

1-127 P.

61/4.10.2021

HOTĂRÂRE

privind aprobarea participării Municipiului Cluj-Napoca, în calitate de partener, în cadrul proiectului „Instrumente de colaborare pentru orașe în procesul de regenerare urbană” („Collaborative Tools for Cities in Urban Regeneration”), cod proiect 7889 și acronim CO4CITIES, finanțat prin Programul european URBACT III și a cheltuielilor legate de acesta

Consiliul local al municipiului Cluj-Napoca întrunit în ședință ordinară,

Examinând proiectul de hotărâre privind aprobarea participării Municipiului Cluj-Napoca, în calitate de partener, în cadrul proiectului „Instrumente de colaborare pentru orașe în procesul de regenerare urbană” („Collaborative Tools for Cities in Urban Regeneration”), cod proiect 7889 și acronim CO4CITIES, finanțat prin Programul european URBACT III și a cheltuielilor legate de acesta - proiect din inițiativa primarului;

Reținând Referatul de aprobare nr. 540453/1/23.09.2021 al primarului municipiului Cluj-Napoca, în calitate de inițiator;

Analizând Raportul de specialitate nr. 540595/425/23.09.2021 al Direcției Generale Comunicare, Dezvoltare locală și Management proiecte - Serviciul Centrul de Informare pentru Cetățeni, al Direcției juridice și al Direcției economice, prin care se propune aprobarea participării Municipiului Cluj-Napoca, în calitate de partener, în cadrul proiectului „Instrumente de colaborare pentru orașe în procesul de regenerare urbană” („Collaborative Tools for Cities in Urban Regeneration”), cod proiect 7889 și acronim CO4CITIES, finanțat prin Programul european URBACT III și a cheltuielilor legate de acesta,

Având în vedere prevederile Regulamentului (UE) nr. 1303/2013 al Parlamentului European și al Consiliului din 17 decembrie 2013, ale Regulamentului (UE) nr. 1301/2013 al Parlamentului European și al Consiliului din 17 decembrie 2013, ale Ordonanței de urgență nr. 29/2015 privind gestionarea și utilizarea fondurilor externe nerambursabile și a cofinanțării publice naționale, pentru obiectivul "Cooperare teritorială europeană", în perioada 2014-2020, cu modificările și completările ulterioare;

Ținând cont de prevederile Programului European URBACT III, ale Acordului de parteneriat și ale Contractului de finanțare;

Văzând avizul comisiei de specialitate;

Potrivit dispozițiilor art. 129, 133 alin. 1, 139 și 196 din Ordonanța de Urgență nr. 57/2019 privind Codul administrativ,

HOTĂRĂȘTE :

Art. 1. Se aprobă participarea Municipiului Cluj-Napoca, în calitate de partener, în cadrul proiectului „*Instrumente de colaborare pentru orașe în procesul de regenerare urbană*” („*Collaborative Tools for Cities in Urban Regeneration*”), cod proiect 7889 și acronim *CO4CITIES*, în vederea accesării de fonduri nerambursabile prin Programul European URBACT III.

Art. 2. Se aprobă valoarea totală a bugetului proiectului prevăzut la Art.1 în sumă de **490.440,00 euro** din care Municipiul Cluj-Napoca are alocat un buget de **109.990,00 euro**, defalcat pe surse de finanțare după cum urmează:

- contribuția Fondului European de Dezvoltare Regională în procent de 70% din totalul bugetului alocat municipiului, reprezentând **76.993,00 euro**;

- cofinanțare națională prin Ministerul Dezvoltării, Lucrărilor Publice și Administrației, în procent de 13% din totalul bugetului alocat municipiului, reprezentând **14.298,70 euro**;

- contribuție proprie din bugetul local al municipiului Cluj-Napoca în procent de 17% din totalul bugetului alocat municipiului, reprezentând **18.698,30 euro**;

Art. 3. Municipiul Cluj-Napoca se obligă să asigure resursele financiare, costuri eligibile, neeligibile, inclusiv costurile conexe proiectului, necesare implementării optime a proiectului în condițiile rambursării/ decontării ulterioare a cheltuielilor din instrumentele structurale și din bugetul de stat.

Art. 4. Cu îndeplinirea prevederilor hotărârii se încredințează Echipa de Implementare desemnată prin Dispoziția Primarului municipiului Cluj-Napoca, Serviciul Centrul de Informare pentru Cetățeni și Direcția Economică .

Președinte de ședință,

Contrasemnează:

Secretarul general al municipiului,

Jr. Aurora Roșca

Nr. din 2021

(Hotărârea a fost adoptată cu voturi)

REFERAT DE APROBARE

privind aprobarea participării Municipiului Cluj-Napoca, în calitate de partener în cadrul proiectului „Instrumente de colaborare pentru orașe în procesul de regenerare urbană” („Collaborative Tools for Cities in Urban Regeneration”), cod proiect 7889 și acronim CO4CITIES, finanțat prin Programul european URBACT III și a cheltuielilor legate de acesta

Programul european URBACT III promovează dezvoltarea urbană integrată durabilă în orașele din Europa având ca misiune încurajarea și facilitarea colaborării orașelor pentru dezvoltarea soluțiilor integrate la provocările urbane comune, învățând din experiențele reciproce și identificând bune practici pentru îmbunătățirea politicilor urbane.

Urmând succesul programelor URBACT I și II (2014-2020), programul URBACT III este dezvoltat în jurul a patru obiective principale: capacitatea de elaborare a politicilor publice, designul politicilor publice, implementarea politicilor publice și transferul bunelor practici.

Formularul de înscriere în cadrul proiectului *Instrumente de colaborare pentru orașe în procesul de regenerare urbană* („Collaborative Tools for Cities in Urban Regeneration”), cod proiect 7889 și acronim CO4CITIES, finanțat prin Programul european URBACT III, a fost depus de către municipiul Cluj-Napoca în calitate de organizație parteneră, axă prioritară 1-1-3 cu obiectiv specific - Îmbunătățirea implementării planurilor integrate de dezvoltare urbană durabilă.

Obiectivul general al proiectului „Instrumente de colaborare pentru orașe în procesul de regenerare urbană” („Collaborative Tools for Cities in Urban Regeneration”), cod proiect 7889 și acronim CO4CITIES, finanțat prin Programul european URBACT III, îl reprezintă transferul structurii metodologice a programului „Acțiuni Inovative Urbane” (Urban Innovative Actions -UIA CO-CITY), mai precis, regulamentul privind colaborarea între organizații, cetățeni și municipalitate în administrarea bunurilor/spațiilor urbane comune.

Rezultatele principale anticipate ale proiectului sunt:

Municipiul Cluj-Napoca intenționează să învețe, testeze și adapteze la contextul și nevoile locale soluțiile validate de proiectul „CO-CITY” la Torino, pentru a accesa prin abordări participative și aplicând principiul colaborării, același tip de provocări civice și comunitare care au fost deja testate de orașul Torino, în cadrul proiectului lor de finanțare prin programul „Actiuni Inovative Urbane” I (Urban Innovative Actions I) – dar în contextul local din Cluj. Cluj-Napoca vede valoarea transferului bunelor practici „CO-CITY” din perspectiva instrumentelor și proceselor, mai precis:

- **structura metodologică testată** a proiectului „CO-CITY”, unul dintre aspectele cele mai de interes ale municipiului Cluj-Napoca fiind adoptarea unei modalități de a aborda necesitatea de noi politici publice locale, care nu numai că ar spori interesul oamenilor pentru implicarea la procese de co-creare și participare, dar ar oferi mai multe modalități de a culege date și de a măsura progresele și procesele realizate.

- **regulamentul privind colaborarea între grupurile de cetățeni și municipalitate în co-gestionarea bunurilor urbane comune** – document care este unul dintre elementele de bază ale procesului de transfer, pentru care Torino a primit statut de bună practică și care ne interesează în măsura în care poate fi adapta la legislația românească și nevoile locale.

- **instrumentul juridic (Pactul de colaborare)** care prevede o schimbare de atitudine în relația public/comunități și pe care ne interesează să o testăm la contextul ecosistemului local;

- **instrumentele digitale** care pot fi testate și adaptate la nevoile locale în vederea cartografierii și creării unei piețe pentru rezultatele activităților participative creative;

- **dezvoltarea unei platforme de comunicare structurată** pentru participanți și pentru cercetătorii locali pentru a putea măsura și documenta modurile în care aceste noi abordări ale vieții și muncii pot avea un impact în și pentru oraș în timpul procesului de transfer.

Durata proiectului este până în data de 09.09.2022.

Partenerii proiectului sunt:

PP1 Partener principal -Orașul Torino (Italia)

și:

PP2 – Orasul Gdansk (Polonia)

PP3 – Municipiul Cluj-Napoca (România)

PP4 - Municipiul Budapesta (Ungaria)

Bugetul total eligibil al proiectului este de **490.440,00 euro** din care Municipiul Cluj-Napoca are alocat un buget de **109.990,00 euro**, defalcat pe surse de finanțare după cum urmează:

- contribuția Fondului European de Dezvoltare Regională în procent de 70 % din totalul bugetului alocat municipiului, reprezentând **76.993,00 euro**;
- cofinanțare națională prin Ministerul Dezvoltării, Lucrărilor Publice și Administrației, în procent de 13% din totalul bugetului alocat municipiului, reprezentând **14.298,70 euro**;
- contribuție proprie din bugetul local al municipiului Cluj-Napoca în procent de 17% din totalul bugetului alocat municipiului, reprezentând **18.698,30 euro**;

Bugetul proiectului alocat municipiului Cluj-Napoca cuprinde cheltuieli cu personalul implicat în activitățile de management de proiect, cheltuieli administrative și operaționale ale proiectului, cheltuieli legate de echipamentele necesare implementării proiectului, cheltuieli de transport, expertiză externă și servicii necesare elaborării, testării și implementării planului de transfer al bunei practici URBACT III care face obiectul proiectului.

În data de 29.04.2021 a fost semnat acordul de parteneriat între Municipiul Cluj-Napoca și partenerii proiectului.

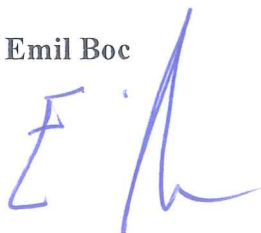
Contractul de finanțare încheiat între partenerul principal, Torino și Autoritatea de Management pentru programul URBACT III a fost semnat în data de 27.04.2021.

În vederea semnării contractului de cofinanțare cu Ministerul Dezvoltării, Lucrărilor Publice și Administrației este necesară aprobarea bugetului alocat Municipiului Cluj-Napoca în cadrul proiectului „*Instrumente de colaborare pentru orașe în procesul de regenerare urbană*” („*Collaborative Tools for Cities in Urban Regeneration*”), respectiv a contribuției proprii.

Ca atare, în contextul justificării necesității de îmbunătățire a colaborării între comunitățile locale și autoritățile administrației publice în procesul dezvoltării urbane durabile, precum și pentru consolidarea capacităților instituționale și a guvernării transnaționale, în temeiul prevederilor art. 136 din Ordonanța de Urgență nr. 57/2019 privind Codul administrativ, îmi exprim inițiativa de promovare a proiectului de hotărâre privind propunerea de aprobare a participării Municipiului Cluj-Napoca, în calitate de partener, în cadrul proiectului „*Instrumente de colaborare pentru orașe în procesul de regenerare urbană*” („*Collaborative Tools for Cities in Urban Regeneration*”), cod proiect 7889 și acronim *CO4CITIES*, finanțat prin Programul european URBACT III și a cheltuielilor legate de acesta.

PRIMAR

Emil Boc



DIRECȚIA GENERALĂ COMUNICARE, DEZVOLTARE LOCALĂ
ȘI MANAGEMENT PROIECTE
SERVICIUL CENTRUL DE INFORMARE PENTRU CETĂȚENI
DIRECȚIA ECONOMICĂ
DIRECȚIA JURIDICĂ
Nr. 540595/425/23.09.2021

RAPORT DE SPECIALITATE

privind propunerea de aprobare a participării Municipiului Cluj-Napoca, în calitate de partener, în cadrul proiectului „*Instrumente de colaborare pentru orașe în procesul de regenerare urbană*” („*Collaborative Tools for Cities in Urban Regeneration*”), cod proiect 7889 și acronim *CO4CITIES*, finanțat prin Programul european URBACT III și a cheltuielilor legate de acesta

Având în vedere:

Referatul de aprobare înregistrat sub nr. 540453/1/23,09.2021 al Primarului Municipiului Cluj-Napoca;

Proiectul de hotărâre privind aprobarea participării Municipiului Cluj-Napoca, în calitate de partener, în cadrul proiectului „*Instrumente de colaborare pentru orașe în procesul de regenerare urbană*” („*Collaborative Tools for Cities in Urban Regeneration*”), cod proiect 7889 și acronim *CO4CITIES*, finanțat prin Programul european URBACT III și a cheltuielilor legate de acesta;

Direcția Generală Comunicare, Dezvoltare locală și Management proiecte- Serviciul Centrul de Informare pentru Cetățeni, Direcția Juridică și Direcția Economică precizează următoarele:

Programul european URBACT III promovează dezvoltarea urbană integrată durabilă în orașele din Europa având ca misiune încurajarea și facilitarea colaborării orașelor pentru dezvoltarea soluțiilor integrate la provocările urbane comune, învățând din experiențele reciproce și identificând bune practici pentru îmbunătățirea politicilor urbane.

Urmând succesul programelor URBACT I și II (2014-2020), programul URBACT III este dezvoltat în jurul a patru obiective principale: capacitatea de elaborare a politicilor publice, designul politicilor publice, implementarea politicilor publice și transferul bunelor practici.

Formularul de înscriere în cadrul proiectului *Instrumente de colaborare pentru orașe în procesul de regenerare urbană* („*Collaborative Tools for Cities in Urban Regeneration*”), cod proiect 7889 și

municipiul Cluj-Napoca în calitate de organizație parteneră, axă prioritară 1-1-3 cu obiectiv specific - Îmbunătățirea implementării planurilor integrate de dezvoltare urbană durabilă.

Obiectivul general al proiectului *Instrumente de colaborare pentru orașe în procesul de regenerare urbană* („*Collaborative Tools for Cities in Urban Regeneration*”), cod proiect 7889 și acronim *CO4CITIES*, finanțat prin Programul european URBACT III, îl reprezintă transferul structurii metodologice a programului „*Acțiuni Inovative Urbane*” (Urban Innovative Actions -UIA CO-CITY), mai precis, regulamentul privind colaborarea între organizații, cetățeni și municipalitate în administrarea bunurilor (spațiilor) urbane comune.

Rezultatele principale anticipate ale proiectului sunt:

Municipiul Cluj-Napoca intenționează să învețe, testeze și adapteze la contextul și nevoile locale soluțiile validate de proiectul „CO-CITY” la Torino, pentru a accesa prin abordări participative și aplicând principiul colaborării, același tip de provocări civice și comunitare care au fost deja testate de orașul Torino, în cadrul proiectului lor de finanțare prin programul „*Acțiuni Inovative Urbane*” I (Urban Innovative Actions I) – dar în contextul local din Cluj. Cluj-Napoca vede valoarea transferului bunelor practici „CO-CITY” din perspectiva instrumentelor și proceselor, mai precis:

- **structura metodologică testată** a proiectului „CO-CITY”, unul dintre aspectele cele mai de interes ale municipiului Cluj-Napoca fiind adoptarea unei modalități de a aborda necesitatea de noi politici publice locale, care nu numai că ar spori interesul oamenilor pentru implicarea la procese de co-creare și participare, dar ar oferi mai multe modalități de a culege date și de a măsura progresele și procesele realizate.

- **regulamentul privind colaborarea între grupurile de cetățeni și municipalitate în gestionarea bunurilor urbane comune** – document care este unul dintre elementele de bază ale procesului de transfer, pentru care Torino a primit statut de bună practică și care ne interesează în măsura în care poate fi adaptat la legislația românească și nevoile locale.

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- **dezvoltarea unei platforme de comunicare structurată** pentru participanți și pentru cercetătorii locali pentru a putea măsura și documenta modurile în care aceste noi abordări ale vieții și muncii pot avea un impact în și pentru oraș în timpul procesului de transfer.

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Bugetul total eligibil al proiectului este de **490.440,00 euro** din care Municipiul Cluj-Napoca are alocat un buget de **109.990,00 euro**, defalcat pe surse de finanțare după cum urmează:

- contribuția Fondului European de Dezvoltare Regională în procent de 70 % din totalul bugetului alocat municipiului, reprezentând **76.993,00 euro;**
- cofinanțare națională prin Ministerul Dezvoltării, Lucrărilor Publice și Administrației, în procent de 13% din totalul bugetului alocat municipiului, reprezentând **14.298,70 euro;**
- contribuție proprie din bugetul local al municipiului Cluj-Napoca, în procent de 17% din totalul bugetului alocat municipiului, reprezentând **18.698,30euro;**

Bugetul proiectului alocat municipiului Cluj-Napoca cuprinde cheltuieli cu personalul implicat în activitățile de management de proiect, cheltuieli administrative și operaționale ale proiectului, cheltuieli legate de echipamentele necesare implementării proiectului, cheltuieli de transport, expertiză externă și servicii necesare elaborării, testării și implementării planului de transfer al buneii practici URBACT care face obiectul proiectului.

În data de 29.04.2021 a fost semnat acordul de parteneriat între Municipiul Cluj-Napoca și partenerii proiectului.

Contractul de finanțare încheiat între partenerul principal, Torino și Autoritatea de Management pentru programul URBACT III a fost semnat în data de 27.04.2021.

În vederea semnării contractului de cofinanțare cu Ministerul Dezvoltării, Lucrarilor Publice și Administrației este necesară aprobarea bugetului alocat Municipiului Cluj-Napoca în cadrul proiectului „*Instrumente de colaborare pentru orașe în procesul de regenerare urbană*” („*Collaborative Tools for Cities in Urban Regeneration*”), respectiv a contribuției proprii.

Având în vedere cele expuse mai sus, proiectul de hotărâre îndeplinește condițiile de natură tehnică pentru a fi supus dezbaterii și aprobării plenului Consiliului Local.

Temeiul de drept:

- Regulamentul (UE) nr. 1303/2013 al Parlamentului European și al Consiliului din 17 decembrie 2013 de stabilire a unor dispoziții comune privind Fondul European de Dezvoltare Regională, Fondul Social European, Fondul de coeziune, Fondul european agricol pentru dezvoltare rurală și Fondul european pentru pescuit și afaceri maritime, precum și de stabilire a unor dispoziții generale privind Fondul european de dezvoltare regională, Fondul social european, Fondul de coeziune și Fondul european pentru pescuit și afaceri maritime și de abrogare a Regulamentului (CE) nr. 1.083/2006 al Consiliului publicat în Jurnalul Oficial al Uniunii Europene, seria L, nr. 347 din 20 decembrie 2013,
- Regulamentului (UE) nr. 1301/2013 al Parlamentului European și al Consiliului din 17 decembrie 2013 privind Fondul european de dezvoltare regională și dispozițiile specifice aplicabile obiectivului referitor la investițiile pentru creștere economică și locuri de muncă și de abrogare a Regulamentului (CE) nr. 1080/2006, publicat în Jurnalul Oficial al Uniunii Europene, seria/nr. L 347/289 din 20 decembrie 2013;
- Ordonanța de urgență nr. 29/2015 privind gestionarea și utilizarea fondurilor externe nerambursabile și a cofinanțării publice naționale, pentru obiectivul "Cooperare teritorială europeană", în perioada 2014-2020, cu modificările și completările ulterioare;
- Ordonanța de urgență nr. 66/2011 privind prevenirea, constatarea și sancționarea neregulilor apărute în obținerea și utilizarea fondurilor europene și/sau a fondurilor publice naționale aferente acestora, cu modificările și completările ulterioare;
- Normele metodologice de aplicare a prevederilor Ordonanței de urgență a Guvernului nr. 66/2011 privind prevenirea, constatarea și sancționarea neregulilor apărute în obținerea și utilizarea fondurilor europene și/sau a fondurilor publice naționale aferente acestora, aprobate prin Hotărârea Guvernului nr. 875/2011, cu modificările și completările ulterioare;
- Art. 129 alin. 4 lit. a) din Ordonanța de Urgență nr. 57/2019 privind Codul administrativ, potrivit căruia în exercitarea atribuțiilor privind dezvoltarea economico-socială și de mediu a municipiului, consiliul local:
 - a) aprobă, la propunerea primarului, bugetul unității administrativ-teritoriale, virările de credite, modul de utilizare a rezervei bugetare și contul de încheiere a exercițiului bugetar;
- Art. 9 alin. 1 din Ordonanța Guvernului nr. 29/2015 potrivit căruia :
 - (1) Sumele necesare finanțării proiectelor implementate în cadrul programelor prevăzute la art. 4 alin. (1) și (2) se cuprind în bugetele beneficiarilor lideri/beneficiarilor parteneri din

România după cum urmează:

a) în bugetele beneficiarilor lideri/beneficiarilor parteneri din România care sunt finanțați integral din bugetul de stat, din bugetul asigurărilor sociale de stat sau din bugetele fondurilor speciale se cuprind sumele necesare finanțării, în anul respectiv, a valorii integrale corespunzătoare părții proprii de proiect pe care și-o asumă în cadrul proiectului comun, precum și părților de proiect asumate de beneficiarii lideri/beneficiarii parteneri care sunt persoane juridice finanțate integral din bugetele acestora;

b) în bugetele beneficiarilor lideri/beneficiarilor parteneri din România care au calitatea de ordonatori de credite ai bugetului local se cuprind sumele necesare finanțării, în anul respectiv, a valorii integrale corespunzătoare părții proprii de proiect pe care și-o asumă în cadrul proiectului comun, precum și părților de proiect asumate de beneficiarii lideri/beneficiarii parteneri care sunt persoane juridice finanțate integral din bugetele acestora;

c) în bugetele beneficiarilor lideri/beneficiarilor parteneri din România care sunt instituții publice finanțate integral din venituri proprii și/sau finanțate parțial de la bugetul de stat, bugetul asigurărilor sociale de stat sau în bugetele fondurilor speciale, precum și ale celor care sunt autorități ale administrației publice locale finanțate integral din venituri proprii și/sau finanțate parțial de la bugetele locale se cuprind, din toate sursele de finanțare, inclusiv contribuția proprie, sumele necesare implementării, în anul respectiv, a părții proprii de proiect pe care și-o asumă în cadrul proiectului comun finanțat din fonduri externe nerambursabile aferente obiectivului "Cooperare teritorială europeană".

- Programul URBACT III – *The URBACT III Programme Manual*
- Procedura de Aplicare a mecanismului de transfer – *UIA Transfer Mechanism Application Procedure*
- Cererea de Finanțare- *Application Form*
- Acord de parteneriat – *Joint Convention between lead partner and project partners for the URBACT-UIA TM*
- Contract de Finanțare- *Subsidy Contract for collaborative tools for cities in urban regeneration*


Din punct de vedere juridic, raportat la dispozițiile/actele menționate anterior, proiectul de hotărâre îndeplinește condițiile legale pentru a fi supus dezbaterii și aprobării plenului Consiliului Local.

Din punct de vedere economic, raportat la prevederile art. 9 alin 1 din Ordonanța nr. 29/2015 privind gestionarea și utilizarea fondurilor externe nerambursabile și a cofinanțării publice

CO4CITIES, finanțat prin Programul european URBACT III și a cheltuielilor legate de acesta poate fi supus dezbaterii și aprobării plenului Consiliului Local.

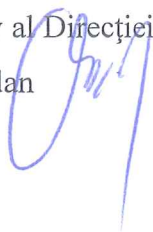
Director executiv al Direcției Juridice

Alina Rus

 23.09.2021

Director executiv al Direcției Economice

Olimpia Moigrădan



Director al Direcției Evenimente Publice și Informare Cetățeni

Ovidiu Cîmpean



Șef Serviciu Serviciul Centrul de Informare pentru Cetățeni

Oana Mureșan





**The URBACT III
Programme**

2014 - 2020

Joint Convention

**JOINT CONVENTION BETWEEN LEAD PARTNER AND
PROJECT PARTNERS FOR THE URBACT - UIA TM**

NETWORK ACRONYM: **CO4CITIES**

NETWORK TITLE: Collaborative tools for cities in urban regeneration

LEAD PARTNER: City of Turin

Having regard to:

- Regulation (EU) n° 1303/2013 of the Parliament and the Council laying down common provisions on the European Regional Development Fund, the European Agricultural Fund for Rural development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries fund repealing Council Regulation (EC) N° 1083/2006;
- Regulation (EU) n° 1301/2013 of the Parliament and the Council on the European Regional Development Fund and on specific provisions concerning the Investment for Growth and Jobs goal and repealing Regulation (EC) N° 1080/2006;
- Regulation (EU) n° 1299/2013 of the Parliament and the Council on specific provisions for the support from the European Regional Development Fund to the European Territorial Cooperation Goal;
- Commission Implementing Regulation (EU) n° 288/2014 from 25 February 2014 laying down additional rules pursuant to Regulation (EU) n°1303/2013 of the Parliament and the Council as regards the model for the progress reports, the format for submission of the information on a major project, the methodology for carrying out the cost benefit analysis, the model for the joint action plan, the model for the implementation reports for the Investment for growth and jobs goal, the model for the management declaration, the models for the audit strategy, the audit opinion and the control report and pursuant to Regulation n°1299/2013 of the Parliament and the Council as regards the model for the implementation reports for the European territorial cooperation goal;
- Delegated Regulation (EU) n° 481/2014 of the European Commission from 4 march 2014 supplementing Regulation (EU) n° 1299/2013 of the Parliament and the Council with regard to specific rules on eligibility of expenditure for cooperation programmes;
- Delegated Regulation (EU) n° 480/2014 of the European Commission from 3 march 2014 supplementing Regulation (EU) n°1303/2013 of the Parliament and the Council;
- Commission Implementing Regulation (EU) No 821/2014 of 28 July 2014 laying down rules for the application of Regulation (EU) No 1303/2013 of the European Parliament and of the Council as regards detailed arrangements for the transfer and management of programme contributions, the reporting on financial instruments, technical characteristics of information and communication measures for operations and the system to record and store data;
- The European Territorial Cooperation Operational Programme URBACT III (CCI n°2014TC16RFIR003), approved by the European Commission Implementing Decision on 12 December 2014 [ref: C(2014)9857];

- The Member and Partner State Agreements between Member/Partner States and the Managing Authority (Agence Nationale de la Cohésion des Territoires) on the implementation of the URBACT III Operational Programme;
- Programme specific guidance including those laid out in the URBACT III Programme Manual as first approved by the Monitoring Committee on 11 September 2015 and subsequently updated, the last updated version applies;
- Programme specific guidance referred to UIA Transfer Mechanism, approved in December 2020;

which the Lead Partner and Partners hereby recognize, the following Joint Convention is agreed.

The following agreement shall be made between:

LEAD PARTNER

City of Turin
 Piazza Palazzo di Città, 1
 10122 - Turin, Italy

Represented by: Chiara Appendino, Mayor

PROJECT PARTNERS

1. City of Gdansk
 Ul. Nowe Ogrody 8/12
 80-803 - Gdansk, Poland

Represented by: Aleksandra Dulkiewicz, Mayor

2. City of Cluj-Napoca
 3, Motilor Street
 400001 - Cluj-Napoca, Romania

Represented by: Emili Boc, Mayor

3. City of Budapest
 Varoshaz Utca, 9-11
 1052 - Budapest, Hungary

Represented by: Gergely Karacsony, Mayor



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for the implementation of the URBACT III UIA Transfer Mechanism Pilot Network CO4CITIES - Collaborative tools for cities in urban regeneration, hereinafter referred to as 'the Project', which has been approved by the Monitoring Committee on 9th March 2021.

§ 1 Subject of the Agreement

1.1 The subject of this agreement is the organisation of a partnership in order to implement the Project supported by the URBACT III Operational Programme.

1.2 The terms of reference of the Project are indicated in the approved Application Form which defines the Project as approved by the URBACT III Monitoring Committee.

§ 2 Duration of the Agreement

1.1 This agreement will enter into force retrospectively from the start date of the project as indicated in the approved Application Form (9th March 2021). It shall remain in force until the Lead Partner has discharged in full his obligations toward the Managing Authority, and each Project Partner has received its quota of the final payment by the European Commission.

§ 3 Definition of partners

In this agreement the Partners shall be:

- The **Lead Partner**, as the organisation responsible for the overall Project. This organisation is administratively, legally and financially responsible for the implementation of the project toward the URBACT Secretariat/ Managing Authority.
- The **Project Partners**, are the organisations responsible for the activities as stated in the Project approved Application Form. Each Project Partner remains liable for the sound financial management of its own expenditure.

§ 4 Duties, obligations and responsibilities of the partners

The Lead Partner and Project Partners commit to do everything in their power to foster the implementation of the Project as defined in the approved application form. They shall agree to the terms outlined in the Subsidy Contract.

4.1 Lead Partner

The **Lead Partner** represents a key element in the management of the Project. It bears overall financial and legal responsibility and its role is therefore critical to the success of the Project.

The Lead Partner acts as an administrative link between the Project and the Programme, and its tasks are summarised below:

4.1.1 Project management and implementation

When it comes to general project management and implementation, the Lead Partner's obligations are the following:

- a. to sign all the required contractual agreements with partners and with the Managing Authority concerning the project;
- b. to ensure implementation of the project according to the description in the latest version of the approved Application Form;
- c. to be responsible for the division of tasks among the partners involved in the project;
- d. to ensure the coherence between activities defined in the work programme and the allocated budget;
- e. to ensure an efficient internal management and control system;
- f. to ensure that partners' tasks are fulfilled in compliance with the approved application form;
- g. to request and receive ERDF payments according to the procedures detailed in the Programme Manual;
- h. to transfer ERDF to the partners in compliance with the reported amounts according to the financial management system set up;
- i. when funds are incorrectly (or unduly) paid to a project, to repay the irregularly paid amount to the Managing Authority/Secretariat and to recover the amount from a partner responsible, according to the procedures defined in the URBACT III Operational Programme;
- j. to inform the URBACT Secretariat immediately if project costs are reduced, if there is a change in the composition of partnership, in the project objectives, in the work programme or in the budget plan on which this contract is based, or if one of the disbursement conditions ceases to be fulfilled, or if circumstances arise which entitle the Managing Authority to reduce or demand repayment of the subsidy wholly or in part;
- k. to request approval from the Monitoring Committee if there are major changes to the project (partnership, the actions as described in the work programme, the project budget (out of the 20% flexibility rule));
- l. to take part in programme level activities;
- m. to ensure that the URBACT Local Groups are set up by each Project Partner and operating in relationship with the project work activities;

- n. to ensure production and dissemination of project's results and findings within the local authority administration, to the media, to local relevant stakeholders as well as to the wider community of European urban policy-makers and practitioners;
- o. to use the URBACT website as the main internet tool to communicate on the project and to regularly update the space dedicated to the project (once every 1 month minimum during network lifespan);
- p. in public statements (reports, publications etc.) to point out that the project was implemented through financial assistance from funds of ERDF within the framework of URBACT III Programme. It must be clearly stated that the project has been co-financed by ERDF through the URBACT III OP in addition to using the European flag and programme logo and slogan;
- q. to retain at all times, for audit purposes all files, documents and data about the project on customary data storage media in a safe and orderly manner in accordance with the timeframes set out in the EU regulations. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected;
- r. to comply with the regulations referred to in the preamble to this contract as well as with relevant national legislation.

4.1.2 Project reporting

When it comes to project reporting, the Lead Partner's obligations are the following:

- a. to deliver, within the deadlines, progress reports (activity and financial) and all other required documentation to the Managing Authority/URBACT Secretariat on behalf of the project;
- b. to inform the Managing Authority/URBACT Secretariat through the annual progress reports on changes in the contact information, the rescheduling of activities and on budget deviations;
- c. to ensure that the partners report expenditure that have been checked and confirmed according to their Member State control requirements.

4.2 Project Partners

The Project Partners and the Lead Partner (in his function as a project partner) shall accept the following duties and obligations:

- a. appoint a Lead Partner for the parts of the project for which it is responsible and give the Lead Partner the authority to represent the partners in the project;

- b. implement the part of the project for which it is responsible in due time according to the descriptions of individual components outlined in the approved application form;
- c. commit to keeping separate accounts of transactions related to the project implementation including an agreed audit trail;
- d. notify the Lead Partner immediately of any event that could lead to a temporary or final discontinuation or any other change to the project;
- e. retain at all times for audit purposes all files, documents and data about the part of the project for which it is responsible on customary data storage media in a safe and orderly manner in accordance with the timeframes set out in the EU regulations. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected;
- f. be responsible for their proportion of the budget (including the reclamation of funds by the Monitoring Committee in case of failure) up to the amount as to which the partner participates in the programme;
- g. in case of irregularities in the declared expenditure, to repay the irregularly received ERDF to the Lead Partner according to the procedures defined in the URBACT III Operational Programme;
- h. provide the independent assessors carrying out the URBACT III programme evaluations any documents necessary to assist with this task;
- i. react promptly to any request by the bodies implementing the URBACT III Programme;
- j. comply with EU and national legislation.

In addition to this, being a Project Partner in URBACT III implies a strong commitment with regard to a series of roles and tasks. These relate to:

4.2.1 Administrative tasks:

- a. sign the documents related to the creation and implementation of the project such as the Joint Convention, the letter of commitment etc.;
- b. provide the Lead Partner with the required information for the preparation of the progress reports (activity and financial);
- c. account in SYNERGIE-CTE the expenditure incurred by the partner's institution in the framework of its participation to the project;

- d. set up and implement the first level control (certification of the expenditure) and submit the signed certificate and statement of expenditure to the Lead Partner within the fixed deadlines.

4.2.2 Project implementation:

- a. contribute to the implementation of the work programme and to the production of expected outputs in compliance with the calendar and methodological framework defined in the approved Application form;
- b. set up an URBACT Local Group which shall contribute to the project activities and allow for an impact of these activities on local policies;
- c. actively take part to the exchange and learning activities such as project seminars, site visits, peer reviews, etc., by preparing input, sending delegates who are in a position to contribute to the exchange (both in terms of language skills and content), by ensuring reporting back to the URBACT Local Group, etc.

4.2.3 Lead Partner and Project Partners responsibilities

- a. The Lead Partner is the sole administratively, legally and financially responsible party toward the Managing Authority of the URBACT III Operational Programme concerning the due implementation of the project and compliance with obligations arising from the approval of the grant.
- b. Each Project Partner is directly and exclusively responsible to the Lead Partner for the due implementation of its respective part of the project and for the proper fulfilment of its duties and obligations as set out in this agreement and its annexes. Each Project Partner remains liable for the sound financial management of its own expenditure.
- c. Each Project Partner, including the Lead Partner (being the organisations, not the individual representatives), shall be liable to the other Project Partner and shall indemnify other partners against any liabilities, damages and costs resulting from the non-compliance of its (and its local partners) duties and obligations as set out in the work programme of the approved Application form.
- d. The Lead Partner shall have the right to dismiss partners from the project, should any partner consistently fail to adhere to Project Partner responsibilities, Lead Partner's requests, or comply with URBACT guidance protocols as identified in the Joint Convention.
- e. In cases where partners do not participate in the project implementation regularly (eg. non attendance at transnational meetings, non response to requests from the

Lead Partner) the Lead Partner can remove the partner from the project. After discussing with other project partners about this action, the Lead Partner will send an official warning letter to the project partner, offering a period of 2 months in which to reply. After this warning the Lead Partner can inform the project partner by official letter of their decision to remove the project partner from the project. In this case the Lead Partner will state the date of withdrawal and the project partner will present a final certificate of expenditure incurred to that date, not exceeding the pro rata calculation based on the time they have been involved in the project. The Lead Partner shall agree with the remaining partners how the resources made available shall be used, and inform the URBACT Secretariat or request for changes to be approved to the Monitoring Committee (see above, 4.1.1 - j and k).

§ 5 Working languages

The official language of the partnership shall be English as for the URBACT III Operational Programme. Internal agreements must be made regarding provisions for interpreting between English language and other languages at seminars and workshops if necessary. The URBACT communication language is English. This applies as a general rule to all communication tools/ material.

§ 6 Budgetary principles

6.1 The Lead Partner is the sole responsible party toward the Managing Authority for the budgetary and financial management of the project. It shall be responsible for the realisation and the transfer of the project's payment claims to the Managing Authority/URBACT Secretariat and requests for modification of the budget to the URBACT III Monitoring Committee.

6.2 The project budget approved by the Monitoring Committee shall determine the sum total of eligible expenditure, as well as its breakdown into the various items of expenditure.

6.3 The Lead Partner must ensure the correctness of the accounting and financial reports and documents drawn up by the Project Partners. The Lead Partner may request further information, documentation and evidence from the Project Partners to that effect.

6.4 Every Project Partner shall be held responsible for its budget up to the amount as to which it participates in the operation and pledges to release its part of the co-funding.

6.5 Every Project Partner commits to keeping separate accounts solely used for the project or at least a project code to identify costs linked to the project. The official currency of the programme is € and all payment of ERDF will be made in euro.

6.6 All partners, including the Lead Partner, are obliged to have their accounting certified by a first level controller independent of the project's activities. The signed certificates and statements of expenditure shall be submitted by the Project Partners to the Lead Partner, in accordance with the schedule and requirements stipulated by the

Lead Partner. If required by the Lead Partner, these documents shall include copies of all pieces of evidence (invoices, documents related to tender, bank statements, etc.).

6.7 The Lead Partner is responsible for sending to the Managing Authority/URBACT Secretariat the project's certificates of expenditure and the payment claim in accordance with the timing and procedures described in the Programme manual. The Lead Partner is also responsible for receiving the ERDF payment by the Certifying Authority and for refunding in a due time the Project Partners on the basis of their certified expenditure.

6.8 In default of evidence or in the event of non-fulfilment of the rules concerning eligibility of expenditure, the Lead Partner shall ask the Project Partners to redraft the submitted financial documents. In case of repeated non-fulfilment, the Lead Partner shall inform the URBACT Secretariat who shall provide its assistance to solve the issue. If necessary, and with the consensus of the URBACT Secretariat, the Lead Partner may be entitled to deny the expenditure declared by a Project Partner. When taking this decision, the Lead Partner is obliged to inform both the Project Partner concerned and the URBACT Secretariat regarding the denial of the expenditure declared and the reasons behind.

6.9 In the event of total or partial incompleteness of the obligations of any of the Project Partners or in the event of material errors in the effective execution of project activities, each cosignatory member of the present Joint Convention undertakes to reimburse the Lead Partner any funds that have been unduly received, within the month following notification.

6.10 Every Project Partner is obliged to promptly inform the Lead Partner and to provide the latter with all the useful details should there be events that could jeopardise the implementation of the project.

6.11 Should one of the Project Partners be in default, the Lead Partner shall require them to comply within a reasonable period of time (one month maximum).

6.12 Should the non-fulfilment of obligations continue, the Lead Partner may decide to debar the Project Partner concerned from the project. The Managing Authority shall be promptly informed of such a decision. The debarred partner is obliged to refund to the Lead Partner any Programme funds received which they cannot prove on the day of debarring that they used for the implementation of the project according to the definition of eligible expenses stated in the Programme rules.

6.13 In cases where the non-fulfilment of a partner's obligations has financial consequences for the funding of the project as a whole, the Lead Partner may demand compensation to cover the sum involved.

6.14 Should the Managing Authority be forced to reduce or discontinue the grant and should this entail full or partial refunding of the URBACT III Operational Programme funds already transferred, every Project Partner is obliged to refund the funds (by way of the Lead Partner) according to the final financial settlement.

6.15 In order to avoid that in the situation described under Article 6.14 only the Lead Partner has to bring the financial consequences of the budget reduction, the final financial settlement, drawn up on the basis of the final expenditure certificate approved or denied

by Managing Authority, shall show, both for the overall project as well as for every partner, the status of the eligible expenses approved by the Monitoring Committee. This determines the amount every partner and the Lead Partner must refund should the Managing Authority claim such funds from the project (by way of the Lead Partner).

§ 7 Financial management system

Lead Partner and Project Partners agree on setting up a decentralized financial management system, where:

- a. each Project Partner spends and accounts one's own expenditure in SYNERGIE-CTE, in due time according to each reporting period (at least 30 days prior the deadlines, see infra § 9.6);
- b. the first level control on the expenditure will be done at the level of each Project Partner;
- c. the Lead Partner will ensure that each partner:
 - spends, accounts and certifies its own contribution in compliance with the national and EU regulations and respecting the Programme internal rules;
 - spends, accounts and certifies its own contribution according to the project's payment forecast;
 - provides the Lead Partner with the certificate and statement of expenditures signed by the appointed first level controllers during each reporting period;
 - ensures that the expenditure accounted for and certified by the partners is entered into the correct budget categories without exceeding the maximum available amount (keeping in mind the flexibility of 20% between budget categories and between partners' budgets).

§ 8 Modification to Work Programme and budget reallocation

8.1 According to the subsidy contract, the Lead Partner shall be obliged to request approval from the Managing Authority if the partnership, the activities or the budget of the project change. The URBACT Secretariat is responsible for the practical administration of changes within the running operations.

8.2 All minor changes (e.g. change in contact information, rescheduling of activities, small budget deviation) shall be reported to the URBACT Secretariat through the progress report.

8.3 Any major changes related to partnership (e.g. drop out or replacement of partners, etc.), to activities (e.g. extension of duration, change on the work programme,

etc.) and to budget should as much as possible be avoided. However, when duly justified, these changes may be approved by the Monitoring Committee through a reprogramming procedure as described in the Programme manual.

8.4 As a basic rule, Lead Partner should inform the URBACT Secretariat as soon as they are aware of a possible major change in their project.

8.5 Before applying for a financial reallocation from one budget line to another, a change in the work programme, or any other major change in the framework of a reprogramming procedure, the Lead Partner shall obtain the approval of its Project Partners.

8.6 Any request for amendments to the project presented by the Lead Partner to the Monitoring Committee shall be authorised by the Project Partners beforehand.

§ 9 Progress Reports

9.1 Every Project Partner commits to provide the Lead Partner with the information needed to draw up progress reports (activity and financial), payment claims and other specific documents as required by the Monitoring Committee and Managing Authority. The Lead Partner must send to the Managing Authority the progress report, certificates of expenditure of all partners and a global project payment claim within 2 months after the end of the reporting periods. For this purpose, each partner commits to submit to the Lead Partner its certificates of expenditure and the information needed to draw up progress reports within 2 months after the end of the annual reporting periods. In order to ensure the accuracy of the provided documents and information, the Lead Partner shall make comments to the partners within 10 days after reception of the documents.

9.2 If required by Project Partners, the Lead Partner shall make available to Project Partners copies of progress reports, payment claims and other specific reports submitted to the Managing Authority.

9.3 The Lead Partner can require every Project Partner to provide additional information necessary or appropriate to draw up a report or to comply with a Monitoring Committee request for information or a request for information from any other authorised body.

9.4 The Lead Partner shall keep the Project Partners informed on a regular basis about all relevant communication between the Lead Partner and the Managing Authority/URBACT Secretariat, the Monitoring Committee and the Certifying Authority.

9.5 The reporting procedure shall be done according to the information provided in the Programme manual.

9.6 The reporting periods and deadlines for submission of the reports are the following:

- 1st reporting period: 9 March 2021 — 31 December 2021 (deadline for submission: 28 February 2022)

- 2nd reporting period: 1 January 2022 — 9 September 2022 (deadline for submission: 9 December 2022)

§ 10 Verification and Record Keeping

10.1 Every Project Partner is obliged to keep the documents required for the verification of the implementation of the project and eligible expenses and to make them available for control to the competent bodies and institutions.

10.2 The Lead Partner as well as every Project Partner shall be, individually, obliged to keep and file all accounting documents and other documents on customary data storage media according to the rules outlined in the URBACT III Operational Programme.

10.3 The national rules concerning the verification or the keeping of documents may vary and the stricter rules apply.

§ 11 Anti-Fraud Policy

11.1 The Managing Authority and URBACT Secretariat have identified the most likely areas for fraud in the URBACT III Programme and projects, and have set up robust control systems, measures and procedures in order to follow up on all suspected cases that may be highlighted.

Through the Programme anti-fraud policy, the intention is to:

- promote a culture which deters fraudulent activity;
- facilitate the prevention and detection of fraud;
- develop procedures which will aid in the investigation of fraud and related offences and which will ensure that such cases are dealt in a timely and appropriate manner.

The Managing Authority and URBACT Secretariat therefore encourage all partners, contractors, employees and the public to do their utmost to prevent fraud from happening, to put into place proportionate measures to detect it and to come forward with any suspicion of fraud in relation to the Programme.

11.2 Either suspected or established, the URBACT III Programme has developed a strong whistleblowing procedure to report any fraud anyone may have witnessed should it be one partner, any involved expert or even one of the Programme authorities. If so, all details are to be provided to the following anonymised email address: alert@urbact.eu so that all proportionate measures will be implemented starting with a thorough investigation of the fraud, and if applicable, apply all timely and appropriate measures as described in the Programme's procedures.

11.3 Cases of suspected or established fraud may also be detected and reported to the Managing Authority/URBACT Secretariat by the first level controllers. The controllers are

requested to report any fraud cases (section 2 of the First Level Control certificate) to the Managing Authority/URBACT Secretariat through a specific Programme report template. The template of this report on suspected or established fraud is made available to the first level controllers by the URBACT Secretariat.

§ 12 Communication and Publicity Measures

12.1 The URBACT website is the only internet tool to communicate on the project with an external audience and to regularly update the space dedicated to the project (once every month minimum).

12.2 In any public material used to promote or disseminate the project activities - whether printed or electronically available - the use of the URBACT III programme logo with its slogan and the EU flag together with reference to the European Union and the European Regional Development Fund is mandatory as set out in the Programme Manual.

12.3 Any notice or publication by the project, in whatever form and on or by whatever medium, including the Internet, must specify that it reflects the author's views and that the Managing Authority is not liable for any use that may be made of the information contained therein.

12.4 The partners agree that the Managing Authority/URBACT Secretariat shall be authorised in the framework of the URBACT III Operational Programme to publish, in whatever form and on or by whatever medium, including the Internet, the following information:

- the name of the Lead Partner and its partners;
- the contact details from the Lead Partner, including an e-mail address;
- the contact details from any Project Partners that are responsible for uploading content to the URBACT website, including their e-mail addresses;
- the purpose of the subsidy;
- the amount granted and the proportion of the total cost of the project accounted for by the funding;
- the geographical location of the project;
- progress reports including the final report and all final outputs;
- whether and how the project has previously been published.

12.5 The project undertakes to send to the URBACT Secretariat at least one copy of any publicity and or information material. The project furthermore authorises the URBACT Secretariat, Managing Authority and the European Commission to use this material to showcase how the subsidy is used.

12.6 Any information, media appearance, or other publicity of the project shall be communicated to the URBACT Secretariat for potential website updates or showcases.

12.7 The Lead Partner ensures that the results of the project, especially any study or analysis produced during the implementation shall be made available to the public in order to guarantee a widespread publicity of the project's outcomes.

12.8 The project shall ensure that any milestone meeting/event organised by the network is communicated to the URBACT Secretariat and that at least one member of the URBACT Secretariat is invited to participate whenever necessary.

12.9 For Information and Publicity purposes, projects are requested to appoint a reference person who will be in direct contact with the URBACT Secretariat.

12.10 The URBACT communication language is English. This applies as a general rule to all tools of communication.

§ 13 Co-operation with third parties

13.1 In the event of co-operation with third parties (public or private bodies), of delegation of part of the activities or of outsourcing, the Project Partners shall remain the sole responsible parties to the Lead Partner and through the latter to the Managing Authority, concerning compliance with their obligations by virtue of the conditions set forth in this agreement.

13.2 The Project Partners can, should they deem it necessary or sensible, notify their local partners of this agreement.

13.3 No partner shall have the right to transfer his rights and obligations under the terms of this protocol without the prior consent of the other partners.

§ 14 Insurance

The Project Partners are advised to make provisions for the entire duration of this agreement to insure themselves against all damages incurred by third parties caused by the implementation of the project and the implementation of this agreement.

§ 15 Confidentiality

15.1 Although the nature of the implementation of this project is public, it has been agreed that part of the information exchanged in the context of its implementation between the Project Partners themselves or with the Monitoring Committee, can be confidential. Only documents and other elements explicitly provided with the statement "confidential" shall be regarded as such.

15.2 This mainly concerns studies that have been made available to one of the parties in the context of the project concerning methods, know-how, files or any other type of

document labelled confidential. This information can only be used by the partners according to the provisions of this agreement.

15.3 The Project Partners commit to taking measures so that all staff members carrying out the work respect the confidential nature of this information, and do not disseminate it, pass it on to third parties or use it without prior written consent of the Lead Partner and the partner institution that provided the information.

15.4 The Project Partners commit to taking the same measures to maintain the confidential nature of the information, as they would do should it concern their own confidential information.

15.5 The information below is not covered by the confidentiality clause:

- information that is publicly disseminated without the publication being caused by default on the part of one of the PP concerning his obligation to observe confidentiality;
- information which, with all appropriate means, the disseminating partner can prove that it possessed prior to the project.

15.6 This confidentiality clause shall remain in force for two years following the termination of this agreement.

§ 16 Results of joint activities

16.1 The result of the joint activities covered by the agreement concerning reports, documents, studies, electronic data and other products, be they disseminated free of charge or commercially, are the joint property of the partners but remain freely available for Programme use.

16.2 The Project Partners dispose of the property in accordance with rules mutually agreed upon, based on the prevailing rules of co-authorship.

16.3 The Project Partners explicitly commit themselves, and without a time limit, to state that the implementation has taken place with the co-operation of the URBACT III Operational Programme.

§ 17 Legislation in force

This agreement is governed by Italian Law, being the law of the country of the Lead Partner.

§ 18 Amendment of this agreement

18.1 This agreement shall only be amended by means of an annex to that effect signed by all parties involved.

18.2 Modifications to the project (time schedule, budget) that have been approved by the Monitoring Committee can be carried out without amending this agreement.

18.3 Modifications to the official programme documents this agreement refers to (e.g. Operational Programme, Programme manual, etc.), if approved by the Monitoring Committee and, when relevant, by the European Commission, automatically apply to this agreement without amending it.

§ 19 Legal succession

19.1 The Lead Partner is allowed to assign its duties and rights under this contract only after prior written consent of the Managing Authority and the Monitoring Committee.

19.2 In cases of legal succession (e.g. where the Lead Partner changes its legal form), the Lead Partner is obliged to transfer all duties under this contract to the legal successor. The Lead Partner shall notify the Managing Authority about any change beforehand.

§ 20 Force majeure

20.1 According to the present contract, the "force majeure" represents any unpredictable and insurmountable event, occurred after the signing of the present contract and that prevents the total or the partial execution of the contract.

20.2 There are specific cases of "force majeure": wars, natural calamities, general strikes, insurrections, revolts, epidemics, earthquakes, floods and other similar events.

20.3 The "force majeure" exonerates the parties of the responsibility for not executing partially or totally the obligations stipulated in the present contract during the period they appear and only if the events were properly notified.

20.4 It is not considered to be "force majeure" an event similar to those presented above, that, without creating an impossibility of execution, makes the execution of the obligations very expensive for one of the parties.

§ 21 Nullity

21.1 Should one of the provisions of this agreement be declared null or void in the national law of one of the parties or the law governing this agreement, this shall not render the remaining provisions null and void.

21.2 The fact that one of the parties should not demand application of one of the provisions of the agreement does not imply that this party waives such provision.

§ 22 Lapse of time

Legal proceedings concerning any issue ensuing from this agreement may not be lodged before the courts more than three years after the facts. In the event of legal proceedings concerning a claim to refund funds, a period of three years following the last transfer shall be applied.

§ 23 Translation languages

This agreement and its annexes shall be provided in English. In case of translation of this document into another language, the English version shall be the binding one.

§ 24 Domicile

To the effect of this agreement, the Project Partners shall irrevocably choose domicile at the address stated in their letterhead where any official notifications can be lawfully served. Any change of domicile shall be forwarded to the Lead Partner within 15 days following the change of address by registered mail.

§ 25 Final statement

25.1 The European Commission's guidelines and the distributed financial and legal obligations are considered to be integral part of this contract between the Lead Partner and the Project Partners.

25.2 The number of copies equals the number of signatories to the agreement. Every signatory institution shall declare to have received a copy hereof.

Drawn up at Turin
Date 03/06/2021

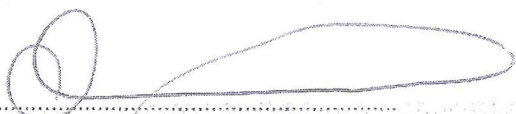
§ 26 Signatures

Lead Partner City of Turin

Local co-financing (in €): 61.908,00

ERDF contribution (in €): 144.452,00

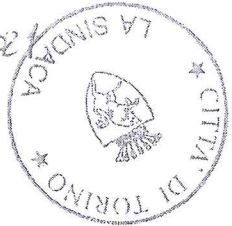
Budget Category	Maximum Total Expenditure	
	2021	2022
Staff Costs	31.000,00	31.000,00
Office Administration	930,00	930,00
Travel and Accommodation	2.000,00	3.500,00
External Expertise and Services	66.000,00	69.000,00
Equipment	1.000,00	1.000,00

Signature: 

Name of the signatory person¹: Chiara Appendino

Position of the signatory person: Mayor of Turin

Date: 27/04/2022



¹ The signing person of the Lead Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.
JOINT CONVENTION BETWEEN PARTNERS URBACT III - UIA TM - CO4CITIES



Partner 1 City of Gdansk

Local co-financing (in €): 32.997,00

ERDF contribution (in €): 76.993,00

Budget Category	Maximum Total Expenditure	
	2021	2022
Staff Costs	17.000,00	16.000,00
Office Administration	510,00	480,00
Travel and Accommodation	3.500,00	4.500,00
External Expertise and Services	39.500,00	27.500,00
Equipment	1.000,00	-

PREZYDENT MIASTA GDANSKA

Signature: *Aleksandra Dulkiwicz*

Name of the signatory person²: *ALEXANDRA DULKIEWICZ*

Position of the signatory person: *MAYOR OF Gdansk*

Date: *26.05.2021*

² The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.

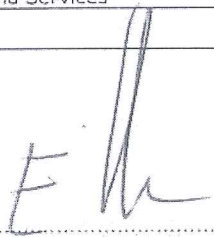


Partner 2 City of Cluj-Napoca

Local co-financing (in €): 32.997,00

ERDF contribution (in €): 76.993,00

Budget Category	Maximum Total Expenditure	
	2021	2022
Staff Costs	17.000,00	16.000,00
Office Administration	510,00	480,00
Travel and Accommodation	3.500,00	4.500,00
External Expertise and Services	39.500,00	27.500,00
Equipment	1.000,00	-

Signature: 

Name of the signatory person³: EMIL BOC

Position of the signatory person: MAYOR

Date: 29.04.2021


³ The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.
JOINT CONVENTION BETWEEN PARTNERS URBACT III - UIA TM - CO4CITIES

Partner 3 City of Budapest

Local co-financing (in €): 19.230,00

ERDF contribution (in €): 44.870,00

Budget Category	Maximum Total Expenditure	
	2021	2022
Staff Costs	10.000,00	10.000,00
Office Administration	300,00	300,00
Travel and Accommodation	3.000,00	5.000,00
External Expertise and Services	22.500,00	12.000,00
Equipment	1.000,00	-

Signature: 

Name of the signatory person: GERGELY KRÁCSI


Position of the signatory person: MAYOR OF BUDAPEST

Date: 03 JUNE 2021

Szignálta: 
Nágel Ilona
aljegyző 2020602

⁴ The signing person of the Project Partner can be an elected member, a director/head of department/service, the project coordinator. The signing person must be authorized by the institution to sign any document committing the institution to be engaged in the project.
JOINT CONVENTION BETWEEN PARTNERS URBACT III – UIA TM – CO4CITIES



  <p>MINISTÈRE DE LA COHESION DES TERRITOIRES ET DES RELATIONS AVEC LES COLLECTIVITÉS TERRITORIALES</p> <p>AGENCE NATIONALE DE LA COHÉSION DES TERRITOIRES</p>	<p>URBACT III Programme</p> <p>2014-2020</p>	<p>SUBSIDY CONTRACT</p> <p>UIA Transfer Mechanism Pilot Network</p>
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SUBSIDY CONTRACT FOR

**COLLABORATIVE TOOLS FOR CITIES IN URBAN
REGENERATION**

UIA TRANSFER MECHANISM PILOT NETWORK

BETWEEN

**Agence nationale de la cohésion des territoires – Ministère de la
Cohésion des Territoires et des Relations avec les Collectivités
Territoriales**

**TSA 10717
75334 Paris Cedex 07**

acting as Managing Authority of the European Territorial Cooperation
programme URBACT III, (assisted by the URBACT Secretariat,)

AND

CITY OF TORINO (ITALY)

16 via Corte d'Appello 10122 Turin ITALY (Piemonte Torino)

acting as Lead Beneficiary as referred to in article 13.2 of Regulation
(EU) No 1299/2013 and hereinafter referred to as **Lead Partner**

**Due to French legislation (law n°94-665, 04 August 1994), this contract is
bilingual EN/FR. The contracting parties will be able to avail of both texts.**

Preamble

The 28 European Union Member States, Norway and Switzerland have entrusted the French Agence nationale de la cohésion des territoires – Ministère de la Cohésion des Territoires et des Relations avec les Collectivités Territoriales to assume the task of Managing Authority of the URBACT III Operational Programme. Within this context, the Managing Authority also has the task of signing the contracts with Lead Partners as final beneficiaries in line with Article 13.2 of Regulation (EU) N° 1299/2013.

Therefore the Managing Authority enters into the following:

SUBSIDY CONTRACT

on behalf of the Member/ Partner States of the URBACT III Operational Programme, on the basis of the last updated versions of:

- Regulation (EU) n° 1303/2013 of the Parliament and the Council laying down common provisions on the European Regional Development Fund, the European Agricultural Fund for Rural development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries fund repealing Council Regulation (EC) N° 1083/2006
- Regulation (EU) n° 1301/2013 of the Parliament and the Council on the European Regional Development Fund and on specific provisions concerning the Investment for Growth and Jobs goal and repealing Regulation (EC) N° 1080/2006
- Regulation (EU) n° 1299/2013 of the Parliament and the Council on specific provisions for the support from the European Regional Development Fund to the European Territorial Cooperation Goal
- Commission Implementing Regulation (EU) n° 288/2014 from 25 February 2014 laying down additional rules pursuant to Regulation (EU) n°1303/2013 of the Parliament and the Council as regards the model for the progress reports, the format for submission of the information on a major project, the methodology for carrying out the cost benefit analysis, the model for the joint action plan, the model for the implementation reports for the Investment for growth and jobs goal, the model for the management declaration, the models for the audit strategy, the audit opinion and the control report and pursuant to Regulation n°1299/2013 of the Parliament and the Council as regards the model for the implementation reports for the European territorial cooperation goal
- Delegated Regulation (EU) n° 481/2014 of the European Commission from 4 march 2014 supplementing Regulation (EU) n° 1299/2013 of the Parliament and the Council with regard to specific rules on eligibility of expenditure for cooperation programmes
- Delegated Regulation (EU) n° 480/2014 of the European Commission from 3 march 2014 supplementing Regulation (EU) n°1303/2013 of the Parliament and the Council

- Commission Implementing Regulation (EU) No 821/2014 of 28 July 2014 laying down rules for the application of Regulation (EU) No 1303/2013 of the European Parliament and of the Council as regards detailed arrangements for the transfer and management of programme contributions, the reporting on financial instruments, technical characteristics of information and communication measures for operations and the system to record and store data
- The European Territorial Cooperation Operational Programme URBACT III (CCI n°2014TC16RFIR003), approved by the European Commission Implementing Decision on 12 December 2014 [ref: C(2014)9857]
- The Member and Partner State Agreements between Member/Partner States and the Managing Authority (Agence nationale de la cohésion des territoires) on the implementation of the URBACT III Operational Programme.
- Programme specific guidance including those laid out in the URBACT III Programme Manual as first approved by the Monitoring Committee on 11 September 2015 and subsequently updated, the last updated version applies.

which the Lead Partner hereby recognises.

Article 1 - Award of subsidy

Article 2 - Object of use, eligibility of expenditure, reallocation and reprogramming

Article 3 - Request for payments

Article 4 - Project partnership

Article 5 - Representation of partners, liability

Article 6 - Lead Partner's obligations

Article 7 - Communication and Publicity

Article 8 - Right of termination

Article 9 - Controls, audits and evaluation of the project

Article 10 - Assignment, legal succession

Article 11 - Force majeure

Article 12 - Amendment of this contract

Article 13 - Concluding provisions

Article 14 - Applicable law - disputes

Article 15 - Signatures

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Article 1 - Award of subsidy

- 1) In accordance with the decision of the URBACT Monitoring Committee dated 9th March 2021, and the amendments as referred to in Article 2.5 of this contract, an earmarked subsidy is awarded to the Lead Partner of *COLLABORATIVE TOOLS FOR CITIES IN URBAN REGENERATION* (Ref Synergie-CTE N°7889) from funds of the URBACT III Operational Programme for the maximum amount of:

Network	ERDF	Public co-financing	TOTAL COST
	343,308.00 €	147,132.00 €	490,440.00 €

- 2) In compliance with section 2.5 of the UIA Transfer Mechanism Application Procedure Terms of Reference, all partner cities shall be co-financed at up to 70% by ERDF.
- 3) Disbursement of the subsidy is subject to the condition that the European Commission makes available the funds to the extent described above.
- 4) If the European Commission fails to make the funds available, the Managing Authority will be entitled to withhold payments for as long as is needed or, as an ultimate tool, to withdraw from this contract and any claim by the Lead Partner against the Managing Authority for whatever reason will be excluded.
- 5) Disbursement of the subsidy is subject to the condition that this subsidy contract is signed by all parties to this contract.
- 6) Disbursement of the subsidy will be made subject to the condition that the national first level control process (Article 125(4) of Regulation (EU) No 1303/2013) has been carried.

Article 2 - Object of use, eligibility of expenditure, reallocation and reprogramming

- 1) The subsidy is awarded exclusively to the Lead Partner for the implementation of the project as it is described in the latest version of the Application Form approved by the Monitoring Committee. The approval decision, including its annexes, forms an integral part of this subsidy contract.
- 2) Project costs which qualify for a subsidy consist exclusively of eligible project costs listed in the Application Form approved by the Monitoring Committee. The eligibility of project costs for European Regional Development Fund co-funding is regulated in EC Delegated Regulation (EU) No 481/2014, national regulations and rules laid down in the latest version of the URBACT III Programme Manual Factsheet 2F. In case of contradictions between the rules mentioned above, the stricter rule applies.

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3) To be considered eligible, costs must:

- be directly linked to the work plan outlined in the Application Form approved by the Monitoring Committee;
- be necessary for carrying out the project covered by the subsidy contract;
- be reasonable and comply with the principles of sound financial management, in particular value for money and cost effectiveness;
- have been paid, certified and declared by the partners during the project eligibility period;
- have actually been incurred, be recorded in the beneficiaries' accounts or tax documents, and be identifiable and controllable.

4) Project activities are eligible if they are carried out from the project starting date (9th March 2021) to the end date (9th September 2022) indicated in the Application Form. In addition to the project period, activities linked to project dissemination activities as well as financial and administrative closure are eligible. The related expenditure for the project activity is eligible if paid and certified (by the First Level Controller) from the project starting date to 3 months after the ending date indicated in the Application Form (See Programme Manual – Fact sheet 2F – Section 1.3).

5) During network implementation, a reallocation of funds between budget categories and partners is allowed of up to 20% of amounts indicated in the approved Application Form. In this case, the Lead Partner shall inform the URBACT Secretariat of the reallocation of funds through the regular reporting procedures and in a detailed and justified manner (reasons of the reallocation of funds, categories, budget lines and partners concerned, the LP shall also provide updated supporting documents as necessary).

The Lead Partner may also apply for major changes to the budget (over the 20% flexibility rule) such major changes also include changes to partnership, activities and outputs during network implementation. Major changes require an official approval by the Monitoring Committee before they can become effective (See Programme Manual – Fact sheet 2E – Section 5 Reprogramming Procedure). Where relevant, this may require also an amendment to this Subsidy Contract.

Article 3 - Request for payments

1) The Lead Partner may only request payments by providing proof of progress of the project as described in the approved Application Form. Therefore the Lead Partner has to present reporting documents to the Managing Authority/URBACT Secretariat, according to the procedures outlined in the Programme Manual (Fact sheet 2E – Section 4) and according to the timetable exposed in the Guide to UIA Transfer Mechanism Pilot Networks. The Managing Authority/URBACT Secretariat shall provide templates in the Monitoring system SYNERGIE-CTE. The reporting documents have to be completed using the format provided in SYNERGIE-CTE. Any other format will not be considered acceptable by the Managing Authority/URBACT Secretariat.

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2) The following compulsory documents shall be submitted as part of a payment request:

- Payment claim document signed and stamped by the LP - scan to be sent via email;
- Certificates of expenditures and related checklist of certified expenditure provided and signed by the first level controllers - scan to be sent via email;
- Progress report signed and stamped - scan to be sent via email. The Progress Report is composed of:
 - Activity part: related to activities implemented in the considered year, involvement of the partners, problems encountered, solutions envisaged, results and delays. This part shall be coherent with the activities, the objectives, the outputs and timeline schedule described in the application form. An explanation of all deviations from the work plan must be explained.
 - Financial part: related to the expenditure occurred during the concerned year, per budget lines and project partner. The financial part also includes the cumulative amounts of the expenditure declared with previous Progress Reports and the remaining budget.

Along with the mandatory reporting documents mentioned above, Lead Partners are also asked to provide relevant documents related to the activities reported as delivered during the period, for example: agenda and attendance sheets from meetings, reports, blogs or other outputs from the reporting period concerned.

3) The Lead Partner is required to report officially on the project activity as outlined in the Guide to UIA Transfer Mechanism Networks (page 13).

Approved projects will be required to report officially on their project activity twice during the project lifetime. Two periods are fixed for project reporting as follows:

- 9 March 2021 – 31 December 2021 (Deadline for submission 28 February 2022)
- 1 January 2022 – 9 September 2022 (Deadline for submission 09 December 2022).

4) The Lead Partner shall be responsible to ensure that the expenditure declared by each partner is supported by a certificate and statement of expenditure. The Lead Partner is also responsible to verify and ensure that all certificates and statements of expenditure received from the partners are signed by the competent First Level Controller designated by the partners' national authorities.

5) The progress report should give evidence of the implementation of the work programme as planned in the approved Application Form. The progress report shall be the indicator tool that enables the Managing Authority /URBACT Secretariat to check whether the declared activities and expenditure are in line with the approved work programme and budget in the Application Form. If it is not the case, the Managing Authority/URBACT Secretariat has the right to refuse the progress report and consequently to temporarily interrupt the refunding of European Regional Development Fund and/or Swiss funds until the Lead Partner

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gives evidence of the implementation of the work programme as defined in the Application Form.

6) Each interim reporting period will be treated by the URBACT Secretariat and will be paid based on the certified costs per project partner. The Managing Authority/URBACT Secretariat is entitled to withhold any ERDF payment until all unclear issues related to the implementation, management and reporting are clarified and is also entitled to deduct any ineligible cost found during the certification process and as a result proportionately reduce the ERDF due to the project.

Following payment due to the project, the Lead Partner will be responsible for transferring the correct amount of ERDF to the project partners. The payments to projects partners (amounts and dates) shall be entered in SYNERGIE CTE and then partners shall input the date when they receive ERDF payment on their bank account.

For each reporting period, the Lead Partner in a mixed management system will provide details about the redistribution of shared costs for the period in the form of a specific document outlining information concerning the amounts and the breakdown per budget categories and per partner, taking into consideration the project shared costs and any cash transfers.

Based on this information, the URBACT Secretariat will calculate the amount of ERDF due to the project. The final payment will be calculated based on the information provided by the Lead Partner.

For this final payment, the Lead Partner will be responsible for transferring the correct amount of ERDF to the project partners.

7) In order to respect the budget commitments in the URBACT III Operational Programme and in accordance with Article 136 of Regulation (EU) No 1303/2013), the Lead Partner must request payments according to the timeframe of the budget per year outlined within the project Application Form (Table 7.2).

Failure to respect the annual targets as approved in the Application Form and under-spending in general may result in a reduction in the ERDF grant to the project if the programme de-commits as a result of poor project performance.

8) Pursuant to Article 21 of Regulation (EU) No 1299/2013 in accordance with Article 132 of Regulation (EU) No 1303/2013, the Certifying Authority ensures that Lead Partners receive payments of their European Regional Development Fund or national contributions as quickly as possible. In cases of detection of systemic errors, the Managing Authority and Certifying Authority have the right to temporary withhold payments to the Lead Partner. Payment suspension(s) shall be lifted as soon as the Managing Authority and Certifying Authority have received sufficient evidence on the solution of the systemic error(s) detected.

9) The funds will be disbursed in Euro (EUR; €) only and transferred to an account indicated by the Lead Partner without delay. Any exchange rate risk will be borne solely by the Lead Partner. All changes on bank account data of the

Lead Partner must be communicated to the Managing Authority/URBACT Secretariat through the progress report in order to avoid delays in the refunding process. Any charges incurred due to uninformed changes shall be borne by the Lead Partner.

Article 4 - Project partnership

1) Partners are listed in the latest approved version of the Application Form. Only expenditure paid and borne by organisations listed as partners in the approved latest version of the Application Form are eligible to European Regional Development Fund.

2) In accordance with Article 13.2 of Regulation (EU) No 1299/2013 the partnership shall be governed by an agreement (Joint Convention) signed by all partners.

3) Project partners can leave the project by providing a 'letter of de-commitment' specifying the date of withdrawal. In cases where partners do not participate in the project implementation regularly (for example non attendance at transnational meetings, non response to requests from the Lead Partner) the Lead Partner can remove the partner from the project. Such action should be discussed with other project partners and should be undertaken in a timely manner.

Firstly, the Lead Partner should send an official warning letter to the project partner offering the project partner a period of at least 2 months in which to reply. After this warning the Lead Partner can inform the project partner by official letter of their decision to remove the project partner from the project.

In this case the Lead Partner will state the date of withdrawal and the project partner will present a final certificate of expenditure incurred to that date which should normally not exceed the pro rata calculation based on the time they have been involved in the project.

The Lead Partner shall agree with the remaining partners how the resources made available shall be used. The changes shall be approved through the reprogramming procedure described in Factsheet 2E of the Programme Manual.

Article 5 – Representation of partners, liability

1) In accordance with Article 13 of Regulation (EU) No 1299/2013 and the URBACT III Programme Manual Factsheet 2E section 1 the Lead Partner shall:

- a) be responsible for ensuring the implementation of the entire project
- b) be responsible for transferring the European Regional Development Fund to the partners participating in the project as soon as possible after receiving the payment from the Certifying Authority.

2) The Lead Partner solely bears the overall financial and legal responsibility for the project and for the project Partners.

3) The Lead Partner guarantees that it is entitled to represent all partners participating in the project bearing the sole responsibility of delivering as well as receiving all the information relevant for the project management between Lead Partner and Project Partners and that it is directly responsible for forwarding all relevant information and guidance given by the Managing Authority/URBACT Secretariat to the Partners.

The Lead Partner guarantees furthermore that it will establish with all the Partners the division of the mutual responsibilities in the form of a Joint Convention, containing at least the following : 1) role and obligations of the individual partners in the partnership in project implementation (incl. description of activities of each project partner by reporting periods as indicated in the approved Application Form, 2) budgetary principles, 3) financial management provisions for accounting, reporting, financial control, 4) receipt of ERDF payments, 5) distribution of the ERDF financing between the project partners (partner budget tables annexed) according to the approved Application Form, 6) balanced spending rate in accordance with the ERDF total contribution 7) liability in case of failures in project delivery and project spending including provisions for changes in the work plan, 8) the partners financial liability and provisions for the recovery of funds in case of amounts incorrectly reported and received by the partner, 9) information and publicity requirements, 10) resolutions of conflicts in the partnership, 11) the ownership rights of the results between partners and in relation to the terms of the Subsidy Contract (The list is not exhaustive and the LP and the PPs may add further items according to the project specific needs).

4) The Lead Partner is liable towards the Managing Authority for ensuring that its partners fulfil their obligations under this contract. The Lead Partner is also liable towards the Managing Authority for infringements of obligations under this contract by its partners in the same way as for its own conduct.

5) If the Managing Authority demands repayment of subsidy funds in accordance with this contract (Article 9), the Lead Partner is liable towards the Managing Authority for the total amount of the subsidy.

Article 6 –Lead Partner’s obligations

The Lead Partner represents a key element in the management of the URBACT III projects. It bears overall financial and legal responsibility towards the Managing Authority and its role is therefore critical to the success of a project. The Lead Partner acts as an administrative link between the project and the programme.

1) When it comes to general project management and implementation, the Lead Partner’s obligations are the following:

- a. To sign all the required contractual agreements with partners and with the Managing Authority concerning the project.

- b. To ensure implementation of the project (including implementation of work packages and production of outputs according to the description in the latest version of the Application Form approved by the Monitoring Committee.
- c. To ensure that appropriate human resources are made available to ensure a sound project management in accordance with the guidelines provided at programme level (suitably qualified staff covering the variety of tasks to be fulfilled by a Lead Partner)
- d. To be responsible for the division of tasks among the partners involved in the project;
- e. To ensure an efficient internal management and control system;
- f. To ensure that partners' tasks are fulfilled in compliance with the Application Form, the Joint Convention and the Subsidy Contract;
- g. To request and receive payments of programme funding according to the procedures detailed in the Programme Manual – Fact sheet 2E - section 4;
- h. To transfer programme funding to the partners in compliance with the amounts reported in the progress report and certified by the Certifying Authority without further delay (in general within a 2-month deadline). If not able to transfer the ERDF due to its partners in a timely manner, the Lead Partner is requested to inform the URBACT Secretariat in due time;
- i. When funds are incorrectly (or unduly) paid to a project, to repay the irregularly paid amount to the Managing Authority/Secretariat and to recover the amount from a partner responsible, according to the procedures defined in the URBACT III Operational Programme;
- j. To inform the URBACT Secretariat immediately if project costs are reduced, if there is a change in the composition of partnership, in the project objectives, in the work programme or in the budget plan on which this contract is based, or if one of the disbursement conditions ceases to be fulfilled, or if circumstances arise which entitle the Managing Authority to reduce or demand repayment of the subsidy wholly or in part;
- k. To request approval from the Monitoring Committee if there are changes to the partnership, the actions as described in the work programme included in the latest approved version of the Application Form, the project budget (over and above the flexibility rule) or in case of other major changes. The approval from the Monitoring Committee is sought by the Managing Authority who must have been provided with the reprogrammed application form by the project's lead partner;
- l. To take part in different programme level activities including training sessions, conferences and programme level events as well as project clustering activities;

- m. To ensure that the URBACT Local Groups are set up by each Project Partner and operating in relationship with the project work activities (See Programme Manual – Fact sheet 2A);
- n. To retain at all times, for audit purposes all files, documents and data about the project on customary data storage media in a safe and orderly manner in accordance with Article 140 of EU Regulation 1303/2013. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected;
- o. To comply with the regulations referred to in the preamble to this contract as well as with relevant national legislation.

2) When it comes to communication activities, the Lead Partner's obligations are the following:

- a. To ensure production and dissemination of project's results and findings within the local authority administration, to the relevant National URBACT Points, to the media, to local relevant stakeholders as well as to the wider community of European urban policy-makers and practitioners;
- b. To produce 100 hard copies of the project final output product/publication(s) (if appropriate) to be submitted to the URBACT Secretariat for wider dissemination purposes and use at programme level events. Should the project's outputs include exclusively digital materials – online tools, paperless documents, among others – the project must foresee USB sticks (or any other suitable medium) for wider dissemination;
- c. To use the URBACT website as the main internet tool to communicate on the project and to regularly update the space dedicated to the project (at least two articles should be published during each phase of the network in addition to the publication of Lead Expert's articles during the phase 'Understanding'). If any secondary website /blog will be created, it needs to respect all EU Guidelines on Information (point f. below);
- d. To ensure that all project partners organise local final communication events at the end of the project, disseminating the results and the outcomes of the project to a wider audience;
- e. To create a visual identity (*i.e.* logo and tag line) and transfer the files (both jpeg and eps/ai) to the URBACT Secretariat within a maximum of 3 months after the project start;
- f. To respect the European Commission guidelines on Information and Communication outlined in Annex XII of EU Regulation 1303/2013 and in particular ensure that the financial support from the European Regional Development Fund and the URBACT III Programme is mentioned in all public statements and relevant logos are used in all publications.

3) When it comes to project reporting, the Lead Partner's obligations are the following:

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- a. To deliver, within the deadlines, progress reports (activity and financial) and all other required documentation to the Managing Authority/URBACT Secretariat on behalf of the project;
- b. To inform the Managing Authority /URBACT Secretariat through the progress reports on changes in the contact information, bank details, the rescheduling of activities and on budget deviations as regulated in Article 2 of this contract;
- c. To ensure that the partners report expenditure that have been checked and confirmed according to their Member State control requirements.

4) When it comes to project closure, the Lead Partner shall provide the following documents within the fixed deadlines:

- a. The signed final project payment claim;
- b. The signed final certificates and statements of expenditure of Lead partner and partners;
- c. The signed final progress report;
- d. The closure report for all partners (if requested);
- e. The project's final outputs as defined in the Application Form shall be uploaded on the project space on the URBACT website. Paper version can be requested for dissemination purposes. All outputs shall be supplied in electronic format.

5) All of these documents shall normally be submitted to the Managing Authority/URBACT Secretariat no later than 3 months after the project's official end date (indicated in the Application Form) or by the fixed deadlines as set by the MA/URBACT Secretariat. The Managing Authority can apply shorter deadlines for project closure if necessary to respect programme deadlines. Lead Partners will be informed sufficiently in advance should this be necessary.

6) In addition to these obligations, the Lead Partner has the opportunity to submit a proposal of project reprogramming usually only once during the project lifetime. The deadline for the submission of the reprogramming proposals shall be fixed by the Managing Authority/URBACT Secretariat accordingly, following the procedures defined in the Programme Manual, Fact sheet 2E, section 5.

The Managing Authority/URBACT Secretariat shall submit the proposals of project reprogramming to the Monitoring Committee for approval. The Managing Authority/URBACT Secretariat shall inform the concerned Lead Partner about the Monitoring Committee decision and amend this subsidy contract if necessary.

7) For Lead Partners situated in countries which provide national co-financing, it is important to agree the requirements for claiming this contribution beforehand with the appropriate Member/Partner State. Projects operating a mixed management system should also agree with the Member/Partner State how the shared costs will be managed.

Article 7 - Communication and Publicity

- 1) Unless the Managing Authority requests otherwise, any information and publicity measures aimed at beneficiaries, potential beneficiaries and the public must specify that the operation has received a subsidy from the programme funds in compliance with the requirements set in the Programme Manual and in compliance with the requirements set by the regulatory legal framework and in particular the Regulation (EU) No 1303/2013 Annex XII and in the Programme Manual.
- 2) Furthermore, in any public material used to promote or disseminate the project activities - whether printed or electronically available - the use of the URBACT III programme logo with its slogan and the EU flag together with reference to the European Union and the European Regional Development Fund is mandatory as set out in the Programme Manual.
- 3) Any notice or publication by the project, in whatever form and on or by whatever medium, including the Internet, must specify that it reflects the author's views and that the Managing Authority is not liable for any use that may be made of the information contained therein.
- 4) The Managing Authority/URBACT Secretariat shall be authorised to publish - in whatever form and on or by whatever medium, including the Internet - the following information:
 - the name of the Lead Partner and its partners,
 - the contact details from the Lead Partner, including an e-mail address,
 - the contact details from any Project Partners that are responsible for uploading content to the URBACT website, including their e-mail addresses,
 - the purpose of the subsidy,
 - the amount granted and the proportion of the total cost of the project accounted for by the funding,
 - the geographical location of the project,
 - progress reports including the final report and all final outputs,
 - whether and how the project has previously been publicised.
- 5) The project undertakes to send to the URBACT Secretariat at least one copy of any publicity and or information material. The project furthermore authorises the URBACT Secretariat, Managing Authority and the European Commission to use this material to showcase how the subsidy is used.
- 6) Any information, media appearance, or other publicity of the project shall be communicated to the URBACT Secretariat for potential website updates or showcases.
- 7) The Lead Partner ensures that the results of the project especially any study or analysis produced during the implementation shall be made available to the public in order to guarantee a widespread publicity of the project's outcomes.

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8) The project shall ensure that any milestone meeting/event organised by the network is communicated to the URBACT Secretariat and that at least one member of the URBACT Secretariat is invited to participate whenever necessary.

9) For Information and Publicity purposes, projects are requested to appoint a reference person who will be in direct contact with the URBACT Secretariat.

10) The URBACT communication language is English. This applies as a general rule to all tools of communication.

Article 8 - Right of termination

1) In addition to the right of termination laid down in Article 1 and in Article 11 of this contract, the Managing Authority is entitled to terminate this contract and, where relevant, to demand repayment of funds in full or in part, if:

- a) the Lead Partner has obtained the subsidy through false or incomplete statements; or
- b) the project has not been or cannot be fully implemented by achieving the planned outputs and results, or it has not been or cannot be implemented in due time; or
- c) the Lead Partner has failed to countersign this subsidy contract, or to submit required reports or proofs, or to supply necessary information, provided that the Lead Partner has received a written reminder setting an adequate deadline and explicitly specifying the legal consequences of a failure to comply with requirements, and has failed to comply with this deadline; or
- d) the Lead Partner has failed to immediately report events delaying or preventing the implementation of the project funded, or any circumstances leading to its modification; or
- e) project reporting does not follow the set schedules, making it impossible to determine that the project is being implemented according to plan and it will achieve the set objectives, results or outputs; or
- f) the Lead Partner has impeded or prevented controls and audits (Article 9); or
- g) the subsidy awarded has been partially or entirely misapplied for purposes other than those agreed upon; or
- h) insolvency proceedings are instituted against the assets of the Lead Partner or insolvency proceedings are dismissed due to lack of assets for cost recovery, provided that this appears to prevent or risk the implementation of the programme objectives, or the Lead Partner closes down; or
- i) subject to the provisions of Article 11, the Lead Partner wholly or partly sells, leases or lets the project to a third party; or

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- j) it has become impossible to verify that the final progress report is correct and thus the eligibility of the project to URBACT III funding; or
 - k) the Lead Partner has failed to fulfil any other conditions or requirements for assistance stipulated in this contract and the provisions it is based on, notably if these conditions or requirements are meant to guarantee the successful implementation of the programme objectives.
- 2) If the Managing Authority exercises its right of termination, the Lead Partner is obliged to transfer the requested repayment of funds to the Managing Authority. The repayment of funds is due within one month following the date of the letter by which the Managing Authority asserts the repayment claim; the due date will be stated explicitly in the order for recovery.
- 3) If the Managing Authority exercises its right of termination, the Lead Partner is only entitled to set off undisputed claims against the Managing Authority.
- 4) If the Managing Authority exercises its right of termination, the amount repayable shall be subject to interest, starting on the day the payment was made and ending on the date of actual repayment. The interest rate will be determined in accordance with Article 147 of Regulation (EU) No 1303/2013.
- 5) If any of the circumstances indicated in Article 8 occurs before the full amount of subsidy has been paid to the Lead Partner, payments may be discontinued and there shall be no claims to payment of the remaining amount. Any further legal claims shall remain unaffected by the above provisions.

Article 9 - Controls, audits and evaluation of the project

- 1) All the costs in each Project Payment Claim submitted by the Lead Partner to the MA/URBACT Secretariat must be validated by the First Level Controllers according to the procedure described in the Programme Manual and in compliance with the requirements set by the applicable legal framework.
- 2) The responsible auditing bodies of the URBACT III programme, of the European Union (notably the European Court of Auditors) and, within their responsibility, the auditing bodies of the participating European Union Member States, Norway and Switzerland as represented in the Group of Auditors or other national public auditing bodies as well as the Managing Authority/URBACT Secretariat/Certifying Authority and the Audit Authority, are entitled to control and audit the proper use of funds by the Lead Partner or by the project partners or arrange for such controls and audits to be carried out by authorised persons.
- 3) The Lead Partner as well as all Project Partners will produce all documents required for the above controls and audits, provide necessary information and give access to its business premises.
- 4) The Lead partner and all its project partners are at all times obliged to retain for control and audit purposes all files, documents and data about the project on customary data storage media in a safe and orderly manner at least

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until 31 December 2025, as defined in the Programme Manual. This period shall be interrupted either in the case of legal proceedings or at the duly motivated request of the Commission. Other possibly longer statutory retention periods, as might be stated by national law, remain unaffected. The LP/PPs are obliged to store information electronically and to keep it clearly traceable for control and audit purposes and maintain records of invoices and bodies holding documentation in the audit trail in accordance with Article 140 of EU Regulation 1303/2013.

5) The Managing Authority has a right to withhold the payments to the Lead Partner until all the required information and documentation have been provided.

6) In accordance with Chapter II of Regulation (EU) No 1303/2013, the Lead Partner undertakes to provide independent experts or bodies carrying out the programme evaluation with any document or information necessary to assist the evaluation.

7) The Lead Partner is obliged to guarantee that both the Lead Partner and all of its partners fulfil the duties stipulated above.

Article 10 - Assignment, legal succession

1) The Managing Authority is entitled at any time to assign its rights under this contract. In case of assignment the Managing Authority will inform the Lead Partner without delay.

2) The Lead Partner is allowed to assign its duties and rights under this contract only after prior written consent of the Managing Authority and the Monitoring Committee.

3) In cases of legal succession, e.g. where the Lead Partner or a Project Partner changes its legal form, the Lead Partner or Project Partner is obliged to transfer all duties under this contract to the legal successor. The Lead Partner shall notify the Managing Authority about any change beforehand in writing.

Article 11 - Force majeure

1) According to the present contract, the "force majeure" represents any unpredictable and insurmountable event, occurred after the signing of the present contract and that prevents the total or the partial execution of the contract.

2) There are specific cases of "force majeure": wars, natural calamities, general strikes, insurrections, revolts, epidemics, earthquakes, floods and other similar events.

3) The "force majeure" exonerates the parties of the responsibility for not executing partially or totally the obligations stipulated in the present contract during the period they appear and only if the events were properly notified.

4) It is not considered to be "force majeure" an event similar to those presented above, that, without creating an impossibility of execution, makes the execution of the obligations very expensive for one of the parties.

Article 12 - Amendment of this contract

1) This contract shall only be amended by means of an official amendment to that effect signed by all parties involved.

2) Modifications to the project not affecting the approved subsidy (time schedule, activities) that have been approved by the Monitoring Committee can be carried out without amending this contract.

3) Modifications to the official programme documents this agreement refers to (e.g. Operational Programme, Programme manual, etc.), if approved by the Monitoring Committee and, when relevant, by the European Commission, automatically apply to this agreement without amending it.

Article 13 - Concluding provisions

1) All correspondence with the Managing Authority/URBACT Secretariat under this contract must be in English or in French and has to be sent to the following address:

URBACT Secretariat
Agence nationale de la cohésion des territoires
TSA 10717
75334 PARIS CEDEX 07

2) If any provision in this contract should be wholly or partly ineffective, the parties to this contract undertake to replace the ineffective provision by an effective provision which comes as close as possible to the purpose of the ineffective provision.

3) Amendments and supplements to this contract - and any waiver of the requirement of the written form - must be in written form.

Article 14 - Applicable law - disputes

1) This contract is governed by French law.

2) Any dispute between the parties which could not be resolved amicably concerning their contractual relationship and, more specifically, the interpretation, performance and termination of this contract, shall be referred to the Tribunal Administratif de Paris which shall have exclusive jurisdiction.

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Article 15 - Signatures

This Subsidy Contract is issued in three copies by the Managing Authority and shall be countersigned by the Lead Partner.

Date: ...27/04/2021...

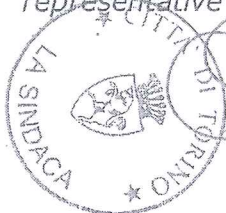
(Lead Partner)

Date: 30 mars 2021

(Managing Authority)

.....
Chiara Appendino - Mayor of Turin

[Name and function of the elected representative of the Lead Partner]



.....
Agence nationale de la cohésion des territoires
Direction régionale Poitou de la ville
Directeur général adjoint en charge de la
politique de la ville
Adjoint au Directeur général
François Antoine MARIANI

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URBACT




Commissariat
général
à l'égalité
des territoires

**Le programme
URBACT III**

2014-2020

**CONTRAT DE
SUBVENTION**

**Actions
Innovatrices
Urbaines –
Transfert de
connaissance**

CONTRAT DE SUBVENTION POUR

**COLLABORATIVE TOOLS FOR CITIES IN URBAN
REGENERATION**

**ACTIONS INNOVATRICES URBAINES - TRANSFERT DE
CONNAISSANCE**

ENTRE

**Agence Nationale à l'Égalité des Territoires – Ministère de la
Cohésion des Territoires et des Relations avec les Collectivités
Territoriales**

**TSA 10717
75334 Paris Cedex 07**

agissant en tant qu'Autorité de gestion du programme de coopération
territoriale européenne URBACT III, (assisté par le secrétariat URBACT)

ET

CITY OF TORINO (ITALY)

16 via Corte d'Appello 10122 Turin ITALY (Piemonte Torino)

agissant en tant que bénéficiaire principal comme indiqué à l'article
13.2 de la loi (UE) n° 1299/2013 et ci-après nommé le **Chef de file**

**En vertu de la loi française (n°94-665, 04 août 1994), le présent contrat est
bilingue anglais/français. Les parties contractantes pourront se prévaloir de ces
deux textes.**

Préambule

Les 28 États membres de l'Union européenne, ainsi que la Norvège et la Suisse, ont confié à l'Agence Nationale à l'Égalité des Territoires (ANCT), rattaché au Ministère de la Cohésion des Territoires et des Relations avec les Collectivités Territoriales, le rôle d'autorité de gestion du programme opérationnel URBACT III. Dans le cadre de cette attribution, l'autorité de gestion a également pour tâche de signer les contrats avec les Chefs de File qui sont les bénéficiaires finaux conformément à l'article 13.2 du règlement de l'Union européenne (UE) n° 1299/2013.

En conséquence, l'autorité de gestion conclut ce qui suit :

CONTRAT DE SUBVENTION

Au nom des États membres / partenaires du programme opérationnel URBACT III, sur la base des versions les plus récentes de :

- Vu le Règlement (UE) n° 1303/2013 du Conseil du 17 décembre 2013 portant dispositions communes relatives au Fonds européen de développement régional, au Fonds social européen, au Fonds de cohésion, au Fonds européen agricole pour le développement rural et au Fonds européen pour les affaires maritimes et la pêche, portant dispositions générales applicables au Fonds européen de développement régional, au Fonds social européen, au Fonds de cohésion et au Fonds européen pour les affaires maritimes et la pêche, et abrogeant le règlement (CE) n° 1083/2006 du Conseil ;
- Vu le Règlement (UE) n° 1301/2013 du Parlement Européen et du Conseil du 17 décembre 2013 relatif au Fonds européen de développement régional et aux dispositions particulières relatives à l'objectif Investissement pour la croissance et l'emploi, et abrogeant le règlement (CE) n° 1080/2006 ;
- Vu le règlement (UE) n° 1299/2013 du Parlement Européen et du Conseil du 17 décembre 2013 portant dispositions particulières relatives à la contribution du Fonds européen de développement régional à l'objectif Coopération territoriale européenne ;
- Vu le Règlement d'exécution (UE) n° 288/2014 de la Commission du 25 février 2014 fixant, en application du règlement (UE) no1303/2013 du Parlement européen et du Conseil portant dispositions communes relatives au Fonds européen de développement régional, au Fonds social européen, au Fonds de cohésion, au Fonds européen agricole pour le développement rural et au Fonds européen pour les affaires maritimes et la pêche, et portant dispositions générales applicables au Fonds européen de développement régional, au Fonds social européen, au Fonds de cohésion et au Fonds européen pour les affaires maritimes et la pêche, les règles concernant le modèle destiné aux programmes opérationnels présentés au titre de l'objectif «Investissement pour la croissance et l'emploi» et, en application du règlement (UE) no1299/2013 du Parlement européen et du Conseil portant dispositions particulières relatives à la contribution du

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Fonds européen de développement régional à l'objectif «Coopération territoriale européenne», les règles concernant le modèle destiné aux programmes de coopération présentés au titre de l'objectif «Coopération territoriale européenne» ;

- Vu le Règlement délégué (UE) n° 481/2014 de la Commission du 4 mars 2014 complétant le règlement (UE) no 1299/2013 du Parlement européen et du Conseil en ce qui concerne des règles particulières concernant l'éligibilité des dépenses pour les programmes de coopération ;
- Vu le Règlement délégué (UE) n° 480/2014 de la Commission du 3 mars 2014 complétant le règlement (UE) n° 1303/2013 du Parlement européen et du Conseil en ce qui concerne dispositions générales applicables au Fonds européen de développement régional,
- La réglementation d'exécution de la Commission (UE) n° 821/2014 du 28 juillet 2014 définissant les règles d'application de la réglementation (UE) n° 1303/2013 du Parlement européen et du Conseil en ce qui concerne les modalités du transfert et de la gestion des contributions au programme, les rapports sur les instruments financiers, les caractéristiques techniques des mesures d'information et de communication concernant les opérations ainsi que le système d'enregistrement et de stockage données
- Le Programme opérationnel de coopération territoriale européenne URBACT III (CCI n°2014TC16RFIR003), adopté par la Commission européenne et appliquant la décision du 12 décembre 2014 [ref : C(2014)9857]
- Les accords des États membres et partenaires entre États membres / partenaires et l'autorité de gestion (Agence Nationale à l'Égalité des Territoires) sur la mise en œuvre du programme opérationnel URBACT III.
- Les orientations spécifiques du programme, notamment celles prévues dans le manuel du programme URBACT III, initialement approuvées par le Comité de suivi le 11 septembre 2015 et ultérieurement mises à jour, la dernière version actualisée s'applique.

Que le Chef de File reconnait dans le présent contrat.

Article 1 – Octroi de subventions

Article 2 – Objet d'utilisation, éligibilité des dépenses, réallocation et reprogrammation

Article 3 – Demande de versements

Article 4 – Partenariat du projet

Article 5 – Représentation des partenaires, responsabilité

Article 6 – Obligations du Chef de File

Article 7 - Communication et publicité

Article 8 – Droit de résiliation

Article 9 – Contrôles, audits et évaluation du projet

Article 10 – Cession, succession légale

Article 11 - Force majeure

Article 12 - Modification du présent contrat

Article 13 – Dispositions finales

Article 14 – Lois applicables – Litiges

Article 15 – Signatures

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Article 1 – Octroi de subventions

- 1) Conformément à la décision du Comité de suivi URBACT en date du 9 Mars 2021 et les modifications telles que mentionnées à l'article 2.5 du présent contrat, une subvention est affectée au Chef de File de *COLLABORATIVE TOOLS FOR CITIES IN URBAN REGENERATION* (Ref Synergie-CTE N° 7889) des fonds du Programme opérationnel URBACT III, pour un montant maximum de :

Réseau	FEDER	CO-FINANCEMENT LOCAL	COÛT TOTAL
	343,308.00 €	147,132.00 €	490,440.00 €

- 2) Conformément à la section 2.5 des Termes de Référence de la procédure d'application aux réseaux pilotes Actions Innovatrices urbaines – Transfert de connaissance, toutes les villes partenaires seront cofinancées à hauteur de 70% par le FEDER.
- 3) Le versement d'une subvention est soumis à la condition que la Commission européenne, rende disponibles les fonds à hauteur des pourcentages ci-dessus indiqués.
- 4) Si la Commission européenne ne dégage pas les fonds, l'autorité de gestion sera autorisée à retenir les paiements aussi longtemps que nécessaire ou, comme outil ultime, à se retirer de ce contrat et toute plainte émanant du Chef de File contre l'autorité de gestion pour une raison quelconque sera exclue.
- 5) Le versement de la subvention est soumis à la condition que ce contrat de subvention soit signé par toutes les parties au contrat.
- 6) Le versement de la subvention est soumis à la condition que le processus de contrôle de premier niveau à l'échelon national (Article 125(4) du règlement (UE) n° 1303/2013) a été effectué.

Article 2 – Objet d'utilisation, éligibilité des dépenses, réallocation et reprogrammation

- 1) La subvention est attribuée exclusivement au Chef de File pour la mise en œuvre du projet tel qu'il est décrit dans la dernière version du formulaire de candidature approuvée par le comité de suivi. La décision d'approbation, y compris ses annexes, fait partie intégrante du présent contrat de subvention.
- 2) Les coûts du projet donnant droit à une subvention sont ceux exclusivement éligibles et référencés dans le formulaire de candidature approuvé par le comité de suivi. L'éligibilité des coûts d'un projet pour le cofinancement du Fonds européen de développement régional est régie par le règlement délégué (UE) n° 481/2014, les règles et réglementations nationales consignées dans la dernière version de la fiche d'informations 2F du manuel du Programme URBACT III. En cas de contradictions entre les règles ci-dessus mentionnées, la règle la plus stricte s'applique.

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3) Pour être considérés comme éligibles, les coûts doivent :

- être directement associés au plan de travail décrit dans le formulaire de candidature approuvé par le Comité de suivi ;
- être nécessaires pour mener à bien le projet couvert par le contrat de subvention ;
- être raisonnables et conformes aux principes de bonne gestion financière, notamment de rapport qualité-prix et de rapport coût-efficacité ;
- avoir été payés, certifiés et déclarés par les partenaires durant la période d'éligibilité du projet ;
- avoir été effectivement encourus, enregistrés dans la comptabilité ou dans les documents fiscaux des bénéficiaires, et être identifiables et contrôlables.

3) Les activités des projets sont éligibles si elles sont menées à partir de la date de début du projet (9 mars 2021) et jusqu'à la date finale (9 septembre 2022) indiquées dans le formulaire de candidature. Outre la période de projet, les activités associées à celles de diffusion du projet, de clôture financière et administrative, sont éligibles. Les dépenses associées aux activités du projet sont éligibles si elles sont payées et certifiées (par un contrôleur de premier niveau) à partir de la date de début et sur une période de trois mois après la date de fin du projet indiquées dans le formulaire de candidature (consulter le manuel du Programme – Fiche d'informations 2F – Section 1.3).

5) Lors de la mise en œuvre du réseau, une réallocation des fonds entre les catégories de budget et les partenaires est autorisée à hauteur de 20 % des montants indiqués dans le formulaire de candidature approuvé. Dans ce cas, le Chef de File doit informer le secrétariat d'URBACT de la réallocation des fonds dans le cadre des procédures périodiques d'établissement des rapports d'avancement, de manière dûment justifiée et motivée dans le détail (raisons de la réallocation des fonds, catégories, lignes budgétaires et partenaires concernés), le Chef de File est également tenu de fournir les pièces justificatives actualisées, le cas échéant.

Le Chef de File peut également faire une demande de modifications majeures du budget (au-delà de la règle de flexibilité de 20 %) ; ces dernières incluent également des changements dans le partenariat, les activités et les résultats durant la période de mise en œuvre du réseau. De telles modifications nécessitent l'approbation officielle du Comité de suivi avant qu'elles ne puissent entrer en vigueur (consulter le manuel du programme, fiche d'informations 2E, section 5, procédure de reprogrammation). Lorsque cela est pertinent, un amendement au présent contrat de subvention peut s'avérer nécessaire.

Article 3 – Demande de versements

1) Le Chef de File ne pourra solliciter des versements qu'en justifiant de l'avancement du projet, tel que décrit dans le formulaire de candidature. En conséquence, ledit Chef de File devra présenter les rapports requis à l'autorité de gestion / au secrétariat URBACT, conformément aux procédures et au calendrier décrits dans le manuel du programme (fiche d'informations 2E, section 4).

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L'autorité de gestion / le secrétariat URBACT devra fournir des modèles dans le système de gestion et d'information du programme, SYNERGIE-CTE. Les rapports d'avancement doivent être remplis conformément au format fourni dans SYNERGIE-CTE. Les autres formats ne seront pas considérés comme acceptables par l'Autorité de gestion/le Secrétariat URBACT.

2) Les documents obligatoires suivants devront être joints à la demande de paiement :

- Le document de demande de paiement signé et portant le cachet du Chef de scan à envoyer par e-mail;
- Les certificats de dépenses et la liste de contrôle associée concernant les dépenses certifiées, délivrés et signés par les contrôleurs de premier niveau, scan à envoyer par e-mail;
- Le rapport d'avancement, signé et revêtu du cachet requis, scan à envoyer par e-mail; Le rapport de suivi est composé de :
 - la partie activité : associée aux activités mises en œuvre durant l'année à l'étude, implication des partenaires, problèmes rencontrés, solutions envisagées, résultats et délais. Cette partie doit être cohérente avec les activités, les objectifs, les résultats et un échéancier décrit dans le formulaire de candidature. Les écarts par rapport au plan de travail établi devront être justifiés.
 - partie financière : associée aux dépenses engagées pendant l'année concernée, par lignes de budget et partenaire de projet. La partie financière inclut également les montants cumulatifs de dépenses déclarées dans le rapport de suivi précédent et le budget restant.

Outre les rapports obligatoires susmentionnés, les Chefs de File sont également invités à fournir les documents pertinents en lien avec les activités signalées comme livrées au cours de la période, par exemple : ordre du jour et liste de participation aux réunions, rapports, articles ou autres résultats de la période concernée.

3) Le chef de file est tenu de rendre compte officiellement de l'activité du projet, comme indiqué dans le Guide des réseaux pilotes Actions Innovatrices Urbaines – Transfert de connaissance (page 13).

Les projets approuvés seront tenus de rendre compte officiellement de leur activité de projet deux fois au cours de la durée de vie du projet. Deux périodes sont fixées pour le reporting de projet comme suit:

- 9 mars 2021 - 31 décembre 2021 (date limite de soumission 28 février 2022)
- 1 janvier 2022-9 septembre 2022 (date limite de soumission 09 décembre 2022).

4) Le Chef de File veille à ce que les dépenses déclarées par chaque partenaire reposent sur un certificat et une déclaration de dépenses. Le Chef de File est également chargé de vérifier et veiller à ce que tous les certificats et déclarations

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de dépenses reçus des partenaires soient signés par le contrôleur de premier niveau compétent désigné par les autorités nationales des partenaires

5) Le rapport d'avancement doit apporter la preuve de la mise en œuvre du programme de travail tel que planifié dans le formulaire de candidature validé. Ledit rapport sert d'indicateur et permet à l'autorité de gestion / au secrétariat URBACT de vérifier si les activités et les dépenses déclarées sont conformes au programme de travail et au budget validés dans le formulaire de candidature. Si ce n'est pas le cas, l'autorité de gestion / le secrétariat URBACT a le droit de refuser le rapport d'avancement et, en conséquence, d'interrompre temporairement le remboursement du Fonds européen de développement régional et / ou des fonds suisses jusqu'à ce que le Chef de File apporte la preuve de la mise en œuvre du programme de travail tel qu'il a été défini dans le formulaire de candidature.

6) Chaque période intermédiaire d'établissement des rapports d'avancement sera traitée par le secrétariat URBACT et sera payée sur la base des coûts certifiés par chaque partenaire du projet. L'autorité de gestion / le secrétariat URBACT a le droit de retenir tout paiement FEDER jusqu'à ce que toutes les questions en suspens liées à la mise en œuvre, la gestion et l'établissement de rapports soient résolues, et il a également le droit de déduire tout frais inéligible pendant le processus de certification et en conséquence de réduire proportionnellement le FEDER attribué au projet.

Après versement de la somme attribuée au projet, le Chef de File sera chargé de transférer le montant correct du FEDER aux partenaires du projet. Les paiements destinés aux partenaires du projet (montants et dates) doivent être enregistrés dans l'outil SYNERGIE CTE et les partenaires saisissent ensuite la date à laquelle ils ont reçu le virement FEDER sur leur compte bancaire.

Pour chaque période d'établissement des rapports, le Chef de File dans un système mixte de gestion fournira des informations sur la redistribution des coûts partagés pour la période sous la forme d'un document spécifique présentant des informations concernant les montants et la ventilation par catégories budgétaires et par partenaire, prenant en considération les coûts partagés et les virements de trésorerie.

Dans un système de gestion mixte, le Chef de File fournira un résumé des contributions financières détaillant les dépenses réelles certifiées pour chaque partenaire, en prenant en considération les coûts partagés du projet et, pour les projets de gestion « mixte » ou « centralisée », tous les transferts en espèces.

Sur la base de ces informations, le secrétariat URBACT calculera le montant du FEDER dû au projet. Le paiement final sera calculé d'après les informations fournies par le Chef de File.

Pour ce montant final, le Chef de File sera chargé de transférer le montant correct de FEDER aux partenaires du projet.

7) Afin de respecter les engagements budgétaires dans le Programme opérationnel URBACT III et conformément à l'article 136 du règlement (UE) n° 1303/2013, le Chef de File doit demander les versements conformément aux

délais budgétaires déterminés annuellement dans le formulaire de candidature (tableau 7.2).

Le non-respect des objectifs annuels tels qu'ils sont approuvés dans le formulaire de candidature et la sous-utilisation des fonds peuvent entraîner une réduction de la subvention FEDER pour le projet si le programme se désengage suite à des mauvaises performances du projet.

8) Au titre de l'article 21 du règlement (UE) n ° 1299/2013 conformément à l'article 132 de la du règlement(UE) n °1303/2013, l'autorité de certification veille à ce que les Chefs de File reçoivent les versements du Fonds européen de développement régional ou des contributions nationales aussi rapidement que possible. En cas de détection d'erreurs systémiques, l'autorité de gestion et l'autorité de certification ont le droit de suspendre temporairement les versements au Chef de File. La suspension de versement sera levée dès que l'autorité de gestion et l'autorité de certification auront reçu suffisamment de preuves que des solutions ont été trouvées pour résoudre la/les erreur(s) systémique(s) détectée(s).

9) Les fonds seront versés en Euro (EUR ; €) uniquement et transférés sur un compte désigné par le Chef de File sans délai. Le risque lié au taux de change reste à la charge exclusive du Chef de File. Toutes les modifications de données relatives au compte bancaire du Chef de File doivent être transmises à l'autorité de gestion / au secrétariat URBACT par l'intermédiaire du rapport d'avancement afin d'éviter des retards dans le processus de remboursement. Les frais encourus liés à des modifications non renseignées sont à la charge du Chef de File.

Article 4 – Partenariat du projet

1) Les partenaires sont référencés dans la dernière version approuvée du formulaire de candidature. Seules les dépenses payées et prises en charge par les organisations référencées comme partenaires dans la dernière version approuvée du formulaire de candidature sont éligibles au financement du Fonds européen de développement régional.

2) Conformément à l'article 13.2 du règlement (UE) n ° 1299/2013, le partenariat est régi par un accord (convention commune) signé par tous les partenaires.

3) Les partenaires peuvent quitter le projet en transmettant « une lettre de désengagement » stipulant la date du retrait. Si les partenaires ne participent pas régulièrement à la mise en œuvre du projet (par exemple, s'ils n'assistent pas aux réunions transnationales, s'ils ne répondent pas à des demandes émanant du Chef de File), le Chef de File est en droit de retirer ledit partenaire du projet. Une telle action doit faire l'objet d'une discussion préalable avec les autres partenaires du projet et elle doit être menée dans un délai convenable.

Tout d'abord, le Chef de File doit envoyer un courrier d'avertissement officiel au partenaire du projet concerné auquel ce dernier doit répondre dans un délai inférieur à deux mois. Après cet avertissement, le Chef de File peut informer ledit partenaire par un courrier officiel de son intention de le retirer du projet.

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Dans ce cas, le Chef de File stipulera la date de retrait et le partenaire du projet présentera un certificat final des dépenses payées jusqu'à cette date ; le montant ne doit normalement pas être supérieur au calcul au prorata, sur la base du temps durant lequel il a été impliqué dans le projet.

Le Chef de File doit se mettre d'accord avec les autres partenaires sur l'utilisation des ressources disponibles. Les modifications doivent être approuvées par le biais de la procédure de reprogrammation décrite dans la fiche d'informations 2E du manuel du programme.

Article 5 – Représentation des partenaires, responsabilité

1) Conformément à l'article 13.2 du règlement (UE) n° 1299/2013 et aux fiches d'information 2E, section 1, du manuel du Programme URBACT III, le Chef de File est :

a) tenu de veiller à la mise en œuvre de l'intégralité du projet.

b) chargé du transfert du Fonds européen de développement régional aux partenaires qui participent au projet dès que possible, une fois reçu le versement de l'autorité de certification.

2) Le Chef de File assume seul la responsabilité financière et juridique du projet, en son nom et celui des partenaires impliqués.

3) Le Chef de File garantit qu'il est habilité à représenter les partenaires impliqués dans le projet et qu'il assume seul la responsabilité de fournir, et de recevoir, toutes les informations pertinentes pour la gestion du projet mis en place entre le Chef de File et les autres partenaires, et qu'il est directement chargé de transmettre toutes les informations pertinentes et les instructions transmises par l'autorité de gestion/le secrétariat URBACT aux partenaires.

Le Chef de File garantit en outre qu'il établira avec l'ensemble des partenaires la répartition des responsabilités mutuelles sous la forme d'une convention commune, comportant au moins les mentions suivantes : 1) le rôle et les obligations de chaque partenaire dans la mise en œuvre du projet (y compris la description des activités de chaque partenaire du projet par périodes de rapport, tel que cela est indiqué dans le formulaire de candidature approuvé, 2) les principes budgétaires, 3) les dispositions en matière de gestion financière pour la comptabilité, les rapports, le contrôle financier, 4) les reçus des versements FEDER, 5) la distribution du financement FEDER entre les partenaires du projet (tableaux budgétaires de chaque partenaire en annexe), conformément au formulaire de candidature validé, 6) le taux de dépenses équilibré conformément à la contribution totale FEDER, 7) la responsabilité en cas d'échec dans la livraison du projet et en matière de dépenses associées au projet, y compris les dispositions relatives à des modifications dans le plan de travail, 8) la responsabilité financière des partenaires et les dispositions pour la récupération des fonds si un montant n'est pas correctement reporté ou reçu par le partenaire, 9) les exigences en matière d'informations et de publicité, 10) les résolutions de conflits au sein du partenariat, 11) les droits de propriété des résultats entre les partenaires et conformément aux termes du contrat de

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subvention (la liste n'est pas exhaustive et le Chef de File ainsi que les autres partenaires du projet peuvent ajouter d'autres articles conformément aux besoins spécifiques du projet).

4) Le Chef de File est responsable envers l'autorité de gestion du respect des obligations de ses partenaires dans le cadre du présent contrat. Il est également responsable envers l'autorité de gestion des infractions aux obligations de ses partenaires toujours dans le cadre du présent contrat, tout comme de sa propre conduite.

5) Si l'autorité de gestion demande un remboursement de tout ou partie de la subvention conformément au présent contrat (article 9), le Chef de File est responsable envers ladite autorité de l'intégralité du montant de la subvention.

Article 6 – Obligations du Chef de File

Le Chef de File représente un élément essentiel dans la gestion des projets URBACT III. Il assume l'entière responsabilité légale et financière envers l'autorité de gestion et son rôle est donc particulièrement crucial pour la réussite du projet. Le Chef de File agit en tant que coordinateur administratif entre le projet et le programme.

1) Pour ce qui est de la gestion et la mise en œuvre générales du projet, les obligations du Chef de File sont les suivantes :

- a. Signer tous les accords contractuels requis avec les partenaires et avec l'autorité de gestion relatifs au projet ;
- b. Veiller à la mise en œuvre du projet (notamment l'application du plan de travail et la production de résultats) conformément à la description dans la dernière version du formulaire de candidature approuvé par le comité de suivi ;
- c. Veiller à ce que les ressources humaines appropriées soient disponibles de manière à garantir une gestion efficace du projet conformément aux directives fournies au niveau du programme (personnel qualifié couvrant les diverses tâches à remplir par le Chef de File) ;
- d. Garantir la répartition des tâches entre les partenaires impliqués dans le projet ;
- e. Garantir une gestion interne et un système de contrôle efficaces ;
- f. Veiller à ce que les tâches des partenaires soient remplies conformément au formulaire de candidature, à la convention commune et au contrat de subvention ;
- g. Demander et recevoir les versements associés au financement du programme conformément aux procédures détaillées dans le manuel du programme, fiche d'informations 2E, section 4 ;

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- h. Transférer les fonds du programme aux partenaires conformément aux montants définis dans les rapports d'avancements et validés par l'autorité de certification dès que possible (en général dans un délai de 2 mois). En cas d'impossibilité de transférer rapidement le FEDER à ses partenaires, le chef de file est invité à en informer le Secrétariat URBACT dans les meilleurs délais;
- i. Reverser, lorsque des fonds sont incorrectement (ou indûment) versés à un projet, le montant indûment versé à l'autorité de gestion / au secrétariat URBACT et recouvrer la somme auprès du partenaire concerné, conformément aux procédures définies dans le programme opérationnel URBACT III ;
- j. Informer immédiatement le secrétariat URBACT si les coûts d'un projet sont réduits, s'il y a un changement dans la composition du partenariat, dans les objectifs du projet, dans le programme de travail ou dans le plan budgétaire sur lequel le contrat est basé, ou si l'une des conditions pour le paiement n'est pas remplie, ou si des circonstances qui se présentent habilitent l'autorité de gestion à réduire le montant ou à demander un remboursement, partiel ou total, de la subvention ;
- k. Demander l'approbation du comité de suivi en cas de modification du partenariat, des actions telles qu'elles sont décrites dans le programme de travail inclus dans la dernière version du formulaire de candidature, du budget du projet (au-delà de la règle de flexibilité) ou pour d'autres changements majeurs. La validation du comité de suivi est demandée par l'autorité de gestion qui doit avoir reçu du Chef de File du projet le formulaire de candidature reprogrammé ;
- l. Prendre part à différentes activités au niveau du programme, notamment des sessions de formation, des conférences et des événements à l'échelle du programme ainsi qu'à des activités de formation de « pôles » (clusters) ;
- m. Veiller à ce que les groupes locaux URBACT soient constitués par chaque partenaire du projet et fonctionnent en relation avec les activités de travail par projet (consulter le manuel du programme — fiche d'informations 2A) ;
- n. Conserver en permanence, à des fins d'audit, tous les dossiers, les documents et les données relatifs au projet sur les moyens d'usage de stockage de données d'une manière sûre et ordonnée, conformément à l'article 140 du règlement (UE) n° 1303/2013. Les autres périodes éventuelles de conservation légale plus longues, tel que cela peut être stipulé par une loi nationale, restent inchangées ;
- o. Se conformer aux normes qui figurent dans le préambule du présent contrat ainsi qu'aux lois nationales pertinentes.

2) Pour ce qui est des activités de communication, les obligations du Chef de File sont les suivantes :

- a. Veiller à la production et la divulgation des résultats et des constats relatifs au projet au sein de l'administration locale, aux points URBACT nationaux



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pertinents, aux médias, aux partenaires locaux pertinents ainsi qu'à la communauté plus large des décideurs en matière de politique urbaine et des professionnels européens ;

- b. Produire 100 copies papier de la publication finale/du produit final du projet (le cas échéant) à soumettre au secrétariat URBACT à des fins de divulgation plus large et pour une utilisation dans le cadre d'événements à l'échelle du programme. Si les produits/résultats du projet incluent exclusivement du matériel numérique - outils en ligne, documents dématérialisés, entre autres - le projet doit prévoir des clés USB (ou tout autre support approprié) pour une diffusion plus large ;
- c. Utiliser le site Internet du programme URBACT comme outil principal de communication pour le projet et mettre à jour régulièrement l'espace qui lui est dédié (au minimum deux articles doivent être publiés durant chaque phase du réseau en plus de la publication des articles de l'expert principal pendant la phase de compréhension). Si un autre site Internet / blog est créé, toutes les directives de l'UE sur les informations (point F, ci-dessous) doivent être respectées ;
- d. Veiller à ce que tous les partenaires du projet organisent des événements finaux de diffusion locale à la fin du projet, divulguent les résultats et les conclusions du projet à un public plus large ;
- e. Créer une identité visuelle au projet (logo ainsi que slogan) et transférer les fichiers (jpeg et eps/ai) au secrétariat URBACT dans un délai de 3 mois maximum après le début du projet (Phase 1) ;
- f. Respecter les directives de la Commission européenne sur les informations et la communication définies dans l'annexe XII du règlement (UE) N°1303/2013, et en particulier veiller à ce que l'aide financière du Fonds européen de développement régional et du Programme URBACT III soit mentionnée dans toutes les déclarations publiques et que les logos pertinents soient utilisés dans toutes les publications ;

3) Pour ce qui est des rapports de projet, les obligations du Chef de File sont les suivantes :

- a. Fournir, dans les délais visés, les rapports d'avancement (des activités et financiers) et tous les autres documents nécessaires à l'autorité de gestion / au secrétariat URBACT au nom du projet.
- b. Tenir informée l'autorité de gestion / le secrétariat URBACT par l'intermédiaire des rapports d'avancement des modifications dans les coordonnées du contact, les informations bancaires, la reprogrammation des activités et les écarts par rapport au budget tel que stipulé à l'article 2 du présent contrat ;
- c. Veiller à ce que les partenaires présentent les dépenses qui ont été vérifiées et confirmées conformément aux conditions de vérification de leur État membre.

4) À la clôture du projet, le Chef de File doit fournir les documents suivants dans les délais fixés :

- a. La demande de paiement finale du projet, signée ;
- b. Les certificats finaux et les états des dépenses du Chef de File et des partenaires, signés ;
- c. Le rapport d'activités final, signé ;
- d. Le rapport de clôture pour tous les partenaires (si requis);
- e. Les résultats finaux du projet tels qu'ils sont définis dans le dossier de candidature doivent être téléchargés dans l'espace réservé au projet sur le site Web d'URBACT. Une version papier peut être demandée à des fins de diffusion. Tous les livrables doivent être transmis au format électronique.

5) Tous ces documents doivent normalement être soumis à l'autorité de gestion / au secrétariat URBACT dans un délai de 3 mois maximum après la fin du projet (indiquée dans le formulaire de candidature) ou dans les délais fixés par l'AG/Secrétariat URBACT. L'autorité de gestion peut appliquer des délais plus courts pour la clôture d'un projet si cela est nécessaire, à des fins de respect des échéances du programme. Le Chef de File sera tenu informé suffisamment en avance si cela s'avère nécessaire.

6) Outre ces obligations, le Chef de File a la possibilité de soumettre une proposition de reprogrammation de projet, en général une seule fois pendant la durée de vie du projet. La date limite pour la soumission des propositions de reprogrammation doit être fixée par l'autorité de gestion / le secrétariat URBACT en conséquence, conformément aux procédures définies dans le manuel du programme, fiche d'informations 2E, section 5.

L'autorité de gestion / le secrétariat URBACT soumet les propositions de reprogrammation de projet au comité de suivi pour validation. L'autorité de gestion / le secrétariat URBACT informe le Chef de File concerné de la décision du comité de suivi et modifie le présent contrat de subvention si nécessaire.

7) Pour les Chefs de File situés dans les pays fournissant un co-financement national, il est important de convenir des exigences en matière de réclamation de cette contribution, en amont avec les Etats Membres/partenaires concernés. Les projets utilisant un système de gestion mixte doivent aussi convenir avec les Etats Membres/partenaires, de la manière dont seront gérés les coûts partagés.

Article 7 - Communication et publicité

1) Sauf demande contraire formulée par l'autorité de gestion, toutes les mesures d'information et de publicité destinées aux bénéficiaires, aux bénéficiaires potentiels et au public doivent préciser que l'opération a reçu une subvention des fonds du programme conformément aux exigences fixées dans le manuel du programme et aux exigences stipulées dans le cadre juridique

réglementaire et en particulier le règlement (UE) n° 1303/2013, annexe XII et le manuel du programme.

2) En outre, pour tout matériel public utilisé pour promouvoir ou diffuser les activités du projet, que ce soit sur document imprimé ou sous forme électronique, l'utilisation du logo et du slogan du programme URBACT III et le drapeau de l'UE avec une référence au Fonds européen de développement régional (FEDER), est obligatoire tel que cela figure dans le manuel du programme.

3) Toutes les annonces ou publications du projet, sous quelque forme que ce soit, et sur ou par le biais de n'importe quel moyen et sur n'importe quel support, notamment Internet, doivent préciser qu'elles reflètent les vues de l'auteur et que l'autorité de gestion n'est pas responsable de l'usage qui pourrait être fait des informations contenues dans cette communication ou publication.

4) L'autorité de gestion / le secrétariat URBACT est autorisé(e) à publier, sous quelque forme que ce soit, et sur ou par le biais de n'importe quel moyen et sur n'importe quel support, notamment Internet, les informations suivantes :

- le nom du Chef de File et de ses partenaires,
- les coordonnées du Chef de file, y compris une adresse électronique,
- les coordonnées des partenaires du projet en charge du téléchargement de contenu sur le site internet d'URBACT, y compris leurs adresses électroniques,
- l'objectif de la subvention,
- le montant attribué et la proportion du coût total du projet mobilisée par le financement,
- la situation géographique du projet,
- les rapports d'avancement, y compris le rapport final et les résultats finaux,
- si, et de quelle manière, le projet a préalablement été rendu public.

5) Le projet s'engage à envoyer au secrétariat URBACT au moins une copie de l'ensemble de la publicité et du matériel d'information produits. Le projet autorise de surcroît le secrétariat URBACT, l'autorité de gestion et la commission européenne à utiliser ce matériel pour présenter la manière dont les subventions sont employées.

6) Toutes les informations, présentations médiatiques, ou autre publicité associées au projet, doivent être communiquées au secrétariat URBACT pour des mises à jour du site Internet ou à des fins de présentations.

7) Le Chef de File veille à ce que les résultats du projet, en particulier toute étude ou analyse délivrée durant la mise en œuvre, soient accessibles au public afin de garantir la diffusion publique des résultats du projet.

8) Le projet doit veiller à ce que toute réunion/événement important organisé par le réseau soit communiqué au Secrétariat URBACT et à ce qu'au moins un membre du Secrétariat soit invité à participer chaque fois que nécessaire.

9) A des fins d'information et de publicité, les projets sont priés de nommer une personne de référence qui sera en lien direct avec le Secrétariat URBACT.

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10) La langue de communication du programme URBACT est l'anglais. Cette règle s'applique de manière générale à tous les outils de communication.

Article 8 – Droit de résiliation

1) Outre le droit de résiliation prévu à l'article 1 et à l'article 11 du présent contrat, l'autorité de gestion est autorisée à mettre fin à ce contrat et, le cas échéant, à demander le remboursement de fonds, en partie ou intégralement, si :

- a) le Chef de File a obtenu les subventions par le biais de déclarations fausses ou incomplètes ; ou
- b) le projet n'a pas pu ou ne peut pas être intégralement mis en œuvre et n'atteint pas les résultats et les réalisations escomptés, ou s'il n'a pas été ou ne peut pas être mis en œuvre dans les délais impartis ; ou si
- c) le Chef de File n'a pas contresigné ce contrat de subvention, ou n'a pas soumis les rapports ou preuves requis, ou n'a pas fourni les informations nécessaires, dans la mesure où ledit Chef de File a reçu un rappel écrit fixant un délai approprié et précisant de manière explicite les conséquences légales d'un manquement auxdites prescriptions, et s'il n'a pas respecté le délai imparti ; ou si
- d) le Chef de File n'a pas immédiatement signalé les événements qui retardaient ou empêchaient la mise en œuvre du projet subventionné, ou toute circonstance qui entraînerait sa modification ; ou si
- e) les rapports d'avancement du projet transmis ne respectent pas les plannings établis, ce qui empêche de déterminer si le projet est appliqué conformément au plan et s'il atteindra les objectifs, les résultats ou les réalisations fixés ; ou si
- f) le Chef de File a freiné ou bloqué les contrôles et les audits (article 9) ; ou si
- g) la subvention attribuée a été partiellement ou intégralement mal utilisée, à d'autres fins que celles qui ont été convenues ; ou si
- h) les biens du Chef de File font l'objet de procédures d'insolvabilité ou si une procédure d'insolvabilité a été rejetée pour cause d'actifs insuffisants pour recouvrement des coûts, dans la mesure où cela empêche ou compromet la réalisation des objectifs du programme, ou si le Chef de File a mis fin à son activité ; ou si
- i) sous réserve des dispositions de l'article 11, le Chef de File vend partiellement ou intégralement, loue ou transfère le projet à un tiers ; ou si
- j) il est devenu impossible de vérifier l'exactitude du rapport d'avancement final et, par conséquent, l'éligibilité du projet au financement URBACT III ; ou si

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- k) le Chef de File n'a pas rempli toutes les autres conditions ou exigences en matière d'assistance stipulées dans le présent contrat et les dispositions sur lesquelles il repose, notamment si ces conditions ou exigences visent à garantir le succès de la mise en œuvre des objectifs du programme.
- 2) Si l'autorité de gestion exerce ses droits de résiliation, le Chef de File est obligé de transférer le reversement des fonds demandé à l'autorité de gestion. Le remboursement des fonds est dû dans le mois qui suit la date d'envoi du courrier par l'autorité de gestion et dans lequel elle fait la demande de remboursement ; l'échéance sera explicitement stipulée dans l'ordre de recouvrement.
- 3) Si l'autorité de gestion exerce ses droits de résiliation, le Chef de File est uniquement autorisé à exercer un recours pour les demandes de paiement non contestées à l'encontre de l'autorité de gestion.
- 4) Si l'autorité de gestion exerce son droit de résiliation, le montant remboursable donne lieu à un paiement d'intérêts, depuis l'échéance jusqu'à la date du remboursement effectif. Le taux d'intérêt sera déterminé conformément à l'article 147 du règlement (UE) n° 1303/2013.
- 5) Si l'une des circonstances indiquées à l'article 8 se produit avant que la totalité du montant de la subvention ait été versée au Chef de File, les paiements peuvent être interrompus et aucune réclamation ne peut être déposée pour le montant restant.
Aucune autre réclamation légale n'est affectée par les dispositions susmentionnées.

Article 9 – Contrôles, audits et évaluation du projet

- 1) Toutes les dépenses de chaque demande de paiement liée au projet et soumise par le Chef de File à l'autorité de gestion / au secrétariat URBACT doivent être validées par les contrôleurs de premier niveau conformément à la procédure décrite dans le manuel du programme et en conformité avec les conditions établies par le cadre juridique applicable.
- 2) Les organismes responsables des audits du programme URBACT III, de l'Union européenne (notamment la Cour des comptes européenne) et, relevant de leur responsabilité, les organismes d'audit des États membres participants de l'Union européenne, la Norvège et la Suisse tels qu'ils sont représentés dans le groupe des auditeurs ou tout autre organe d'audit national public ainsi que l'autorité de gestion / le secrétariat URBACT / l'autorité de certification et l'autorité d'audit, sont autorisés à contrôler et vérifier l'usage approprié des fonds par le Chef de File ou par les partenaires du projet, ou d'organiser de tels contrôles et audits, qui seront effectués par des personnes habilitées.
- 3) Le Chef de File et les partenaires du projet produiront tous les documents nécessaires pour les contrôles et les audits, transmettront les informations requises et autoriseront l'accès à leurs locaux.

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4) Le Chef de File et tous ses partenaires de projet doivent garder en permanence, aux fins de contrôles et d'audits, tous les documents et les données relatifs au projet sur des moyens d'usage de stockage de données, d'une manière sûre et ordonnée, au moins jusqu'au 31 décembre 2025, tel que cela est défini dans le manuel du programme. Ce délai est suspendu en cas de poursuites judiciaires ou sur demande dûment motivée de la Commission. Les autres périodes de conservation réglementaires, tel que cela peut être stipulé par une loi nationale, restent inchangées. Le Chef de File / les partenaires est / sont tenu(s) de stocker des informations sur support électronique et de les garder parfaitement traçables à des fins de contrôle et d'audit, et de conserver les factures et les documents des organismes détenteurs, conformément à l'article 140 du règlement (UE) n° 1303/2013.

5) L'autorité de gestion a le droit de ne pas effectuer les versements au Chef de File jusqu'à ce que les informations et la documentation requises soient fournies.

6) Conformément au chapitre II du règlement (UE) n° 1303/2013, le Chef de File s'engage à fournir à des organismes ou des experts indépendants chargés de l'évaluation du programme tous les documents ou les informations nécessaires afin de faciliter l'évaluation.

7) Le Chef de File est tenu de garantir que lui-même, ainsi que tous ses partenaires, remplissent les conditions stipulées ci-dessus.

Article 10 – Cession, succession légale

1) L'autorité de gestion est autorisée à céder à tout moment ses droits au titre du présent contrat. En cas de cession, l'autorité de gestion informera le Chef de File sans délai.

2) Le Chef de File peut céder ses droits et ses obligations en vertu du présent contrat, uniquement après consentement écrit de l'autorité de gestion et du comité de suivi.

3) En cas de succession légale, par exemple lorsque le Chef de File ou le partenaire du projet modifie sa forme légale, le Chef de File ou le partenaire du projet est contraint de transférer toutes ses obligations en vertu du présent contrat à son successeur légal. Le Chef de File doit informer au préalable par écrit l'autorité de gestion de tout changement.

Article 11 - Force majeure

1) Conformément au présent contrat, le cas de « force majeure » représente tout évènement insurmontable et imprévisible, qui a lieu après la signature dudit contrat et empêche la non-exécution totale ou partielle du contrat.

2) Il existe des cas spécifiques de « force majeure » : guerres, catastrophes naturelles, grèves générales, insurrections, révoltes, épidémies, tremblements de terre, inondations et autres évènements similaires.

3) Un cas de « force majeure » décharge les parties de leur responsabilité en cas de non-exécution partielle ou totale des obligations stipulées dans le présent

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contrat durant la période où a lieu un de ces événements, et uniquement si les événements ont été clairement signalés.

4) N'est pas considéré un cas de « force majeure » un événement similaire à ceux susmentionnés, qui, sans créer une impossibilité d'exécution, rend l'exécution des obligations très onéreuse pour l'une des parties.

Article 12 - Modification du présent contrat

1) Le présent contrat peut être modifié uniquement par le biais d'une modification officielle destinée à cet effet et signée par toutes les parties impliquées.

2) Les modifications au projet n'affectant pas la subvention validée (planning, activités) et qui ont été approuvées par le comité de suivi, peuvent être appliquées sans modifier le présent contrat.

3) Des modifications aux documents officiels de ce programme auxquels se réfère le présent accord (par ex. : le programme opérationnel, le manuel du programme, etc.), si approuvées par le comité de suivi et, le cas échéant, par la Commission européenne, s'appliquent automatiquement au présent contrat sans le modifier.

Article 13 — Dispositions finales

1) Toute correspondance avec l'autorité de gestion / le secrétariat URBACT dans le cadre de ce contrat doit être rédigée en anglais ou en français et doit être expédiée à l'adresse suivante :

Secrétariat URBACT

Agence nationale de la cohésion des territoires

TSA 10717

75334 PARIS CEDEX 07

2) Si une disposition du présent contrat s'avère partiellement ou totalement inopérante, les parties au présent contrat se chargent de remplacer ladite disposition par une autre plus opérante, qui soit la plus proche possible de l'objectif de celle à laquelle elle s'est substituée.

3) Les amendements et les compléments au présent contrat — ceci est aussi valable pour la dispense de l'exigence de forme écrite — doivent être formulés par écrit.

Article 14 – Lois applicables – Litiges

1) Ce contrat est régi par la loi française.

2) Tout litige opposant les parties qui ne pourrait être résolu à l'amiable concernant leur relation contractuelle et, plus spécifiquement, l'interprétation, l'exécution et la résiliation du contrat, sera porté devant le tribunal administratif de Paris, qui sera la seule juridiction compétente.

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Article 15 – Signatures

Ce contrat de subvention est délivré en trois exemplaires par l'autorité de gestion et doit être contresigné par le Chef de File.

Date: 27/04/2021

(Chef de File)

Date: 30 mars 2021

(Autorité de Gestion)

Chiara Appendino - Maire de Turin

[Nom et fonction du représentant élu
du Chef de File]



Agence nationale de la cohésion des territoires
Création collégiale PluriQue de la ville
Directeur général collègue en charge de la
politique de la ville
Adjoint au Directeur général

François-Antoine MARIANI

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URBACT III

(2014 - 2020)

Application Form

Application Form Word limits UIA

Priority axis-Investment Priority-Specific Objective 1-1-3

1. Promoting Integrated Sustainable Urban Development

1.1. Disseminating good practice and expertise and capitalising on the results of the exchange of experience in relation to sustainable urban development, including urban-rural linkages

1.1.3. To improve the implementation of Integrated Plans for sustainable urban development

CO4CITIES

Collaborative Tools for Cities in Urban Regeneration

Submitted version

CGET URBACT MA

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

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- I - PROJECT SYNTHESIS

1. Project identity

Identification

Acronym	CO4CITIES
Programme reference	1611671614
N° SYNERGIE-CTE (for search)	7889
Title	Collaborative Tools for Cities in Urban Regeneration
Lead Partner	City of Torino (ITALY)

Length of project

Start date	End date
2021-03-09	2022-09-09

2. Summarised description of the Good Practice to be transferred

CO4CITIES aims at transferring the methodological structure of UIA CO-CITY: the Regulation on collaboration between citizens' organizations and the Municipality in the co-management of urban commons; the Pact of collaboration, a legal tool providing for a change of attitude in the public/communities relationship; the essential role of community hubs in the process of community empowerment and in the path of building a new collaborative approach between the citizens and the public administration.

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3. Proposed Partnership

	Partner organisation	Type of organisation	Regrouping	Country	Area	NUTS 3
Lead Partner	Torino	Local Public authority	EU More developed regions	ITALY	Piemonte	Torino
	Gdansk	Local Public authority	EU Less developed regions	POLAND	Pomorskie	Gdański
	CLUJ-NAPOCA MUNICIPALITY	Local Public authority	EU Less developed regions	ROMANIA	Nord-Vest	Cluj
	Municipality of Budapest	Local Public authority	EU More developed regions	HUNGARY	Közép-Magyarország	Budapest

#

4. Thematic objective

	Allocate the project to 1 specific TO
Thematic objective	9. Social inclusion

5. Total budget

ERDF		Swiss Fund		Norway Fund		Other Financing	Total budget
ERDF	Public co-financing	Swiss Fund	Public co-financing	Norway Fund	Public co-financing		
343,308.00 €	147,132.00 €	0.00 €	0.00 €	0.00 €	0.00 €	0.00 €	490,440.00 €

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- II - PRESENTATION OF PROJECT PROPOSAL

1. Presentation of the UIA Practice including outline of the original policy challenge

1.1 Explanation of the Transfer Potential of the UIA practice

The UIA CO-CITY project was intended to experiment project communities as a sustainable solution to break the circle of socio-spatial polarisation in disadvantaged neighbourhoods. It started with the idea of testing the City Regulation on collaboration between citizens and the City for the care, shared management and regeneration of urban commons (approved in 2016), which contained a groundbreaking conception of the role of public administration. The authoritative approach of the local authority is here replaced by a collaborative one, which considers the citizens as change-makers, agents of virtuous circular processes of commoners' welfare, the public sector no longer being only a service provider, but the enabler of processes and a partner.

CO-CITY encouraged citizens' commitment by defining a general framework of shared responsibility and mutual trust: a public call was issued at the beginning of the project, for groups of active citizens to apply (NGOs or informal groups) and present a project proposal on buildings or green areas. Then a co-design phase started for each selected proposal, leading to final Pacts of collaboration between citizens' organizations and the urban authority, defining the commoning programme, the respective powers, liabilities and expenses. More than 50 Pacts of collaboration have been activated so far.

The main feature of CO-CITY is its focus on the cyclic process of "place production", rather than on a specific social target or deprived area. Underused or dismissed public spaces and public green areas are no longer a cost, but become an opportunity for community empowerment, a collective commitment and a shared task when included in a Pact of collaboration.

We can therefore list as beneficiaries of CO-CITY all the citizens and associations signing a Pact, as well as all the citizens who will take advantage of the new activities generated in the areas where the Pacts will be implemented.

Coping with the many challenges it addressed, CO-CITY necessarily showed an innovative approach on legal, managerial and technological aspects, providing an unconventional legal framework to enable citizens' organizations to take care of urban commons and a management tutoring towards economic sustainability of activities. Moreover, no public investment to renew buildings or provision of equipment has been settled until the end of the co-design phase, where choices have been made together with citizens' organizations.

From a material standpoint, CO-CITY achieved the renewal of dismissed/underused public buildings and spaces through public works and provision of equipment, to ensure the realization of the activities foreseen by the Pacts. One of the most challenging was the refurbishment of a portion of an abandoned industrial plant, which has been transformed into a covered square with a same sized basement. During the co-design phase, it came out that the budget allocated was insufficient for both the initially designed renovation and the safety-guarantee needed for the whole building; this led to a redefinition of the citizens' planned activities, which were readapted together with the public administration. Now, the Pact of collaboration includes a mix of sports, cultural and community initiatives. The space -named CUMIANA15- is also a future venue for other local NGOs proposals, with the long-term purpose to become a social hub.

And yet, the main innovative feature carried out with CO-CITY is immaterial: it is the process itself, which led to the signature of Pacts of collaboration –starting from community building, through the co-design phase- a shared path based on mutual trust, until the definition of a proper governance model for each Pact.

The role of the network of Neighborhood Houses was crucial in the phase of community empowerment. Neighbourhood

Houses are 8 community hubs spread all over the city's territory, which during the last 10 years have been creating a strong relationship with local actors and communities. The role of the Neighbourhood Houses was essential in the summoning up and supporting the communities in the phase of project proposals' presentation and in the co-design phase, with a huge mediation role between the citizens' requests and the public administration realistic perspective. Both parties were asked to learn a new way to collaborate: on one hand, the commoners were to leave aside part of their requests which were not feasible – mainly for economic reasons; on the other hand, the public administration was to act in a more flexible way, trying to reduce its bureaucratic approach in favour of a collaborative and truly participatory vision. This has consequently allowed the building of a growing mutual trust between the public administration and the communities, both working on shared goals: firstly, for the definition of the content of the Pacts of collaboration (in the co-design phase); secondly, in the co-management of the urban commons in order to realize the foreseen activities in the best possible way.

A specific procedure regarding all the administrative acts approving the phases leading to the signature of Pacts has been defined: the Pact of collaboration represents a totally new legal tool resulting from a collective learning effort by all the stakeholders involved.

Starting from CO-CITY's experience, the Handbook of Law on Urban Commons was published by the University of Turin, Dept of Law. The Handbook is dedicated to the explanation and comment on the rules of the above mentioned City Regulation, and addresses the technical issues related to its application and the co-governance of Pacts.

At present, the discussion on urban commons and on how they can be managed in order to become an asset in the framework of urban sustainable development is widely addressed across Europe. The City of Turin – from the achieved results and from the implementation itself of CO-CITY, has learnt more than one lesson, thus being able to transfer them to other European cities, considering that they are likely to face similar issues when addressing urban commons management. More specifically, the transfer mechanism will focus on two main subjects.

Firstly, the whole methodological structure of CO-CITY was based on the Regulation on shared management of urban commons, and on its legal tool – the Pact of collaboration, whose rationale focuses on the change of attitude in the public/communities relationship. This represents the basis for an innovative vision on urban commons co-governance, making them the pillar of a change of perspective in the relationship between a local authority and its active citizens.

Secondly, the role of Neighbourhood Houses must be considered as central, both in the process of community engagement, and in the path of building a new collaborative approach between the citizens and the administration. Neighbourhood Houses were indeed a key actor structuring the urban communities' capacity to access the opportunities offered by CO-CITY and the Regulation. Through the Neighbourhood Houses, active citizens found accessible information regarding CO-CITY and its opportunities. There, they also accessed support for drafting proposals of Pacts as well as the chance to meet other inhabitants to set up a cooperation in taking care of the same urban commons.

In the past decade, improving public-civic cooperation has been a shared aspiration in many European cities. With public facilities struggling with budget cuts in the wake of the 2008 economic crisis, municipalities across the EU have been working hard on engaging citizens and civil society organisations to participate in the provision of public services. In addition, the fading trust in democratic institutions and the growing polarisation of European societies prompted cities to actively search for new ways to reach out to their civil society and exchange ideas and share resources and responsibilities with their citizens. In contrast with an antagonistic civil society, better structured public-civic cooperation offers space for NGOs, civic initiatives and informal groups to address their needs and realise their objectives with the help of the public administration. Turin's tools used in CO-CITY (the Pact of collaboration and Neighbourhood Houses) provide a great methodology towards these objectives.

1.2 Explain the risks and challenges linked to the transfer of the UIA practice

In view of the Transfer Mechanism application, a preliminary analysis has identified CO4CITIES transfer's challenges and related risks and possible risk-mitigation strategies, also following the implementation experience of the CO-CITY project in Turin. Both a general analysis on transfer activities and a specific and context-related investigation, corresponding to the distinctive partner situations, have been conducted by Transfer Partners with considerations on their impact and likelihood.

1. GENERAL TRANSFER CHALLENGES AND RISKS

Challenge 1: Design an efficient and effective methodology for exchange and learning activities with appropriate animation techniques to understand the UIA practice, adapt it and prepare for its reuse

Risk Description: The COVID-19 health emergency situation and subsequent lockdowns and closures impeding the possibility of international travels and physical sessions

Impact: major

Likelihood: high

Mitigation strategy: Increase the use of online tools and methods and of digital platforms and foresee hybrid activities in WP2 and WP3 with a mix of physical and online sessions.

Challenge 2: Transfer of a proper understanding of the legal framework on urban commons, adapting it to the juridical context of the Transfer Partners

Risk description: The public administration is not ready to adapt to a new bottom up collaborative model in the relationship with citizens

Impact: major

Likelihood: possible

Mitigation strategy: Ad hoc experts providing legal guidance and suggestions of legal solutions based on previous experience with regulations and principles of collaboration between the public administration and citizens

Challenge 3: Change in the role of the urban authority as a platform for facilitating and enabling collective action and partnering with citizens

Risk description: Insufficient efforts of the single public officers in the creation of a partnership with citizens

Impact: moderate

Likelihood: possible

Mitigation strategy: Identification of key public officers in the dialogue with citizens that will be involved in the transfer activities

Challenge 4: Transfer the mechanism allowing the citizens' empowerment through the activity of community hubs (e.g. Neighbourhood Houses in CO-CITY) and other territorial third sector organisations/stakeholders

Risk description: NGOs and other third sectors organisations/stakeholders are not territorially rooted to act as a key-enabler

Impact: major

Likelihood: possible

Mitigation strategy: The ULGs in all the transfer cities will be in charge of the involvement of local stakeholders relevant to

the network theme. They will foresee a strong internal work in terms of discussions and participation on issues related to the CO4CITIES network and knowledge sharing.

Challenge 5: Using digital tools (website and social networks) to create coordination and exchange mechanisms at the very local level, at the district level and the city level.

Risk description: Critical features in the testing of new ICT tools that can imply low user-friendliness and burdensome interaction with the platform and a scarce integration

Impact: minor

Likelihood: possible

Mitigation strategy: co-design of the digital communication platforms with local stakeholders, collecting feedbacks and possible improvements before their official launch

2. CONTEXT RELATED CHALLENGES AND RISKS

BUDAPEST

Challenge 6: Due to the Budapest administrative system, the Budapest Municipality has limited authority on several planning and policy fields: it needs to cooperate both with the national government's development agency and district municipalities. Transferring the practice might encounter challenges in terms of coordination with these authorities.

Risk description: Partial transfer of the CO-CITY practice at the local level

Impact: moderate

Likelihood: possible

Mitigation strategy: sharing ULG discussion with the national development agency and the district municipality to ensure a wider involvement and sharing of the practices to be transferred

GDANSK

Challenge 7: Understanding, adapting and putting into practice the power sharing elements with inhabitants, and more especially those who are discriminated, in danger of exclusion

Risk description: marginalised communities and the people at risk of exclusion are not engaged in the transfer process

Impact: moderate

Likelihood: possible

Mitigation strategy: stimulate synergies between transfer features specifically directed to citizens in need as already tested in the CO-CITY project

Challenge 8: Preparing for the launch of the Gdansk Social Cohesion Hub by unifying the procedures of organizations and forming coalitions at the metropolitan level (57 local authorities)

Risk description: the aims and intentions regarding the Social Cohesion Hubs are not aligned at metropolitan level

Impact: moderate

Likelihood: possible

Mitigation strategy: establishing a clear vision, mission, and action plan for common goals among organizations from different sectors, offering a variety of services. Building community ownership of equal treatment policy and increasing members' sense of shared commitment to each other and the Hub

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CLUJ-NAPOCA

Challenge 9: Coping with limited human resources of the municipality

Risk description: limited resources can impair the transfer process and the sustainability of the results at policy level

Impact: moderate

Likelihood: possible

Mitigation strategy: the high commitment of the local implementation teams will compensate the limited presence of human resources at the municipality level

2. Shall the proposal contribute to the URBACT Specific Objective 3 (related to Transfer Networks)?

	YES	NO	Comment
Shall the proposal contribute to the URBACT Specific Objective 3 (related to transfer networks)?	X		The CO4CITIES proposal significantly contributes to improving integrated urban policies in EU cities and their delivery. In facts, it provides an innovative vision from a managerial and legal standpoint, which has been proved through the CO-CITY implementation, as a means of transforming urban underused/dismissed public spaces into an opportunity for community empowerment: with Pacts of collaboration, urban care becomes a collective commitment and a shared task between the Local authority and the citizens.

- III - RATIONALE OF PROPOSED PARTNERSHIP

1. Please explain the rationale used for selecting proposed partners and explain the relevance for each partner individually. This section should include reference to Cohesion Policy instruments accessible to the network partner.

Urban commons are to be considered as essential resources belonging to the community (such as water, work, public services, schools, kindergartens, universities, knowledge, cultural and natural heritage, etc.). By using and adapting the tools (legal, procedural, practical and technological) tested and implemented by the UIA CO-CITY project, the main long-term goal that CO4CITIES intends to achieve is enhancing the enjoyment of urban commons by citizens, as well as enhancing their opportunity to participate in their government and their management.

All the transfer partners of CO4CITIES share with the City of Turin a widespread interest in developing successful policy tools meant to overcome the traditional top-down command-and-control approach, instead promoting an approach which brings citizens at the center of the decision-making process, strengthening participation in public institutions committed to the care of urban commons - public green areas, underused public spaces, abandoned buildings, etc.

The City of Budapest, for instance, has the key ambition to create a better public-civic cooperation in many fields, including urban development, green transition, housing, public spaces and social inclusion. The key activity in Turin of Neighbourhood Houses acting as hubs for community empowerment has been studied by the Hungarian municipality, in order to create centres for the co-management of spaces and services, giving public-civic partnerships stronger local embeddedness.

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The City of Gdansk has observed a specific phenomenon concerning social participation and sustainable engagement of the citizens, including marginalised groups, on different stages of these processes. Citizens, civil society organizations are already very easily included in the phase of policy making, since they take active roles in co-designing. Nevertheless, there are many obstacles in co-management, especially at the level of responsibility and safety sharing - which can be a crucial lesson to be learnt by the UIA CO-CITY project implementation. Some actions toward establishing a Gdansk Social Cohesion Hub have recently been undertaken and the CO-CITY thematic subjects are very compatible with what the City of Gdansk plans to do, as well as a big chance to bring new values, tools and methodology to this undertaking.□

In this framework, there is in Gdansk a favourable background for understanding, adapting and putting into practice the Pacts of collaboration, in respect of the Polish legal system and Gdansk local rules and regulations. Besides, a new role for the Gdansk Neighbourhood Houses is foreseen, as centers for local development, being able to create new economic activities (social economy) and increase the active and empowered participation of residents in the building of a more inclusive and cohesive city. Similarly, the Gdansk Social Cohesion Hub can be inspiring for all other partner cities from Eastern Europe as a place of permanent contact with people at risk of social exclusion, and a place of shared creation and implementation of policies and services increasing equal opportunities for all, in accordance with the idea of empowerment. In fact, the second transnational meeting is planned in Gdansk, to allow other Transfer partners to observe the progress here achieved in the last few years.

The City of Cluj-Napoca has inaugurated in 2017 the Innovation and Civic Imagination Centre - CIIC - a place where local government representatives, citizens and experts from economic and academic fields meet and discuss the challenges and necessary urban transformations of the city. The centre coordinates and guides complex networks of participatory governance, including academia, NGOs, trade unions and professional associations, becoming a suitable context for debating ideas and planned projects, as well as developing innovative solutions based on the creative potential of Cluj community representatives. In three years' activity, the Innovation and Civic Imagination Centre has deeply impacted the way the public administration addresses the process for preparing and developing large-scale urban intervention projects on the following themes: public contests for the rehabilitation of public spaces, redesign of strategic streets, as well as the relation between museums and the urban space.

The experience of Cluj-Napoca therefore perfectly matches with the overall objectives of the CO4CITIES network, and can provide an optimal ground for testing and enlarging the vision of the City on the co-management (besides the co-planning) of urban commons.

The overall strategy and goals of CO4CITIES can definitely be shared and implemented throughout the partnership, with the main objective of empowering NGOs and social economy structures, to enable citizens in becoming fully fledged partners of their local administrations' jointly defined policies as far as the potential of urban commons is concerned. The city authorities will therefore be able to facilitate these policies in a more efficient way, as they will have active partners working on a day to day basis.

The partner cities will have access to funding through the European Urban Initiative, and can use support to “strategic actions in favour of green and just transition of cities and urban areas” to finance the implementation of the Investment Plans developed through their CO4CITIES trajectory. With 6-8% of ERDF spending oriented to Sustainable Urban Development projects, and with many requests to strengthen the role of urban authorities in the planning of SIUD programmes, partner cities are likely to access funding for the implementation of their Investment Plans through ERDF resources. Partner cities shall also access the Just Transition Fund resources and Horizon Europe funds to further develop their pilots.

2. Please explain the resources in place for the Transfer Cities to successfully participate in the network (competences, financial resources, political support, etc.)

BUDAPEST

Budapest has a strong civil society and an emerging scene of social and solidarity businesses. The Budapest Municipality has newly established Offices for participation, green transition and civil society issues. All these offices have a series of ongoing collaborations with civil society and social economy actors and this is an important basis to build upon. With recently launched Participatory Budgeting and Planning mechanisms that have engaged a broad range of stakeholders, the municipality has obtained significant experience in participatory processes and strong connections with a variety of NGOs and civil society organisations. As part of these mechanisms, the Budapest Municipality works both with city-wide networks and local entities that can serve as important actors of future pacts of collaboration and Neighbourhood Houses. The Municipality is already engaged in the Intelligent Cities initiative, envisioning the creation of a CityLab - potentially operating in the form of a Neighbourhood House. In addition, the Municipality and its district partners dispose of properties potentially used for developing the local adaptations of Turin's Neighbourhood Houses. Budapest has significant experience in managing international cooperation projects, the Municipality has participated in a series of URBACT projects (ROMA-NET I and II); Interreg projects (CLUSNET, Catch-MR, URBForDAN) and Horizon projects (CEPPI, Cities4People).

GDANSK

The City of Gdansk has participated in many EU projects, among others URBACT networks: My Generation, My Generation@Work and Boosting Social Innovation - Boostinno (in partnership with Turin and many other cities). Gdansk was the lead partner of Boosting Social Innovation. Other projects were: Change-Social Design of Public Services and Urbact Transfer Network project Civic eState – Pooling Urban Commons. In January 2021 Gdansk started a new Horizon 2020 project named EUArenas, which is focused on urban commons. The Gdansk Social Cohesion Hub has already got a financial reserve planned. The opening of this building is already planned, being a secure element for the CO4CITIES network. The Deputy Mayor of Gdansk Monika Chabior sees the democratization of the city as a major challenge at a policy and action level. She is responsible for social policy, health and education.

The City of Gdansk has experienced staff in EU projects, leading to the development of the city.

CLUJ-NAPOCA

The local political actors endorsed the opening of the City of Cluj-Napoca to participative tools and increase the collaboration with the local ecosystem of stakeholders (Universities, NGOs, companies, local and regional government, youth, etc). The City was runner-up city for iCapital 2020 (this is to underline that results and processes already are functional and acknowledged by third parties).

Cluj-Napoca is currently implementing an UIA project called Cluj-Future of Work, on the topic of jobs and skills and is testing and training through it the principles of co-management, since the project is designed to be co-owned by two different stakeholders (the local authority and a nongovernmental entity) and implemented in partnership with local stakeholders from the city's innovation ecosystem.

Moreover Cluj-Napoca is one of the 6 cities to transfers an URBACT good practice in the network of Innovato-R, where the tools chosen by the ULG are to use the digital platforms - which during the pandemic proved to be project saving allowing for the minimum viable product MVP to continue.

The City has been and still is part of different successful Horizon2020 projects such as RoCK and Reflow.

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3. Please explain the expected results in each partner city

1. City of Torino

1. Please explain the expected results in each partner city

The CO-CITY project started its innovative experiment in 2017 relying on the idea of distinguishing the urban commons from other public goods and assets, and that this should be a value worth developing and spreading. This implied a strong learning effort from all the stakeholders and parties involved, which sometimes led to misunderstandings, bottlenecks and extensive efforts to communicate new ideas and concepts.

The processes initiated, the actors activated and the resources mobilised are still at work but more time is needed for these mechanisms to be fully operational. This process has been also hit by the beginning of the lockdown due to COVID-19 which coincided with the closure phase of the CO-CITY project.

The pandemic situation had several and opposite effects on the continuation of the project's activities and the sustainability of its results:

- the Pacts of collaboration were critical in keeping accessible urban spaces safe and alive during the pandemic: social bonds and networks created by the Pacts during the CO-CITY project helped preserve the social interaction between citizens and the sense of community;
- the Neighbourhood Houses have been exceptionally working as hubs to give emergency food assistance with the support of volunteers, therefore their involvement in community building and development activities has been temporarily hindered;
- the forced remote online continuation of all the co-design and co-management activities hindered the dialogue between the municipality and the citizens and the ability of the public administration to act as a platform for enabling and facilitating collective action.

Starting from this, the CO4CITIES transfer allows for a scale-up of the CO-CITY project through the analysis of the context and the work of the UIA stakeholder workshop for the identification of the Springboard objectives, which will focus on:

- the sustainability of Pacts of collaboration's activities, both in relation to their economic and financial sustainability (via fundraising and proactive participation to public calls for project) and in relation to the long term perspective of commoning governance tools (e.g. a feasibility study for a Commons Foundation for CUMIANA15);
- the enhancement of the quality of online communication tools (website and social networks) introducing new user friendly and accessible interface, providing room for shared storytelling and remote collaborative networking;
- the strengthening of shared communication and co-design in order to generate a more diverse, creative and insightful relations between the citizens and the public administration in the care and regeneration of urban commons.

Building on the experience and the lessons learnt through the CO-CITY project, the City of Turin approved an updated version of the Regulation for the Urban Commons, approved in December 2019. The Regulation was produced through joint efforts and close collaboration of several Departments of the City of Turin and the University of Turin. The debate in the CO4CITIES network on how the process which led to the new version of the Regulation has taken into account the different points of view

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- both of the local administration and the citizens, would certainly enhance the City of Turin's profile as a leader player in the CO4CITIES policy area. Moreover, the set of legal instruments identified in the new Regulation will be tested in Turin for the first time during the CO4CITIES transfer and can benefit from peer review activities with other leading EU cities working on the same topics.

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2. Municipality of Budapest

1. Please explain the expected results in each partner city

In the City of Budapest the results expected from the participation to the CO4CITIES transfer are:

- the identification of civic hubs qualifying as context-specific versions of “Neighbourhood Houses”;
- their connection with a city-wide network of civic spaces;
- the opening of new Neighbourhood Houses operating in municipality or district properties;
- new “co-management of the commons” protocols developed to share responsibilities between public and civic actors;
- broadening citizen participation with the help of Neighbourhood Houses acting as local community hubs.

At the policy level, the CO4CITIES network can have a positive impact on:

- strengthening and structuring the Municipality’s relationships with civil society and social economy actors with the help of the locally adapted Neighbourhood Houses;
- enabling the advancement of Budapest’s policies on participation, green transition, inclusive urban development and a more resilient civil society, all contributing to a more liveable city;
- overcoming administrative and legislative barriers in public-civic cooperation;
- enabling the Municipality to put more knowledge and resources to its already existing undertakings, including the CityLab developed in the framework of the Intelligent Cities Initiative.

3. GDANSK

1. Please explain the expected results in each partner city

The city has already developed several projects focusing on urban commons (Civic eState, EUArenas) and social innovation (Boostinno) and the CO4CITIES network can be a natural continuation of the process already started by:

- improving the power sharing elements (co-design, co-management, co-innovation, co-implementation and co-responsibility) of public policy in Gdansk by giving life to urban commons and pacts of collaboration, within the Polish and Gdansk legal and administrative systems;
- enriching the coordination and operability of neighbourhood houses and civil society organizations in fostering the inclusiveness and cohesion of the city, by developing new aspects of their actions, going towards local employment and co-organization of the most excluded or discriminated persons;
- allowing the city to cede some of the management responsibilities to partner organizations and institutions, developing fully the collaboration between them;
- understanding, adapting and putting into practice elements of co-decision and co-management, of tools, which at the present time are mainly administered and managed directly by the city administration, or its more autonomous entities;
- involving and including in democratic processes people from the groups exposed to discrimination.

At a policy level, the CO4CITIES network can have a positive impact on:

- supporting the construction of an adapted legal structure to collaborative procedures;
- installing a common understanding and appreciation of social impact;
- moving the city role from a directive management one to a facilitation one.

4. CLUJ-NAPOCA MUNICIPALITY

1. Please explain the expected results in each partner city

The City of Cluj-Napoca intends to adapt the CO-CITY solutions to access and open the same layer of challenges that were already tackled by Torino in Cluj local context.

Cluj-Napoca sees the value of transferring the CO-CITY good practice from the tools and processes perspective, more specifically:

- the methodological structure of the CO-CITY project is one of the highest interests of Cluj-Napoca as a way to tackle the need of a local public policy that would not only enhance people's interest in co-creation and participation but also offer multiple ways to gather data and measure progress and processes;
- the Regulation on collaboration between citizens and the Municipality in the co-management of urban commons;
- the legal tool (Pact of collaboration) which provides for a change of attitude in the public/communities relationship;
- the digital tools that can be tested and adapted to the local needs in order to map and also create a market for the outputs of creative participative activities;
- the development of a structured communication platform for the participants and for the local researchers to be able to measure and document the ways these new approaches of living and working can have an impact in and for the city during the transfer process.

At the relevant policy level, the CO4CITIES network can offer Cluj-Napoca the tools and methods to increase the rhythm and improve the quality of the design principles and co-design methodologies in our own urban co-governance policy developed under the Center for Innovation and Civic Imagination.

4. Please explain the motivation and expectations for the UIA city to transfer their experience.

The implementation of the CO-CITY project has been challenging at several levels:

- from an administrative point of view, for the City, it meant redefining processes and practices in order to respond to the vision of a flexible public administration, enabling collaborative processes and new skills in citizens, simplifying bureaucratic procedures in order to ensure the best result in the co-management of the activities of the Pacts of collaboration;
- from the legal point of view, the Pact of collaboration has represented a totally innovative tool for the sharing of responsibilities and tasks as well as risks regarding the issue of security in the management of Pacts' activities;
- from the point of view of community empowerment, the fielding of Neighbourhood houses as a key-factor in the creation of policies for integration and social inclusion of communities at a territorial level.

Therefore, it is of utmost importance to be able to transfer the skills developed during the implementation of CO-CITY, especially considering that the debate on the definition of urban commons and their co-management is widely spread at various levels throughout Europe. The solutions defined through CO-CITY can therefore represent, in the short and medium term, an example to be replicated in other European cities, both in the definition of policies on sustainable urban development and in their practical application.

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We expect that each transfer city will be able to envision a solution adaptive to their local conditions (see WP2 and WP3): the actions to be implemented, the legal and administrative tools, the level of communities' empowerment and the local network of stakeholders vary largely across different cities. They will do this by following the methodology for exchange and learning activities in parallel with local activities.

The continuous exchange of visions, practices and ideas will also allow the City of Torino to refine and improve CO-CITY's elements which could benefit from their test in other contexts and locations. The UIA CO-CITY project has been introducing innovative procedures that are still in the process of standardization and assessment and the CO4CITIES transfer can introduce new perspectives that may lead to other unexplored possibilities.

- IV - ACTIVITIES AND EXPECTED OUTPUTS

1. Description of Work Package 1- Network management

1.1 Organization of the project coordination

A proper coordination and sound management will be ensured during the whole project period, both on the overall project management and the financial management. A continuous communication among all partners will be secured, to ensure the implementation of activities, avoid disruptions, overlaps and conflicts. A defined organization chart will be issued, showing the project management structure.

In particular, the project will foresee:

- a Steering Committee, to be held on a monthly basis (remotely via conference call), representing the core group of the network's organisation and decision-making process. It will be composed by the Project Coordinator, the Lead Expert (and ad hoc Experts if needed), the partners' project coordinators and ULG coordinators. The SC will supervise and define priorities and any corrective actions, as well as advise the local project teams, review progress and outputs;
- a Project Coordinator, the same person for the whole project duration who will be in charge of efficiency and quality control and coordination during the main phases of CO4CITIES management. He will assess the progress to expected results, ensure the respect of timing and the use of financial resources. He proposes solutions when risks, problems or issues come out, agreed with the SC. He supervises communication and finance activities, in close cooperation with the Lead Partner Coordination Unit, the Communication and Finance Officers, and the partners' project coordinators;
- a City project team for each project partner, made of a Project Coordinator, a Finance Officer and a Communication Officer (the last, only for the Lead Partner). The Lead Partner City project team is made of: the Finance officer, responsible for a proper accounting practice and management of the budget, for financial reporting and transferring ERDF funds to other project partners, according to the approved budget and the signed Joint Convention; the Communication officer, in charge of organizing meetings and events according to the approved timeline of the project, and coordinating external experts for communication activities (see WP4). The LP will appoint a local project officer with proven experience in UIA CO-CITY topics in support of the CO4CITIES management, at a local and transnational level;
- an external First Level Controller (FLC) identified by the LP and PP according to national rules, in charge of certifying costs and producing a certificate of expenditure for all reporting rounds;
- a Lead Expert, appointed by submitting an Expertise Request Form, defining his tasks, the work plan, the number of days to

be allocated for his contribution. The Lead Expert's support will be managed by the Lead Partner, but his expertise will be a resource for the whole CO4CITIES partnership. He will contribute to the delivery of the 4 WPs, ensuring the following main tasks: defining a feasible Transferability Plan for the CO4CITIES network (by september 2021); supporting the LP to ensure the coherence of the CO4CITIES transnational E&L activities, with the agreed focus and the methodology; actively collaborating in the delivery of transnational E&L activities (definition and delivery of thematic inputs, collecting information, defining agendas, moderating sessions); working with each Transfer Partner on the development of an Investment Plan; working with the Lead Partner on the design of the UIA Springboard Plan; capturing the key findings and lessons from the transnational level and transfer them to the local level; producing a Final Network Report, containing the main results, activities, and lessons learnt - useful and inspiring for other cities' future challenges; working with the Communication officer in order to produce the CO4CITIES outputs for external communication; coordinating with the Lead Partner, the contribution of ad hoc experts.

- Other ad hoc experts, appointed for specific methodological or thematic expertise; one ad hoc expert on legal framework on urban commons will be needed, to ensure the proper transfer methodology of the contents of the Regulation on urban commons. Other ad hoc experts may be appointed according to the needs which will arise.

1.2 Activities to be implemented under WP1

WP1 will be articulated in the main following activities:

1. FORMAL/ADMINISTRATIVE ACTIVITIES. After approval of the CO4CITIES application form, the Lead Partner is responsible for implementing the foreseen actions and activities of the network, as well as of ensuring completion of all the following contractual documents at Programme and network level:

- Subsidy Contract - The Lead Partner will countersign the Subsidy Contract, which will be provided by the Managing Authority, setting out the conditions for support, including the outputs to be delivered, the finance plan and the time-limit;
- Joint Convention - The legal agreement covering mutual duties and responsibilities for sound project and financial management and recovery of funds between the Lead Partner and Project Partners will be prepared by the Lead Partner - in consultation with the Project Partners. Each CO4CITIES partner will sign and submit it to the URBACT Secretariat by end May 2021;
- Expert request forms for the Lead and Ad Hoc Experts will be completed by the Lead Partner according to the CO4CITIES network's needs and foreseen activities.

2. MANAGEMENT ACTIVITIES.

- Project meetings - Regular local and transnational coordination meetings will be held to ensure strong communication between partners concerning project coordination. Besides Steering Committee meetings, other specific meetings (preferably via online tools) will be organised by the Lead Partner to inform Project Partners about the CO4CITIES development, to assist Project Partners in the review of documents before reporting submissions, to exchange ideas on common problems or issues and develop strategies. Further meetings can be foreseen between the Project Coordinator and Project Partners individually, in order to discuss plans and progress in details;
- Communication - a Communication Plan will be set up, in order to define: channels of communication, clarity and well-timing for communication to communities, target groups and stakeholders, internal communication tools (see WP4);

- Finance monitoring and management - The Lead Partner Finance Officer - in close cooperation with the Project Coordinator, will be responsible for all matters concerning the finance monitoring and reporting from the CO4CITIES network. Therefore, it will be in charge of ensuring that all incurred expenditures correspond to the activities agreed between partners as outlined in the Subsidy Contract, and that expenditures presented by partners have been checked and certified by the nominated First Level Controller (FLC). Consequently, she is in charge of the preparation of all financial documents for the 2 reporting periods (one referred to the first 9 months - to be submitted by February 2022, and one referred to the last 9 months - to be submitted by December 2022). Similarly, each Project Partner's FLC will as well approve financial reports referred to his City's expenditures before sending them to the Lead Partner. When financial reports are sent and approved by the Managing Authority, and as agreed in the Joint Convention, the Lead Partner will be in charge of transferring ERDF funds received by the Managing Authority to the Project Partners within 1 month from the payment receipt;
- Mid-term Reflection document containing a State of Transfer report will be completed (by end December 2021/early January 2022) by the Lead Expert, in close coordination with the Lead Partner. It will describe the state of play for each partner, and - according to results of the MTR, if needed, a reprogramming of activities will be requested;
- Project monitoring activities will be planned and carried out throughout the whole lifespan of the CO4CITIES network. They will assess the progress of the transfer activities, help identify and solve possible implementation problems both at a local and transnational level. Assessment and monitoring activities will be carried out by the Lead Partner project coordination officer;
- Closure report and final outputs, as well as previous reporting documents, will be under the responsibility of the Lead Partner, in cooperation with the Lead Expert and ad hoc experts. All relevant reports and documents from all Project Partners will be collected, in order to obtain the required quantitative and qualitative data to complete the closure report online survey. Moreover, a Final Report will be produced, explaining the lessons learnt during the CO4CITIES transfer mechanism and the next steps for each city in terms of pursuing the implementation of their Investment Plan.

1.3 Partners involvement in relation to WP 1 activities

Indicate how project partners will be involved in the delivery of specific activities and which their added-value will be.

The regular and complete involvement of all partners in the activities of WP1 is crucial for a sound and effective management of CO4CITIES network, even if the coordination activities will be managed mainly by the Lead Partner in close cooperation with the Lead Expert.

Coordination tasks for Project Partners include:

- taking responsibility for their own reporting, monitoring, document signing. Each partner must ensure that all the requested documents are delivered on time, respecting the CO4CITIES and UIA TM guidelines;
- appointing and contracting staff and experts for their own activities if needed, and in compliance with the provisional budget approved by all partners;
- managing their own budget and financial reporting;
- hosting one transnational meeting, and being responsible for all coordination activities referring to the meeting, including the preparation of pre-meeting material; putting in place an alternative online event if required by the pandemic emergency;
- coordinating the work and the participation to transnational meetings of their ULGs and ensure that its work is aligned and consistent according to the CO4CITIES plan;
- enduring a consistent and effective communication inside and outside the CO4CITIES network.

1.4 Expected Outputs under WP1

List of deliverables of the work package

Activity	ID	Type of deliverable	Unit	Title of the deliverable	Description	Total target value
1.1 Work package 1 - Project management	139073	UIATM WP1 – Coordination meetings	Number	1.1.1 Steering Committee coordination meetings	Steering Committees are to be held on a monthly basis (remotely), and will represent the core group of the network's organisation and decision-making process.	18
1.1 Work package 1 - Project management	139075	UIATM WP1 – Mid Term Review (incl. Transfer State report)	Number	1.1.2 Mid term Reflection (MTR)	The Lead Expert (with the LP) produces a Mid-term Reflection - including a State of Transfer report describing the state of play for each partner. According to results of the MTR, if needed, a reprogramming of activities will be requested.	1

2. Description of Work Package 2 — Transnational Exchange and Learning Activity

2.1 General structure for Transnational Exchange and Learning Activities

The CO4CITIES transfer methodology is a combination of the Carousel and the Radial Models. According to the Carousel Model, each Transfer Partner will join each transnational meeting, and the meetings will be held in all partner cities, one after another. This is crucial in order to inspire partners to adapt the knowledge at local level, develop skills relating to innovative practices and co-design a robust Investment Plan with peers. Each transnational meeting will create opportunities for the host municipality not only to share its solutions but also to put on review its own challenges. These Peer Review Sessions will focus on specific local problems and partner municipalities, their local stakeholders as well as the Lead Expert and ad hoc experts will help finding solutions to these challenges. We also use elements from the Radial Model, namely foreseeing that the Lead Partner and Lead Expert will provide specific, tailor-made support to each partner city, based on their needs and challenges.

The CO-CITY project developed a specific model that is strongly rooted in its own administrative, political, economic and social environment. According to its own history and inertia in public-community cooperation, each Transfer Partner will adapt the provided models, and a custom-made knowledge will be transferred to each municipality and local stakeholder group. CO4CITIES will focus on organising knowledge transfer along the various project dimensions/building blocks identified below, focusing on the partner cities' needs and their abilities to adapt some of the CO-CITY project features in their specific context.

The learning trajectory is defined according to a structure that allows partners to build a modular and integrated arrangement

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for the construction of their Investment Plan. It is designed to generate a continuous flow of knowledge between the transnational and the local level for the appropriate transfer of knowledge between the UIA practice holder and the Transfer cities, to strengthen the practical knowledge and skills of partners in the CO-CITY policy area and to help shaping the local thinking and proposals that will be reflected in partners' Investment Plans.

The transfer approach is based on four key building blocks that correspond to the main dimensions of the CO-CITY project. These building blocks are:

- 1) **COLLABORATION**: mapping existing actors and collaboration mechanisms, developing a broad collaboration framework, elaborating new digital and procedural tools;
- 2) **SPACE**: mapping existing community venues and potential new spaces that can qualify as Neighbourhood Houses or urban commons, co-designing and programming these spaces, developing adaptive responsibility and safety rules;
- 3) **LEGAL AND ADMINISTRATIVE ASPECTS**: identifying existing legal tools for civic access to public properties, conceiving a broad legal framework, developing legal tools towards a regulation on urban commons;
- 4) **FINANCIAL AND ECONOMIC ASPECTS**: mapping existing resources, identifying investment needs, developing business models for the selected space(s) towards the definition of the Investment Plan.

Partner cities, according to their local needs and opportunities, will develop their local adaptation of the CO-CITY concept in these four project dimensions.

The building blocks of the CO4CITIES network are based on the Turin CO-CITY model and the needs and experiences of the transfer cities. The CO4CITIES transfer methodology is organised around these four dimensions, enabling transfer cities to develop interventions, activities, programmes and policies related to each topic, by exploring in details the CO-CITY model as well as experiences in the transfer cities and beyond.

The development of the CO-CITY project dimensions in parallel will follow the phases of:

- A) **MAPPING**: an assessment of existing actors, partnerships, collaboration mechanisms, spaces, legal tools and financial resources;
- B) **TRANSFER VISION**: conceiving an overall transfer vision, including a plan for a broad collaboration framework, ideas for new digital and procedural tools, programming spaces and projecting uses, developing a legal and administrative vision to deal with urban commons and outline an investment vision;
- C) **DEVELOPMENT**: elaborating the details of all four key project dimensions, including the outlines of a set of collaboration models, a use programme, a legal framework and a business plan for the selected space(s);
- D) **CONSTRUCTION**: organising the elements of the four key project dimensions into an operational plan, leading to the draft Investment Plan.

These phases will also correspond to the Transnational Meetings that will represent the milestones of the partner cities in this process. Transnational Meetings define the structure of the learning trajectory and will enable partner cities to gradually understand the CO-CITY project and preparing the ground for transfer, designing their own adaptation of the CO-CITY project's features, adapting the CO-CITY project in their city contexts and preparing the ground for re-use (see 2.2). Each partner will move along the same framework at the local level (see 3.2) in parallel with the others.

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2.2 Activities to be implemented under WP2

WP2 aims at creating a positive and effective network, able to adapt the UIA CO-CITY experience to the local framework of the Transfer Partner Cities.

We are aware of the importance of physical meetings, when an E&L experience is involved. Nevertheless, we have to take into account two overall reflections:

- the possible enduring - for an unforeseeable period - of the emergency due to the COVID-19 pandemic is likely to affect the possibility to realise all the transnational meetings in presence;
- besides, in the wider perspective of environmental sustainability, it would be recommended to limit the environmental impact of the network.

For these main reasons, we have decided to reduce the physical meetings to the minimum requested (n. 5), putting in place effective remote alternatives, which can include the use of online platforms for workshops and/or meetings.

The activities of WP2 will be divided into 2 main aspects, as follows:

1. TRANSNATIONAL EXCHANGE & LEARNING AMONG PARTNERS

The E&L among partners will be ensured by means of different tools.

1.1 - Transnational meetings, devoted to support each partner in developing strategies to adapt the proposed methodology, by transferring knowledge and tools, revising plans, reflecting on learning and validating solutions. The URBACT approach will be adopted, through the Carousel Model - a multilateral approach where partners learn together. More specifically, it can be foreseen that 5 transnational meetings in the span of 18 months will be devoted to different purposes, also according to the different Stages of the transfer mechanism. During each meeting, a specific session (ZOOM-IN) will be dedicated to particular topics and will be supported by ad-hoc expertise.

STAGE 1 - UNDERSTANDING THE CO-CITY PROJECT

1st TRANSNATIONAL MEETING (TURIN, April 2021) - UNDERSTANDING & MAPPING

It will be designed as a deep dive into the UIA CO-CITY project and introduction to local delivery partners. A deep understanding of the approach of CO4CITIES network will be spread amongst Transfer Partners, and more specifically it will focus on:

- the CO-CITY potential for modularisation and adaptation to other cities
 - the Transfer Partners local context and strategic priorities
 - the definition and role of Urban Commons in urban regeneration
 - the importance of community building and empowerment
 - the process which leads to co-governance of Urban Commons (legal framework)
 - sharing and discussing the template of the Transferability Study provided by URBACT
 - methodology of mapping actors, spaces, collaboration mechanisms, existing resources. Each partner will carry out a mapping of its own relevant assets in view of the 2nd transnational meeting
 - ZOOM-IN 1: collaboration mechanisms between citizens and public administrations, roles and responsibilities
- If due to the pandemic emergency the 1st Transnational Meeting is not held in presence, a study visit in summer/early autumn

to Turin will be settled (using the same budget for travels), in order to enable all partner to physically see the Neighbourhood Houses and other sites hosting Pacts of collaboration's activities.

2nd TRANSNATIONAL MEETING (GDANSK, September 2021) - TRANSFER VISION

An online alternative to the physical event will be put in place if needed.

The main aspect to be discussed will be centered on each city's potential, and particularly on the transfer context for Gdansk, mainly referring to the way of replicating the activities of the Neighbourhood Houses in the new social hub designed and renewed by the City.

On the basis of the mapping carried out by each partner, the meeting will focus on:

- the presentation of the baseline condition of each City
- conceiving an overall transfer vision / roadplan for the transfer process
- conceiving digital, procedural and legal tools for the transfer
- the definition of potential new uses for spaces of community building and empowerment in the local contexts
- a common exchange on the initial Investment Planning activity - containing a needs' analysis for each city will be realised, with the support of the Lead Partner and the Lead Expert
- ZOOM-IN 2: spatial and physical dimensions features for the requalification of urban assets in view of the collaboration between citizens and administration

STAGE 2 - ADAPTING THE CO-CITY PROJECT

3rd TRANSNATIONAL MEETING (BUDAPEST, November 2021) - DEVELOPMENT (ELEMENTS)

It will focus on specific modules of the CO-CITY project relevant for the City of Budapest and on the assessment of their transfer conditions. An online alternative to the physical event will be put in place if needed.

Based on the shared transfer visions of partner cities, the partners will elaborate the key elements (conditions) of their local adaptation of the CO-CITY'S building blocks. The main issues to be developed during this meeting will be as follows:

- drafting a set of collaboration mechanism for the selected space(s)
- drafting a use programme for the selected space(s)
- elaboration a legal framework to be used for the transfer
- elaboration of a business plan for the selected space(s)
- ZOOM-IN 3: administrative and legal paradigm for a collaborative public administration

4th TRANSNATIONAL MEETING (CLUJ-NAPOCA, February 2022) - CONSTRUCTION (OPERATIONAL)

Based on the draft project elements elaborated by the partners, this meeting will help them organise these elements into an operational plan, to give the basis of the Investment Plan. The meeting will therefore focus on the draft Investments Plans by all Transfer Partners in a peer review activity designed and led by the Lead Expert.

- draft partnership model
- draft operational workplan (action plan)
- draft schedule of activities, outputs and outcomes
- draft budget and financial plan
- ZOOM-IN 4: financial and economic feasibility models for the co-management of urban commons

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STAGE 3 - PREPARING FOR RE-USE THE CO-CITY PROJECT

FINAL TRANSNATIONAL MEETING (TURIN, June/July 2022)

The Final Meeting will be composed by two sessions:

- a closed one for partners, which will be focused on reviewing the final Investment Plans, as well as some Lead Partner reflections on their Springboard Plan;
- an open session with a focus on sharing the network's results and lessons, aimed at an external audience of cities and wider urban stakeholders. This second session will involve the Managing Authorities, relevant national ministries and other EU relevant institutions (potential funders of the Investment Plan). The National Urbact Points will also have a facilitating role in the final event.

Based on the draft investment plans developed by the partners, the meeting will focus on finalising their Investment Plans with the help of a series of workshops and Peer Review sessions. The Investment Plans will also be evaluated in the light of the original good practice, Turin's CO-CITY model. A special fundability session will be organised with local and international organisations, investors and financial institutions where Transfer Partners will pitch their projects.

ZOOM-IN 5: sharing and dissemination

1.2 - Customized transfer activities

The Lead Expert, together with members of the Lead Partner, will pay a series of bilateral visits to each of the CO4CITIES Transfer Partner cities. These will be organised in particular between April and August 2021. If the Covid-19 pandemic emergency will allow that, these will be physical visits; if not, an online series of conference calls will be put in place. The purpose of these meetings will be to gather information from each Transfer Partner, which will be necessary to the completion of the Transferability Plan, including the local conditions relating to political support, financial and technical capacity, governance and the assets and barriers in place relating to transfer potential. In particular, partners will be assisted with their local transfer work, provided with specific working tools and helped in solving context-related issues.

1.3 - Meetings organised by URBACT and UIA Secretariat

The Lead Partner and Transfer Partners will take part in the Kick Off meeting (or remote webinar) in Paris.

The Lead Expert will organise and lead the UIA stakeholder workshop, foreseen in June 2021 - working in close cooperation with the ULG Coordinator, after completion of the Transferability Study.

The URBACT webinar foreseen in early summer 2021 and the URBACT/UIA webinar in early spring 2022 allowing networks to share their progress during the CO4CITIES experience will be attended by the Lead Partner and Transfer Partners.

2. THEMATIC OUTPUTS RELATED TO TRANSNATIONAL TRANSFER PROCESS

The capture and organisation of the knowledge generated through transnational exchanges and learning activities will be a priority of the CO4CITIES network. All produced materials are meant to be made available for local level activities and ULG stakeholders - as well as for a wider audience of local, regionale and EU-level policy makers and practitioners.

The following outputs will be developed:

- 2.1 - Meeting reports and materials, pre and post materials for each meeting as well as a final meeting report will be available

at the end of each transnational meeting.

- Articles on CO4CITIES E&L, one for each Stage of development (Understanding, Adapting, Preparing for re-use).

2.2 - Bilateral visits, conducted by the Lead Expert and the Lead Partner to each Transfer Partner city which will feed the Transferability Study (to be finalised by the end of September 2021), describing the transfer potential of the CO-CITY project, indicating the transfer context applied to each Transfer Partner city and setting out the proposed network methodology.

2.3 - A final CO4CITIES network report, written by the Lead Expert in close cooperation with ad-hoc Experts, will underline and highlight the lessons learnt during the transfer journey.

2.3 Partners involvement in relation to WP 2 activities

The active involvement of all partners in the WP 2 delivery is crucial, and all partners are required to be actively involved in the project. In particular, partners have agreed on the following:

- each partner is hosting a transnational meeting, involving its project coordination team and ULG and providing with any relevant material and output to ensure the richness of the programme and support the exchange and learn. If a physical event isn't allowed due to the pandemic, each partner will settle and define online/remote alternative activities;
- each partner will actively participate at the transnational thematic meetings and the final conference;
- each partner will support and provide relevant information for the documentation of the meetings;
- each partner involves ULG members in the Transnational Meetings and - together - they will report back the learning from the meetings to their ULG;
- each partner will take part at relevant training measures and events at URBACT/UIA level;
- each partner will take part at the steering group meetings;
- each partner will support the elaboration of thematic outputs, which will be prepared on the basis of the results of the meetings.

2.4 Expected outputs under WP2 (seminars, thematic outputs, etc.)

List of deliverables of the work package

Activity	ID	Type of deliverable	Unit	Title of the deliverable	Description	Total target value

2.1 Work package 2 - Transnational exchange and learning activities	139077	UIATM WP2 – Transnational Network meetings	Number	2.1.1 Transnational meetings	Transnational meetings will be devoted to support each partner in developing strategies to adapt the proposed methodology, by transferring knowledge and tools, revising plans, reflecting on learning and validating solutions.	5
2.1 Work package 2 - Transnational exchange and learning activities	139078	UIATM WP2 – Meeting Summaries	Number	2.1.2 Pre and post TN used materials and reports	All transnational meetings will be documented by collecting the pre and post used materials, and a final meeting report will be produced after each meeting	5
2.1 Work package 2 - Transnational exchange and learning activities	139079	UIATM WP2 – Other Exchange and Learning Outputs	Number	2.1.3 Bilateral visits	Bilateral visits will be conducted by the Lead Expert and the Lead Partner to each Transfer Partner city, in order to define the Transferability Plan	4
2.1 Work package 2 - Transnational exchange and learning activities	139080	UIATM WP2 – Network articles	Number	2.1.4 Articles	Articles on CO4CITIES E&L, one for each Stage of development (Understanding, Adapting, Preparing for re-use) are to be produced	3
2.1 Work package 2 - Transnational exchange and learning activities	139081	UIATM WP2 – Final Network Report	Number	2.1.5 Final CO4CITIES Network Report	The Final CO4CITIES Network Report will be produced by the Lead Expert in close cooperation with ad-hoc Experts, underlining and highlighting the lessons learnt during the transfer journey	1

3. Description of Work Package 3 – The Local Dimension

3.1 General Framework for local activities (governance at local level, URBACT local group)

The framework of local activities will mirror the path of the CO4CITIES network, according to the stages of development and following the timing of transnational meetings.

At the core of the CO4CITIES Transfer process in each city is the URBACT Local Group, established by each Transfer partner city at the beginning of the activities.

The ULG composition will reflect the project's thematic focus (urban commons management and community empowerment), ensuring appropriate coverage. Transfer Partners will also possibly seek participation of their relevant Managing Authority, to promote the visibility of their investment planning work.

The Lead Partner will choose the ULG members out of the stakeholders who were involved in the implementation of the CO-CITY project (Neighbourhood Houses, active citizens and public officers from various department of the local administration involved in Pacts of collaboration, researchers from the University of Turin who developed the CO-CITY legal tools, etc.); in facts, an important part of their role will be to connect with peers in Transfer cities, sharing their experience within CO-CITY and passing on their learning to be adapted according to the Transfer partners' needs and ambitions. In the view of linking peers, the composition of the ULG in the Transfer cities will respect as much as possible the one of the ULG in

the LP city.

Each city will appoint a ULG coordinator, in charge of the organisation of the ULG working sessions and of the relationship with partners' ULGs, as well as being the pivotal link within the ULG on the ground.

A first meeting at the local level of each ULG will be held in April/May 2021, after the 1st transnational meeting, mainly aiming at team building and goal sharing between the members, for the production of inspiring reflections for the Springboard Plan (for the LP) and the Investment Plans (for Transfer partners).

In the next months, each ULG coordinator will settle meetings pre and post each transnational meeting, in order to prepare minutes to be discussed during the event and report to the ULG the results and indications from the event.

The ULG Coordinator will be the key point of contact for the National URBACT Points (NUPs), throughout the lifespan of the project, and act as the point of contact between the partner city and the URBACT Secretariat.

The main goals of the ULGs activity - under the responsibility of the ULGs coordinators, will be:

- for the Lead Partner: the Springboard Plan. Starting from the analysis of the current state of play of CO-CITY the Turin ULG will identify priorities to be addressed through the Springboard Planning process. The focus will be on the Pacts of collaboration's sustainability in the mid-long term, how to adapt activities to the current pandemic situation and the scaling up of the path toward Pacts of collaboration at a wider level. In June 2021 a stakeholder workshop will be led by the Lead Expert and the ULG Coordinator, to facilitate consensus on the priority objectives and generate a set of activities - for the LP to consider and agree with the URBACT Secretariat. The initial analysis and agreed set of activities will constitute the content of the Springboard Plan, and a summary of the activities carried out for the Springboard Plan and the impact achieved will be included in the Network Final Report;
- for each Transfer partner: an Investment Plan, whose core content will be a needs analysis establishing the rationale for the future proposal; a detailed description of the CO-CITY project's results and impact; a detailed outline of the adapted transfer city version of CO-CITY practice; an operational workplan with risk analysis and planned actions; details of the partnership model; a schedule of activities, outputs and outcomes; a budget with identified sources of funding; a monitoring and evaluation framework. The development of the Investment Plan will be led by the local ULG Coordinator, with the wider local group and the Lead Expert. The initial draft IP will be first shared among the ULG members, other city stakeholders, the wider network membership and the URBACT Secretariat. The final IP will be aimed at internal and external fundholders and decision-makers, and the relevant Managing Authority.

3.2 Short description of the methodology proposed to link transnational activities under WP 2 and local transfer activities under WP3

A strong interaction between local transfer activities and transnational activities will be guaranteed with the active contribution of the Steering Committee and ULGs Coordinators.

Each city will hold at least 9 ULG meetings. 1 initial meeting to set a common understanding of the CO4CITIES goals and activities which will take place after the first Transnational meeting, 1 before the other 4 Transnational Meeting to gain inputs for the network's discussion, prepare and ensure the opportunity is optimised and 1 after the other 4 Transnational Meeting in order to share feedback, key learning points and to share outputs, findings and solutions.

Each ULG will receive a working document from the Lead Expert at least 1 month before each Transnational Meeting. This document will include a situation analysis of the Transnational Meeting's topic to generate questions and comments at the ULG meeting. ULGs will give feedback before the Transnational Meeting and contribute with theme-specific documents 2 weeks

before the Transnational Meeting. These inputs will allow the Lead Partner and Lead Expert to fine-tune the meetings' schedule, taking into account the knowledge needs, challenges and perspectives of all local stakeholders.

Moreover, during each transnational meeting the Project Local Coordinators and ULG Coordinators will report the interim findings, the results and the state of the transfer process in their city.

Transnational meetings will be supplemented by online methodological meetings between the Lead Expert, the Lead Partner and selected partners (at least two meetings per partner to provide individual methodological help for each partner on the Investment Plan).

After each Transnational Meeting, a report will be produced by the Lead Expert and shared with partner cities' ULGs. The discussions, findings and outcomes of the Transnational Meetings will serve as the basis of local work in the partner cities where the key building blocks of the CO-CITY practice will be adapted, conceived and implemented. Between Transnational Meetings, ULGs and partner cities will cooperate on the production of required deliverables to be presented at the Transnational Meetings.

Local work undertaken by ULGs and partner cities will follow the milestones established by the Transnational Meetings and the key achievements and dilemmas of local processes will, in turn, feed into the agendas of the Transnational Meetings.

3.3 Expected outputs under WP3

List of deliverables of the work package

Activity	ID	Type of deliverable	Unit	Title of the deliverable	Description	Total target value
3.1 Work package 3 - Local dimension	139082	UIATM WP3 – URBACT Local Groups (ULG)	Number	3.1.1 ULGs in each City	Each Transfer City will set up its own ULG	4
3.1 Work package 3 - Local dimension	139083	UIATM WP3 – Records of ULG sessions	Number	3.1.2 ULGs meetings records	Each City will hold at least 9 ULG meetings, 1 after the first transnational meeting and 1 pre and post each following transnational meetings. For each meetings, a report by ULGs coordinators is produced	36
3.1 Work package 3 - Local dimension	139084	UIATM WP3 – Investment Plan	Number	3.1.3 Transfer Partners' Investment Plans	Each Transfer City produces its own Investment Plan, with a need analysis, a detailed outline of the adapted version of CO-CITY practice; a workplan; a partnership model; a detailed budget; a monitoring and evaluation framework.	3

3.1 Work package 3 - Local dimension	139085	UIATM WP3 – Springboard Plan	Number	3.1.4 Lead Partner Springboard Plan	On the basis of an initial assessment and after establishing a focus, the Lead Partner produces the Springboard Plan about Pacts of collaboration's sustainability, and the scaling up the path toward Pacts of collaboration.	1
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4. Description of Work Package 4 – Communication and Dissemination

4.1 General framework for Communication and Dissemination Activities

The CO4CITIES communication activities are considered as a strategic project tool functional to the transfer success and will be implemented by the Communication Officer together with specific external expertise to be appointed (Communication Team), in close cooperation with:

- the Transfer partners' communication staff in sharing the communication methodology and the outputs expected in the communication plan;
- the URBACT Secretariat for the support and the proper use of the tools, guides, and reference documents;
- URBACT and UIA Secretariats for capitalisation opportunities to share lessons from the pilot;
- Lead Expert and ad hoc experts to better define the content of the communication outputs;
- National URBACT contact points (NUPs) for integrated dissemination of CO4CITIES outputs and results at local, regional, national, and EU levels.

Communication of the CO4CITIES network will focus on the documentation of the transfer and E&L journey from the UIA city to the Transfer partners. It will focus in particular on three main aspects:

1. Local activities: ULGs work will be covered through regular updates from ULGs members in the network's web and social media channels;
2. Network activities: a selection of meeting reports and meeting materials will be published on the project's communication channels;
3. Project E&L outputs: the network outputs produced under WP2 will feed the content that will be shared and disseminated through the project's communication channels as well as at events and related pages and platforms.

Communication outputs will include:

1. Communication Plan: an internal document elaborated during the first 2 months of the network. It will define the communication strategy and objectives, identify the target audiences, the communication channels for the network and partners in all the stages of the project and in coherence with the activities planned under WP2 and WP3;
2. Communication kit: produced by the Communication Team after the project approval and then sent electronically to all partners for translation. It will include a flyer, the A3 poster, a press release, templates, boilerplates, the transfer logo, the tagline and additional graphic elements for the network's visual identity and branding. The communication kit will be provided to the partners for the promotion of the network, for local, national and international and general audiences. This will help the cities communicate in a similar and consistent way about the network;
3. URBACT Network page: a subpage of the URBACT website, providing a general presentation of the network to local,

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- national and international, non-specialist audiences, monthly updated by the Communication Team based on all partners' contributions. It will include updates on the activities of the network, Transfer Partner's journeys and outputs. The main learning achievements of each stage will be captured by at least 6 articles written by the Communication Team (2 in stage I, 2 in stage II, 2 in stage III). An introductory piece will be written by the Lead Expert (stage I);
4. Social media accounts: Twitter, Facebook and YouTube accounts with weekly/monthly posts about relevant stories, managed by the Lead Partner and Communication team, with inputs from all partners
 5. Newsletter: prepared by the Communication Team and published once in every 3 months (6 times in total), the newsletter promotes the network's and partners' activities to local, national and international audiences both in English and in partners' languages;
 6. Network Final event: taking place in June/July 2022 in Turin, sharing the network's key findings, journey and learning, focusing on dissemination, impact and project sustainability, addressing local and international audiences to highlight the partner cities' different perspectives and showcase the potential for implementation of the Investment Plans;
 7. Network final report: it will be produced by the Lead Expert and will focus on what the Transfer Partners have learnt in this process, it will document the network journey, including activities and results.

4.2 Communication Strategy (objectives, target audiences, key messages, tools for communication and dissemination)

1.OBJECTIVES

The CO4CITIES network wants to highlight the potential of a change in the paradigm both in the technical/administrative and relational/participative spheres, which are mutually reinforcing and interrelated, in relation to urban commons and to public-private/community partnerships.

The overall objective of the network is a change in the conception of the role of public administration, which becomes an enabler and a partner for citizens, and of the community engagement and empowerment, which is fostered by the new collaborative approach between the citizens and the public administration.

Each Transfer Partner will identify the CO-CITY features (see WP2) that are most suitable for their local contexts to adapt, therefore the communication strategy will focus on:

- communicating UIA CO-CITY's features, implementation challenges and its results;
- making a wide audience know about the existence of the transfer network and its topics;
- following the process of transfer, getting to know the process and being able to engage with it;
- knowing about the progress of the best transfer practices in transfer cities;
- integrate with the digital communication tools already developed within CO-CITY.

One of the pillars of the strategy is to make the best use of online resources in order to reduce the impact on the environment by focusing mainly on digital products and reducing to a minimum the paper.

2.TARGET AUDIENCE

The target audience is composed of:

- URBACT and UIA Community, including the people/partners/experts involved in all the URBACT transfer networks and UIA projects - in particular those working on issues related to urban commons;
- CO4CITIES Community composed of transfer partners and ULGs members, that will benefit from other cities' experience

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and ideas that each partner will bring in;

- External Communities composed of observers interested in the CO4CITIES thematic content issues (e.g. EU representatives, Foundations, city networks such as Eurocities, NGOs, Associations, informal groups of active citizens);
- Final beneficiaries of the CO4CITIES network at the local level, which are not involved in the ULGs but could be part of future activities or developments.

3. DEFINITION OF KEY MESSAGES

In the communication plan will be identified the key messages tailored to be appropriate for the different target groups they are addressed to (see above). They will be defined in a clear and simple way, transmitting proper statements, ideas and claims in line with the CO4CITIES objectives and goals.

4. CHANNELS, TOOLS AND TIME PLAN

Considering the peculiar pandemic emergency we are coping with, we will foresee an enhancement of multimedia tools and channels that can capture learning takeovers and experiences of Transfer partners that will help to bridge the gap between distant cities and practices. Communication channels will be divided into 3 main categories: branding, media and events.

- Branding: a CO4CITIES logo and a tagline will be defined in the early months (by May 2021), as well as a communication style to be used by all partners;
- Media: opening (by April/May 2021) of the foreseen social media accounts (see above), as much as possible interactive and engaging, to be updated during the whole lifespan;
- Events: they will be the occasion to communicate to all audiences. In the case of online events, specific sessions for online co-design simulation will be put in place with the support of specific tools (e.g. Miro, Mentimeter)

4.3 Partners involvement in the relation to WP 4 activities

The communication strategy will be led by the Lead Partner Communication Team, which will support all project partners in contributing to the project communication strategy and in generating wide media coverage at the local/national level.

All Partners are involved in WP4 and are responsible for local dissemination activities and supporting the overall strategy. The Communication Team will carry out all the official communication activities, such as:

- regularly update the CO4CITIES network page on the URBACT website (on a monthly basis);
- finalise a Communication Plan for the CO4CITIES project communication and dissemination activities;
- provide the project outputs and main dissemination tools (communication kit, social media accounts, newsletters, project page updates on the main URBACT website, etc.);
- support the Partners in the editing of the local outputs, providing templates and other tools in respect of the URBACT Graphic charter;
- support the Partners in the communication with URBACT National Dissemination Points and URBACT and UIA Secretariat;
- communicate with the URBACT and UIA Secretariat in order to share main important news about the project activities, providing articles to promote the project;
- animate discussions and to comment posts published in the CO4CITIES Twitter profile and to spread it also to the people that could be interested in the project and to the related ULG/stakeholders, in order to share knowledge and suggestions and to

implement the debate on urban sustainable environmental actions focused on how the European cities deal with the urban commons topic;

- participate in external events to promote the network activities and results.

At the same time, all project partners will actively collaborate in the following WP's activities:

- preparation of interim/final texts to be published as network outputs;
- communication with the National URBACT Point and participation in national dissemination events;
- communicate with national/international relays and websites related to the theme of urban commons;
- take part in discussions and comment posts published on our social media and spread it also to the people that could be interested in the project and to the related ULG stakeholders, in order to share knowledge and suggestions and to implement the debate on the valorization of urban commons.

4.4 Expected outputs under WP4 (newsletter, promotional material, network page update, network results product, etc.)

List of deliverables of the work package

Activity	ID	Type of deliverable	Unit	Title of the deliverable	Description	Total target value
4.1 Work package 4 - Communication and dissemination	139086	UIATM WP4 – Communication Plan	Number	4.1.1 Elaboration of a Communication Plan	It is elaborated during the first 2 months of the network. It will define the communication strategy and objectives, identify the target audiences, the communication channels for the network and partners in all the stages of the project.	1
4.1 Work package 4 - Communication and dissemination	139087	UIATM WP4 – Communication Kit	Number	4.1.2 Realization of a Communication Kit	After the project approval the Communication Team produces a Communication Kit that will be sent electronically to all partners for translation. It will include all the communication materials to be used for the network's visual identity and branding.	1
4.1 Work package 4 - Communication and dissemination	139088	UIATM WP4 – URBACT Network page updates	Number	4.1.3 Updating of the CO4CITIES page on URBACT website	A subpage of the URBACT website, providing a general presentation of the network to local, national and international, non-specialist audiences, monthly updated by the Communication Team based on all partners' contributions.	18

4.1 Work package 4 - Communication and dissemination	139089	UIATM WP4 – Digital channels	Number	4.1.4 Opening and updating of 3 social media accounts	Social media accounts (Twitter, Facebook and YouTube) will be opened, with weekly/monthly posts of relevant stories, managed by the Lead Partner and Communication Team, with inputs from all partners.	3
4.1 Work package 4 - Communication and dissemination	139090	UIATM WP4 – Network Final Event	Number	4.1.5 CO4CITIES Final Event	The 2 days CO4CITIES Final Event will take place in June/July 2022 in Turin, sharing the network's key findings, journey and learning, addressing local and international audiences to showcase the potential for implementation of the Investment Plans.	1

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- V - PROJECT WORK PLAN

1. Work plan

Objective	1 Work package 1 - Project management	
Activity	Start date	End date
1.1 Work package 1 - Project management	2021-03-09	2022-09-09
Description	<p>Work package 1 - Project management</p> <p>A proper coordination and sound management will be ensured during the whole project period, concerning both the overall project management and the financial management. Moreover, a continuous communication among all partners will be secured by WPI activities, thus ensuring the implementation of activities, avoiding disruptions, overlaps and conflicts. A defined organization chart will be issued, showing the project management structure.</p>	
Deliverables	+ 18 x 1.1.1-Steering Committee coordination meetings + 1 x 1.1.2-Mid term Reflection (MTR)	
Main partner	City of Torino	
Participating partners	+ Municipality of Budapest + GDANSK + CLUJ-NAPOCA MUNICIPALITY	
Localization		
Objective	2 Work package 2 - Transnational exchange and learning activities	
Activity	Start date	End date
2.1 Work package 2 - Transnational exchange and learning activities	2021-03-09	2022-09-09
Description	<p>Work package 2 - Transnational exchange and learning activities</p> <p>E&L activities are devoted to support each partner in developing strategies to adapt the proposed methodology, by transferring knowledge and tools, revising plans, reflecting on learning and validating solutions.</p>	
Deliverables	+ 5 x 2.1.2-Pre and post TM used materials and reports + 5 x 2.1.1-1-Transnational meetings + 4 x 2.1.3-Bilateral visits + 3 x 2.1.4-Articles + 1 x 2.1.5-Final CO4CITIES Network Report	
Main partner	City of Torino	
Participating partners	+ Municipality of Budapest + GDANSK + CLUJ-NAPOCA MUNICIPALITY	

Localization			
Objective	3 Work package 3 - Local dimension		
Activity	3.1 Work package 3 - Local dimension	Start date 2021-03-09	End date 2022-09-09
Description	Work package 3 - Local dimension At the core of the CO4CITIES network are the URBACT Local Groups, established by each Transfer partner city at the beginning of the activities. The ULG composition will reflect the network's thematic focus (urban commons management and community empowerment).		
Deliverables	+ 4 x 3.1.1-ULGs in each City + 36 x 3.1.2-ULGs meetings records + 3 x 3.1.3-Transfer Partners' Investment Plans + 1 x 3.1.4-Lead Partner Springboard Plan		
Main partner	City of Torino		
Participating partners	+ Municipality of Budapest + GDANSK + CLUJ-NAPOCA MUNICIPALITY		
Localization			
Objective	4 Work package 4 - Communication and dissemination		
Activity	4.1 Work package 4 - Communication and dissemination	Start date 2021-03-09	End date 2022-09-09
Description	Work package 4 - Communication and dissemination The CO4CITIES communication activities are considered as a strategic project tool functional to the transfer success. Under the constant supervision of the Communication Officer, it will focus on the documentation of the transfer and E&L journey from the UIA city to the Transfer partners, at a local and transnational level.		
Deliverables	+ 1 x 4.1.1-Elaboration of a Communication Plan + 1 x 4.1.2-Realization of a Communication Kit + 18 x 4.1.3-Updating of the CO4CITIES page on URBACT website + 3 x 4.1.4-Opening and updating of 3 social media accounts + 1 x 4.1.5-CO4CITIES Final Event		
Main partner	City of Torino		
Participating partners	+ Municipality of Budapest + GDANSK + CLUJ-NAPOCA MUNICIPALITY		
Localization			

List of project deliverables

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Objective	Activity	ID	Type	Unit	Deliverable name	Description	Total forecast value
1 Work package 1 - Project management	1.1 Work package 1 - Project management	139073	UIATM WP1 - Coordination meetings	Number	1.1.1 Steering Committee coordination meetings	Steering Committees are to be held on a monthly basis (remotely), and will represent the core group of the network's organisation and decision-making process.	18
1 Work package 1 - Project management	1.1 Work package 1 - Project management	139075	UIATM WP1 - Mid Term Review (incl. Transfer State report)	Number	1.1.2 Mid term Reflection (MTR)	The Lead Expert (with the LP) produces a Mid-term Reflection - including a State of Transfer report describing the state of play for each partner. According to results of the MTR, if needed, a reprogramming of activities will be requested.	1
2 Work package 2 - Transnational exchange and learning activities	2.1 Work package 2 - Transnational exchange and learning activities	139077	UIATM WP2 - Transnational Network meetings	Number	2.1.1 Transnational meetings	Transnational meetings will be devoted to support each partner in developing strategies to adapt the proposed methodology, by transferring knowledge and tools, revising plans, reflecting on learning and validating solutions.	5
2 Work package 2 - Transnational exchange and learning activities	2.1 Work package 2 - Transnational exchange and learning activities	139078	UIATM WP2 - Meeting Summaries	Number	2.1.2 Pre and post TN used materials and reports	All transnational meetings will be documented by collecting the pre and post used materials, and a final meeting report will be produced after each meeting	5

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2 Work package 2 - Transnational exchange and learning activities	2.1 Work package 2 - Transnational exchange and learning activities	139079	UIATM WP2 – Other Exchange and Learning Outputs	Number	2.1.3 Bilateral visits	Bilateral visits will be conducted by the Lead Expert and the Lead Partner to each Transfer Partner city, in order to define the Transferability Plan	4
2 Work package 2 - Transnational exchange and learning activities	2.1 Work package 2 - Transnational exchange and learning activities	139080	UIATM WP2 – Network articles	Number	2.1.4 Articles	Articles on CO4CITIES E&L, one for each Stage of development (Understanding, Adapting, Preparing for re-use) are to be produced	3
2 Work package 2 - Transnational exchange and learning activities	2.1 Work package 2 - Transnational exchange and learning activities	139081	UIATM WP2 – Final Network Report	Number	2.1.5 Final CO4CITIES Network Report	The Final CO4CITIES Network Report will be produced by the Lead Expert in close cooperation with ad-hoc Experts, underlining and highlighting the lessons learnt during the transfer journey	1
3 Work package 3 - Local dimension	3.1 Work package 3 - Local dimension	139082	UIATM WP3 – URBACT Local Groups (ULG)	Number	3.1.1 ULGs in each City	Each Transfer City will set up its own ULG	4
3 Work package 3 - Local dimension	3.1 Work package 3 - Local dimension	139083	UIATM WP3 – Records of ULG sessions	Number	3.1.2 ULGs meetings records	Each City will hold at least 9 ULG meetings, 1 after the first transnational meeting and 1 pre and post each following transnational meetings. For each meetings, a report by ULGs coordinators is produced	36

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3 Work package 3 - Local dimension	3.1 Work package 3 - Local dimension	139084	UIATM WP3 – Investment Plan	Number	3.1.3 Transfer Partners' Investment Plans	Each Transfer City produces its own Investment Plan, with a need analysis, a detailed outline of the adapted version of CO-CITY practice, a workplan; a partnership model; a detailed budget; a monitoring and evaluation framework.	3
3 Work package 3 - Local dimension	3.1 Work package 3 - Local dimension	139085	UIATM WP3 – Springboard Plan	Number	3.1.4 Lead Partner Springboard Plan	On the basis of an initial assessment and after establishing a focus, the Lead Partner produces the Springboard Plan about Pactis of collaboration's sustainability, and the scaling up the path toward Pactis of collaboration.	1
4 Work package 4 - Communication and dissemination	4.1 Work package 4 - Communication and dissemination	139086	UIATM WP4 – Communication Plan	Number	4.1.1 Elaboration of a Communication Plan	It is elaborated during the first 2 months of the network. It will define the communication strategy and objectives, identify the target audiences, the communication channels for the network and partners in all the stages of the project.	1
4 Work package 4 - Communication and dissemination	4.1 Work package 4 - Communication and dissemination	139087	UIATM WP4 – Communication Kit	Number	4.1.2 Realization of a Communication Kit	After the project approval the Communication Team produces a Communication Kit that will be sent electronically to all partners for translation. It will include all the communication materials to be used for the network's visual identity and branding.	1

4 Work package 4 - Communication and dissemination	4.1 Work package 4 - Communication and dissemination	139088	UIATM WP4 – URBACT Network page updates	Number	4.1.3 Updating of the CO4CITIES page on URBACT website	A subpage of the URBACT website, providing a general presentation of the network to local, national and international, non-specialist audiences, monthly updated by the Communication Team based on all partners' contributions.	18
4 Work package 4 - Communication and dissemination	4.1 Work package 4 - Communication and dissemination	139089	UIATM WP4 – Digital channels	Number	4.1.4 Opening and updating of 3 social media accounts	Social media accounts (Twitter, Facebook and YouTube) will be opened, with weekly/monthly posts of relevant stories, managed by the Lead Partner and Communication Team, with inputs from all partners.	3
4 Work package 4 - Communication and dissemination	4.1 Work package 4 - Communication and dissemination	139090	UIATM WP4 – Network Final Event	Number	4.1.5 CO4CITIES Final Event	The 2 days CO4CITIES Final Event will take place in June/July 2022 in Turin, sharing the network's key findings, journey and learning, addressing local and international audiences to showcase the potential for implementation of the Investment Plans.	1

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- VI - NETWORK MANAGEMENT AND LEADERSHIP

1. Lead Partner experience (highlights of city's experience in EU projects)

The City of Turin has a long and well-established experience as a Lead Partner in urban programmes funded by ERDF.

Besides being the MUA in the UIA CO-CITY project, Turin was the LP in the following ones:

- Urban Mirafiori Sud Programme, funded by Urban II Programme 2000-2006 on urban regeneration of a poor neighbourhood in Turin Southern area;
- Urban Barriera di Milano programme, funded by Piedmont Region ROP ERDF 2007-2013 on urban regeneration of a poor neighbourhood in Turin Northern area;
- NOP Torino on smart city and social innovation, supported by The Multi-fund National Operational Programme Metropolitan Cities 2014-2020 (PON METRO), implementing a part of the initiatives conceived in the framework of European Agenda for Cohesion Policies;
- Bostinno - Boosting Social Innovation, an URBACT project started in September 2015 that created a network aiming at connecting local ecosystems and transnational networks by building public international brokering figures in order to improve the social innovation ecosystem;
- URB-INCLUSION - Co-creating new implementation solutions for poverty reduction in deprived urban areas, An URBACT project started in October 2016 with the goal of implementing and co-creating new solutions to fight social exclusion and poverty in deprived urban areas, through integrated strategies of social cohesion;

Currently the City of Turin is the Lead Partner of the following projects:

- TO-NITE Community-based urban security, funded by UIA Initiative 4th call - focused on Urban Security, which began in September 2019 and aims at enhancing the perception of urban safety in nighttime, through collaborative policies based on social empowerment and active participation of residents and stakeholder;
- INNOVATO-R, an URBACT Transfer Network started in 2018, built upon the InnovaTO project, a competition open to Municipality employees aimed at developing innovative projects improving the Administration performances, reducing wastes and/or valuing resources. Proposals can be focused on service quality, goods/services acquisition, cost rationalization, energetic optimization, bureaucratic impact reduction and increase in data and in digital tools management.

The City of Turin is also project partner in the following relevant projects:

- CO3 - Digital Disruptive Technologies to Co-create, Co-produce and Co-manage Open Public Services along with Citizens (Horizon);
- PACTESUR (PROTECT ALLIED CITIES AGAINST TERRORISM IN SECURING URBAN AREAS) funded by DG Home - Internal Security Fund;
- proGireg (productive Green Infrastructure for post-industrial urban regeneration) funded by Horizon;
- ASIS (ALPINE SOCIAL INNOVATION STRATEGY) - Interreg Alpine Space project;
- CWC - Interreg Central Europe project.

2. Lead Partner management team (decision makers, project coordinator, UIA Practice leader, communication and financial officers)

11h

Coordination Unit:

Giovanni Ferrero (Project Coordinator), Tiziana Eliantonio. Giovanni Ferrero was the Project Manager of the UIA CO-CITY project, and head officer at the Dept. for Suburbs Development and Urban Commons since 2008. He will coordinate the overall management of the CO4CITIES network both at the transnational and local level. Tiziana Eliantonio was in charge of the reporting and administrative partner coordination in the UIA CO-CITY project and has an established experience in international networking.

The Coordination Unit will be fully supported by a project coordination officer who will be appointed after the CO4CITIES network approval, and will be selected on the basis of his/her previous experiences in project management, with special focus on UIA projects and networking management. He/she will be in charge of relationships with ULGs, both at the transnational and local level, thus sustaining the overall functioning of the CO4CITIES transfer network.

The Coordination Unit will be also joined by Fabrizio Barbiero, in charge of social innovation at the Dept. for Innovation, European Funds and Smart City, who has been involved for several years as local coordinator in URBACT projects (Innovato-r, Boostinno and URB-Inclusion) and has a proven experience in transfer network mechanism.

Finance Unit:

Nadia Bonghi (Finance Officer). The financial Unit will be based in the Dept. for Innovation, European Funds and Smart City, that has a proven experience in the financial management of european projects and notably of projects managed in the framework of the URBACT initiative. It will also relate with the appointed FLC and ensure the correct procedure of the two foreseen financial reports. It will be supported by the Dept. for Suburbs Development and Urban Commons as far as the local administrative management is concerned (eg. in the necessary tender procedures for the appointment of external expertise, in the organisation of events and mission, etc.), as well as the alignment of the ERDF funds to the internal budget of the City.

Communication Unit:

Laura Socci (Communication Officer) was the local support to the Communication Manager during the UIA CO-CITY project and she will be responsible for the CO4CITIES Communication strategy. She also has a deep knowledge of the mechanism of co-management of urban commons by means of Pacts of collaboration, having had a key-role in the co-design phase during CO-CITY implementation; this will be an added value in finding key-messages and target groups to be addressed to in the communication strategy. She will be supported by a local Communication Team of experts, to be appointed as soon as the CO4CITIES transfer network is approved.

3. Experience of proposed project coordinator

Giovanni Ferrero is an Architect, PhD in urban planning.

Since 2007 he has been an officer of the City of Turin, in charge of local Urban Regeneration Actions and Programs, Metropolitan governance, migrant integration in urban policies. He participated in several projects of exchange of experiences and best practices at European level.

He is currently responsible for the Urban Commons Unit and Project Manager of the CO-CITY (UIA) project. From 1992 to 1997 he worked as an urban planning consultant and he began his experience in participatory urban planning as a founder and member of the board of a local association.

From 1997 to 2007, he was an officer of Piemonte Region, Urban and Regional Planning Department, in charge of Urban

Regeneration Integrated Programs and Negotiated Agreements. He participated in several European projects of transnational cooperation in the framework of the Interreg II and IIIc programs.

From 2001 to 2012 he also worked as an adjunct professor of urban planning at the Faculty of Architecture of the Polytechnic University of Turin.

- VII - USE OF EXPERTISE

1. Proposed use of expertise resources allocated by the Programme

1.1 Proposed Lead Expert

Levente Polyak is proposed as the Lead Expert. Levente is a urban planner, researcher, community advocate and policy adviser. After studying architecture at Budapest University of Technology, urbanism at the Institut d'Urbanisme de Paris and sociology at ELTE Budapest, and EHESS Paris, he was visiting lecturer at the Moholy-Nagy University of Art and Design, the Budapest University of Technology and TU Wien. He was visiting fellow at Columbia University and the École nationale supérieure d'architecture Paris-Malaquais and holds a PhD in Sociology from the Central European University. He has worked on urban regeneration projects for the New York Department of City Planning, the Délégation à la Politique de la Ville et à l'Intégration in Paris, and the Assessorato della Rigenerazione Urbana in Rome. In 2012-13, he was adviser to the Head of Urban Planning in Budapest and contributing editor of the Budapest 2030 Urban Development Strategy.

He is editor of Cooperative City, co-founder of Eutropian Research & Action (Vienna-Rome) and member of the KÉK - Hungarian Contemporary Architecture Centre (Budapest). As an expert of the URBACT and Urban Innovative Actions programmes, he has been coordinating international knowledge exchange networks between municipalities in various countries of Europe. He has been supporting public administrations and NGOs of various sizes and geographic locations across Europe in creating spatial development projects and new governance models. In the past years, he has been researching new organisational and economic models of community-led urban development projects and methodologies of civic ecosystem-building, co-authoring the books *Vacant City: Experiments in Inclusive Urban Regeneration* (2015), *Civil Város: Lakatlan ingatlanok a közösségek szolgálatában* (2016), *Funding the Cooperative City: Community Finance and the Economy of Civic Spaces* (2017) and *Il rilancio dei mercati* (2019).

Between 2012 and 2016, Levente was engaged with the Budapest Municipality in rethinking the city's real estate management system. With the "Vacant City" programme, he has been working on creating an improved visibility of publicly owned properties, better cooperation between districts and the central municipality, and a more accessible mechanism for social enterprises and civic initiatives to access publicly owned vacant spaces. The mechanism includes a reformed bid format for the use of public properties, connected to an inclusive procurement of various related services, a participatory approach of urban regeneration and a more integrated use of municipal funds and assets. As part of the program, Levente also developed an evaluation framework to measure the effectiveness of the process including quantitative (number of spaces reused) and qualitative aspects (social impact). Since 2019, Levente has been supporting the Budapest Municipality as well as some districts on issues of participation, co-governance and knowledge sharing.

Levente is specialized in community participation, urban regeneration, cultural development, local economic development and social innovation, with a special focus on building development scenarios on existing resources. He has been participating in transnational exchange and learning activities for over a decade. In recent years, he has been working on community-led development, cooperative ownership models, local commerce and the temporary use of vacant properties, all corresponding to new governance models. All these experiences give him a good understanding of community-led urban development models, including co-governance tools and commons regulations.

Levente has been working in a series of URBACT networks. He participated in the URBACT pilot project “Temporary Use as a Tool for Urban Regeneration“ (2013-2015). He was an Ad-hoc expert in the Action Planning Network Interactive Cities, and a Lead Expert in the ACTive NGOs Transfer Network.

Levente is proficient in Hungarian, English, Italian and French, allowing him to better understand local challenges and opportunities in some of the partner cities.

1.2 Proposed ad hoc expertise and identified experts if applicable

Christian Iaione will be appointed as ad hoc expert on legal, administrative and procedural issues and he will be supporting the transfer partners in adapting a local version of the regulations for the management of the urban commons.

He is associate professor of public law at Guglielmo Marconi University of Rome, fellow of the Urban Law Center at Fordham University, visiting professor of urban law and policy at LUISS Guido Carli and faculty director of LabGov – LABoratory for the GOVernance of the Commons (www.labgov.city). He has been an expert of the EU Committee of the Regions. He is member of the Sharing Economy International Advisory Board of the Seoul Metropolitan Government and advisor of several Italian local governments and institutions (Tuscany Region, City of Rome, City of Bologna, City of Reggio Emilia). He is UIA expert appointed by European Commission for the CO-CITY project of the City of Turin, ad-hoc expert of the EU Urbact program, member of the Urban Partnership on Innovative and Responsible Procurement within the Urban Agenda for the EU.

Graduated in Law at LUISS Guido Carli, he earned an LL.M. in Government Economic Regulation at NYU School of Law and received his PhD in European and Comparative Public Administration at Sapienza Business School. In 1999 he visited Boalt Hall University of California, Berkeley, and in 2000-2001 he was an intern for the European Commission in Brussels and at the International Law Institute in Washington D.C. From 2002 through 2006 Christian practiced law with Allen&Overy and Freshfields Bruckhaus Deringer. From 2002-2008 he was a research fellow at Sapienza Business School. In 2005-2006 Christian was a land use professor at LUMSA University in Rome.

In 2006-2007 he was Emile Noël Fellow at the NYU School of Law Jean Monnet Center. In 2007-2008 he was a visiting scholar at the Rudin Center for Transportation Policy and Management of the NYU Wagner School of Public Service.

In 2009-2014 he was assistant professor at Cusano University. In 2011-2012 he taught Federalism and multilevel governance at Sapienza Business School. From 2008 through 2011 he has been editor-in-chief and from 2012 through 2014 director of Labsus – Laboratorio per la sussidiarietà. In 2010-2011 Christian directed the Rock Your School project and in 2011-2013 the City as a Commons project and was on the working group drafting the Bologna Regulation on public collaboration for urban commons. In 2014 he directed the Co-Mantova project, the first pact of collaboration for a community-led economic development process based on cultural, knowledge, environmental and urban commons and social innovation. In 2015 he led

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the Battipaglia Collabora project, the first urban strategic planning based on social innovation, regeneration of cultural, environmental and urban commons and sharing economy, and the CO-Bologna process, the second stage of the Bologna City as a commons project. As part of the CO-Bologna process, Christian was co-chair of the first IASC thematic conference on the urban commons "The City as a Commons". He has coordinated the projects Collaboratorio Reggio (for the co-design and establishment of the first collaborative economy incubator) and #CollaboraToscana (for the participatory drafting process of the Tuscany Region green paper on collaborative and sharing economy). He is currently leading the Co-Rome project which aims at fostering the participatory governance of a cultural heritage (i.e. the Archaeological Park of Centocelle) and a collaborative smart district.

He has published several articles in the field of public and administrative law, land use, public goods and the commons, public services and public contracts, urban law and local government. He has authored two books on In house publicly-owned companies. Contribution to the principle of self-organization and self-production of local governments (Jovene, 2007 – 2012, II ed.) and The regulation of urban mobility (Jovene, 2008) and has co-authored Italy of the Commons (Carocci, 2012) and The Age of Sharing (Carocci, 2015). His current research focus is on the governance of the commons, in particular urban commons and knowledge commons, sharing economy, collaborative economy, social innovation, and public-private-commons partnerships.

1.3 Proposed use of UIA expert as part of this project if applicable

UIA Expertise will be requested should its specific need arise during the CO4CITIES implementation.

- VIII - BUDGETARY PROPOSAL

1. Financial contribution by partner and source (incl. ERDF and local contribution)

Name of partner	ERDF	% ERDF	Public co-financing	Total	External matchfunding for the partner
City of Torino	144,452.00 €	70.00 %	61,908.00 €	206,360.00 €	
Sub total	144,452.00 €		61,908.00 €	206,360.00 €	
GDANSK	76,993.00 €	70.00 %	32,997.00 €	109,990.00 €	
CLUJ-NAPOCA MUNICIPALITY	76,993.00 €	70.00 %	32,997.00 €	109,990.00 €	
Sub total	153,986.00 €		65,994.00 €	219,980.00 €	
Municipality of Budapest	44,870.00 €	70.00 %	19,230.00 €	64,100.00 €	
Sub total	44,870.00 €		19,230.00 €	64,100.00 €	
Total	343,308.00 €	70.00	147,132.00 €	490,440.00 €	
Total %	70.00 %	70.00 %	100.00 %	100 %	

2. ERDF per year

	ERDF
2018	
2019	
2020	
2021	343308

3. Expenditure per partner, per year and budget subcategory

City of Torino

	2021	2022	2023	Total
Staff costs				
Lead Partner Staff Costs	62,000.00 €	0.00 €	0.00 €	62,000.00 €
Staff costs	62,000.00 €	0.00 €	0.00 €	62,000.00 €
Office and Administration				
Lead Partner Office and Administration	1,860.00 €	0.00 €	0.00 €	1,860.00 €
Total Office and Administration	1,860.00 €	0.00 €	0.00 €	1,860.00 €
Travel and Accommodation				
Staff Travel and Accommodation	5,500.00 €	0.00 €	0.00 €	5,500.00 €
Total Travel and Accommodation	5,500.00 €	0.00 €	0.00 €	5,500.00 €
External Expertise and Services				
Lead Partner External Expertise Project Coordination	20,500.00 €	0.00 €	0.00 €	20,500.00 €
Expertise Meeting Organisation	24,000.00 €	0.00 €	0.00 €	24,000.00 €
Expertise Communication	71,000.00 €	0.00 €	0.00 €	71,000.00 €
Expert and other non-staff Travel	17,500.00 €	0.00 €	0.00 €	17,500.00 €
Expertise First Level Control	2,000.00 €	0.00 €	0.00 €	2,000.00 €
Total External Expertise and Services	135,000.00 €	0.00 €	0.00 €	135,000.00 €
Equipment				
Equipment	2,000.00 €	0.00 €	0.00 €	2,000.00 €
Total Equipment	2,000.00 €	0.00 €	0.00 €	2,000.00 €

Total	206,360.00 €	0.00 €	0.00 €	206,360.00 €
Partner financing plan				206,360.00 €

GDANSK

	2021	2022	2023	Total
Staff costs				
Project Partner Staff Costs	33,000.00 €	0.00 €	0.00 €	33,000.00 €
Total Staff costs	33,000.00 €	0.00 €	0.00 €	33,000.00 €
Office and Administration				
Project Partner Office and Administration	990.00 €	0.00 €	0.00 €	990.00 €
Total Office and Administration	990.00 €	0.00 €	0.00 €	990.00 €
Travel and Accommodation				
Staff Travel and Accommodation	8,000.00 €	0.00 €	0.00 €	8,000.00 €
Total Travel and Accommodation	8,000.00 €	0.00 €	0.00 €	8,000.00 €
External Expertise and Services				
Project Partner External Expertise Project Coordination	10,000.00 €	0.00 €	0.00 €	10,000.00 €
Expertise Meeting Organisation	14,000.00 €	0.00 €	0.00 €	14,000.00 €
Expertise Communication	39,000.00 €	0.00 €	0.00 €	39,000.00 €
Expert and other non-staff Travel	4,000.00 €	0.00 €	0.00 €	4,000.00 €
Total External Expertise and Services	67,000.00 €	0.00 €	0.00 €	67,000.00 €
Equipment				
Equipment	1,000.00 €	0.00 €	0.00 €	1,000.00 €
Total Equipment	1,000.00 €	0.00 €	0.00 €	1,000.00 €
Total	109,990.00 €	0.00 €	0.00 €	109,990.00 €
Partner financing plan				109,990.00 €

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CLUJ-NAPOCA MUNICIPALITY

	2021	2022	2023	Total
Staff costs				
Project Partner Staff Costs	33,000.00 €	0.00 €	0.00 €	33,000.00 €
Total Staff costs	33,000.00 €	0.00 €	0.00 €	33,000.00 €
Office and Administration				
Project Partner Office and Administration	990.00 €	0.00 €	0.00 €	990.00 €
Total Office and Administration	990.00 €	0.00 €	0.00 €	990.00 €
Travel and Accommodation				
Staff Travel and Accommodation	8,000.00 €	0.00 €	0.00 €	8,000.00 €
Total Travel and Accommodation	8,000.00 €	0.00 €	0.00 €	8,000.00 €
External Expertise and Services				
Project Partner External Expertise Project Coordination	10,000.00 €	0.00 €	0.00 €	10,000.00 €
Expertise Meeting Organisation	14,000.00 €	0.00 €	0.00 €	14,000.00 €
Expertise Communication	39,000.00 €	0.00 €	0.00 €	39,000.00 €
Expert and other non-staff Travel	4,000.00 €	0.00 €	0.00 €	4,000.00 €
Total External Expertise and Services	67,000.00 €	0.00 €	0.00 €	67,000.00 €
Equipment				
Equipment	1,000.00 €	0.00 €	0.00 €	1,000.00 €
Total Equipment	1,000.00 €	0.00 €	0.00 €	1,000.00 €
Total	109,990.00 €	0.00 €	0.00 €	109,990.00 €
Partner financing plan				109,990.00 €

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Municipality of Budapest

	2021	2022	2023	Total
Staff costs				
Project Partner Staff Costs	20,000.00 €	0.00 €	0.00 €	20,000.00 €
Total Staff costs	20,000.00 €	0.00 €	0.00 €	20,000.00 €
Office and Administration				
Project Partner Office and Administration	600.00 €	0.00 €	0.00 €	600.00 €
Total Office and Administration	600.00 €	0.00 €	0.00 €	600.00 €
Travel and Accommodation				
Staff Travel and Accommodation	8,000.00 €	0.00 €	0.00 €	8,000.00 €
Total Travel and Accommodation	8,000.00 €	0.00 €	0.00 €	8,000.00 €
External Expertise and Services				
Project Partner External Expertise Project Coordination	5,500.00 €	0.00 €	0.00 €	5,500.00 €
Expertise Meeting Organisation	10,000.00 €	0.00 €	0.00 €	10,000.00 €
Expertise Communication	17,000.00 €	0.00 €	0.00 €	17,000.00 €
Expert and other non-staff Travel	2,000.00 €	0.00 €	0.00 €	2,000.00 €
Total External Expertise and Services	34,500.00 €	0.00 €	0.00 €	34,500.00 €
Equipment				
Equipment	1,000.00 €	0.00 €	0.00 €	1,000.00 €
Total Equipment	1,000.00 €	0.00 €	0.00 €	1,000.00 €
Total	64,100.00 €	0.00 €	0.00 €	64,100.00 €
Partner financing plan				64,100.00 €

4. Expenditure per year and budget category

	2021	2022	2023	Total
Staff costs				
Lead Partner Staff Costs	62,000.00 €	0.00 €	0.00 €	62,000.00 €

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Project Partner Staff Costs	86,000.00 €	0.00 €	0.00 €	86,000.00 €
Total Staff costs	148,000.00 €	0.00 €	0.00 €	148,000.00 €
Office and Administration				
Lead Partner Office and Administration	1,860.00 €	0.00 €	0.00 €	1,860.00 €
Project Partner Office and Administration	2,580.00 €	0.00 €	0.00 €	2,580.00 €
Total Office and Administration	4,440.00 €	0.00 €	0.00 €	4,440.00 €
Travel and Accommodation				
Staff Travel and Accommodation	29,500.00 €	0.00 €	0.00 €	29,500.00 €
Total Travel and Accommodation	29,500.00 €	0.00 €	0.00 €	29,500.00 €
External Expertise and Services				
Lead Partner External Expertise Project Coordination	20,500.00 €	0.00 €	0.00 €	20,500.00 €
Project Partner External Expertise Project Coordination	25,500.00 €	0.00 €	0.00 €	25,500.00 €
Expertise Meeting Organisation	62,000.00 €	0.00 €	0.00 €	62,000.00 €
Expertise Communication	166,000.00 €	0.00 €	0.00 €	166,000.00 €
Expert and other non-staff Travel	27,500.00 €	0.00 €	0.00 €	27,500.00 €
Expertise First Level Control	2,000.00 €	0.00 €	0.00 €	2,000.00 €
Total External Expertise and Services	303,500.00 €	0.00 €	0.00 €	303,500.00 €
Equipment				
Equipment	5,000.00 €	0.00 €	0.00 €	5,000.00 €
Total Equipment	5,000.00 €	0.00 €	0.00 €	5,000.00 €
Total	490,440.00 €	0.00 €	0.00 €	490,440.00 €

5. Project cost per budget line

Expenditure budget line	Subcategories	Total
Staff costs	Lead Partner Staff Costs	62,000.00 €
	Project Partner Staff Costs	86,000.00 €

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	Total	148,000.00 €
Office and Administration	Lead Partner Office and Administration	1,860.00 €
	Project Partner Office and Administration	2,580.00 €
	Total	4,440.00 €
Travel and Accommodation	Staff Travel and Accommodation	29,500.00 €
	Total	29,500.00 €
External Expertise and Services	Lead Partner External Expertise Project Coordination	20,500.00 €
	Project Partner External Expertise Project Coordination	25,500.00 €
	Expertise Meeting Organisation	62,000.00 €
	Expertise Communication	166,000.00 €
	Expert and other non-staff Travel	27,500.00 €
	Expertise First Level Control	2,000.00 €
	Total	303,500.00 €
Equipment	Equipment	5,000.00 €
	Total	5,000.00 €
	Global budget	490,440.00 €

6. Project costs per budget category – Justification/Explanation

	Justification/Explanation
Staff costs	Staff members employed by the LP and PP organizations, who are formally engaged to work on the project. In compliance with the URBACT/UIA TM guidance the LP will dedicate at least 2 FT employees (for Coordination, Finance and Communication Units), PP will appoint a half time project coordinator and a half time finance officer.
Office and administration	Overheads (3%)
Travel and accommodation	In case of physical transnational meetings, CO4CITIES foresees 5 two days transnational meetings and 4 bilateral visits by the LP and LE. The budget considers an average of 500 € per person per travel and accommodation. Up to 2/3 persons per partner will take part in each transnational meeting. If due to the pandemic emergency travels would not take place in the first period, additional participants will attend the following events. T&A expenses for further participants not directly employed by the Municipalities are listed under the Expert and other non-staff Travel BL (ULG coordinators, external project coordinators, Lead and ad hoc Experts).

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External expertise and services	<p>This BL includes:</p> <ul style="list-style-type: none"> - LP's recruitment of a local project officer with experience in CO-CITY topics in support of the overall CO4CITIES management - PP's appointment of external experts according to their needs - Expertise meeting organisation costs for the organisation of transnational meetings - Expertise Communication for the recruitment of Communication experts as members of the Communication team that will produce all the communication deliverables - Expert and other non-staff Travel covers expenses for participants not directly employed by the Municipalities (ULGs, external project coordinators, Lead and ad hoc Experts) - Expertise FLC only for the LP, according to the national rules
Equipment	<p>Each partner has at his disposal an amount for equipment, specifically dedicated to IT software, for remote communication and meetings in case of restrictions due to the pandemic emergency.</p>

- IX - SIGNATURE

1. Signature of the Lead Partner / Project Coordinator

Signature of the Lead Partner / project coordinator :

Name (capital letters) :

Position :

Date :

Official stamp

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