



Terms of Reference

TRANSFER NETWORKS SECOND WAVE APPLICATION PROCEDURE

Deadline 29 April 2021 (15:00 CET)

March 2021

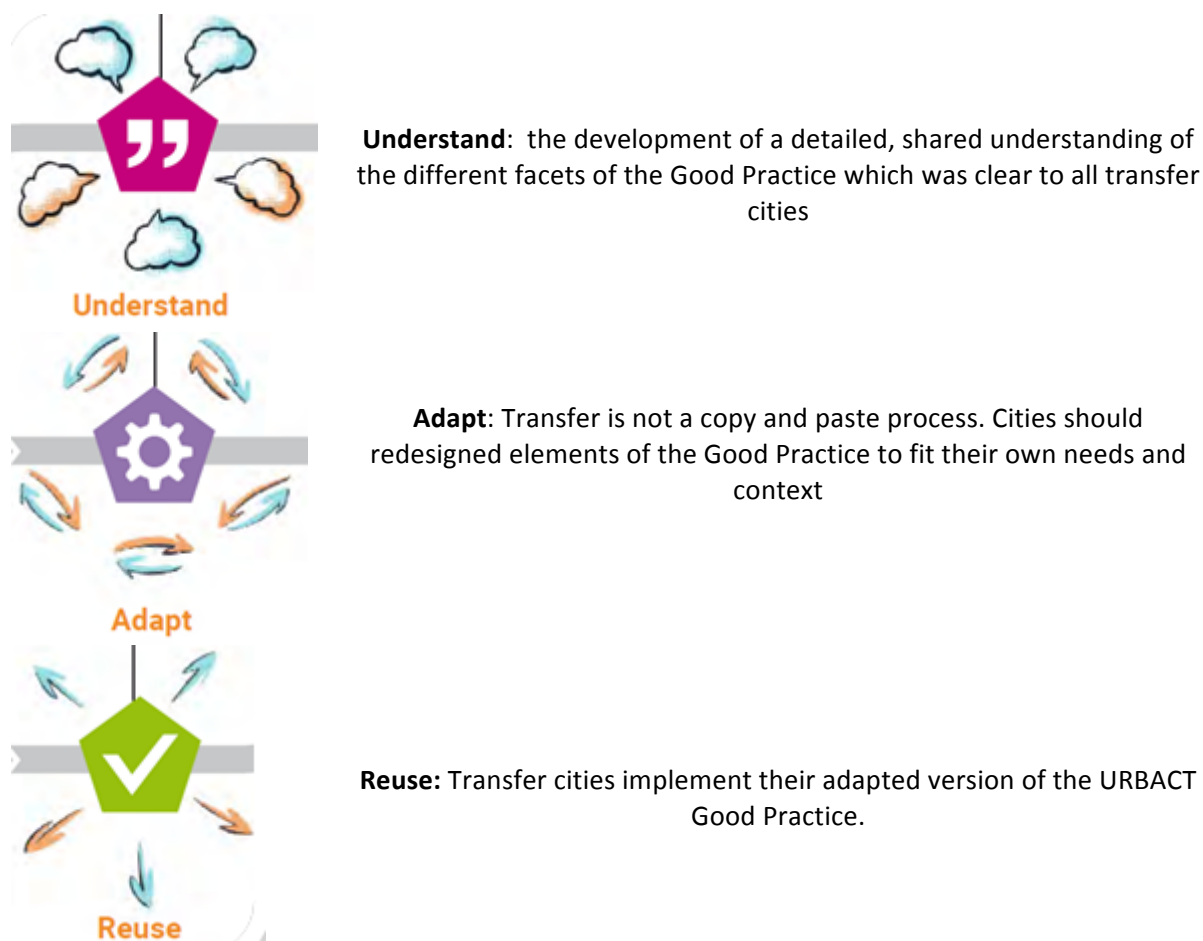
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SECTION 1 – BACKGROUND AND CONTEXT

After a successful pilot, in 2018 URBACT launched its Good Practice **Transfer Networks**. This involved a two-stage process: first an open call, leading to the approval of 97 [Good Practices](#) from across Europe; second a closed call for those good practice cities to lead a Transfer Network, resulting in the approval of 23 new networks.

The Transfer Networks are modelled around three steps:



The 23 URBACT Transfer Networks and their 160 city partners are in the process of sharing their results and will officially end in June 2021. In autumn 2020 a Transfer Network Study was commissioned to review this approach to transnational exchange and learning. The objective of the study was to identify and share the most relevant lessons from the URBACT Transfer Networks to help inform future design and planning processes linked to the transfer of urban solutions.

The main recommendations from the study can be summarised as follows:

- Continue the Transfer Network approach
- Support newcomer cities with the URBACT Method
- Merge phase 1 and 2 to avoid interruption in the process and the partnership chemistry
- Introduce flexibility into the journey timeline
- Provide extra support concerning the ULG coordinator role
- Continue the Transfer Plan approach to map out the way ahead
- Option to bring in additional good practice in the field concerned through site visits to 'lighthouse' cities, outside the partnership

- Streamline the deliverables and allow more flexibility
- Encourage a blended approach to include physical and digital meetings

Based on the results of the study and the overall success of the Transfer Networks, it is considered appropriate to build on this success at the end of the current programming period. Consequently, it is proposed to utilise remaining budget to fund a small number of Good Practice cities to embark on a new transfer journey with a new set of partners.

This second wave of the Transfer Networks will allow more cities in Europe to adapt and reuse the Good Practice. At the same time, it will enable the programme to test some of the innovations proposed for URBACT IV and share the successful transfer methodology to more cities around Europe. Specifically, it provides an opportunity to embrace the hybrid approach to transnational working that the programme has been evolving, mixing physical and online collaboration methods. To date, this has been a reactive adaptation, but these pilots would draw upon the lessons of the past 12 months, and the resulting tools, to help inform and shape our future approach to network activity.

Up to 7 Transfer Networks can be financed with the funding available.

SECTION 2 – OBJECTIVES

The main objective of Transfer Networks is to improve the capacity of cities to manage sustainable urban policies and more specifically to improve the implementation of sustainable integrated urban strategies and action plans in European cities.

To deliver on this objective, Transfer Networks are expected to support an organised process of exchange and learning among peers across Europe by fostering the transfer of Good Practice in the field of sustainable urban development.

Transfer Networks will allow cities to work together on the adaptation and re-use of a good practice already implemented in a city (and the subsequent enhancement of the Good Practice building on lessons learnt through the re-use). The key objectives are therefore to further extend the transfer of URBACT good practices and to refine and improve the network approach, based on the study findings.

This call for proposals is open to the 23 Lead Partner – Lead Expert duos from the current networks and aims to take advantage of the experience gained in the first Transfer Network to share this with a small group of new cities over a shorter timeframe.

Cities willing to get involved in Transfer Networks as partners shall commit to working 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 transfer process.

These key stakeholders will be gathered in an URBACT Local Group. They will be actively involved in the transnational exchange activities as well as the transfer and adaptation of the Good Practice in each partner organisation.

The participatory approach shall strengthen the capacity of local stakeholders in integrated urban policies and improve the implementation of good practices in the field of integrated sustainable urban development.

SECTION 3 - PARTNERSHIPS FOR TRANSFER NETWORKS SECOND WAVE

3.1 General framework

Transnational partnerships are the cornerstone of URBACT networks. The rules defined below shall apply to all partnerships involved in Transfer Network Second wave proposals. These rules translate into eligibility criteria (see section 6.2.) and shall thus be respected. Eligibility criteria are requirements, all of which must be fulfilled for a proposal to be declared eligible. Only eligible proposals shall be considered for further assessment and approval.

3.2 Lead Partners Eligibility

All Lead Partners in Transfer Network Second wave MUST be selected from the current approved 23 URBACT Transfer Networks.

Lead Partners are key actors of approved Transfer Networks. Beyond their essential role in supporting the transfer of the Good Practice across the partnership, they are responsible for project implementation (financial management, coordination of the partnership, 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.

Further information on the roles and responsibilities of Lead Partners and Project Partners is available in Fact Sheet 2E “Common Provision for Network Management”.

The Good Practice Cities acting as Lead Partners in a new network as part of this call may NOT take part in another Transfer Network Second wave as a transfer partner city.

The Lead Partner shall not be leading any other pilot project under URBACT III (UIA Transfer Mechanism, SDG localization network or URBACT National Transfer Practice Initiative).

3.3 Network Partners eligibility

The partnership must be composed of 5 partners including the Lead Partner. A country can be represented only once per network meaning there cannot be two partners from the same Member/Partner State in each Transfer Network Second wave.

The partnership to be presented in the proposal can include only city partners. In the framework of this call for Transfer Networks Second wave local agencies are considered as city partners. Non city-partners including, provincial, regional and national authorities as well as universities and research centers are not considered as eligible partners.

In brief, in order to be eligible, the Transfer Network Second wave partnership:

- Shall comprise 5 partners (eligible beneficiaries defined above) including the Good Practice City as Lead Partner;
- Shall be composed of partners all coming from different Member/Partner States;
- Shall include at least 2 partners from Less Developed regions;
- The Lead Partner shall not be leading any other pilot project under URBACT III (UIA Transfer Mechanism, SDG localization network or URBACT National Transfer Practice Initiative)

- The Partner cities shall not be involved in more than 2 pilot projects under URBACT III (UIA Transfer Mechanism, SDG localization network or URBACT National Transfer Practice Initiative)

Detailed information on eligible beneficiaries is provided in Fact Sheet 1 The URBACT Programme and on the role and responsibilities of partners are provided in Fact Sheet 2E of the [URBACT Programme Manual](#).

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

URBACT is open to all cities and we would especially welcome cities which have not yet been involved in an URBACT III network. Newcomer cities can learn not only about transferring a tried and tested good practice but can gain knowledge about the URBACT Method which promotes participation, co-design and a more integrated approach to urban development.

Partners from previous Transfer Networks are also welcome to join a different network especially when they can demonstrate thematic links as a logical next step in responding to their challenge.

SECTION 4 – THE TRANSFER NETWORK SECOND WAVE SCHEDULE

The Transfer Networks Second wave will kick off in June 2021 and be completed by December 2022. It is envisaged that the entire process will start over the summer months with a series of online, bi-lateral and transnational, exchanges involving the Good Practice city, the previous partners and the new partners. The URBACT City Festival in mid-June will provide an ideal space to broker an exchange between the original and the new network partners. Shortly after, URBACT will host the online launch meeting for these new networks, before a deep dive network kick off meeting in September 2021 in the Lead Partner city¹.

The network kick-off meeting will present the transfer methodology, the tools to be used, as well as the expectations in terms of objectives and outputs for the networks. It will be the opportunity for the Good Practice city to show what they did in their city and share the results from the first Transfer Network. It will also provide an opportunity for the city partners to see the practice in action and consider the adaptations necessary in preparation for the design of their individual Transfer Roadmap in autumn 2021. A final network event will be scheduled for the end of 2022, which will be used to draw out the main findings and results of the transfer.

The 18-month schedule assumes six transnational exchange and learning meetings for each network (including the kick off meeting and final event), each meeting will be hosted by one of the partners. Regular 'check-in' sessions should be arranged online in between the physical meetings, once these are feasible.

The URBACT programme has established a reputation as a front-runner in online urban collaboration. As well as running the first URBACT e-University in autumn 2020, it has developed a suite of support tools around online working. This includes a [Hints and Tips](#) resource and a suite of [visual](#) outputs providing guidance and support. Online peer exchange, between both cities and experts, provides a valuable community resource for all URBACT networks. The programme also has a new digital [Toolbox](#) to support network activity. All of these resources will be available to the Transfer Network Second wave cities.

In addition, URBACT has developed an effective transfer network webinar format. The main benefits have been to share good practices and learning in real time between the networks, as well as building a sense of community. To support these pilots, URBACT will deliver at least two online webinars during the pilot period, targeting partner cities.

Main deliverables shall include:

- Transfer Roadmaps² (1 per partner by autumn 2021)
- Transnational study visits to the Good Practice city and transnational transfer sessions in all transfer cities (minimum 6 meetings)
- URBACT Local Groups (1 per partner)
- Production of outputs³ that capture the learning from all cities involved in the Transfer

¹ These meetings will ideally be in-person, but it may still be necessary for Lead Partners to host them online

² Lead Partners will produce a GP Sustainability Roadmap

³ URBACT will provide a menu of interim outputs for partners to select from

Network in relation to the Good Practice transferred, including improvements to enhance the practice and recommendations for cities outside the partnership (to be defined by the network)

- Website updates (quarterly)⁴

SECTION 5 – BUDGETARY ELEMENTS AND EXPERTISE RESOURCES

The global budget for each Transfer Network second wave will be €550,000.

5.1. URBACT III Eligible Intervention rates

The ERDF co-financing rate for a Transfer 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 Switzerland shall be co-financed at up to 50% by a Swiss national fund
- Norway is a Partner State of the URBACT programme. Norwegian cities may participate in Transfer Networks at their own cost for this call. The situation for Norwegian co-funding will be reviewed on an annual basis by the competent authorities.

5.2. Transfer Network Second wave Budgets

The maximum total eligible budget for a Transfer Network shall be €550,000.

Transfer Networks Second wave shall be financed using European Regional Development Fund and local, regional or national contributions from city partners according to the rates outlined in section 5.1 above.

The budgets 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 (3% flat rate)**
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 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

⁴ These new networks will continue to use the original Transfer Network websites

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.

URBACT will not finance physical investments. However, some small scale testing can take place within the network activity linked to participatory and integrated working methods for example if appropriate.

5.3. Expertise

In order to support the implementation of the activities of Transfer Networks Second wave, the URBACT programme provides to each approved network an additional specific budget for the **appointment of experts**. Experts support partners in implementing their transnational activities with both thematic content and methods for exchange and learning.

More especially, the expertise envelope for Transfer Networks Second wave should provide all partners with a package of services including:

- Expertise for the design and delivery of transnational exchange and learning activities
- Thematic expertise
- Expertise support to partners in designing suitable conditions for transfer

Each network shall have an allocation of €90,000 maximum to cover the costs of expertise over the lifetime of the project. This budget available for expertise is additional to the project budget.

As the daily expertise fee for URBACT thematic experts is set at €750/day all taxes included, this budget corresponds to an envelope of 120 days (including participation in training sessions and other activities at programme level).

For the purposes of this call for Transfer Networks Second wave the involvement of the Lead Expert from the Transfer Network is considered essential considering their role in designing the methodology for transfer. **Therefore the Lead Expert from the original Transfer Network should continue in the second wave⁵.**

The available budget shall cover days of expertise only. Travel and accommodation costs for URBACT validated experts funded under this envelope shall be covered by the network budget.

Transfer Networks can contract additional experts for specific tasks (e.g. coordination of the URBACT Local Group, local animation, communication, etc.) through the network budget under the category "External expertise".

⁵ Lead Experts can only assume this role with one URBACT network at a time.

SECTION 6 - DETAILED APPLICATION PROCEDURE FOR TRANSFER NETWORKS SECOND WAVE

6.1 Transfer Network second wave Application Procedure

Networks shall be required to follow a structured application procedure. Each project shall be submitted to the URBACT III Monitoring Committee for approval in the form of an online application form. Decisions by the Monitoring Committee shall be final. The different stages of the application procedure are outlined in detail as follows:

0. Call for Transfer Networks Second wave	
1. APPLICATION PROCEDURE	
Stage 1	Lead Partner completes and submits an Application and all requested documents in English to the URBACT Joint Secretariat by 29th April 2021
Stage 2	URBACT Joint Secretariat performs eligibility check.
Stage 3	Independent Assessment Panel carries out assessment of eligible project proposals and issues recommendations.
Stage 4	URBACT Managing Authority submits proposal for the approval of up to 7 Transfer Networks Second wave to the Monitoring Committee. Monitoring Committee approves projects. Approved Networks shall receive a subsidy contract that marks the final stage of approval of the project.
APPROVED TRANSFER NETWORKS SECOND WAVE (June 2021 – December 2022)	

The independent assessment panel will be made up of:

- URBACT Programme Experts
- Experienced Transfer Network experts (without a conflict of interest)
- JS staff from URBACT

6.2 Eligibility check of Transfer Networks Second wave applications

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

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

Transfer Network Second wave - Eligibility Criteria

- The complete application package is submitted in English, respecting the procedure outlined in the Terms of Reference and within the notified deadline.
- The proposal is complete in terms of information and data required in the documents (Application Form and letters of commitment have been properly filled in and signed using the official templates and according to the instructions).
- The proposal fulfills the partnership requirements bringing together 5 candidate cities from different Member/ Partner States including the Good Practice City as Lead Partner.
- The Lead Partner and Lead Expert are the same as the original Transfer Network.
- The proposed partnership includes partners all coming from different Member/Partner States.
- The proposed partnership includes at least 2 partners from Less Developed regions.
- The Good Practice city is not acting as Lead Partner in another pilot project in URBACT.
- The proposed transfer city partners are not involved in more than two pilot projects in URBACT.
- All candidate partners are eligible according to the URBACT programme rules.

6.3 Assessment of Transfer Network Second wave applications

The Independent Assessment Panel made up of URBACT Programme Experts, other Transfer Network Experts and URBACT Joint Secretariat staff shall proceed to the assessment of eligible applications. The assessment criteria for the Transfer Networks second wave are outlined below:

Transfer Networks Second wave - Assessment Criteria

Criterion A – Quality of Partnership (40%)
<p>For this criterion, assessors should consider the following dimensions:</p> <ol style="list-style-type: none"> 1) The proposed partnership covers an appropriate mix of EU Member States, in cases where the geographical coverage is limited, this is clearly justified. 2) The identified needs of the transfer cities are relevant to the Good Practice. 3) It is clear that the Good Practice could have a positive impact on relevant policy in the transfer cities. 4) The transfer cities demonstrate a clear motivation to re-use the Good Practice following the principles outlined in the URBACT Method. 5) The partner cities demonstrate the capacity to participate in the network.

Criterion B - Transfer potential (40%)
<p>For this criterion, assessors should consider the following dimensions:</p> <ol style="list-style-type: none"> 1) The transfer potential has been well analysed and described. 2) The proposed improvements to the Transfer Methodology are coherent. 3) The risks and challenges linked to transfer of the practice are clearly explained and are comprehensive and realistic. 4) The expected transfer results are clearly defined and well presented. Transfer city partners have political support and clearly identified sources of funding for the re-use of the practice. 5) The transfer city partners have appropriate resources in place to facilitate the transfer of the Good Practice (e.g. having appropriate knowledge and skills, financial resources for their participation in the network, political support and motivation). 6) The Lead Partner demonstrates a clear motivation to transfer, as well as strengthen, the Good Practice and from this process using the tools proposed by URBACT.
Criterion C - Quality of the Planned Activity and Outputs (20%)
<p>For this criterion, assessors should consider the following dimensions:</p> <ol style="list-style-type: none"> 1) The activities are clearly explained and are logically sequenced according to the specificities of the Good Practice. 2) The activities are logically interlinked between the transnational and local level. 3) The proposal shows a clear understanding of what is expected in terms of outputs. 4) The outputs are well described with details about how they will be developed and used during the project lifetime.

6.4 Approval of Transfer Networks Second wave

Based on the final assessment, the URBACT Managing Authority shall submit to the Monitoring Committee a proposed list of projects to be approved. The Monitoring Committee shall decide on the approval of projects. Decisions by the Monitoring Committee shall be final.

All projects shall receive an e-mail notification of the outcome of the assessment and the decision of the Monitoring Committee.

Lead Partners of approved projects shall receive a Subsidy Contract which marks the final stage of approval of the project.

SECTION 7 – APPLICATION PACKAGE

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 – please read carefully.

7.1. Application package

To submit applicants shall complete and submit an application package composed of:

- The scanned signed PDF version of the submitted Application Form generated through Synergie-CTE. It must be duly signed by the project coordinator at the Lead Partner;
- The signed Letters of Commitment for the Lead Partner and ALL partners involved in the partnership, using the templates provided (annexes 2 and 3). Letters of Commitment shall normally be signed by an elected representative of the partner's institution;
- CV of the proposed project coordinator at the Lead Partner

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.

7.2 Procedure for the submission of applications

To submit the application applicants shall complete the following two steps:

- 1) Send by e-mail to tn@urbact.eu the Application Form and other required documents. Only applications submitted in English will be accepted.

**The deadline for the online submission is
29 April 2021, 15h00 CET.**

After this deadline, applications will not be accepted.

SECTION 8 – 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 assessment will be examined and answered by the Managing Authority/Joint Secretariat. Eligible 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 Independent Assessors in an advisory capacity. If deemed necessary, the complaint panel may decide to submit a complaint to the Monitoring Committee of the programme for review.

SECTION 9 – IMPORTANT DATES FOR APPLICANTS

Applicants are invited to take note of the following milestones:

- **Submission of Application Form**

The Application Form shall be submitted by **29 April 2021, 15h00 CET** latest, following the procedure outlined above in sections 6 and 7.

- **Approval procedure**

Eligible project proposals will be submitted to the Monitoring Committee for approval of funding. The Monitoring Committee will make a decision through written consultation with a formal decision by 31st May 2021.

- **Training session for approved networks**

Lead Partners and Lead Experts and all project partners of approved projects will be requested to attend the Launch Meeting organised online on **24th June 2021**. **PLEASE SAVE THE DATE ATTENDANCE IS COMPULSORY.**

NOTA BENE: Lead Partners shall inform their Lead Expert of this date.

SECTION 10 – USEFUL RESOURCES

- **URBACT Joint Secretariat**

Applicants may contact members of the URBACT Joint Secretariat for clarification related to the submission of applications. For all questions concerning the application for Transfer Network Second wave, applicants are invited to contact the URBACT Joint Secretariat at the following dedicated address: (tn@urbact.eu).

- **Useful Documents**

To prepare the submission, applicants are invited to refer to the following documents:

- URBACT III Operational Programme
- URBACT III Programme Manual
- Terms of Reference Transfer Networks Second wave
- Guide for Transfer Networks Second wave (available soon)

ANNEX 1 – MAIN COMPONENTS OF THE APPLICATION FORM

To simplify the process the Phase 2 Transfer Network application form will be used for applications. Some questions have been adapted to but the overall structure remains the same and is outlined below:

APPLICATION FORM CHAPTER
1. PROJECT SYNTHESIS
1.1. Project identity (incl. title and duration)
1.2. Summarized description of Good Practice to be transferred
1.3. Proposed partnership
1.4. Thematic objective
1.5. Total budget
2. PRESENTATION OF PROJECT PROPOSAL
2.1. Thematic Content
2.1.1. Definition of the issue / policy challenge to be addressed by the Good Practice
2.1.2. Link to European urban policy context, EU 2020 strategy and 10 Thematic objectives
2.2. Shall the proposal contribute to the URBACT Specific Objective 3 (related to transfer networks)?
2.3. Please explain the added value of transferring this good practice as part of a transnational network.
2.4. Reference to the External Assessment Panel recommendations and how these were addressed (<i>section not applicable to Transfer Network Second Wave</i>)
3. RATIONALE OF THE PROPOSED PARTNERSHIP
3.1 Please explain the rationale used for selecting the partnership (<i>section adapted from TN application form</i>)
4. ACTIVITIES AND EXPECTED OUTPUTS
4.1. Description of Work Package 1- Network management
4.1.1. Organisation of the project coordination
4.1.2. Activities to be implemented under WP1
4.1.3. Partners involvement in relation to WP 1 activities
4.1.4. Expected Outputs under WP1
4.2. Description of Work Package 2 – Transnational Exchange and Learning Activity
4.2.1. General structure for Transnational Exchange and Learning Activities (reference to the transfer methodology in the transferability study should be made)
4.2.2. Activities to be implemented under WP2
4.2.3. Partners involvement in relation to WP 2 activities
4.2.4. Expected outputs under WP2 (seminars, thematic outputs, etc.)
4.3. Description of Work Package 3 – The Local Dimension
4.3.1. General Framework for local activities (governance at local level, URBACT local group)
4.3.2. Short description of the methodology proposed to link transnational activities under WP 2 and local transfer activities under WP3
4.3.3. Expected outputs under WP3 (transfer plan, ULG meetings)
4.4. Description of Work Package 4 – Communication and Dissemination

4.4.1. General framework for Communication and Dissemination Activities
4.4.2. Communication Strategy (objectives, target audiences, key messages, tools for communication and dissemination)
4.4.3. Expected outputs under WP4 (newsletter, promotional material, network page update, network results product, etc.
4.4.4 Partners involvement in the relation to WP 4 activities
5. PROJECT WORK PLAN
6. NETWORK MANAGEMENT AND LEADERSHIP
6.1. Lead Partner experience (highlights of city's experience in EU projects)
6.2. Please present the Lead Partner management team (decision makers, project coordinator, Good Practice leader, communication and financial officers)
6.3. Experience of proposed project coordinator
7. USE OF EXPERTISE
7.1. Proposed use of expertise resources allocated by the Programme
7.1.1. Proposed Lead Expert
7.1.2. Please explain any ad hoc expertise which you consider to be necessary for the network and identified experts if applicable
8. BUDGETARY PROPOSAL
8.1. Financial contribution by partner and source (incl. ERDF and local contribution)
8.2. ERDF per year
8.3. Expenditure per partner, per year and budget subcategory
8.4. Expenditure per year and budget category
8.5. Project cost per budget line
8.6. Project costs per budget category – Justification/Explanation
9. SIGNATURE
Signature of the Lead Partner/project coordinator

ANNEX 2 – TEMPLATE LETTER OF COMMITMENT FOR LEAD PARTNER

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

URBACT III Managing Authority
20, Avenue de Ségur
TSA 10717
75334 Paris Cedex 07
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 Transfer Network proposal entitled [...*project title*...].

The Good Practice to be transferred in this Transfer Network is [...*brief description of the Good Practice*.....].

We are convinced that by working through this URBACT network, we will be able to enhance the Good Practice building on lessons learnt through the re-use. 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. More especially we commit to organise transnational meetings and to coordinate the production of the network outputs.

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 application.

Yours sincerely⁶

Name in capital letters:

Function

Official stamp

⁶ 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
20, Avenue de Ségur
TSA 10717
75334 Paris Cedex 07
France

Dear Madam, Sir,

The city of [... *name of the institution*...] confirms its commitment to be the Project Partner in the activities of the URBACT *Transfer Network* proposal entitled [...*project title* ...].
The Good Practice to be adapted and re-used in this *Transfer Network* is [...*brief description of the good practice*].

We are convinced that by working through this URBACT network, we will be able to improve the implementation of our policy challenge. In this context, if the proposal is approved within the framework of the URBACT III Programme, we will actively participate in the network activities, take on roles and undertake activities as indicated in the application form work plan. More especially, we commit to participate in the transnational meetings planned and to work with key stakeholders in an URBACT Local Group to co-produce the agreed outputs.

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 application.

Yours sincerely⁷

Name in capital letters:

Function

Official stamp

⁷ The signing person has to be an elected representative with authority to sign for the Project Partner. In case the Project 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.).