balance between partners from More Developed, Transition and Less Developed regions and includes a minimum of 2 cities from Less Developed regions.
- The candidate Lead partner is candidate Lead partner in one URBACT proposal only.
- All the partners are eligible according to the programme rules.
- The maximum budget for Phase 1 applications (100k total eligible cost) has been respected.

7.5. Stage 3 – Assessment of eligible Phase 1 Applications

Eligible Phase 1 Applications will be assessed and ranked by the External Assessment Panel. Information about the External Assessment Panel is provided in the Fact Sheet 2D of the URBACT III Programme Manual. The assessment criteria for project proposals for phase 1 are outlined below:

Phase 1 - Assessment Criteria

Criterion 1: Relevance of the topic/theme/policy issue addressed	(20/100)
For this criterion, assessors will more especially consider the following dimensions:	
1.1	The proposal contributes to the objectives of the EU2020 strategy and it is in line with one or more of the Thematic Objectives for EU Cohesion Policy 2014-2020
1.2	The thematic approach proposed clearly identifies key urban challenges/issues to be specifically addressed by the network
1.3	The Phase 1 application proposes an integrated response to the challenge
1.4	The proposal documents and demonstrates added value of the proposal compared to previous URBACT networks on related issues. The relationship to existing or previous non URBACT networks is made evident (e.g. Interreg, NGOs. Etc)

Criterion 2: Coherence of the general approach proposed	(20/100)
For this criterion, assessors will more especially consider the following dimensions:	
2.1. The proposed methodology and activities will improve the capacities of cities to design sustainable urban strategies and action plans (Specific Objective 2 for Action Planning Networks in the Operational Programme 2014-2020).	
2.2. The proposal has a clear focus on exchange of experiences and it builds on partners' experience and knowledge	
2.3. The proposed methodology is realistic and coherent (the activities are logically sequenced and linked interlinked)	
2.4. The proposal shows a clear understanding of what is expected in terms of activities and outputs from Action Planning Networks for Phase 2, especially in relation to the organisation of proposed Transnational exchange and learning activities (Work Package 2) and the proposed Impact on local governance and urban policies (Work Package 3)	
Criterion 3: Quality of the proposal for Phase 1	(15/100)
For this criterion, assessors will more especially consider the following dimensions:	
3.1 The work plan for Phase 1 is clearly presented with description of the planned activities and expected outputs	
3.2 The activities are logically interlinked and in line with the objectives for Phase 1 (enlargement of the partnership, production of the Baseline study, elaboration of the Phase 2 Application)	
3.3 The methodology for enlarging the partnership is clearly set out (e.g. call for expression of interest, screening questionnaire, selection process)	
3.4 The Methodology for the production of the Baseline study including its components of State of the Art, partner profiles and synthesis are clearly set out.	
Criterion 4: Quality of initial partnership	(20/100)
For this criterion, assessors will more especially consider the following dimensions:	
4.1 The urban challenges and types of possible policy response to be addressed by the networks are relevant for each of the cities proposed in the initial partnership	
4.2 The proposed partnership for Phase 1 covers a range of EU settings. In cases where the geographical coverage is limited, this is clearly justified in Phase 1 application.	
4.3 The experience of cities involved in the initial partnership is relevant to address the challenges identified in the Phase 1 application and the cities are able to take steps to address these challenges (e.g. having appropriate competence, resources, political support and motivation)	
4.4 Each partner sets out in detail their local situation, their needs and their expected results at local level and these are logically connected	
4.5 Each local partner has identified an appropriately skilled and experienced local coordinator.	
4.6 The designated URBACT expert(s) has relevant experience in supporting transnational exchange and learning activities and relevant expertise in relation with the issues to be addressed by the network	
Criterion 5: Quality of leadership	(20/100)
For this criterion, assessors will more especially consider the following dimensions:	
5.1 The Lead Partner demonstrates competency in managing EU co-financed projects or can ensure adequate measures for management support	
5.2 The named person to act for the Lead Partner (project coordinator) has experience (from attached CV) of this type of work	
5.3 The project coordination at the Lead Partner's is well organised and clearly presented (who will do which tasks) Sufficient resources are indicated for the lead partner tasks	

Criterion 6: Budget and finances for Phase 1**(5/100)**

For this criterion, assessors will more especially consider the following dimensions:

- 6.1. The project budget is proportionate to the proposed work plan and the main outputs and results proposed.
- 6.2. The total partner budgets reflect real partner' involvement (are balanced and realistic).
- 6.3. The project budget is justified, clear and realistic.

7.6. Stage 4 – Submission to the Monitoring Committee and approval

Building on the report provided by the External Assessment Panel, the Monitoring Committee shall decide on the approval of projects to enter Phase 1. Decisions by the Monitoring Committee shall be final.

After approval by the Monitoring Committee, the information on approved projects shall be published on the URBACT website to give the opportunity to other potential partners to join the project. The complete partnership shall be finalised during Phase 1 of the project.

Approved applications shall receive a subsidy contract which marks the final stage of approval of the Phase 1 project. Additional information on the subsidy contract is available in Fact Sheet 2E of the URBACT III Programme Manual. The project shall then be fully operational and can start working on Phase 1.

7.7. Stage 5 – Creation and submission of Phase 2 Application

During Phase 1, the Lead Partner and partners, with the support of the URBACT Expert, shall complete the Phase 2 Application to submit their final proposal for Phase 2. This will be done in English through the online system SYNERGIE-CTE by updating and providing additional information to the initial application submitted for Phase 1. Guidelines for the completion of the Phase 2 Application will be provided by the URBACT Secretariat to the projects approved for Phase 1. 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 experts and a budget by category and partner.

At the end of Phase 1, the Lead partner shall submit their Phase 2 Application and all requested documents to the URBACT Secretariat. The Phase 2 Application shall be submitted to the URBACT Secretariat no later than 6 months following the approval for the project to enter Phase I. The procedure for the submission of the Phase 2 application will be provided to applicants at the beginning of Phase 1.

7.8. Stage 6 – Eligibility check of Phase 2 Applications

The URBACT Secretariat will check all received applications against the eligibility criteria. Eligibility criteria for Phase 2 Applications are minimum requirements, all of which must be fulfilled before a project can be declared eligible. They cover organisational, administrative and commitment requirements. Only eligible projects can be submitted by the Managing Authority to the Monitoring Committee for approval.

The phase 2 proposals submitted to the URBACT Secretariat within the deadline and respecting the procedure outlined in the call will be checked for compliance with the eligibility criteria listed below:

Phase 2 Eligibility Criteria

- The proposal is submitted respecting the procedure outlined in the call for proposals and within 6 months from approval by the Monitoring Committee for Action Planning Networks.
- The proposal is complete in terms of number of documents required and includes the Phase 2 Application. The list of required documents will be provided to approved projects, along with guidelines for Phase 2 Application. It will include a letter of commitment for the Lead partner and 1 letter of commitment per partner
- The proposal is complete in terms of information and data required in the documents (all sections in the Phase 2 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 fulfils the requirements for Phase 2 partnership bringing together a minimum of 8 and a maximum of 12 public bodies, from at least 3 Member and Partner States, which have designated one of the authorities as candidate lead partner.
- The proposed partnership respects the requested balance between partners from More Developed, Transition and Less Developed regions and includes a minimum of 4 cities from Less Developed regions.
- The proposed partnership does not include more than 3 non-city partners (refer to the definition of non-city partners provided in the section 2.2 of the present Call for Proposals).
- All candidate partners are beneficiaries of the programme as defined in the Operational Programme.
- The candidate partners are not involved in more than 2 project proposals for Phase 2 under the related call.
- All the partners are eligible according to the programme rules.
- The maximum budget for Phase 1 and Phase 2 applications together (750k €) has been respected

7.9. Stage 7 – Assessment of Phase 2 Applications

The External Assessment Panel shall proceed to the assessment of eligible Phase 2 Applications, to be submitted to the Monitoring Committee for approval for Phase 2. The assessment criteria for Phase 2 are outlined below:

Phase 2 Assessment Criteria

Criterion 1: Relevance of the topic/theme/policy issue addressed	(20/100)
For this criterion, assessors will more especially consider the following dimensions:	
1.1. The proposal contributes to the objectives of the EU2020 strategy and it is in line with one or several of the Thematic Objectives for EU Cohesion Policy 2014-2020	
1.2. The thematic approach proposed clearly identifies key urban challenges/issues to be specifically addressed by the network	
1.3. The Phase 2 application proposes an integrated response to the challenge	
1.4. The expected results, at network and local level, are relevant to the policy challenge addressed by the partnership	
1.5. The proposal documents and demonstrates added value of the proposal compared to previous URBACT networks on related issues when relevant. The relationship to existing or previous non URBACT networks is made evident (e.g. INTERREG)	
Criterion 2: Coherence of the proposal	(20/100)
For this criterion, assessors will more especially consider the following dimensions:	
2.1. The proposed methodology and activities contribute to the specific objective for Action Planning Networks (Specific Objective 2: To improve the capacities of cities to design sustainable urban strategies and action plans)	
2.2. The proposed methodology builds on partners' experience and knowledge	
2.3. The proposed methodology is realistic and consistent (The different work packages are logically interlinked; the activities are logically interlinked; etc.)	
2.4. The proposal shows a clear understanding of what is expected in terms of activities and outputs from Action Planning Networks, especially in relation to Work Package 2 (Transnational exchange and learning activities) and Work Package 3 (Impact on local governance and urban policies)	
Criterion 3: Quality of the proposal for Phase 2	(20/100)
For this criterion, assessors will more especially consider the following dimensions:	
3.1. The work plan for Phase 2 is clearly presented with description of the planned activities and expected outputs	
3.2. The activities are logically interlinked and in line with the objectives for Phase 2	
3.3. The proposed methodology and work plan demonstrate clear complementarity between the different work packages, and more especially how the transnational exchange activities (work package 2) feed into the production of integrated action plans at partner level (work package 3) and vice-versa	
3.4. The proposal for phase 2 demonstrates how potential recommendations from the External Assessment Panel have been addressed.	
Criterion 4: Quality of proposed partnership	(20/100)
For this criterion, assessors will more especially consider the following dimensions:	
4.1. The urban challenges (policy issue) to be addressed by the network are relevant for all partners	

proposed in the partnership for phase 2.

- 4.2. The proposed partnership covers a wide EU area. In case the geographical coverage is limited, this is clearly justified in the application.
- 4.3. The experience of partners involved in the partnership is relevant to address needs/gaps identified in partners
- 4.4. The local situation, needs and expected results at local level are logically interlinked for each partner
- 4.5. For each partner the proposal defines clear and concrete expected results at local level
- 4.6. The appointed local coordinators who will be responsible for the project in partner institutions have the relevant profile and position in the organisation to contribute to the delivery of foreseen activities and outputs.
- 4.7. The URBACT expert proposed as potential Lead expert has relevant experience in supporting transnational exchange and learning activities and relevant expertise in relation with the issues to be addressed by the network
- 4.8. The proposed framework for the use of expertise resources is clear and is logically related to the proposed work plan and expected outputs.

Criterion 5: Quality of project leadership and management (10/100)

For this criterion, assessors will more especially consider the following dimensions:

- 5.1. The candidate Lead Partner city has experience of leading transnational exchange and learning projects
- 5.2. The appointed officer to act in the name of the Lead Partner (project coordinator) has experience (from attached CV) of this type of work
- 5.3. The organisation of the project coordination at the level of the Lead Partner is clearly presented (human resources identified, allocations of tasks, etc.)
- 5.4. The proposed organisation for project coordination is realistic and consistent

Criterion 6: Budget and finances for Phase 2 (10/100)

For this criterion, assessors will more especially consider the following dimensions:

- 6.1. The project budget is proportionate to the proposed work plan and the main outputs and results proposed.
- 6.2. The total partner budgets reflect real partners' involvement (are balanced and realistic)
- 6.3. The project budget is justified, clear and realistic.

Whereas the assessment of Phase 1 applications shall lead to selecting a number of proposals out of all eligible proposals received as a result of a competitive call, the assessment of Phase 2 Applications shall aim to check the quality of the proposals and to improve these proposals if relevant.

The EAP may seek clarification from the candidate Lead partners and Lead experts by means of interviews and provide recommendations for improvements if necessary.

7.10. Stage 8 – Approval of Action Planning Networks for Phase 2

Based on the final assessment by the External Assessment Panel, the URBACT Managing Authority shall submit to the Monitoring Committee a proposal of projects to be approved

for Phase 2. The Monitoring Committee shall decide on the approval of projects to enter Phase 2. Decisions by the Monitoring Committee shall be final.

Approved applications shall receive an amendment to their original subsidy contract which marks the final stage of approval of the Phase II project. Additional information on the subsidy contract is available in Fact Sheet 2E of the URBACT III Programme Manual. The project shall then be fully operational and can start working on Phase 2.

SECTION 8 – PHASE 1 APPLICATION PACKAGE AND PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

Respect of the procedure outlined in this section is part of the eligibility criteria. Should any of the elements of this procedure not be respected, including deadlines, the application will be considered ineligible.

8.1. Phase 1 application package

To submit a network proposal under the present call, in the form of a phase 1 application, applicants shall complete and submit an application package composed of:

- the signed PDF of phase 1 application completed and submitted through SYNERGIE-CTE;
- the Letters of Commitment for the Lead partner and ALL partners involved in the phase 1 partnership, using the templates provided by the URBACT Joint Secretariat (annexes 2 and 3) and duly signed. Letters of Commitment shall be signed by an elected representative of the partner institution;
- the CV of the project coordinator at the Lead partner;
- the CV of the proposed URBACT Lead Expert for phase 1.

Nota Bene: All documents as listed above are compulsory elements of the application package. Should any of the listed documents be missing, the application will be considered ineligible.

8.2. Procedure for the submission of phase 1 applications

To submit a network proposal under the present call, in the form of a phase 1 application, applicants shall complete the 2 following steps:

- 1) To submit their Phase 1 Application through Synergie-CTE. Only applications submitted in English through Synergie-CTE will be accepted.

The deadline for the online submission of the Phase 1 Applications is 16 JUNE 2015, 03.00 pm CET.

After this deadline, the Synergie-CTE system will be closed.

- 2) To send by email to r.barbato@urbact.eu the whole application package including:
- the scanned signed PDF version of the full Phase 1 Application generated through Synergie-CTE. It must be duly signed by the local coordinator at Lead Partner's level
 - the scanned version of letters of commitment for the Lead partner and all partners included in the initial partnership (one letter for the Lead Partner plus one letter for each project partner) using the template annexed to this Call for Proposals. Letters of Commitment shall be signed by an elected representative of the partner institution
 - the CV of the Project Coordinator at the Lead partner
 - the CV of the proposed URBACT Lead Expert for Phase 1

The email shall be received by the URBACT Secretariat no later than 17 JUNE 2015, 03.00 pm CET.

Nota Bene: in order to avoid technical problems related to the size of the email and attached documents, it is strongly recommended that the size of the email shall not exceed 5Mo. Applicants are advised to scan all documents in PDF (not JPEG).

SECTION 9 – COMPLAINTS PROCEDURE

Lead partners of rejected project proposals are informed in writing about the reasons why an application was not eligible or not approved. Questions in relation to the assessments will be examined and answered by the Managing Authority/Joint Secretariat. Projects that have not been selected for funding have the right to file a formal complaint on the decision of the Monitoring Committee.

In principle, complaints can only be lodged against the following criteria: (1) the assessment does not take into consideration information supplied in the application and (2) the project assessment and selection process failed to comply with the specific procedures laid down in the call publication and programme manual, which as a consequence may have affected the decision.

Only the project's lead partner can file a complaint. Potential partner complaints have to be passed through the lead partner. Complaints should be submitted electronically to the joint secretariat within 3 weeks after the official notification of the non-selection of the project by the Managing Authority. This deadline shall not prejudice the start of the other projects approved by the Monitoring Committee.

The complaints will be examined and answered by a complaint panel involving the chair of the URBACT Monitoring Committee, the URBACT Managing Authority/ Joint Secretariat and the chair of the External Assessment Panel. If deemed necessary, the complaint panel may decide to submit a complaint to the Monitoring Committee of the programme for review.

SECTION 10: CONTENT OF PHASE 1 APPLICATION

Projects wishing to apply for funding within the frame of this Call for Proposals shall fill in and submit the Phase 1 Application through the online Synergie-CTE platform. All applications shall be filled in in English. Proposals for Phase 1 mainly cover the initial 6 months (in terms of work programme and budget) but also outline applicants' proposal for phase 2, more especially regarding the thematic entry and methodological approach, so as to provide elements on what could be expected if the project is approved for phase 2.

Here below is the list of the main sections to be completed in order to submit a Phase 1 Proposal:

- **Presentation of the project proposal:** applicants shall define the main issue/policy challenge to be addressed by the network, highlighting the link with the EU2020 strategy and the Thematic Objectives for Cohesion Policy 2014 as well as explaining how the project will contribute to the specific objective for Action Planning Networks.
- **Presentation of the main approach proposed:** applicants shall describe the methodological approach they want to apply in order to facilitate the transnational exchange activities at transnational level and the local activities for the co-production of Integrated Action Plans. Under this section applicants shall demonstrate how the proposed methodological approach, actions and deliverables are logically interlinked.
- **Presentation of the proposed initial partnership for Phase 1:** as already stressed above, transnational partnerships for Action Planning Networks shall be constituted in two steps following the 2-stage approach for network creation. In the framework of the Phase 1 Application applicants are requested to present only partners included in the initial partnership. More especially applicants are requested to highlight:
 - The local situation of initial partners in relation to the policy issue/topic addressed by the network
 - The experience of initial partners in dealing with the policy issue/topic addressed by the network and their potential contribution to the exchange and learning activities
 - The specific needs and expected results of initial partners
- **Description of the main activities to be implemented during Phase 1:** applicants shall describe how the main activities included under the 2 Work Packages for Phase 1 (WP1 Project Management and Coordination and WP2 Project development) will be implemented. More especially applicants are requested to detail the proposed approach for the enlargement of the initial partnership during Phase 1 as well as for the production of the Baseline study. Detailed information concerning the Baseline study is available in the Guide for Action Planning Networks.
- **Budget for Phase 1:** applicants shall provide information about the budget required to deliver the activities proposed based around 5 budget categories. An individual project partner budget shall also be provided. More detailed information on budgetary issues can be found in section 6 of this document and in the Guide for Action Planning Networks.

For the preparation of the Phase 1 Applications applicants are requested to refer to:

- Fact sheet 2A of the URBACT III Programme Manual
- 'Guide to Action Planning Networks' for detailed information concerning the main activities to be implemented during Phase 1 and Phase 2
- "SYNERGIE-CTE guide for Phase 1 applications" for practical instructions on how to complete and submit Phase 1 Proposals through Synergie-CTE
- Sections 7 and 8 of the present Call for Proposals for information concerning the procedure (including deadlines) for submission of Phase 1 Applications

SECTION 11: IMPORTANT DATES FOR APPLICANTS

Applicants are invited to take note of the 6 following milestones:

- **Submission of APN Phase 1 application form**

Phase 1 Application form shall be submitted in the Synergie-CTE system by **16 June 2015, 03.00 pm CET**⁸ latest, following the procedure outlined above in section 8.

- **E-mail submission of application package**

The signed documents shall be submitted by e-mail by **17 June 2015, 03.00 pm CET** latest, following the procedure outlined above in section 8

- **Approval for Phase 1**

Eligible project proposals will be submitted to the Monitoring Committee for approval of funding for Phase 1. The Monitoring Committee meeting is scheduled on **11 Sept 2015**.

- **Training session at the beginning of Phase 1**

Lead Partners and URBACT Experts of approved projects will be requested to attend the Training Session organized in Paris from **30 Sept to 02 Oct 2015**.

NOTA BENE: Lead partners shall foresee that their proposed URBACT expert as well as the persons who will be in charge of project finances and communication (so-called "finance officers" and "communication officers") attend this training session.

- **Training session on Synergie-CTE for project management**

Projects coordinators and financial officers of Lead Partners will be requested to attend the Training Session organized in Paris on **26-27 Nov 2015**.

- **Training for First Level Controllers**

First Level Controllers will be requested to attend the training session organized in Paris **early 2016** (exact date to be confirmed).

⁸ The online platform for submitting Proposals for Phase 1, Synergie-CTE, will close at 3 pm CET on 16 June 2015. The submission procedure, list of required documents and deadline are outlined in section 8 of the present Call for Proposals.

SECTION 12: USEFUL RESOURCES

- **URBACT Secretariat**

Applicants may contact members of the URBACT Secretariat for clarification related to the submission of applications. For all questions concerning the Call for Proposals for Action Planning Network, applicants are invited to contact Raffaele Barbato, Senior Networking Officer (r.barbato@urbact.eu).

- **Frequently Asked Questions**

A Frequently Asked Questions (FAQ) section is available on the URBACT website: <http://urbact.eu/faq>

- **Useful Documents**

In preparing their Phase 1 Application, applicants are invited to refer to the following documents:

- URBACT III Operational Programme
- URBACT III Programme Manual, and in particular
 - Fact Sheet 1 – The URBACT Programme
 - Fact Sheet 2A – Action Planning Networks
 - Fact Sheet 2D – Network Creation
 - Fact Sheet 2E – Network Management
 - Fact Sheet 2F – Financial management and control
- “Guide to Action Planning Networks”
- “SYNERGIE-CTE guide for Phase 1 applications” (this guide is currently being developed. It will be available on the URBACT website as soon as possible)
- URBACT Toolkit for Local Support Groups (produced for networks under URBACT II, it is still highly relevant for future Action Planning Networks)

ANNEX 1 – MAIN COMPONENTS OF THE APPLICATION FORM FOR PHASE 1

1. PROJECT SYNTHESIS
1.1. Project identity (incl. title and duration)
1.2. Summarized description of the issue to be addressed
1.3. Initial partnership
1.4. Thematic objective
1.5. Total budget for Phase 1
2. PRESENTATION OF PROJECT PROPOSAL
2.1 Thematic content
2.1.1 Definition of the issue/ policy challenge to be addressed
2.1.2 Link to EU 2020 strategy and 10 Thematic Objectives
2.1.3 Potential contribution of the project to the URBACT Specific Objective 2 (related to action-planning networks)
2.1.4 Added-value compared to past URBACT projects on similar/ close issues
2.2 Proposed approach for the different work packages
2.2.1 Description of Work Package 1- Project management
2.2.2 Description of Work Package 2 - Transnational exchange
2.2.3 Description of Work Package 3 - Local policies and local governance
2.2.4 Description of Work Package 4 - Communication
2.2.5 Logical frame (articulation between the different work packages)
3. PARTNERSHIP
3.1 Profiles of initial partners in relation with policy challenge to be addressed
3.1.1 Local challenges in relation to the policy issue identified,
3.1.2 Strategies and actions already implemented to tackle the policy challenge,
3.1.3 The experience of the partner in terms of working through transnational exchange in relation to the selected topic
3.1.4 The potential contribution to the network activities of exchange
3.1.5 The scope of the Integrated Action Plan to be produced,
3.1.6 The key stakeholders to be involved at local level,
3.1.7 Expected results beyond the production of the Integrated Action Plan (in terms of learning, capacity building, etc)
3.2 Rationale for initial partnership
3.3 Proposed Lead Expert for Phase 1
4. DESCRIPTION OF PROJECT FOR PHASE 1 – PROJECT DEVELOPMENT
4.1 Description of Work package 1 - Project management
4.1.1 Proposed actions
4.1.2 Expected deliverables
4.2 Description of Work package 2 - Project development
4.2.1 Actions proposed
4.2.2 Proposed approach for the enlargement of the partnership during Phase 1
4.2.3 Methodological approach for the baseline study to be completed during Phase 1
4.2.4 Expected deliverables
4.3 Work plan for Phase 1
5. PROJECT MANAGEMENT AND LEADERSHIP
5.1 Lead partner experience (highlights of city's experience)
5.2 Experience of proposed project coordinator
5.3 Proposed organization for project management Phase 2

6. BUDGETARY PROPOSAL
6.1 Financial contribution by partner and source (incl. ERDF and local contribution)
6.2 ERDF per year
6.3 Expenditure per partner, per year and budget subcategory
6.4 Expenditure per year and budget category
6.5 Project cost per budget line
6.6 Project costs per budget category – Justification/Explanation
7. SIGNATURE
Signature of the Lead Partner/project coordinator

ANNEX 2 – TEMPLATE LETTER OF COMMITMENT FOR THE LEAD PARTNER

The text shall be inserted in the Lead Partner’s headed paper with the relevant project data.

URBACT III Managing Authority
5, Rue Pleyel
93283 Saint Denis Cedex
France

Dear Madam, Sir,

The city of [... *name of the institution*...] confirms its commitment to be the Lead Partner in the activities of the URBACT *Action Planning Network* proposal entitled [...*project title* ...]. The specific challenge we wish to address in this *Action Planning Network* as a Lead Partner is [...*brief description of theme addressed*].

We are convinced that by working through this URBACT network, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT III Programme, we will ensure the overall coordination of the network, take on roles and implement activities as indicated in the Phase 1 work plan. More especially, we commit to organise two transnational meetings, to coordinate the production of the Baseline study, to identify key local stakeholders to be involved and to produce a Phase 2 Application.

To this end we also formally commit to engaging the funds needed to co-finance ERDF. The details of this contribution are outlined within the Phase 1 application.

Yours sincerely⁹

Name in capital letters:

Function



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.).

ANNEX 3 – TEMPLATE LETTER OF COMMITMENT FOR PROJECT PARTNER

The text shall be inserted in the Partner’s headed paper with the relevant project data.

URBACT III Managing Authority
5, Rue Pleyel
93283 Saint Denis Cedex
France

Dear Madam, Sir,

The city of [.....*name of partner institution*.....] confirms its commitment to be Project Partner in the activities of the URBACT Action Planning Network proposal entitled [.....*title of project*.....] led by [.....*name of Lead partner institution*.....].

The specific challenge we wish to address in this Action Planning Network as a Project Partner is [.....*brief description of theme addressed*.....].

We are convinced that by working through this URBACT network, we will be able to better address these challenges. In this context, if the proposal is approved within the framework of the URBACT III Programme, we will participate in the project, take on roles and implement activities as indicated in the Phase 1 work plan. More especially, we commit to participate in the transnational meetings planned, to contribute to the production of the Baseline study, to identify key stakeholders to be involved and to contribute to the production of the Phase 2 Application.

To this end we also formally commit to engaging the funds needed to co-finance ERDF. The details of this contribution are outlined within the Phase 1 application.

Yours sincerely¹⁰

Name in capital letters:

Function



¹⁰ The signing 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.).