Terms of Reference:

GOOD PRACTICE CALL

Open 5 December 2016 – 31 March 2017

December 2016

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Preface

Europe is an urban society, with 75% of citizens living in urban areas. There is widespread recognition that cities are where we must find the solutions to many of the environmental, economic and social problems we face. Consequently, the EU's 2014-2020 funding programme has channelled resources to urban areas and the Urban Agenda for the EU clearly sets out the priorities.

Across Europe and increasingly on a global scale, cities face comparable problems. For more than a decade URBACT has invested in city networks designed to tackle shared challenges using the URBACT method. In 2017 the URBACT Programme will launch its first call for a new type of network, based on the transfer of good practice. These new networks acknowledge the huge potential for cities to collaborate and share effective solutions across Europe and beyond.

The design of the URBACT Transfer networks will apply important lessons learned from a successful series of pilot projects. One key lesson is the adoption of a two-stage process, the first of which will be a call for good practices with transfer potential. That is the focus of this Good Practice Call. Following this, URBACT will issue a call for Transfer networks, with the Lead cities drawn from the Good Practice pool.

An initial gathering and showcasing of good practices will be organised. This event will give 'URBACT Good Practice Cities' visibility in the European arena. It will also provide other cities with the chance to understand these Good Practices, with transfer in mind. The principle underpinning the Transfer Networks – drawn from the pilot experience – will be "Understand, adapt, reuse."

This principle is important. It makes it clear that URBACT's end goal is not the gathering of good practices, but their effective transfer across Europe's cities.

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1 Introduction

The URBACT programme[1] enables cities to work together and develop integrated solutions to common urban challenges by networking, drawing lessons from peer reviews and identifying good practices to improve urban policies.

After 14 years of driving change in European cities[2], URBACT is now issuing a Good Practice Call. This call invites cities to come forward with their good practices in the field of sustainable integrated urban development to:

- Be part of the pioneering group of URBACT Good Practices to be widely promoted at EU and international level
- Be able to share the Good Practice within the framework of a Transfer Network (Call to be published in September 2017)

In a context where many cities are seeking to address growing challenges with diminished resources it is important to identify good practices in the field of integrated and sustainable urban development and share those among peers. In other words, why risk wasting precious resources reinventing the wheel, when another city might already have taken steps to solve the problem.

On this basis, the "Commissariat Général à l'Egalité des Territoires" (CGET) (France), Managing Authority of the URBACT III Operational programme, issues a GOOD PRACTICE CALL.

The terms of reference of the present Good Practice call were approved by the URBACT III Monitoring Committee on 5 October 2016.

This Call for Proposals is open from 5 December 2016 to 31 March 2017[3].

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[1] 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.

[2] The URBACT Programme has been driving change in European Cities through a particular method blending transnational exchange and learning, integrating economic/environmental/social policies and fostering co-production processes – the so-called URBACT Method.

[3] Application received after midnight 31 March 2017 will not be eligible for assessment. More details on the submission procedure are provided in the **section 5** of the present Good Practice Call.

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2 Why apply?

Successful cities will have their good practices promoted by URBACT and will have the opportunity to apply to share their experience within the framework of Transfer Networks enabling also the subsequent enhancement of the good practice in their own city. As a result of the adaptation and re-use of good practice, it is expected that European cities will improve their integrated urban policies and the delivery of these policies on the ground.

All the cities with the selected good practices will be awarded the title *URBACT Good Practice City.* They will be promoted widely to a range of audiences with an interest in sustainable integrated urban development through the following activities:

- **A "Show-case" event organized by URBACT**[4] where all the selected cities with good practices will take part and have the opportunity to network with European and city policy-makers. The event will promote examples of leading practices and raise awareness of the forthcoming call for Transfer Networks. One delegate representing the selected Good Practice will be refunded by the programme to take part in the event and play an active role.

- **A series of promotional activities** highlighting the selected good practices, notably**:**
  - A compilation publication of the URBACT Good Practice Cities
  - Presentation of the selected good practices in major URBACT publications
  - A dedicated webpage with URBACT Good Practice City profiles
  - A possibility to present the selected good practice in a national context using National URBACT Points
  - Videos and other visual communication tools

- **Becoming an advocate of sustainable integrated urban development** at URBACT events and capacity-building activities (workshops and conferences at programme and project level) including the activities related to the contribution to Urban Agenda for EU.

AND,

- **Opportunity to share the experience** within the framework of a Transfer Network meaning the following:
  - An opportunity to <u>lead and mentor</u> the process of understanding, adapting and reusing the good practice.
  - <u>Refining and improving</u> your own methodology through peer reviews and with the support of an URBACT expert.
  - The learning captured with other partners could lead to a <u>wider recognition</u> of the potential for reuse of the good practice across Europe and beyond, therefore increasing the <u>visibility of your city</u> in the arena of urban practitioners and among URBACT partners (European Commission, Urban Innovative Action, European Investment Bank, UN Habitat, etc.).

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[4] **The "Show-case" event for the selected Good Practices will take place end September 2017 (exact place and dates to be communicated).** The one-and-a-half day event will be designed in a dynamic, participative and practical way with a view to making a contribution to the Urban Agenda for the EU debate The **presence of selected cities is compulsory for this event !** To assure a high level of turnout and effective distribution of selected good practices, URBACT will ensure an effective communication comprising social media and attractively packaged publications, videos, etc.

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3 Who is eligible?

Eligible beneficiaries for the Call for Good Practices are "cities" and "other public authorities" from EU 28 Member States, Norway and Switzerland as defined below:

For the URBACT III programme, "cities" as eligible beneficiaries are defined as 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.

Other public authorities or Equivalent Public Bodies[5]are also eligible in the present call 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.).

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[5] 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."

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4   What kind of good practices are eligible?

The URBACT Programme operates on the principles of sustainable integrated urban development. This call is seeking good practices which are addressing complex challenges in urban environments by using the integrated and participative approach to problem-solving and consequently making our society more sustainable.

A good practice as understood in URBACT is not only a practice that is good, but a practice that has been proven to work well by ensuring desired results, and could be recommended as a model. It is a successful experience, which has been tested and validated, and deserves to be shared so that a greater number of cities can adopt it. The criteria are further explained in section 4.2.

4.1   URBACT principles

All the good practices selected should respect the URBACT values as outlined below:

Sustainable urban living:
Urban development can only be sustainable when it is accompanied by measures designed to reduce poverty, social exclusion and environmental problems. URBACT is committed to the values and principles of sustainable development[6] as a main orientation for driving change in cities towards the sustainable urban living.

Integrated and participative approach:
The integrated approach brings together social, economic and environmental actions to address policy challenges in a holistic manner.   URBACT believes that integrated urban development promotes a genuine solution to complex urban problems.

URBACT often refers to **horizontal integration** for interventions that combine physical, economic, social and environmental dimensions, **vertical integration** when explaining cooperation between all levels of government and local players (local administration, civil society, private sector, etc., and between different levels of governance (local, regional national, EU), and, **territorial integration** for interventions that consider the placement of one territory as part of a greater territorial system (e.g. functional urban area).

4.2   Criteria for the selection of good practices

The criteria below shall provide an understanding of what URBACT expects from the 'good practice' in cities.

The criteria have been designed with the intention of establishing a clear focus for the assessment of good practices in relation to the potential for transfer through an URBACT Transfer Network.

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[6] More information about the values, principles and objectives of sustainable development are available in Brundtland report accessible via http://www.un-documents.net/wced-ocf.htm; and United Nations Sustainable development goals accessible via: http://www.un.org/sustainabledevelopment/sustainable-development-goals/

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The criteria for the assessment of good practices come under four headings, as follows:

a) Relevance
- o   Does the good practice address an issue widely faced by cities?
- o   What are the solutions it offers?

b) Fit with Principles of integrated and sustainable urban development
- o   How does the good practice build on the sustainable and integrated approach to tackling urban challenges?
- o   What evidence is there of a participatory approach in project development and implementation, involving relevant stakeholders?

c) Evidence base
- o   How is the practice documented?
- o   What difference has it made?
- o   Have the results been assessed and documented by an independent party?

d) Transferability
- o   Do you think your good practice would be interesting for other European cities?
- o   Is the practice linked to any specific national governance/legislative context?
- o   Is there scope to amend the practice to suit other city contexts?
- o   What was the cost of the practice and how was it financed in your city?
- o   How sustainable is the practice in the long run? Is it still operating in your city?

NOTA BENE:

All candidates submitting proposals will be asked whether they are committed for transferring their good practice through an URBACT Transfer Network. Although not a formal criterion for selection, the programme aims at getting a high number of cities willing to lead a Transfer Network.

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5 Submission procedure

To submit the Good Practice proposal, applicants must complete the following steps:

1. Fill in the online application form (in English).
   - The content of the application form is provided in the Annex of the present call.
   - The direct link to the online application platform is provided on the dedicated webpage: http://urbact.eu/goodpracticecall

2. The application should be supported by relevant material that can help the assessors to understand your practice.

The support package shall be composed of:
   o COMPULSORY:

   ✓ Good Practice Summary (further instructions provided in annex of this call)
   ✓ 2 images presenting your good practice

   o OPTIONAL:

   ✓ Materials - short documents, infographics, video[7]etc. you may deem relevant for supporting your application (in English or with English summary)

3. The support materials should be indicated in the application form and sent by email to goodpracticecall@urbact.eu. *Please indicate the* <u>title of the good practice</u> *in the subject of the email as indicated in the application form.*

The submission of the Good Practice applications is paper free.

The submission period for Good Practice proposals will be open until midnight 31 March 2017[8].

NOTA BENE:
Applicants are allowed to submit more than one proposal for Good Practice. However, the cities with several selected good practices willing to take the role of the Lead partner in a Transfer network will be able to lead only one approved network.

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[7] It can be as well a short 'pitch' video explaining the project in a nutshell that may be recorded with a smart phone camera or similar. Please provide English subtitles or written explanation if the video is not in English. You can send it as well as hyperlink.

[8]Proposals received after the deadline will not be eligible for assessment.

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6 Assessment process

All submitted proposals will be reviewed by the URBACT Secretariat for compliance with the eligibility criteria outlined below:

<u>Eligibility Criteria for Good practices</u>

o The application form is filled in and submitted in English, respecting the procedure outlined in the call for proposals and within the notified deadline.

o The candidate is eligible according to rules set out in the present Call.

URBACT has set up a 2-step process for the assessment and selection of good practices to be included into the pool of 'URBACT Good Practice Cities'.

The Assessment panel

The Assessment panel will rate all the eligible proposals for good practices against a scorecard linked to the criteria stated in section 4.2.

The assessment panel will include:
- URBACT Programme experts
- URBACT Secretariat staff members
- Independent external advisers as necessary

Approval by the Monitoring Committee

The results of the assessment will be submitted to the URBACT Monitoring Committee for final approval of the selected good practices.

After approval by the Monitoring Committee, the information on selected good practices shall be published on the URBACT website.

The URBACT Secretariat shall notify all the applicants about the results of the selection process by email.

The selected good practice will be awarded the title **'URBACT Good Practice City '**.

7 Important dates for applicants

Applicants are invited to take note of the following milestones:

- **Submission of applications**

Good practice applications shall be submitted by midnight **31 March 2017** at the latest, following the submission procedure outlined in section 5.

- **Selection of good practices**

Eligible proposals will be assessed by the Assessment panel based on the criteria stated in section 4.2. The assessment and selection shall be finished by **end May 2017.**

- **URBACT Good Practice City Festival**

All the cities with selected good practices should be available to attend the Show-case event that will take place **end September 2017 (exact place and dates to be communicated).** Costs of one person representing the selected Good Practice will be covered by the URBACT programme.

- **Call for Transfer Networks**

The call for proposals for Transfer Networks will be published in September 2017 prior to the URBACT Good Practice City Festival.

By submitting an application form for good practices you could be asked (in case of being selected) to take part in promotional activities organised by the URBACT Secretariat (travel costs will be covered by the programme) and you accept that your practice be published and highlighted in digital and printed URBACT communication tools.

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8 Useful resources

- **URBACT Secretariat**

For all questions concerning the Good Practice Call, applicants are invited to contact the URBACT Secretariat on the following email address - goodpracticecall@urbact.eu

- **URBACT articles on our website & blog**

If you want to learn more about the type of urban practices URBACT supports, please visit our website and blog which offers a great variety of articles organised by topics:

- http://urbact.eu/
- http://www.blog.urbact.eu/
- Articles:
  http://urbact.eu/good-practice-call-difference
  http://urbact.eu/cities-and-good-practice-lessons-urbact-transfer-pilots

- **Useful Documents**

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 2C – Transfer Networks

All documents, templates and direct links needed for the submission of Good practice proposals are available on the webpage dedicated to the call: http://urbact.eu/goodpracticecall

*We are looking forward to adding value
to your good practices!*

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Annex – The template of the online application form

The present application form shall be submitted in English through the online tool[9]. The direct link is provided on the dedicated webpage: http://urbact.eu/goodpracticecall

1. Applicant information

Name of the City:	EU Member/ Partner State:	Title of the Good Practice:	Committed to share your good practice in the framework of Transfer Network:
abc	abc	abc	Yes/ No

Contact details of the person representing the applicant	*Name and Surname, function, email contact*
Contact details of the official who holds the responsibility behind the good practice and who authorised this application	*Name and Surname, function, email contact*

Website (optional)	*Internet address*

2. Good practice introduction

This section shall provide information for URBACT Good Practice City profiles to be published on URBACT website.

One liner	*Please present your good practice with a short sentence (max 150 characters)*
Good Practice pitch	*Please present the essence of your good practice a short description to be used for promotional purposes (max 1000 characters)*

3. Relevance

1: Does the good practice address an issue widely faced by cities?

Please describe the relevance of your practice taking into consideration the common challenges cities are facing today in Europe.

(Max 1500 characters)

2: What are the solutions offered by the good practice?

Please describe.

(Max 1500 characters)

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[9] Please note that once you start filling in the online application form you will not be able to save your data and finalise it later. You need to submit all the requested information in one visit. We strongly advise you to prepare your answers in advance before filling in the online application.

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4. Fit with URBACT Principles

3: How does the good practice build on the sustainable and integrated approach to tackle urban challenges?

Please explain. More information about the URBACT principles can be found in section 4.1 of the Good Practice Call and on the URBACT website (FAQ, Integrated urban development thematic section, etc.)

(Max 1500 characters)

4: What evidence is there of a participatory approach in project development and implementation, involving relevant stakeholders?

Please provide details.

(Max 1500 characters)

5. Evidence base

5: How is the practice documented?

Please provide link to references and consider sending relevant materials within the 'support package'.
(Max 250 characters)

6: What difference has it made?

Please provide details about the impact, results achieved, evidence etc.

(Max 1500 characters)

7: Have these results been assessed and documented by an independent party?

If yes, please consider sending the documents in the 'support package'. If no independent evaluation has taken place please explain how the practice was monitored in the 'Good Practice Summary' to be sent within the support package (section 7 of this form).
(Max 250 characters)

6. Transferability

8: Do you think your good practice would be interesting for other European cities?

Please justify.

(Max 1500 characters)

9: Is the practice linked to any specific governance/legislative context (national, regional, etc.)?

Please explain how this impacts on the potential to reuse.

(Max 1500 characters)

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10: Is there scope to amend the practice to suit other city contexts?

Please explain how your good practice can be adapted and upgraded in different circumstances. *(Max 1500 characters)*

11: What was the cost of the practice and how was it financed in your city?

(Max 250 characters)

12: How sustainable is the practice in the long run? Is it still operating in your city?

Please explain how. *(Max 1500 characters)*

7. Support package

SUPPORT PACKAGE Shall be sent by email goodpracticecall@urbact.eu	• **Good Practice Summary (Compulsory)** We suggest to include the following elements: - The problem and proposed solutions - Timeframe, dates, important milestones - The link to the specific strategy (with key themes, subthemes, actions) - The main outputs for achieving objective, innovative elements - Results achieved, monitoring - Potential for re-use and improvement *The document shall be sent in word or pdf format. The summary shall not exceed approx. 5000 characters.*
	• **2 photos presenting your good practice (Compulsory)** *The 2 photos shall be sent in jpg or png format*
	• **Materials - short documents, infographics, video etc. you may deem relevant for supporting your application (in English or with English summary)** Examples: - Document example 1: Toolbox for DIY recreation spot - Document example 2: Achieved results (based on data analysis) - Example Video: Interviews with inhabitants *If the document relates to one of the criteria questions, please refer it in the title of the attachment.*

8. Disclaimer:

By submitting this application the applicant confirms the accuracy and correctness of the information provided.

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