

EUROPEAN  
U R B A N  
INITIATIVE

# Urban Contact Points

[Provisional note]



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## GLOSSARY

Article 11 cities	Article 11 cities refer to the cities that are implementing sustainable urban development in the meaning of Article 11 of the ERDF/CF Regulation in the 2021-2027 period
CF	Cohesion Fund
EE	Entrusted Entity
ERDF	European Regional Development Fund
EU	European Union
EUI	European Urban Initiative
UCP	Urban Contact Points
UAEU	Urban Agenda for the European Union

## 1. BACKGROUND

The need to establish a network of Urban Contact Points (hereinafter referred to as UCP) by the Entrusted Entity (hereinafter referred to as EE), responsible for the indirect management of the European Urban Initiative (hereinafter referred to as EUI), is set out in [Annex 1b to the Contribution Agreement \(Description of the Action: the European Urban Initiative\)](#).

This provisional note is based on the concept that was presented to the Directors-General Meeting on Urban Matters on 26 October 2022 in Prague (CZ).

The note aims at promoting a common understanding of the EUI UCP network and its different components. It will be used to guide the discussions supporting the draft of the Terms of Reference for the EUI UCP network to be consulted with Member States early 2023.

## 2. DEFINITION

The network of UCPs is a single network of contact points in Member States operating in a national language(s) and providing coherent information support to urban policymakers and practitioners at local, regional and national levels, established by the EUI.

As for the ambition of the network of UCPs, it is to function as an “information and knowledge sharing nexus” between the actors from national, regional and local levels and the EUI. (Annex 1b to the Contribution Agreement)

## 3. OBJECTIVES

The UCP network will focus on the following main objectives:

- Increasing the number of urban policymakers and practitioners at local, regional and national levels participating to EUI activities
- Improving the capacities of urban policymakers and practitioners at local, regional and national levels in sustainable urban development
- Incentivising stakeholders, in particular, Managing Authorities and article 11 cities, to benefit from the support and opportunities offered by the EUI

## 4. TARGET AUDIENCE

The activities of the UCP network will be addressed to the following audiences:

- Urban policymakers and practitioners at local, regional and national levels,
- Cities benefitting from the mainstream Cohesion policy funds,
- Local authorities interested or active in UIA/EUI-Innovative Actions, URBACT IV, Article 11 cities of the ERDF/CF Regulation,
- Urban Agenda for the EU community
- Managing authorities and national and regional authorities responsible for urban development and Cohesion Policy

## 5. KEY FUNCTIONS

- Facilitating dialogue and a two-way communication channel between the EUI and its stakeholders across the European Union,
- Awareness raising, outreach and communicating on EUI and the Initiative outputs and results,
- Customising the content of EUI communication and dissemination for audiences at local, regional and Member state levels,
- Disseminating and sharing information on available urban knowledge and facilitating the production of it,
- Promoting the biennial forward-looking surveys,
- Supporting EUI capacity building activities at Member state level,
- Identifying needs, organising dedicated activities and mobilising local, regional and national actors including target Managing Authorities as beneficiaries
- Facilitating the bridging between EUI activities, Cohesion Policy programmes and Managing Authorities
- Acting as a key interlocutor to article 11 cities, contributing and helping to create and animate the network of these cities at EU level,
- Initiating the collaboration with and networking at national, regional and local levels on respective sustainable urban development activities, connecting with other EU policies, programmes and initiatives of relevance
- Linking the national activities of Member states within the Urban Agenda for the EU, as well as other intergovernmental activities of relevance,
- Collaborating in partnership on joint activities with National Urbact Contact Points.

## 6. COORDINATION WITH URBACT IV

Consistency and complementarity of UCP and NUP activities is crucial. Therefore, several functions should be shared between EUI UCPs and NUPs, notably:

- Knowledge dissemination
- Communicating and raising awareness on the Calls for Proposals, including info sessions
- Communicating about Transfer networks (calls, networks, achievements)
- Communication tools to be used at national level and networking activities
- Capacity building activities at national level
- Collaboration on sustainable urban development activities at national level

## 7. REQUIREMENTS FOR POSITIONING OF THE URBAN CONTACT POINTS AT NATIONAL LEVEL

Eligibility conditions will be applied as part of the procedure to designate the entity hosting the Urban Contact Points to ensure the following are met:

- Strategic positioning within the institutional set-up: the UCP needs to be part or in continuous interactions with national authorities in charge of Cohesion policy
- Capacity to access the relevant target audience
- Understanding and knowledge of sustainable urban development and urban innovation

- Expertise in public policies
- Experience in EU projects design, management and development
- Capacities in coordinating and organising events and trainings
- Communication skills, including facilitating, writing of communication content for different communication channels (newsletter, articles, social media, Knowledge sharing platform), translating from English to national language(s), public speaking.

## 8. MODALITIES

### Operational considerations

- The EE is operationally and financially responsible for the successful implementation of the UCP network
- UCPs are part of a network, whose activities will be managed and supported via the coordination role of the EUI Secretariat
- UCPs are considered as an entity and not an individual acting as a single point of contact for the EUI in each Member state
- UCPs are appointed on the basis of a provided Terms of Reference
- UCPs should have the capacity/potential to effectively carry out all their functions and be hosted in the most relevant organisation or administration
- Following an 'eligibility check', the EE will contract with one organisation per MS
- UCP work plans will be agreed with the EUI Secretariat taking into account EUI work programme priorities and activities, tailored to the national context
- UCPs will undertake reporting and be subject to EUI audit and control measures
- Close alignment is recommended with the recruitment of National Urbact Contact Points

### Financial considerations

- UCP budgets will be 100% financed
- Payment will be made on reimbursement
- Eligible expenditure will include staff, travel and accommodation and eligible activities



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