

Driving change for better cities

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**The call for Action Planning
Networks** (9 January to 31 March)

How to build a strong partnership

Online info session 19 January 2023

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European territorial cooperation programme co-funded by ERDF

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2002



Over
1000
cities
involved



more than
150
networks

Promoting sustainable urban development in cities

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- **17 January**, 10:00 - 11:00 CET: **APN call in a nutshell**
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Details: urbact.eu/get-involved

Contact: apn@urbact.eu

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ACTION PLANNING NETWORKS

Online info session:
How to build
a strong partnership

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Why apply?

- To get inspired by other cities across Europe
- To develop & implement actions in response to your local challenges
- To strengthen your skills in participatory & integrated policy-making
- To make a difference in your city

✓ **OPEN TO ALL THEMES/ POLICY CHALLENGES** in line with EU Cohesion policy objectives

+ Cross – cutting aspects to be tackled during the journey: Digital transformation, Gender, Green transition



Key expected result



Integrated Action Plan (IAP)



An IAP offers cities a **concrete response** to their policy challenge. The IAP follows an **intervention logic** which aims to **design** and implement **actions based on testing**. The IAP will link the cities actions to the broader **Cohesion Policy funds** to support **long term implementation** and lasting change.

Where to start with the application?

Main documents:

- ✓ Terms of Reference
- ✓ Guide for applicants
- ✓ Programme Manual

All available at:

urbact.eu/get-involved

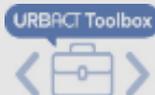
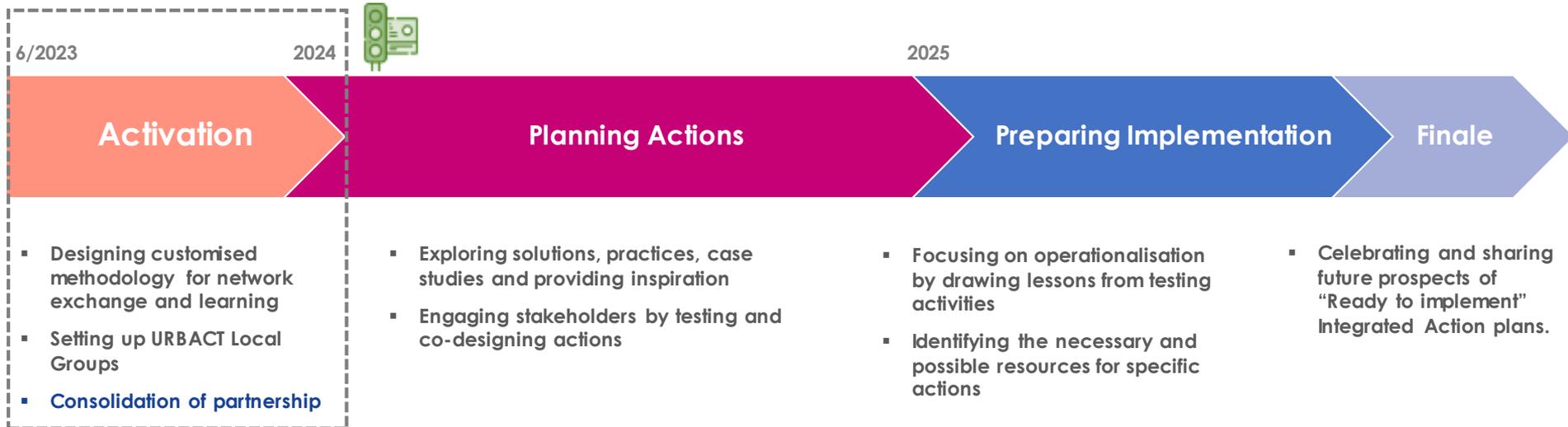
Including the FAQ ;)





How?

By providing a *safe space* with 31-month *step by step* journey





FOCUS ON: BUILDING A STRONG PARTNERSHIP

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How advanced are you in the process of building your partnership?

- Not started yet
- Just starting out
- Quite advanced
- Almost finalised
- Completed
- I'm a candidate project partner looking for the network/ lead partner

PARTNERSHIP COMPOSITION

Network composition

Mainly cities from:



& Switzerland, Norway
Albania, Bosnia & Herzegovina,
Montenegro, North Macedonia, Serbia

8-10 Partners



Lead Partner

Learn more on :
urbact.eu/get-involved

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Lead Partner role and responsibilities

Lead Partners are key actors of transnational partnerships for Action Planning Networks.

They have full responsibility for:

- ✓ **network management,**
- ✓ **coordination of activities among the transnational partners, and**
- ✓ **implementation of the work programme.**

The Lead Partner also bears **financial and legal responsibility and liability** for the whole partnership towards the Managing Authority.

Lead Partners complete and submit the Application form and all requested documents to the URBACT Joint Secretariat

[Lead Partner's recommended team

Sufficient human resources should be allocated to ensure suitable project management for a Lead Partner. **We recommend at least the equivalent of 2 full-time posts.**

The Lead Partner should therefore appoint:

- A **Project Coordinator** - Full-time.
- A **Finance Officer** - Usually a half-time post.
- A **Communication Officer** - Usually a half-time post.

Project Partners' responsibilities

Even though the Lead Partner shall be administratively, legally and financially responsible for the project, each Project Partner shall commit to the success of the project and contribute to its implementation and completion.

Moreover, each partner remains liable for the sound financial management of its own expenditure.

The equivalent of 1 full-time post is recommended. Each Project Partner should therefore appoint:

- A **Project Coordinator** - Usually a half time position.
- A **Finance Officer** - half time position is strongly recommended.

Main beneficiaries

Institutions from:

1. **27 EU Members States**
2. **Partner States** (Switzerland and Norway)
3. **IPA countries** (Albania, Bosnia and Herzegovina, Montenegro, North Macedonia and Serbia)*
4. **Other countries** (but at own costs)

**5 IPA countries novelty – check carefully if the legal framework is fully set and in place in a particular IPA country*

« CITIES » :

- **Cities, municipalities, towns**
- **Local agencies defined as public or semi-public organisations** set up by a city
- **Infra-municipal tiers of government** such as city districts and boroughs
- **Metropolitan authorities** and **organised agglomerations**

No limitations in terms of size and population

« NON - CITIES » :

- **Universities and research centres,**
- **Provincial / Regional authorities,**
- **Managing Authorities (EU Cohesion and solidarity funds)**

Eligibility as Lead partner

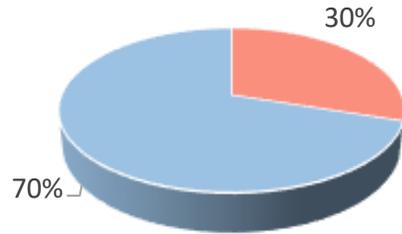
- **Only Cities Partner** can be Lead Partner
- **Only Cities from the 27 EU Member States** can be Lead Partner
- A candidate City can be **Lead Partner in only one Urbact proposal**

Eligibility requirements for the partnership

- ✓ **2 “non-city partners”** allowed per network
- ✓ **A beneficiary** can be a partner in **max. 2 approved networks**
- ✓ **A city can be a candidate Lead Partner of one Action Planning Network proposal only** (but can be additionally a Project Partner in another network)
- ✓ **Only cities from the 27 EU MS can be Lead Partners** under this call
- ✓ **A partnership** must include **partners** from **at least 7 different countries**

Partnership balance

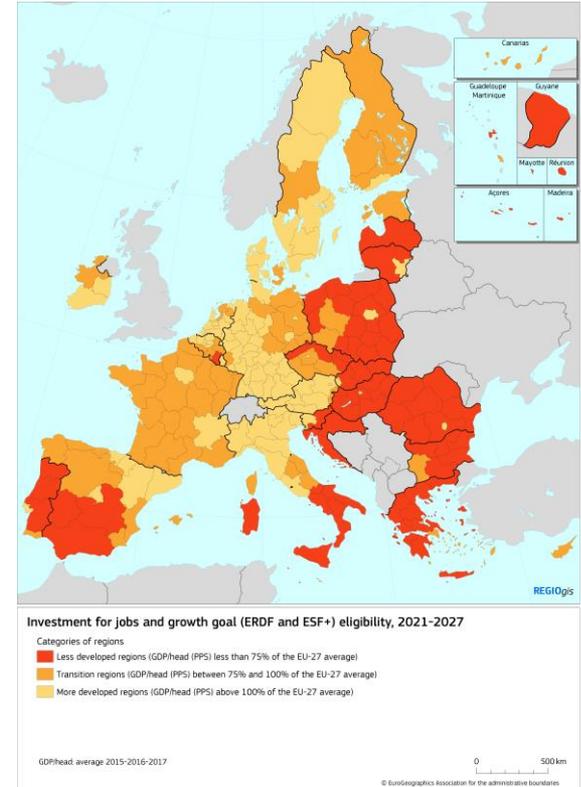
Partnership balance



- More Developed Regions
- Less Developed Regions & Regions in Transition

! Partners from non-EU countries not counted in this geographical coverage of EU region types.

- ✓ **a min. 6 partners** from Less Developed and Transition Regions where **the total number of partners is 8 to 9.**
- ✓ **a minimum of 7 partners** from Less Developed and Transition Regions where **the total number of partners is 10.**
- ✓ **Example with partner from IPA country:** 8 network partners – 1 IPA partner = 7 EU partners x 70% = 5 EU partners from Less and transition



The map showing the categorisation of EU Regions for 2021-2027 can be found [here](#).



QUESTIONS TIME

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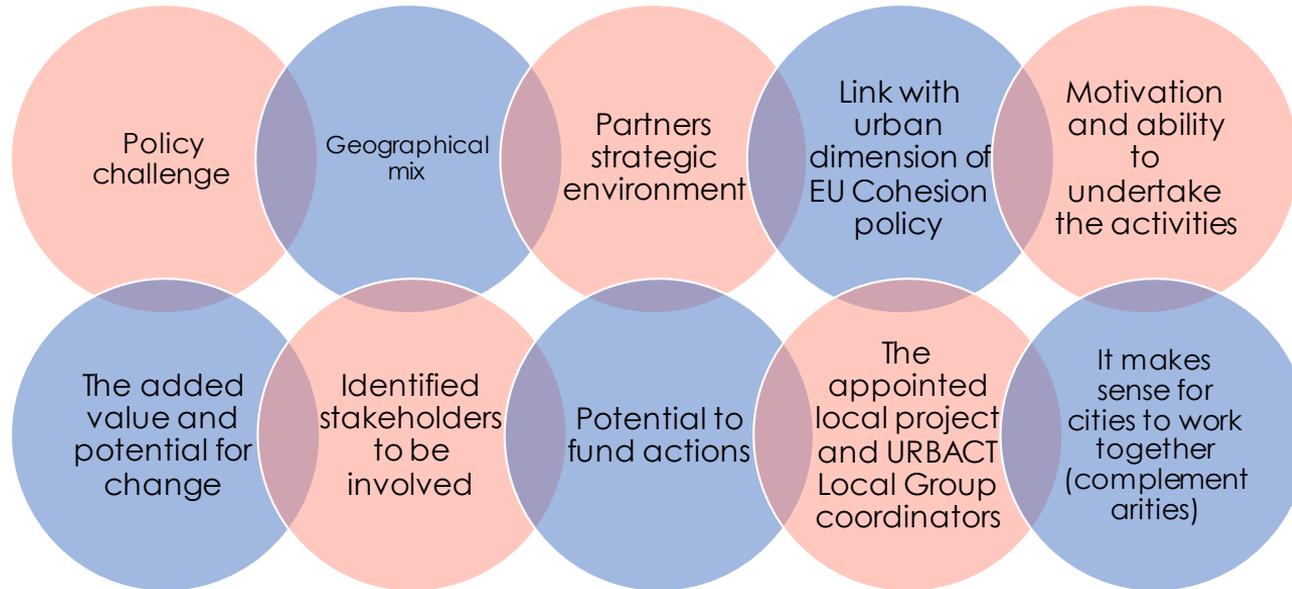


ESSENTIAL CONSIDERATIONS in partner search

Keep in mind the ASSESSMENT CRITERIA

Criterion 3: Quality and Relevance of Partnership (35%) – the criterion with the highest weighting

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



Draft a **QUESTIONNAIRE** based on the application form requirements

- Example of Questionnaire template provided in the Guide for Applicants
- Test responsiveness
- Analyze profiles (commitment, motivation, needs, added value)
- Gather a shortlist of partner candidates
- Make final selection for the network proposal
- ! Keep the reserve (in case of last minute drop-outs)

Keep in mind the ELIGIBILITY

- A city can be a Lead Partner in only one network proposal
(and project partner in another network)
- A city can be a Project Partner in only two approved networks

! Check multiple commitments

- Questionnaire

! Test the commitment to:

- Perform expected activities and tasks at transnational and local level
- Engage with local stakeholders
- Mobilise the resources needed (human, time and financial)

Submission procedure (Lead partners responsibility)

2 steps required to submit your application:

1 - Online submission of the application form through the SYNERGIE-CTE system
in English **by 31 March 2023 at 15:00 CEST**

- *information on the SYNERGIE system outlined in the Guide to SYNERGIE (available soon on urbact.eu/get-involved)*

2 - Send the application package by email to APN@urbact.eu by
3 April 2023 at 15:00 CEST

- *including scan of the signed PDF of the application generated through SYNERGIE-CTE, [signed letters of commitment](#) and all additional requested documents*

Find Partners!

Use the URBACT Partner Search Tool:

- Submit your network idea
- Look for partners
- Find a network idea to join

+ Don't hesitate to reach out to your National URBACT Points
[> Contacts](#)





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