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169



AGREEMENT
URBACT III PROGRAMME
NATIONAL URBACT POINT FOR SLOVAKIA

Between

L'Agence Nationale pour la Rénovation Urbaine (ANRU)
Établissement public national à caractère industriel et commercial
69 bis, rue de Vaugirard
75006 Paris

Represented by Monsieur Nicolas GRIVEL, Directeur général
On behalf of the Head of the URBACT III Managing Authority

And

**Ministry of Transport, Construction and Regional Development
of the Slovak Republic (MTCaRD SR)**
P.O.BOX 100
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Slovenská republika

National URBACT Point for SLOVAKIA

Represented by Mister Roman BRECELY, Minister of Transport, Construction and
Regional Development of the Slovak Republic

TABLE OF CONTENTS

PREAMBLE

ARTICLE 1.	PURPOSE OF THE AGREEMENT	3
ARTICLE 2.	DURATION OF THE AGREEMENT	3
ARTICLE 3.	MAIN ROLE OF THE NATIONAL URBACT POINT	3
ARTICLE 4.	ACTIVITIES TO BE PERFORMED BY THE NATIONAL URBACT POINT	4
ARTICLE 5.	NUP WORK PLAN	6
ARTICLE 6.	CONDITIONS FOR SERVICE DELIVERY	7
ARTICLE 7.	BUDGETARY ALLOCATION	9
ARTICLE 8.	PAYMENTS	10
ARTICLE 9.	GENERAL COMMON PROVISIONS	11
ANNEX 1	WORKPLAN	
ANNEX 2	PROVISIONAL BUDGET	

PREAMBLE

The URBACT III Operational Programme (OP) foresees the creation of URBACT National Points (NUPs), to be undertaken under capitalisation and dissemination activities (OP section 2.A.3.1/d). These NUPs shall be in charge of communicating on URBACT activities and disseminating URBACT results at national level in national language and operating as national platforms for dialogue, exchange and learning on sustainable urban development, involving the different levels of governance concerned (national, regional, local). This tool in URBACT III should be an enhanced version of the National Dissemination Points operating in URBACT II providing a wider range of services at national level, including translation and dissemination of results, organization of national seminars, support for capacity building activities, etc. In the same section, it is also mentioned that each Member/Partner State shall appoint, in agreement with the URBACT Managing Authority, a public or equivalent or not for profit body in their country that shall operate as *National URBACT Point*.

The URBACT programme manual (Fact sheet 4B) further defines the main categories of services to be performed by NUPs, the mandatory and optional activities, the financial framework as well as the governance framework for NUPs implementation.

ARTICLE 1. PURPOSE OF THE AGREEMENT

Following the appointment of the **DG for Housing Policy and Urban Development**, Ministry of Transport, Construction and Regional Development of the Slovak Republic as NUP for the Slovak Republic, by the National Authority responsible for URBACT on 21st September 2015 and the validation of this appointment by the Managing Authority on 22nd December 2015, this agreement aims at defining the activities to be performed by the NUP and the conditions under which it will operate (work plan, financial plan, etc.), including the financial contribution of the Programme for the activities to be implemented.

ARTICLE 2. DURATION OF THE AGREEMENT

The duration of the agreement is 2 years starting from its date of signing. The expenditure eligibility period starts on the 1st January 2016 and ends at the end of the validity period of the agreement. The URBACT Managing Authority may renew the agreement twice, each time for a new period of 2 years from the anniversary of the starting date.

Renewal of the agreement will be subject to validation by the URBACT Managing Authority of the Performance Review to be conducted by the URBACT Secretariat. The National Authority responsible for appointing the NUP may take part to the evaluation and validation process. Validation of the Performance Review shall entail automatic renewal of the NUP appointment.

If the agreement is not renewed (eg due to issues identified through the Performance Review, changes in the national context, etc.), the URBACT Managing Authority shall notify its decision to the NUP at least one month before the end of the agreement.

ARTICLE 3. MAIN ROLE OF THE NATIONAL URBACT POINT

As foreseen in Fact Sheet 4B of the URBACT Programme Manual (section 2), the National URBACT Points shall play an active role, at national level, in:

- Communicating on the URBACT programme (objectives, activities, etc.) and informing potential beneficiaries (more especially in relation to the open calls for network proposals).
- Disseminating programme results (network results, capitalisation outputs, etc.) to urban practitioners and policy-makers at local, regional, national and EU level, with a specific emphasis on reaching out to urban players outside the URBACT community
- Enhancing the dialogue between local, regional and national authorities to support the design and delivery of sustainable integrated urban policies
- Supporting the URBACT Secretariat in enhancing capacities of urban practitioners and policy-makers in designing and delivering integrated and participatory urban policies

The National URBACT Points shall target their activities to the following audiences:

- urban practitioners and policy-makers at local, regional and national level (including Managing Authorities of ERDF and ESF Operational Programmes)
- potential beneficiaries, with a focus on local authorities
- the national "URBACT community" (network partners, experts, etc. involved in URBACT networks)

ARTICLE 4. ACTIVITIES TO BE PERFORMED BY THE NATIONAL URBACT POINT

As foreseen in the URBACT Programme Manual (Fact sheet 4B, sections 3 & 4), the appointed NUP shall deliver the following categories of services:

1. Communication and information on the URBACT programme
2. Dissemination of URBACT results
3. Supporting dialogue between local, regional and national authorities on sustainable integrated urban development in relation with URBACT objectives, activities and results
4. Supporting the delivery of URBACT capacity-building actions

Under each category of services, the programme manual defines a number of mandatory activities, to be performed by the NUP. It also foresees that, under each category, the appointed NUP may also perform a number of optional activities. The following table defines the list of activities to be performed by the NUP:

MAIN SERVICES	DESCRIPTION OF SERVICES	MANDATORY/ OPTIONAL ACTIVITIES
1. Communication & Information on the URBACT programme	Info-point/ contact person in a position to provide relevant and updated information (especially on open calls, how to join, etc.)	Mandatory: 1 person to be appointed as "URBACT contact person", who will be in a position to provide information, in national language, on URBACT objectives, activities, calls for network proposals, etc. and dispatch specific requests to the URBACT Secretariat as needed ¹
	Organization of infodays/ ad hoc meetings	Mandatory: 1 event minimum to be organised per year*
	National communications relaying URBACT news related to calls, important events, etc. using digital tools and print material when relevant	- Mandatory: Dissemination of URBACT news related to calls, important events, by means of emails, newsletter, social media, etc. - Mandatory: Regular updates of the "national page" on the URBACT website (minimum once every 2 months)
	Providing contributions related to the activities of URBACT partners in the country or content related to sustainable integrated urban development in the country, to feed into the URBACT communications tools such as the website (national pages, blog), the Newsletter, etc.	Optional
2. Dissemination of URBACT results (network results, capitalization results, etc.)	Organization of events dedicated to the dissemination of URBACT results in the country, or contribution to relevant national events organized by other institutions and targeting relevant audiences in the country	Mandatory: 1 event minimum to be organised per year*
	Support to the URBACT Secretariat with the organization of dissemination events	Optional
	National communications relaying URBACT content related to the dissemination of programme results (from networks, from capitalization), etc. using digital tools and print material when relevant	- Mandatory: Dissemination of URBACT content, by means of emails, newsletter, social media, etc. - Mandatory: Regular updates the "national page" on the URBACT website (minimum once every 2 months)
	Others (to be defined with NUP, national authority and agreed by URBACT MA)	Optional
3. Supporting the dialogue between local, regional & national authorities on sustainable integrated urban development	Organization of events or contribution to relevant national events organized by other institutions	Mandatory: 1 event minimum to be organised per year*
	National communications campaign relaying URBACT content and national priorities/ agenda related to sustainable integrated urban development, using digital tools	Optional
	Others (to be defined with NUP, national authority and agreed by URBACT MA)	Optional

¹ In case of replacement, the NUP shall inform the URBACT Secretariat in writing. The replacement shall have the same level of qualification and skills.

4. Supporting the delivery of URBACT capacity-building actions	Supporting the URBACT Secretariat with the organization and delivery of URBACT capacity-building events for programme beneficiaries (eg logistics, identification of trainers, etc.)	Mandatory: Support to URBACT Joint Secretariat with the organisation of capacity-building actions foreseen in the country (1 event every 2 years on average)
	Contributing to the identification of capacity-building needs (eg by means of surveys)	Optional
	Monitoring of capacity-building schemes developed at national level and identifying opportunities for URBACT input/contribution	Optional
	Others (to be defined with NUP, national authority and agreed by URBACT MA)	Optional
5. NUP Coordination	Reporting on NUP activities (incl. monitoring results indicators, providing information for performance review, etc.)	Mandatory: 1 activity report every 6 months, 1 annual report for performance review
	Participating in coordination meetings, trainings, etc. organised by the URBACT Secretariat for all NUPs	Mandatory: participation in 2 physical meetings per year minimum
	Coordinating with national authorities responsible for URBACT in the country to raise awareness on NUP activities, ensure alignment between NUP activities and national priorities/ needs related to sustainable integrated urban development, etc.	Mandatory: 1 physical meeting per year minimum
	Others (eg translation of documents from EN to national language in the framework of the delivery of the above services - to be defined with NUP, national authority and agreed by URBACT MA)	Optional

** These events may be organised so as to deliver on one or several categories of services simultaneously, including sessions for communication/ information purposes, for dissemination of results, for capacity-building purposes, to support dialogue between local, regional and national authorities on sustainable integrated urban development. NUPs may also embed dedicated URBACT sessions in major events organized by other institutions, as long as the target audience is relevant for NUP activities (regarding target audience, see Article 2)*

ARTICLE 5. NUP WORK PLAN

A provisional work plan is annexed to the present agreement (see Annex 1).

The work plan covers the duration of the present agreement (2 years) and includes the following elements:

- a detailed description of activities to be performed under each main category of services (both mandatory and optional);
- the corresponding expected outputs (type, number, target audience);
- the timeframe for delivery of the above listed activities;

A set of result indicators to monitor progress in achieving results through the activities to be implemented will be set up by the Secretariat and the NUP in the first months of the agreement's implementation. These indicators shall relate to the URBACT objectives, especially related to NUP activities, as outlined in the URBACT III Operational Programme.

Not all activities can be planned in details on a 2-year period. New needs and opportunities may arise during the period and it will be important that the NUP is able to take these into account. Thus it is expected that the work plan includes provisions for some categories of activities without specifying details at the stage of signing the present agreement (eg participation in events related to sustainable urban development and related Travel and Accommodation costs). In due time before a specific activity takes place, the NUP shall submit a proposal (definition of the activity and quote) to the URBACT Secretariat. If the proposal is accepted, the URBACT Secretariat will issue an ad hoc purchase order for the NUP to deliver the service.

The 2-year work plan annexed to this agreement shall be elaborated taking into consideration the national context and policy framework for sustainable integrated urban development. In this perspective, the work plan may be reviewed by the National Authority responsible for appointing the NUP.

The annexed 2-year work plan shall be validated by the URBACT Managing Authority. It will be reviewed on an annual basis for possible amendments depending on national context/ priorities/ needs/ opportunities, etc.

ARTICLE 6. CONDITIONS FOR SERVICE DELIVERY

6.1 – Coordination and monitoring of NUP activities

The URBACT Secretariat shall ensure coordination and monitoring of the NUP activities to be delivered. The person responsible for relationships with the URBACT Secretariat and reporting will be Ms Kamila Gejdošová, officer at the Urban Development Unit of MTCaRD SR, project leader for this specific role and contact person for the NUP.

In case of replacement, the NUP shall inform the URBACT Secretariat in writing. The replacement shall have the same level of qualification and skills.

Coordination and monitoring will be done by means of:

- Elaboration of an annual work plan, building on the 2-year overall work plan annexed to this agreement (see article 5). The annual work plan shall be validated by the URBACT Managing Authority;
- Reporting to the URBACT Secretariat by means of an activity report to be submitted by the NUP every 6 months (template provided by URBACT, including progress on activities foreseen in the annual work plan, on expected and fulfilled outputs, result indicators, etc.);
- Regular contacts between the URBACT Secretariat and the NUP via email and telephone to ensure ongoing flow of information and address any issues related to service delivery;
- 2 meetings per year between the NUP and the URBACT Secretariat minimum (incl. ad hoc trainings to support service delivery, meetings to share strategic orientations of the programme impacting on NUP activities, etc.); more meetings may be organised if necessary to ensure successful delivery of NUP services.

The URBACT Secretariat may invite NUP to take part in programme level activities/ events (eg URBACT Universities, conferences, etc.), to enhance delivery of NUP services.

The URBACT Secretariat shall ensure coordination and networking across National URBACT Points operating in the different countries, so as to ensure exchange and learning across NUP and capitalization of good practices, allow for joint activities, strengthen delivery of services by each NUP, etc.

The NUP shall be accountable to the URBACT Managing Authority. The URBACT Secretariat will be responsible for reporting on NUP activities to the URBACT Monitoring Committee. NUPs may be invited to report to the Monitoring Committee if needed.

6.2. - Coordination with National Authorities responsible for URBACT

Under the URBACT programme, NUP shall support the implementation of specific programme actions (see articles 3 and 4 of the present agreement). Yet NUP work plan shall take into consideration national priorities/ needs/ actions related to sustainable integrated urban development, to avoid redundancy and foster complementarity (e.g. contributing to scheduled national events or training schemes for urban players). Vice-versa, it will be important that national authorities responsible for URBACT, and more generally for urban development, be aware of the activities delivered by NUP.

This coordination will be ensured in a flexible way by means of:

- Physical or virtual meetings between the NUP and the national authority responsible for URBACT, upon request of the latter;
- ad hoc exchange via email, phone, etc. as needed and upon request of the national authority.

Normally, the NUP shall meet the national authority responsible for URBACT once a year. Such a meeting will be more especially dedicated to discussing the annual work plan to be submitted by the NUP at the end of each year for the following year to the URBACT Secretariat and possibly include the review of past year activities delivered (building on the Annual Implementation Report – see 6.3.)

6.3. - Acceptance of services and performance review

The URBACT Secretariat will proceed to the acceptance of services validating the activity report to be submitted by the NUP every 6 months (using the template of activity report provided by the URBACT Secretariat). Acceptance of services will imply payment of the delivered services (see Article 8).

A performance review will be completed on a yearly basis by the URBACT Secretariat, building on the Annual Implementation Report to be submitted by the NUP for validation.

The Annual Implementation Report (a template will be provided by the Secretariat) shall include the following:

- overview of the services delivered by the NUP during the corresponding year (building on activities foreseen in the annual work plan);
- description of the results achieved, including progress with result indicators (document to be co-produced by the NUP and the URBACT Secretariat)

- description of possible challenges, difficulties encountered with the delivery of expected activities/ results;
- lessons learnt and possible recommendations for improvement.

The performance review may be subject to a meeting between the NUP and the URBACT Secretariat/ Managing Authority if necessary. The National Authority responsible for URBACT in the country may take part in the meeting on their request.

6.4. Language

The language of correspondence between the NUP and the URBACT Secretariat is English.

6.5. Communications

The NUP shall ensure that the activities delivered respect the communication requirements of the European Commission, in particular linked to those listed in Annex XII of EU Regulation 1303/2013. Guidelines will be provided by the URBACT Secretariat.

ARTICLE 7. BUDGETARY ALLOCATION

7.1 – NUP budget

A provisional budget is annexed to the present agreement (see Annex 2). This provisional budget validated by the URBACT Managing Authority amounts to **30.000 Euros VAT inclusive for mandatory activities** and to **19.075 VAT inclusive for optional activities** on a yearly basis. The total amount of the initial duration of the agreement (2 years) is therefore **98.150 € VAT inclusive**.

Within the limits reminded in the paragraph below, the provisional budget can be reviewed on an annual basis for possible adjustments in accordance with the annual work plan (see Article 4). This review will be taken into account through an additional clause to the agreement.

In any case the provisional budget shall respect the provisions outlined in the URBACT Programme Manual for National URBACT Points' services (Fact sheet 4B). More especially, it shall not exceed 50.000 euros per year per country. In addition, the budget for mandatory activities shall not exceed 30.000 euros per year per country.

7.2. – "Unforeseen activities"

The provisional budget may include amounts for activities that cannot be foreseen while designing the 2-year work plan (see article 5). For these activities, the NUP shall submit to the URBACT Secretariat a proposal outlining the activities to be carried out and the corresponding quote. Following validation of the proposal, the URBACT Secretariat will issue an ad hoc purchase order outlining the activity and related budget.

7.3. - Travel and accommodation costs

The budget shall cover all costs related to the delivery of the expected activities (both mandatory and optional), except travel and accommodation costs incurred for participation in events/ meetings organised by the URBACT Secretariat. These costs will be directly covered by the Programme budget (e.g. URBACT programme level conferences, coordination meetings, trainings, etc.). Up to 2 delegates per NUP, including the "National URBACT contact person", shall be covered by the Programme for the for the NUP coordination meetings.

Refund shall be made after receipt by the URBACT Secretariat of the declaration form of expenditure and the original documentary proof on the basis of the URBACT Refund Conditions guidelines.

ARTICLE 8. PAYMENTS

8.1. - Schedule of payments

Payment of NUP services shall be done along the following provisions:

- 1st payment of 15% of the total provisional budget shall be made at the signature of the agreement to the NUP upon reception of a payment request;
- interim payments shall be made every 6 months, on submission and validation of the 6-month activity report (with reported deliverables attached) and the related payment request.
- final payment shall be made at the end of the 2-year period covering the agreement on submission and validation of the last activity report (with reported deliverables attached) and the related payment request.

8.2 - Payment requests

Payment requests shall be submitted in one original copy accompanied by the corresponding 6-month activity report and related deliverables. The payment request shall include the following information:

- the reference to the present agreement,
- the names and addresses of the contracting parties,
- the date and payment request number,
- the services invoiced,
- the total price of the service exclusive of VAT,
- the rate and amount of VAT,
- the total price of the service inclusive of VAT.

Payment requests shall be sent to:

URBACT Secretariat
CGET
5, rue Pleyel
93283 Saint-Denis cedex

8.3. Payment provisions and term

Means of payment will be by wire transfer to the bank account corresponding to the following official bank details:

Name and address of the account holder:

MDVRR SR, Nám. slobody 6, 810 05 Bratislava 15

Name and address of the bank:

Štátna pokladnica, Radlinského 32, 810 05 Bratislava 15

IBAN: SK 81 8180 0000 0070 0018 6177

BIC/SWIFT code: SPSRSKBA

The sum due shall be paid within a maximum of 30 days from receipt of the payment request and report by the URBACT Secretariat.

In the event of this contractual period being exceeded, the applicable late payment interest rate is equal to the interest rate of the main refinancing facility applied by the ECB to its most recent refinancing operation carried out before the first calendar day of the semester of the calendar year during which the late interest payments started to run plus 7 points.

ARTICLE 9. GENERAL COMMON PROVISIONS

9.1. Changes in staff

In case of change in NUP project leader/ URBACT Contact Person, the NUP shall inform the URBACT Secretariat in writing. The replacement shall have the same level of qualification and skills.

9.2. Sub-contracting

Should the NUP decide to sub-contract some of the activities, the NUP shall inform the URBACT Secretariat in writing.

9.3. Legal changes affecting NUP status

During the agreement validity period, the NUP shall communicate, in writing to the Managing Authority, any changes which have an impact on its status, including changes to the name of the account to which payments are made of the sums due under the present agreement.

9.4. Intellectual property

The URBACT Programme is the owner of all deliverables related to this agreement and may use them in all programme activities (publications, website, etc.). Any publication by the NUP in the framework of this agreement shall respect provisions outlined under Article 6.5. of this agreement.

9.5. Poor execution – Termination of the contract

In case of poor execution by the NUP of the services included in the agreement and in the annual work plan, the Managing Authority, after consultation with the National Authority, may reconsider the content of the agreement, including budget and work plan.

In case non-performance or poor performance persists, the Managing Authority, after consultation with the National Authority, shall warn the NUP in writing (recorded delivery), identifying the short-comings and fixing a deadline for the NUP to meet the

obligations. If the warning remains without effect (no answer or services remaining unsatisfactory), the URBACT Managing Authority, after consultation with the National Authority, may terminate the agreement without further notice. Cancellation due to the NUP's unsatisfactory service shall not give rise to compensation payments to the NUP's benefit.

9.6. Disputes

Disputes arising between the URBACT Managing Authority and the NUP may not be invoked as a cause for stopping, either permanently or temporarily, the activities set out in the agreement. Any dispute arising from the implementation of this agreement shall be submitted to the discretion of the members of the URBACT III Monitoring Committee.

This Agreement has been drawn up in both English and French languages and both texts are valid. In the event of any divergence between the two texts, however, the English text version, in which the text was discussed and adopted within the Monitoring Committee, shall be applied.

This agreement is governed by French law.

in Bratislava 15.-07-2016

**On behalf of the URBACT III
Managing Authority**

Nicolas GRIVEL
Directeur Général de l'ANRU

For the National URBACT Point

Roman BRECELY
Minister of Transport, Construction and
Regional Development of the SR



**NUP AGREEMENT
ANNEX 1**

MAIN TASKS	Mandatory/Optional	ACTIONS	DESCRIPTION OF ACTIONS	TIME FRAME/ LOCATION WHEN RELEVANT	EXPECTED OUTPUTS		OUTPUT INDICATORS (performance measurement)		Prov. Budget/ Action
					OUTPUTS	NUMBER OF OUTPUTS	OUTPUTS INDICATOR	TARGET (related to indicator)	
TASK 1. Communication & Information	Mandatory	1.1. National URBACT contact person Appointment of contact person in a position to provide relevant and updated information (especially on open calls, how to join, etc.)	NAME: Kamila Gejdošová POSITION: officer, MTCARD SR TIME SPENT FOR ACTIVITIES: 100%						1 person 100% = 14.605€/year + 2 people 8,8% each = 2.595€/year Total: 17.200€/year

		the country, to feed into the URBACT communications tools such as the website (national pages, blog), the Newsletter, etc.											
		Meetings with regional cities (Bratislava, Nitra, Banská Bystrica, Trenčín, Trnava, Žilina, Prešov, Košice) to promote URBACT	One meeting with each city per year				8 meetings/year						2.000/year
		Representation of URBACT in (EU) events about integrated urban development					4 days/year			N/A			2.500€/year

*The term 'Session' refers to any kind of event such as workshop, conference, specific session of an event, workshop, seminar, etc. A session under one TASK can serve objectives of one or more other TASKS defined in this work plan. To avoid double counting of a session that serves multiple objectives, this session should be counted only once under the most relevant TASK, and described under other relevant TASKS declaring 0 outputs.

MAIN TASKS	Mandatory/ Optional	ACTIONS	DESCRIPTION OF ACTIONS	TIME FRAME/ LOCATION WHEN RELEVANT	EXPECTED OUTPUTS		OUTPUT INDICATORS (performance measurement)		Prov. Budget/ Action
					OUTPUTS	NUMBER OF OUTPUTS	OUTPUTS INDICATOR	TARGET (related to indicator)	
TASK 2. Dissemination of URBACT results (network)	Mandatory	2.1. Dissemination events Organisation of events dedicated to the dissemination of URBACT results in the country, or contribution to	- URBACT Infoday	2016, 2017	-Sessions	0*		0*	* budgeted under TASK 1 Mandator y 1.2

results, capitalization results, etc.)	relevant national events organised by other institutions and targeting relevant audiences in the country	-not yet specified relevant expert meetings and events (aimed at architects/urbanists, cities and city practitioners, civil society)	-Sessions -Contribution to non URBACT events	1/year	Number of participants	N/A
		- Urban Development WG ⁴		1/year	30	
		- APÚMS Experts Conference ⁵	Mar/Oct	2/year	50	1000€/year
		- info stand at CONECO Fair ⁶	April	1/year	50	
		- info stand at ZMOS meeting ⁷	May	1/year	100	
		-info stand at Pohoda	July	1/year	200	

⁴ Urban development WG

- meets in Bratislava
- working group established under the Ministry of Transport, Construction and Regional development for the purpose of discussing the preparation, delivery and implementation of Slovak national urban policies. It is used as a networking platform for experts, local politicians, representatives from other ministries, NGOs and other relevant partners

objective:

- ⁵ APUMS expert conference
- meets in different locations
- annual conference organised by the Heads of Local Administration Association in SR, focuses on different topics related to local administration
- target audience: heads of local administrations, experts in urban matters

⁶ CONECO Fair

- takes place in Bratislava (the capital of SR)
- annual event aims to present new trends in construction and architecture. Ministry of Transport, Construction and Regional Development of SR as well as other ministries and organisations will have an information stand at the event.

target audience: general audience

⁷ ZMOS

- meets in Bratislava
- annual meeting of Association of Towns and Municipalities in Slovakia, we aim to have an information stand at the event
- target audience: local politicians

	Optional	2.2. Support to the URBACT Secretariat with the organization of dissemination events	Regular contacts with Slovak partners involved in URBACT networks, including participating in URBACT networks meetings			4 days/year			2.000€/year or
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MAIN TASKS	Mandatory/ Optional	ACTIONS	DESCRIPTION OF ACTIONS	TIME FRAME/ LOCATION WHEN RELEVANT	EXPECTED OUTPUTS			OUTPUT INDICATORS (performance measurement)		Prov. Budget/ Action
					OUTPUTS	QUANTITY OF OUTPUTS	OUTPUTS INDICATOR	TARGET (related to indicator)		
TASK 3. Supporting the dialogue between local, regional & national authorities on sustainable integrated	Mandatory	3.1. Organisation of events or contribution to relevant national events organized by other institutions	URBACT Infoday		-Sessions	0*	Programme -Participants list -Number of participants	0*	1.100€/year	
					-contribution to non URBACT events -seminars	1/year	-Number of participants	50		

urban development	Únia miest Meeting/seminar ¹⁰	1/year	-Sessions -contribution to non URBACT events -seminars	-Number of participants	25	1.500€/year	
					10		
	SK 8 seminar ¹¹	1/year	-seminars	-number of participants	10	1.500€/year	
	Participation and delivery of events organised by the URBACT programme	2 days/year					
	Optional Others (to be defined with NUP, national authority and agreed by URBACT MA)		4/year	-News	-Number of recipients	200	1.500€/year
			2/year	-Articles	-Number of recipients per article	200	
			2/year	-Interviews with URBACT partners/experts	-Number of recipients	200	
			N/A	- additional staff costs needed for preparation and delivery		N/A	

⁹ Association of Towns and Municipalities in Slovakia

¹⁰ Union of Cities – main national roof institution for cities

¹¹ Association of Higher Territorial Units

Meetings of all those institutions are the key opportunities for regular coordination with Slovak cities.

MAIN TASKS	Mandatory/ Optional	ACTIONS	DESCRIPTION OF ACTIONS	TIME FRAME/ LOCATION WHEN RELEVANT	EXPECTED OUTPUTS		OUTPUT INDICATORS (performance measurement)		Prov. Budget/ Action
					OUTPUTS	QUANTITY OF OUTPUTS	OUTPUTS INDICATOR	TARGET (related to indicator)	
TASK 4. Supporting the delivery of URBACT capacity- building actions	Mandatory	4.1. Supporting the URBACT Secretariat with the organisation and delivery of URBACT capacity-building events for programme beneficiaries (eg logistics, identification of trainers, etc.)	SK-CZ national training seminars for ULSG Speakers: - 1 trainer - 1 local experts	venue - Bratislava optional field trip	Capacity- building session -Training -Seminar	1/year	-Number of participants	Depends on the number of networks	1.200€/year
			URBACT Summer University	23 – 26 August 2016	survey	1 in two years	-Number of people in survey, -Number of people responded	Depends on the number of networks/75%	2.000€/2years
	Optional	Contributing to the identification of capacity-building needs (eg by means of surveys)	Survey of the capacity-building needs of URBACT participants		survey				500€/year

MAIN TASKS	Mandatory/ Optional	ACTIONS	DESCRIPTION OF ACTIONS	TIME FRAME/ LOCATION WHEN RELEVANT	EXPECTED OUTPUTS		OUTPUT INDICATORS (performance measurement)		Prov. Budget/ Action
					OUTPUTS	QUANTITY OF	OUTPUTS INDICATOR	TARGET (related to	

							OUTPUTS		indicator)	
							-1 activity report for the first semester -1 annual report performance review		N.A.	
	Mandatory	5.1. Reporting on NUP activities (incl. monitoring results indicators, providing information for performance review, etc.)	1 activity report every 6 months, 1 annual report for performance review	First activity report: Ideally, January-June First annual report towards December	-1 activity report -1 annual report performance review				N.A.	
	Mandatory	5.2. Participating in coordination meetings, trainings, etc. organised by the URBACT Secretariat for all NUPs	Participation in 2 physical meetings per year minimum		Meetings between the URBACT Secretariat and NUP		2 per year		N.A.	
	Mandatory	5.3. Coordinating with national authorities responsible for URBACT in the country to raise awareness on NUP activities, ensure alignment between NUP activities and national priorities/ needs related to sustainable integrated urban development, etc.	1 physical meeting per year minimum		Meeting between the NUP and National Authority		4/year	Number of participants	5	200€/year
	Optional	Others (eg translation of documents from EN to national language in the framework of the delivery of the above services - to be defined with NUP, national authority and agreed by URBACT MA)	Translation of relevant URBACT networks' outputs into Slovak		-translated newsletters -translated reports		2/year	Number of recipients	250	2.500€/year
	Optional		surveys for monitoring indicators related to NUP activities				3 days/year			500€/year

**TASK 5.
NUP
Coordination**

Mandatory/year ... 30.000 €
Optional/year ... 19.075 €

Bratislava

Place, date, stamp and signature:

15 - 07 - 2016





NUP AGREEMENT
ANNEXE 2

PREVISIONAL BUDGET

MANDATORY ACTIVITIES	DETAILS (please refer to the sections of the workplan)	AMOUNT
Coordination costs		
. staff costs	- 1 person 100%	14.605€/year
. other staff costs	- 2 x 8,8%	2.595€/year
Meetings / Events	Under TASK 1:	
	URBACT Infoday	
. venue	Bratislava – conference room (TBC)	4.000€/year
. catering		
. translation		
. technical equipment		
. experts (T&A)		1.000€/year
	Under TASK 2:	
	Dissemination event - APÚMS Experts Conference	
. venues	TBC	
. travel & accommodation	2 people	500€/year
	Dissemination event – not yet specified relevant expert meetings and events (aimed at architects/urbanists, cities and city practitioners, civil society)	
. venues	TBC	
. travel & accommodation	2 people	500€/year
	Under TASK 3:	
	ZMOS Seminar	
. venues	TBC	
. catering		
. travel & accommodation	2 people	400€/year

	Únia miest Seminar	
. venues	TBC	
. catering		
. travel & accommodation	2 people	400€/year
	SK 8 Seminar	
. venues	TBC	
. catering		
. travel & accommodation	2 people	300€/year
	Under TASK 4:	
	SK-CZ national training seminars for ULSG	
. venue	Bratislava	150€/year
. catering		250€/year
. experts (T&A)		500€/year
. travel	Field trip	300€/year
	URBACT Summer University	
. travel & accommodation		1000€/year
	Under TASK 5:	
	Coordination with national authorities	
catering		200€/year
Communication costs	(please detail per communication tool)	
. print and other communication costs	News and updates on URBACT pages	2.300€/year
	Articles	
	Printed flyers	
	e-mail newsletters	
	Social media	
. translation costs		1.000€/year
TOTAL BUDGET FOR MANDATORY ACTIVITIES		30.000€/year

OPTIONAL ACTIVITIES	DETAILS (please refer to the sections of the workplan)	AMOUNT
Coordination costs		
. staff costs	Additional staff costs for preparation and delivery of updates under TASK 3 for 3 people (13,8% of work time each)	6.075€/year
. other		
Meetings / Events	Under TASK 1:	
	Representation of URBACT in (EU) events about integrated urban development	2.500€/year
	Meetings with regional cities to promote URBACT	
. venues	Bratislava, Nitra, Banská Bystrica, Trenčín, Trnava, Žilina, Prešov, Košice	
. travel & accommodation	4 days/year	2.000€/year
	Under TASK 2:	
	Regular contacts with Slovak partners involved in URBACT networks, including participating in URBACT networks meetings	
. travel & accommodation	4 days/year	2.000€/year
	Under TASK 3:	
	Participation and delivery of events organised by the URBACT programme	1.500€/year
Communication costs		
. communication campaigns	Updates on the preparation/implementation of National Urban Policy and on sustainable integrated urban development in Slovakia via News, Articles, Interviews with URBACT partners/experts	1.500€/year
. translation costs	Translation of relevant URBACT networks' outputs into Slovak	2.500€/year
Other activities	Survey on the capacity-building needs of URBACT participants	500€/year
.	surveys for monitoring indicators related to NUP activities	500€/year

Provision for unforeseen activities		
TOTAL BUDGET FOR OPTIONAL ACTIVITIES		19.075/year

Place, date, stamp and signature:

Bratislava

15 -07- 2016






100-100

