

EUI Urban Contact Points

Terms of Reference

Summary

This document describes the key principles and minimum standards for the appointment of organisations as Urban Contact Points for the European Urban Initiative and sets the framework for the implementation of the network of Urban Contact Points.



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GLOSSARY

Article 7 cities	Article 7 cities refer to the cities that are implementing sustainable urban development in the meaning of Article 7 of the ERDF Regulation in the 2014-2020 period
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
EE	Entrusted Entity
ERDF	European Regional Development Fund
ERDF/CF	European Regional Development Fund / Cohesion Fund
EU	European Union
EUI	European Urban Initiative
EUI-IA	European Urban Initiative - Innovative Actions
MS	Member State
NUP	National URBACT Point
PS	Permanent Secretariat
UAEU	Urban Agenda for the European Union
UCP	Urban Contact Points
UDN	Urban Development Network
UIA	Urban Innovative Actions

1. INTRODUCTION

1.1. THE EUROPEAN URBAN INITIATIVE

The Cohesion policy legislative package for 2021-2027 includes the establishment of the European Urban Initiative (EUI) (set out in Article 12 of Regulation No 2021/1058 of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund¹ - ERDF/CF Regulation) – an instrument of the European Union, successor of the Urban Innovative Actions Initiative implemented during the 2014-2020 programming period.

This Initiative is an essential tool to support cities of all sizes, to build capacity and knowledge, to support innovation and develop transferable and scalable innovative solutions to urban challenges of European Union relevance. The EUI provides different levels of assistance:

- Supporting urban authorities with up to 80% direct co-financing and up to €5M ERDF, allowing EU cities to experiment as testbeds for their innovative idea and transferring it to other cities.
- Strengthening capacities of cities in the design and implementation of sustainable urban development strategies, policies and practices in an integrated and participative way.
- Providing a knowledge environment for cities to ensure easier access to horizontal and thematic knowledge and share the know-how on sustainable urban development.
- Supporting the Urban Agenda for the EU (UAEU), and upon request of Member State(s), supporting the intergovernmental cooperation on urban matters².

The URBACT IV Programme will continue its activities under the European Territorial Cooperation Regulation in the post-2020 period. Effective coordination and complementarity will be established between the EUI and URBACT IV.

The EUI is managed by the EC's Directorate-General for Regional and Urban Policy (DG REGIO) via indirect management. The EC has designated the Region Hauts-de-France (France) as Entrusted Entity (EE), for the implementation of EUI. The EUI Permanent Secretariat (PS) has been created to assist the EE and to ensure the day-to-day management of EUI.

1.2. EUI URBAN CONTACT POINTS

One of the objectives of the European Urban Initiative (EUI) is to establish a single network of Urban Contact Points (UCPs) in Member States operating in a national language(s) and functioning as an "information and knowledge sharing nexus" between the actors from national, regional, and local levels and the EUI. The UCP network shall contribute in the provision of coherent information and support to urban policymakers and practitioners at local,

¹ Regulation (EU) 2021/1058 of the European Parliament and of the Council of 24 June 2021 on the European Regional Development Fund and on the Cohesion Fund: <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32021R1058>.

² Support to intergovernmental cooperation is not in the core mandate of the EUI UCPs but can be provided by the EUI Permanent Secretariat under a specific scope as presented in annex 1b to the Contribution Agreement ([see section 4, page 33](#))

regional, and national levels, as highlighted in the [Implementing Document of the New Leipzig Charter](#)³.

UCPs are support structures for the implementation of the EUI. They are managed by the EUI Permanent Secretariat, and so considered as members of the EUI team. They are supporting and complementing the tasks of the EUI Permanent Secretariat.

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 PS. UCPs are considered as an entity and not an individual acting as a single point of contact for the EUI in each Member state.

The legal ground for the appointment of UCPs by Member States is set out in the Contribution Agreement⁴ between the EC and the EE (Région Hauts-de-France), whereby the EE will “organise the contracting of UCPs based on the required competences and tasks, and in agreement with the Commission, where each Member State will appoint a UCP entity, based on the specific national institutional context that best enables the entity to fulfil its tasks, as part of the network”.

With the present Terms of Reference, the EE is inviting Member States to appoint an Urban Contact Point for the EUI. To promote equal and consistent support, this document sets out the requirements and process to follow for the appointment of UCPs. It provides a common reference, including minimum standards, for all participating countries, and sets the framework for the implementation of the UCP network.

1.3. URBAN CONTACT POINTS AND NATIONAL URBACT POINTS

In regard to the National URBACT Points (NUP), UCPs will work in complementarity with the NUPs. In line with the New Leipzig Charter, Member States are called to appoint the same entity when setting up national contact points for EUI, URBACT and any other urban national point. NUPs and UCPs shall have a common narrative and clear distribution and sharing of tasks. These Terms of Reference provide more information on the coordination with NUPs in section 2.4.

³ “We therefore regard National Contact Points as pivotal to support the relevant capitalisation, communication and dissemination activities. Hereby, the principles of subsidiarity and proportionality need to be safeguarded and the duplication of structures should be avoided.” (page 4 of the Implementing Document of the New Leipzig Charter)

⁴ [Section 3.2.4 of the annex 1b to the Contribution Agreement](#) lays down the tasks and procedures for the EUI with regards to the establishment and functioning of a network of Urban Contact Points.

2. NETWORK OF URBAN CONTACT POINTS

2.1. OBJECTIVES OF THE NETWORK

The UCP network focuses on the following main objectives:

- Increase the number of urban policymakers and practitioners at local, regional, and national levels participating in EUI and UAEU activities and strengthen linkages between EU, national, regional and local level.
- Improve the knowledge base and the capacities of urban policymakers and practitioners at local, regional and national levels in sustainable urban development.
- Incentivise stakeholders, Managing Authorities, intermediate bodies and article 11 (and 7) cities⁵, to benefit from the support and opportunities offered by the EUI.

In addition to these main objectives, the UCP network is essential for the delivery of the EUI communication and dissemination strategy at national, regional, and local levels.

2.2. TARGET AUDIENCE

The activities of the UCP network will be primarily targeted at the following audiences:

- Urban policymakers and practitioners at local, regional and national levels,
- Cities benefiting from the mainstream Cohesion policy funds,
- Local authorities and stakeholders interested or active in UIA/EUI-Innovative Actions, URBACT IV, Article 11 (and 7) cities of the ERDF/CF Regulation,
- Urban Agenda for the EU community (UAEU partnerships and other stakeholders)
- National and regional authorities, including managing authorities, and intermediate bodies responsible for urban development and Cohesion Policy and other relevant EU funded programmes,
- National and regional associations of cities and regions

The following secondary target audiences are identified:

- Local partnerships of Innovative Actions projects
- Contact points and national representatives of other European initiatives and programmes
- National knowledge institutions (researchers, policy officers, teachers, students of related study fields)

These target audiences are aligned with those of the National URBACT Points (NUPs) to ensure consistency and joint working. UCPs shall aim for a geographical balance of participation across Member States, as well as support in particularly the participation of small- and medium-sized cities in UCP activities (see section 4).

⁵ Article 7 cities refer to the cities that are implementing sustainable urban development in the meaning of Article 7 of the ERDF Regulation in the 2014-2020 period. 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.

2.3. MANAGEMENT AND COORDINATION OF THE NETWORK

Resources at the EUI Permanent Secretariat will be dedicated to the management and coordination of UCPs.

Coordination of the UCP network shall be based on:

- Two coordination meetings per year, between the EUI secretariat and all UCPs. These meetings, or part of them, can be co-organised with the URBACT secretariat and host NUPs, as described under section 2.4.
- Online meetings and webinars.
- Ongoing flow of information on EUI activities through digital means.
- Trainings to support service delivery (e.g. use of knowledge sharing platform, effective formats for dissemination of EUI / URBACT opportunities, etc.).
- Participation of UCPs in key EUI activities and events.

Individual day-to-day support will also be provided to UCPs in the implementation of their tasks. Depending on the different types of activities they are undertaking as outlined in section 4.1, linked to innovative actions, capacity building, knowledge and capitalisation, communication, support to the Urban Agenda for the EUI, UCPs will be supported by the different units at the EUI PS.

2.4. COORDINATION WITH NATIONAL URBACT POINTS

As stated under 1.3, and to foster coordination, synergies, and coherence between EUI UCPs and National URBACT Points, it is highly recommended that one single organisation per Member State will act as Urban Contact Point for the EUI and as National URBACT Point.

In case National Authorities cannot address this strong recommendation for the appointment of one single entity to be responsible for both networks, it will be required that coordination between the activities of the UCPs and those of the NUPs is secured at national level, by national authorities.

Both EUI and URBACT have dedicated resources at their respective secretariats to secure support and assistance in the coordination between both networks. This will enable **both networks to optimise their joint activities and work closely together on the following tasks**, to be implemented at national level:

- Promoting EUI and URBACT (calls, networks, events, achievements).
- Promoting communication channels and tools offered by EUI and URBACT (such as websites, social media, newsletters, knowledge sharing platform, etc.), taking into account the community already built under URBACT III on social media platforms.
- Supporting networks of urban policymakers and practitioners.
- Supporting capacity building, knowledge and capitalisation activities organised by EUI and URBACT.
- Communicating on capacity building, knowledge and capitalisation activities.
- Representing EUI and URBACT at external events.

- Collaborating in knowledge production activities (such as toolboxes, handbooks and other tools).
- Disseminating knowledge (production of video, article, publication or any other output on EUI/URBACT results).
- Providing feedback from urban authorities needs to the EUI secretariat.
- Assisting in the identification of cities for possible peer reviews, for presentations at capacity building events, good examples, for capitalisation activities and for other events such as the Cities forum.
- Contributing to country-specific sections of the knowledge sharing platform, Portico.
- Supporting the UAEU

To enable cooperation between the two networks, on an EU level, two coordination meetings will be scheduled annually. These meetings will be organised by the EUI and URBACT secretariats and will bring together the full UCP and NUP networks. These meetings will inform and discuss with both networks the opportunities for specific joint activities to be implemented at national level. For the sake of rationalisation, these meetings could be organised back-to-back with the coordination meetings described under 2.3 which aim to bring together the individual networks of EUI and URBACT contact points.

A concrete elaboration of this strong ambition to work together with NUPs at a national level will be developed in the workplans. The workplans will provide information on how shared activities will be carried out to anticipate the risk of double financing.

URBACT and EUI will foresee the possibility for workplans to be adapted as soon as a new contact point in the same country has been selected and is preparing its workplan.

Coordination meetings at national level should take place on a regular basis, irrespective of where the contact points are located (same entity or different entities).

2.5. SUPPORT TO URBAN CONTACT POINTS

As described above, UCPs are part of a network, whose activities will be managed and supported via the coordination role of the EUI PS. The PS will offer tools, guidance and training to strengthen the UCP's capacity to successfully implement activities in the country of the entity.

In addition to the support provided by the EUI PS, UCPs are also encouraged to continuously undertake staff development activities/training as part of their job.

3. ELIGIBLE CONTACT POINTS – WHO CAN BE APPOINTED

National Authorities should select and appoint **one single public or equivalent or not for profit entity in their country that shall be responsible for the implementation of Urban Contact Point activities**, based on the following requirements:

Positioning

- Strategic positioning within the institutional set-up: the UCP needs to be in regular interactions with national authorities in charge of Cohesion policy, Managing Authorities and the NUP within its respective Member State.

- Strategic positioning within the local, regional, and national ecosystem, ensuring professionalism and credibility towards the target audience.

Knowledge and experience

- Knowledge of and experience in sustainable urban development and urban innovation.
- Knowledge of and experience in public policies (EU in particular Cohesion Policy, national and regional).
- Knowledge of EU projects and their lifecycle (in particular within Cohesion Policy).
- Experience in organising and delivering events and trainings.

Capacity

- Capacity to access the relevant target audience.
- Capacity to carry out facilitating, outreach and awareness raising, writing content for different communication channels (newsletter, articles, social media, knowledge sharing platform), translating from English to national language(s), public speaking etc...
- Capacity to communicate with the EUI PS and other EN-speaking stakeholders in English.
- Capacity to customise content to different audiences.
- Capacity to implement the activities as listed under section 4 of the provided Terms of Reference.

4. ACTIVITIES OF URBAN CONTACT POINTS

4.1. CORE ACTIVITIES

As highly professional support services, UCPs operating nationally will have a key role in implementing EUI activities. The following overview offers a framework of UCP core activities. UCPs shall take into account their national context (scale, needs, opportunities, etc.) when tailoring these activities for their national workplans to be agreed with the EUI PS.

- **Facilitate bridging and a two-way communication channel between the EUI and its stakeholders across the European Union.**
This mission includes:
 - Participating in relevant EU / national / regional networks to support the communication between EUI and its stakeholders.
 - Joining events to strengthen the relations between EUI and its stakeholders.
 - Facilitating the two ways communication with Article 11 (and 7) cities and managing authorities and the bridging between EUI activities and the wider Cohesion policy.
 - Reporting to the EUI PS on local, regional, and national opportunities and/or needs in terms of information and communication.
- **Raise awareness, reach out, and communicate on EUI and its opportunities, outputs, and results.**
This mission includes:
 - Organising events at national level to promote EUI and UAEU activities and maximise their take-up (e.g., event to promote Innovative Actions calls, event to inform about capacity building calls; event to disseminate knowledge outputs or support knowledge activities).
 - Regular updating of the UCPs pages on the EUI knowledge sharing platform; facilitation of the online national community on the EUI knowledge platform.
 - Contributing to external events.

- Producing communication materials in national languages such as newsletters, social media campaigns, audio-visual materials, podcasts etc.
- Promoting and/or linking up with other relevant EU urban initiatives.
- Translating news/articles/content from EN to national languages, where relevant.
- Ensuring reach out to urban authorities benefitting from Cohesion policy, including Article 11 (and 7) cities. Ensuring reach out to cities of all sizes with due attention to functional urban areas and small- and medium-sized cities, cities from less developed and transition regions (under the Cohesion policy classification).
- Ensuring a well-balanced geographical coverage of communication activities, in view of the EUI ambition to improve the geographical coverage of applicants across all MS.

Specific attention to the coordination with URBACT communication activities organised at national level is expected.

- **Disseminate and share information on available urban knowledge and facilitate the production of it.**

This mission includes:

- Supporting EUI knowledge activities with the provision of technical support for the organisation of “policy labs” at Initiative’s level and the dissemination of knowledge outputs developed at Initiative’s and/or Innovative Actions projects’ levels and that are relevant for countries, to maximise the uptake of knowledge.
- Mapping dissemination opportunities.
- Contributing to and/or participating at dissemination activities.
- Promoting the EUI knowledge sharing platform and its use.

- **Support specific EUI activities.**

This mission includes:

- Supporting and promoting capacity building activities at Member State level. This mission includes supporting the definition, promotion and implementation of capacity-building activities organised at EU level, cluster of Member States level, and country-specific levels (e.g., country specific peer reviews or events), as well as disseminating the tools and methods.
 - Promoting the city-to-city exchange tool and the peer review tool to urban authorities in their country.
 - Referring potentially suitable peers from their country when the EUI PS requests help to identify peers for a specific city-to-city exchange or specific peer review.
 - Helping the EUI PS identify relevant speakers or experts from their country on a given topic upon demand.
 - Disseminating calls for interest from experts in their country to ensure a wide number of country-specific experts in the EUI expert pool.
 - Informing EUI about the interest of managing authorities and/or cities to host a capacity building event, particularly in what refers to country-specific and cluster events.

Specific attention to the coordination with URBACT capacity building activities organised at national level is expected (see. Section 2.3).

- Supporting and promoting EUI-IA transfer⁶ activities. This mission includes offering support to EUI-IA potential and selected beneficiaries with the identification of transfer partners, as well as to urban authorities that are interested in participating at EUI-IA transfer activities.
 - Promoting the biennial forward-looking surveys⁷. This mission includes promoting the forward-looking survey conducted every two years that is aimed at urban policymakers and practitioners to identify pressing urban challenges and knowledge gaps as well as support needs.
 - Promoting and supporting activities in the area of the Territorial Impact Assessments to be delivered by EUI.
 - Supporting the implementation of the Cities Forum or other events organised by EUI in the UCP country.
- **Act as a key interlocutor to article 7 and article 11 cities and to Managing Authorities and intermediate bodies.**
This mission includes:
 - Supporting the development and animation of the network of these cities at national and EU level. Priority is given to the identification of these cities and to the connection to Managing Authorities at the relevant level, in coordination with NUPs:
 - Identifying the related needs, in particular for the nature of demands for capacity building, methodological support and capitalisation activities.
 - Organising dedicated activities for local, regional, and national actors including Managing Authorities.
 - Informing Managing Authorities about EUI activities and/or opportunities.
 - Intervene on demand in Monitoring committees and other events organised by managing authorities, facilitate exchanges between cities involved in EUI activities and Managing Authorities.
 - Mobilising Managing Authorities for capacity-building and knowledge activities.
 - Consulting Managing Authorities on the demand and work with them on territorial tools such as ITIs (Integrated Territorial Investment), CLLDs (Community-led local development) and other territorial tools introduced by Member States.
 - **Strengthen national networking.**
This mission includes:
 - Collaborate with national, regional, and local levels on respective sustainable urban development activities.
 - Bring together UIA and EUI-IA beneficiaries to exchange on their work, challenges, and actions.
 - Connect with other EU policies, programmes and initiatives of relevance.

⁶ A key novelty in comparison to the Urban Innovative Actions projects financed during the 2014-2020 programming period is the embedment of the transnational transfer component as an integral part of EUI-IA projects. With this new component it is expected that the processes and results of experimentation will be followed by partner cities from other countries (Transfer Partners). For more information, refer to [section 3.1.2 of the Contribution Agreement annex Ib](#).

⁷ UCPs are not tasked with creating nor analysing the survey or producing a report for which the costs will be taken from the EUI budget and not the UCPs budget.

- Develop and maintain a national urban panorama map (i.e., an ecosystem of key urban actors and initiatives at national level)

The above-mentioned networking activities can also involve URBACT beneficiaries if there is an added value.

- **Facilitate linking between national activities and the Urban Agenda for the EU.**

This mission includes:

- Familiarise target audience with the Urban Agenda for the EU and its partnerships.
- Support the coordinators/members of the UAEU from their country.
- Identify and take advantage of opportunities to link national activities with the UAEU partnerships (UAEU meetings, national meetings, surveys, studies, action implementation).
- Support and promote the activities of the UAEU partnerships and increase its outreach to other cities.
- Support the dissemination of:
 - Ex-ante assessment calls and results
 - The call for members (when new UAEU Partnerships or Other Forms of Cooperation OFC will take place)
 - Results of the UAEU partnerships

4.2. COMPLEMENTARY ACTIVITIES

EUI PS and UCPs can both request for complementary activities to be undertaken beyond the list established in the point 4.1. Such activities must be strictly linked to a demonstrated need and/or justified opportunity to contribute to the UCP network objectives as described in the provided Terms of Reference.

Similar to core activities, complementary activities need to be foreseen in the work plans and reported in the activity reports as outlined in section 7.

Complementary activities need to be agreed on between EUI PS and UCP before their actual implementation takes place. Similar to core activities, they shall demonstrate a clear contribution to the EUI performance indicators.

In case EUI PS and/or UCPs wish to propose complementary activities that were not previously foreseen within the work plan, an amendment to the work plan will need to be agreed before the complementary activities can be undertaken.

4.3. GREEN AND SUSTAINABLE UCP ACTIVITIES

In line with EUI's green ambition for all the activities of the initiative, UCPs shall take measures to reduce or offset the carbon emissions of their events, activities and outputs.

Possible measures can include the organisation of carbon-neutral events in eco-friendly venues with local and vegetarian/vegan food, the organisation of online meetings, encouraging participants to use trains instead of planes or private cars for their trips, avoiding the use of plastic objects (bottles, cutlery, etc.).

UCPs should avoid printing publications or producing materials and gadgets. Whenever print is necessary, UCPs should be mindful of using recycled paper or materials that can be upcycled or recycled after use.

In addition, UCPs also need to take into account the social impact of their activities. They shall therefore mobilise social economy actors for services and goods when feasible.

For any additional guidance on implementing green and sustainable UCP activities, UCPs are encouraged to refer to the ["Guidelines on organising sustainable meetings and events at the Commission"](#) that were approved by EMAS in 2018.

5. FUNDING PRINCIPLES

5.1. 100% FINANCED BY EUI

All eligible costs of UCPs will be 100% financed by the EUI budget. The EE is operationally and financially responsible for the successful implementation of the UCP network.

5.2. UCP BUDGET

The maximum budget available per country for the implementation of the core UCP activities, as they are listed in section 4.1, is 520 000 euros for the full programming period (from 01/07/2023 until 31/12/2029).

The maximum budget available for each UCP is an indicative allocation of 80 000 euros per year.⁸

The activation of complementary funding (see. Section 4.2) is subject to specific requests between UCP and EE.

5.3. ELIGIBILITY OF EXPENDITURE

Eligible expenditures include costs for staff, office and administration, travel and accommodation, external expertise and services necessary to implement the UCP activities, as they are described in these Terms of Reference, under section "4.1 Core activities".

Only costs for which a clear link with the implementation of the UCP activities is demonstrated and costs incurred for between 01/07/2023 and 31/12/2029 can be considered eligible.

Costs will be reported against the expenditure planned in the work plans.

5.4. REIMBURSEMENT OF EXPENDITURE

UCPs will be able to choose between two cost calculation options for the reporting and reimbursement of costs:

The first option is based on real costs for the dedicated staff, external expertise and other services and equipment. Office administration and travel and accommodation shall represent a flat rate of respectively 10% and 15% of the staff costs, as foreseen by the REGULATION

⁸ This allocation is based on an estimated cost of 1 FTE and related costs to cover office, administration, travel and accommodation, external expertise and additional services.

(EU) 2021/1060, 24 June 2021 (article 54) and REGULATION (EU) 2021/1059, 24 June 2021 (article 41.5).

With this option, UCPs will need to provide:

- details on the budget of the activities that are shared with NUPs, explaining if the activities will be covered by UCP budget or NUP budget.
- an audit trail⁹ for the costs related to staff, external expertise and other services and equipment with the submission of the financial claim. UCPs do not need to document that the office and administration, and travel and accommodation costs have been incurred and paid as those costs are considered as incurred and paid in due proportion to the reported and validated staff costs.

The second option is based on the real cost of the dedicated staff and a flat rate for all the other UCP's costs, as foreseen by the REGULATION (EU) 2021/1060, 24 June 2021 (article 56). The flat rate for other costs shall represent 40% of the staff costs.

With this option, UCPs will need to provide an audit trail¹⁰ for the staff costs but not need to document that the other costs have been incurred and paid as they are considered as incurred and paid in due proportion to the reported and validated staff costs.

Eligible expenditure will be reimbursed every year, under submission and validation of yearly activity reports and financial claims (see section 7 of the provided Terms of Reference), with justifications of the real costs and related payment requests.

Detailed payment modalities will be available in the contract between the UCP and EE.

To anticipate double financing by EUI and URBACT for joint activities, the EUI and URBACT secretariats will exchange information related to the financial claims before proceeding with the reimbursement of expenditure.

6. APPOINTMENT PROCESS AND CONTRACTING OF UCPs

7.1. APPOINTMENT PROCESS

The appointment process is as follow:

- i. Member States choose a prospective UCP based on the specific national institutional context that best enables the entity to fulfil its tasks, as part of the network.
- ii. Member States perform a fitness-check to determine if the entity has the professional competencies as well as appropriate positioning in the national context necessary to deliver the activities foreseen in these Terms of Reference.
- iii. National Authorities will complete and submit the Appointment form.

The appointment package provided by the EUI PS to the Member States consists with the following:

⁹ Evidences that the expenses were incurred and paid.

¹⁰ Evidences that the expenses were incurred and paid.

- The present Terms of reference available in English
- The appointment form (EUSurvey, available online)
- The appointment form courtesy working document (a working version of the online appointment form)

The appointment process is 100% paperless through the use of the dedicated online form via EUSurvey.

The appointment consists of:

- **Fitness-check:** the Member States must perform a comprehensive evaluation to assess if the appointed entity is eligible to become an Urban Contact Point (see. section 3) and is the most relevant (whether the entity is able to respond to EUI needs) in order to qualitatively and efficiently implement the above-mentioned activities (see. Section 4). The scope of the fitness-check is subject to the criteria set in section 3 and to the activities set in section 4.
- **Appointment Form:** the Appointment Form must be filled in using the online form on EUSurvey. It is composed of sections to describe the proposed organisation, outline the experience and capacities of the organisation against the mission described in the provided Terms of Reference (section 4.1), and to explain why the organisation is in a position to perform the role of Urban Contact Point in the given Member State. The appointment form needs to be completed by the Member States' National Authorities.

Final deadline for the appointment of the UCPs: 30/06/2023

7.2. CONTRACTING

The EE will organise the contracting of UCPs based on the required competences and tasks, and in agreement with the Commission, where each Member State will appoint a UCP entity, based on the specific national institutional context that best enables the entity to fulfil its tasks, as part of the network.

UCP contracts shall cover a period that does not extend over and above the maximum eligible period from 01/07/2023 until 31/12/2029. The contract will include a specific clause on amendments and termination.

At the signature of the UCP contract, work plans covering the period until 31/12/2024 shall be established by UCPs. More details on these work plans are provided under section 7 of these Terms of Reference.

General common provisions will be detailed in the UCP contracts to address changes in staff, sub-contracting of UCP activities, legal changes affecting UCP status, intellectual property, conflict of interest, contract termination options and disputes.

7. MONITORING OF UCP ACTIVITIES

Work plans

UCPs shall prepare 2-year work plans to be agreed upon with the EUI PS. The work plans shall be elaborated taking into consideration the national context and policy framework for sustainable urban development. In this perspective, the work plans should also be reviewed by the National Authority responsible for appointing the UCP.

Work plans describe in more details how UCPs will concretely implement their mission. Therefore, work plans need to be strictly linked and referring to the tasks as described in these Terms of Reference, under section 4. Activities of Urban Contact Points.

UCP work plans will take into account EUI Work Programmes and will demonstrate how UCPs will contribute to the overall objectives as described in these Work Programmes.

UCP work plans need to be approved and validated by the EUI PS. A template for these work plans will be provided by the EUI PS and shall include the following elements:

- A detailed description of the activities to be implemented and target audiences
- The corresponding expected outputs (type, number)
- The timeframe for implementation of the above listed activities
- A corresponding budget for the activities to be undertaken (including if relevant split of funding for joint activities with NUP)

As such, joint work plans for both UCP and NUP can be agreed in coordination with EUI and URBACT Secretariats.

Activity reports and financial claims

For the EUI PS to be able to monitor the UCP activities, UCPs shall submit activity reports to the EUI PS. These reports shall demonstrate if and how the UCPs have implemented the tasks listed in the work plans.

These activity reports will form the basis for the preparation of the work plans for the following period. A template for these activity reports will be provided by the EUI PS.

The EUI PS will proceed to the verification of activity reports and financial claims sent by UCPs (using the templates provided by the EUI PS). Submission of the activity reports and the financial claims will be on a yearly basis. Acceptance of activities and validation by the auditors on the eligibility of costs will imply payment.

UCP activity reports will feed into EUI Annual Implementation Reports and will also be used as an input into EUI capacity building and knowledge management activities.

In case one single entity is acting as contact point for both URBACT and EUI, as explained in section 2.4, coordination between both networks will be supported by the respective secretariats.

8. ASSISTANCE

The EUI PS is ready to assist National Authorities with technical questions related to the appointment of UCPs.

Questions can be sent to ucp@urban-initiative.eu.

9. KEY DATES

- 30/06/2023 Deadline for appointment of UCPs
(Latest submission of the appointment form by Member States to the EUI PS.)
- 01/07/2023 Start of eligibility period for UCP implementation
- Q3 2023 Contracting and First UCPs to be operational
- Q4 2023 Launch of the UCP network and 1st coordination meeting UCP/NUP