	URBACT III NATIONAL URBACT POINTS	FORM FOR SINGLE ORGANISATION
-----------------------------------------------------------------------------------	----------------------------------------------------	---------------------------------------------

**Form for the appointment of the National URBACT Point
by the national authority responsible
for the URBACT III programme**

Member/ Partner State*	Slovak Republic
National authority responsible for URBACT	Ministry of Transport, Construction and Regional Development of the Slovak Republic
Name and position of the person submitting the form for the appointment of the NUP	Elena Szolgayová, Director General, DG for Housing Policy and Urban Development
Email of the person submitting the form for the appointment of the NUP	elena.szolgayova@mindop.sk

** in case of joint proposal between 2 or more MS/PS, please provide this information for each concerned country*

Member/ Partner State*	
National authority responsible for URBACT	
Name and position of the person submitting the form for the appointment of the NUP	
Email of the person submitting the form for the appointment of the NUP	

Appointed NUP	Ministry of Transport, Construction and Regional Development of the Slovak Republic
Date of submission of the form	21 st of September 2015

Procedure and documents to be attached

The present form shall be completed in English, signed and submitted to the URBACT Joint Secretariat/ Managing Authority by email.

In cases where the person to be appointed as “URBACT contact point” has been identified, his/ her CV shall be attached to the designation form. Additional documents providing evidence about the requested competences and abilities for service delivery may also be attached to the designation form to support the assessment by the Managing Authority.

All documents shall be in English.

TABLE OF CONTENT

1. General context.....	4
2. Organisation proposed as NUP	5
2.1. Organisation.....	5
3. Profile and experience of proposed NUP.....	7
3.1. Role and responsibilities.....	7
3.2. Experience with sustainable integrated urban development.....	7
3.3. Knowledge of EU and national policy framework and instruments.....	8
3.4. Capacity to reach out to urban practitioners and policy-makers	8
3.5. Capacity to access and dialogue with national authorities	9
3.6. Capacity in the area of communication to targeted audience	9
3.7. Capacity in organising events	10
4. Organisation and resources to be allocated for service delivery by NUP.....	10
4.1. Resources to be allocated by proposed organisation for delivery of NUP services ..	10
4.2. Sub-contracting.....	13
4.3. Name and profile of the reference person to be assigned as “URBACT contact point”	14
5. Governance.....	16
6. Certification and validation.....	17
ANNEX 1.....	18

1. General context

A key objective of the URBACT III Operational Programme (OP) is to “ensure that practitioners and decision-makers at all levels (EU, national, regional and local) have increased access to URBACT thematic knowledge and share know-how on all aspects of sustainable urban development in order to improve urban policies” (URBACT III OP, section 2.A.).

To deliver on this objective, the programme outlines a number of capitalisation and dissemination activities, including the creation of URBACT National Points (NUPs). These NUPs shall be in charge of communicating on URBACT activities and disseminating URBACT results at national level in local 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).

The URBACT III Programme manual outlines the main services to be provided by the NUPs, the framework for implementation as well as the criteria to be applied for the selection/designation of NUP (Fact Sheet 4B).

As foreseen in the OP, each Member/partner State shall appoint, in agreement with the URBACT Managing Authority (MA), a public or equivalent or not for profit body in their country that shall operate as National URBACT Point. In cases where a Member/ Partner State is not able to appoint such a body or should no such suitable public body exist, an open call for tender will be launched by the Managing Authority.

The present form shall be filled in by national authorities willing to appoint the NUP in their country. The form shall be submitted to the URBACT Managing Authority for agreement.

2. Organisation proposed as NUP

2.1. Organisation

Name of organisation proposed as NUP	The Ministry of Transport, Construction and Regional Development of the Slovak Republic
Type of organisation (national authority, national agency, national network of local authorities, etc.)	National authority
Brief description of role and responsibilities of the organisation	The Ministry of Transport, Construction and Regional Development of the Slovak Republic is among other tasks responsible for formulation and implementation of the national urban policy in the country, and all relevant international activities including acting as the national authority for URBACT programme.
Specific department to be commissioned as NUP if relevant	DG for Housing Policy and Urban Development will within the Urban Development Unit create a specialised position of the NUP co-ordinator, and appoint a person exclusively dedicated for NUP performance.
Name of contact person in the organisation	Elena Szolgayová
Position of contact person in the organisation	Director General of the DG for Housing Policy and Urban Development
Email address of contact person in the organisation	elena.szolgayova@mindop.sk

2.2. Status of organisation

Please tick the relevant box

Public body	<input checked="" type="checkbox"/>
Public equivalent body	<input type="checkbox"/>
Non for profit organisation	<input type="checkbox"/>

3. Profile and experience of proposed NUP

3.1. Role and responsibilities

Please describe the main role and responsibilities of the proposed organisation in relation with urban development in the country

The Ministry of Transport, Construction and Regional Development of the Slovak Republic is the national administration body who is among other tasks responsible for formulation and implementation of the national urban policy in the country. It is also responsible for all relevant international activities including acting as the national authority for URBACT programme.

DG for Housing Policy and Urban Development is in charge of drafting national policy on urban development and it fulfils this task in active communication with municipal, academic, business sector and representatives of civic society. It also collects all relevant data on urban development in the Slovak Republic as well as results of academic studies related to urban development in the country.

Since national co-ordination and support to urban development has been delegated to the national government only in 2010, this subject is relatively new for central administration. Establishment of the NUP within the Ministry can significantly help to concentrate know-how related to urban development in the country and create a critical mass of knowledge, and international assistance to Slovak cities.

3.2. Experience with sustainable integrated urban development

Please describe the experience of the proposed organisation in relation with sustainable integrated urban development, and provide examples of concrete actions/ activities implemented in this area.

DG for Housing Policy and Urban Development of the Ministry of Transport, Construction and Regional Development of the Slovak Republic has been involved in many international activities and discussions related to sustainable urban development. It has deep knowledge not only about the recent trends and good practices but also about capacities of Slovak cities to apply the principles of integrated approach towards urban development. The Ministry is pro-active in encouraging implementation of integrated development principles in Slovakia. In the currently drafted national urban development policy the integrated approach is stressed as one of the basic principles. The ministry invests a lot of effort into discussing and communicating with municipalities, private, academic and civic sector in order to secure common understanding, interpreting, and applying internationally agreed principles of sustainable integrated urban development into practice.

3.3. Knowledge of EU and national policy framework and instruments

Please outline the extent to which the designated organisation has developed practical knowledge on EU and national policies related to sustainable integrated urban development. Please provide concrete evidence about how this knowledge is applied in the organisation's activities.

As described above, DG for Housing Policy and Urban Development of the Ministry of Transport, Construction and Regional Development of the Slovak Republic is directly responsible for formulation and implementation of the national urban development policy. It is also the national authority for URBACT III and body responsible for urban matters on international level, including UN-Habitat. It has been in permanent discussion about EU Urban Agenda with the European Commission, other member states, and stake holders, and actively participated in the Urban Development Group meetings, meeting of Directors general responsible for urban matters as well as relevant informal ministerial meetings. Therefore it is well aware of EU policy framework and instruments.

3.4. Capacity to reach out to urban practitioners and policy-makers

Please describe the capacity of the organisation (and more especially of the dedicated department/unit) to reach out to a large audience of urban practitioners and policy-makers at local, regional, national level. Provide concrete evidence of this capacity (existing database of relevant contacts, partnerships with relevant organisations, existing newsletter or digital communications instruments targeting this audience, including quantitative data, statistics, etc.).

DG for Housing Policy and Urban Development of the Ministry of Transport, Construction and Regional Development of the Slovak Republic is fully technically as well as personally equipped for reaching out a large audience of urban practitioners and policy-makers at local, regional, national level. It has direct access to different statistical and quantitative databases and geographical information systems. It owns database of contacts and is present in many professional discussions. It regularly attends relevant meetings, provides public presentations and hosts meetings of broad working group on urban development in Slovakia. The group consists of representatives of cities, association of municipalities, other relevant ministries, academic, business sector and civic sector. It also publishes articles in relevant medias. The ministry runs its own web site with a special section dedicated to URBACT programme. Moreover, the Ministry also issues its own periodical with the title "Urbanita", and DG is represented in the board of editors of this magazine.

3.5. Capacity to access and dialogue with national authorities

Please describe the existing relationships between the proposed NUP and the national players responsible for urban policies (more especially relevant ministries and agencies, Managing Authorities of ERDF and ESF Operational Programmes), and the capacity of the NUP to dialogue with these key urban players. Please provide concrete evidence and experience in this area.

As described above newly established NUP will have direct contact with all national players and will be part of the administration responsible for urban policy in the Slovak Republic. As a part of the central administration it will also be able to efficiently communicate with all other authorities managing the European Structural and Investment Funds in the Slovak Republic. DG is represented in monitoring committees of different ESIF including INTERREG EUROPE. It is also the member of National Monitoring Board of ESIF in Slovakia. The NUP co-ordinator will be regularly provided by most recent information about ESIF performance.

3.6. Capacity in the area of communication to targeted audience

Please demonstrate the capacity of the proposed NUP to communicate relevant content targeting various audiences through digital communications tools (specify existence and possible use of websites, newsletters, social media, etc.) and other communications tools (press relations, print, participation in events, stand management, partnerships, etc.).

N.B.: When it comes to digital communications, please provide all relevant data and statistics related to website audience, Newsletters' recipients, etc.

N.B. Please describe the capacity of the proposed NUP to mobilize the appropriate staff when needed for the delivery of key communications activities.

NUP in Slovakia will communicate through the existing digital communication tools of the ministry of Transport, Construction, and regional Development of the Slovak Republic uses following digital communication tools: website <http://www.mindop.sk/index/index.php>, Twitter

(https://mobile.twitter.com/mindop_sk) and facebook

(<https://www.facebook.com/ministerstvo.dopravy?fref=nf>)

There is a specialised media unit within the ministry, the NUP communication will be included into the media communication plan of the ministry, using all standard tools such as press relations. The NUP activities will be regularly presented in the related professional activities and activities of municipal sector. Detailed media plan will be prepared annually. Important information channel will be specialised magazine published by the ministry (Urbanita) and bi-monthly magazine for municipalities (Územná samospráva).

3.7. Capacity in organising events

Please demonstrate the capacity of the proposed NUP to organize and deliver events as well as to support the organization and delivery of events at national level (e.g. URBACT info days, National Capacity-building seminars, etc.) including designing programmes, inviting participants and speakers, managing registration, etc. Please provide concrete examples of events organized by the proposed NUP.

DG already organised several events for URBACT II – joint seminars of local action groups together with the Czech Republic, URBACT II info days. At the beginning of the 2015 it also successfully organised URBACT III info day in Bratislava. NUP will be fully technically and organisationally supported by the DG and the Ministry of Transport, Construction and Regional Development of the Slovak Republic.

4. Organisation and resources to be allocated for service delivery by NUP

4.1. Resources to be allocated by proposed organisation for delivery of NUP services

SERVICE TO BE DELIVERED ¹	HUMAN RESOURCES ²	OTHER RESOURCES (premises, digital communication tools, other departments/ units in the organization, external partnerships, etc.)
1. Communication & Information on the URBACT programme	<p>1 person (specialised position of the NUP co-ordinator) - 40% of working time, (approx. 60 hours/month) will annually accomplish following activities:</p> <ul style="list-style-type: none"> • regular updates of national page on URBACT website and URBACT pages on the web of the Ministry • organisation of URBACT Infodays as a standalone event or together with other events • information stands or other contributions to identified relevant events • contributions to expert conferences • publishing of news on websites of relevant organisations • interactive communication on availa- 	<ul style="list-style-type: none"> • 10% of staff support from other personal capacities of the Housing Policy and Urban Development Unit • premises of MTCRD SR: office space, computer and other technical equipment • existing contact database • web of MTCRD SR: www.mindop.sk www.mestskyrozvoj.sk • Facebook account • Twitter account • Media & Communication

¹ For a detailed outline of the services to be provided by NUP, refer to URBACT III Programme Manual, Fact Sheet 4A – National URBACT Points.

² In case sub-contracting is considered for specific services, this should be outlined in section 5.2. of the Designation form.

	<p>ble social media platforms of MDVRR SR a URBACT</p> <ul style="list-style-type: none"> • regular newsletters to relevant persons and organisations • regular updates on calls and events to relevant persons and organisations • regular publication of flyers in relevant journals • publications in relevant periodicals • press releases and other media coverage of important events and news 	<p>Department of MTCRD SR</p> <ul style="list-style-type: none"> • Slovak Urban Development Working Group • external partners (...)
<p>2. Dissemination of URBACT results (network results, capitalization results, etc.)</p>	<p><i>1 person (specialised position of the NUP co-ordinator) - 40% of working time (approx. 60 hours/month) will annually accomplish following activities :</i></p> <ul style="list-style-type: none"> • regular updates of national page on URBACT website and URBACT pages on the web of the Ministry • regular contact with Slovak Urbact partners • organisation of URBACT Infodays as a standalone event or together with other events • information stands or other contributions to identified relevant events • contributions to expert conferences • publishing of news on websites of relevant organisations • interactive communication on available social media platforms of MTCRD SR a URBACT • regular newsletters to relevant persons and organisations • regular updates on calls and events to relevant persons and organisations • regular publication of flyers in relevant journals • publications in relevant periodicals • press releases and other media coverage of important events and news 	<ul style="list-style-type: none"> • 10% of staff support from other personal capacities of the Housing Policy and Urban Development Unit • premises of MTCRD SR: office space, computer and other technical equipment • existing contact database • web of MTCRD SR: www.mindop.sk www.mestskyrozvoj.sk • Facebook account • Twitter account • Media & Communication Department of MTCRD SR • Slovak Urban Development Working Group • external partners (...)
<p>3. Enhancing/ supporting the</p>	<p><i>1 person (specialised position of the NUP co-ordinator) - 10% of working time</i></p>	<ul style="list-style-type: none"> • 50% of staff support from other personal capacities of the

<p>dialogue between local, regional and national authorities on sustainable integrated urban development in relation with URBACT objectives, activities and results</p>	<p>(approx. 15 hours/month) will annually accomplish following activities:</p> <ul style="list-style-type: none"> • facilitating discussions on sustainable urban development issues with relevant audience at expert conferences; expert discussions during URBACT Infodays and Urban development working group meetings 	<p>Housing Policy and Urban Development Unit</p> <ul style="list-style-type: none"> • premises of MTCRD SR: office space, computer and other technical equipment • existing contact database • existing databases of relevant data • web of MTCRD SR: www.mindop.sk www.mestskyrozvoj.sk • Facebook account • Twitter account • Media & Communication Department of MTCRD SR • Slovak Urban Development Working Group • external partners (...)
<p>4. Supporting the delivery of URBACT capacity-building actions</p>	<p><i>1 person (specialised position of the NUP co-ordinator) - 10% of working time (approx. 15 hours/month) will annually accomplish following activities :</i></p> <ul style="list-style-type: none"> • provide support for cities which have the ambition to participate in URBACT as well as the cities, which already are participating (during the preparation of projects; by providing information on URBACT; organisation of SK-CZ trainings for ULSG) • support the URBACT Secretariat with the organisation and delivery of special events 	<ul style="list-style-type: none"> • 50% of staff support from other personal capacities of the Housing Policy and Urban Development Unit • premises of MTCRD SR: office space, computer and other technical equipment • existing contact database • existing databases of relevant data • web of MTCRD SR: www.mindop.sk www.mestskyrozvoj.sk • Facebook account • Twitter account • Media & Communication Department of MTCRD SR • Slovak Urban Development Working Group • external partners (...)

4.2. Sub-contracting

SERVICE TO BE DELIVERED ³	Please provide information on the services that would possibly have to be sub-contracted and information on possible sub-contractors (name and type of potential providers, why they are relevant to deliver the services, etc.)
1. Communication & Information on the URBACT programme	<ul style="list-style-type: none"> • English proof reading • graphical design of publications • print services (publications) • rent of premises, interpretation and catering for Infodays <p>Note: according to the Slovak legislation - Act No. 25/2006 Coll. on Public Procurement and on the Amendment of Certain Acts as amended</p>
2. Dissemination of URBACT results (network results, capitalization results, etc.)	<ul style="list-style-type: none"> • English proof reading • graphical design of publications • print services (publications) • rent of premises, interpretation and catering for events <p>Note: according to the Slovak legislation - Act No. 25/2006 Coll. on Public Procurement and on the Amendment of Certain Acts as amended</p>
3. Enhancing/ supporting the dialogue between local, regional and national authorities on sustainable integrated urban development in relation with URBACT objectives, activities and results	<ul style="list-style-type: none"> • rent of premises, and catering for events <p>Note: according to the Slovak legislation - Act No. 25/2006 Coll. on Public Procurement and on the Amendment of Certain Acts as amended</p>
4. Supporting URBACT capacity-building activities	<ul style="list-style-type: none"> • rent of premises, and catering for events <p>Note: according to the Slovak legislation - Act No. 25/2006 Coll. on Public Procurement and on the Amendment of Certain Acts as amended</p>

³ For a detailed outline of the services to be provided by NUP, refer to URBACT III Programme Manual, Fact Sheet 4A – National URBACT Points.

4.3. Name and profile of the reference person to be assigned as “URBACT contact point”

Please indicate the name, function/position of the person who should be the “URBACT contact point” in the organisation, and demonstrate how this person fulfils the requirements for the position. Please provide all relevant links, reference of track record of experience in the related areas. If the person has not been identified yet, information shall be provided on how this will be done and where this person will be positioned in the organization, who will be supervising the person, etc.

Personal profile of candidate:

- Master degree or higher education preferred (University degree mandatory)
- excellent written and verbal communication skills in Slovak;
- team player, cooperative spirit;
- analytical thinking;
- ability to take the initiative;
- attention to detail;
- ability to work under pressure, manage competing priorities and maintain a professional approach;
- flexibility and enthusiasm for new challenges;
- a commitment to the values and goals of Urbact.

Skills to act as a contact point and relevant experience

- highly developed communication skills;
- excellent written and verbal communication skills in Slovak;
- preferably three years’ relevant paid work experience;
- knowledge of web-editing;
- knowledge of database development, content and data management systems;
- fluency in English, other EU languages is an asset;
- experience in communications, advocacy, and/or campaigns

Understanding and experience of sustainable integrated urban development issues/ policy frameworks/ instruments at national and/ or EU level:

- experience of working on issues related to urban development ;
- proved knowledge and understanding sustainable integrated urban development issues/ policy

frameworks/ instruments at national and/ or EU level
<p>Skills and experience in the field of communications (oral and written, IT and social media skills, etc.)</p> <ul style="list-style-type: none"> • experience in communications, advocacy, and/or campaigns; • advanced user of Microsoft Word, PowerPoint and Excel; • knowledge of web-editing; • ability to take the initiative; • attention to detail; • knowledge of database development, content and data management systems;
<p>Level in English and working experience with English;</p> <ul style="list-style-type: none"> • high proficiency in English mandatory, other EU languages is an asset; • preferably working experience in English speaking environment
<ul style="list-style-type: none"> • other relevant information

5. Governance

Please describe the governance framework for coordination of NUP activities with the designating national authority responsible for URBACT and with the URBACT Secretariat (possible coordination meetings, who will be following NUP activities on the side of the national authority, etc.)

The NUP co-ordinator will be state employee of the Ministry of Transport, Construction and Regional Development of the Slovak Republic with the Housing Policy and urban Development DG, Urban Development unit. He/she will work in close cooperation with other employees of the unit and will report to the Head of Unit. In cases when it will be efficient (especially in capitalisation tasks and dialog with local authorities, managing authorities of ESIF, etc.) the personal capacities will be merged in order to reach the best possible performance of NUP Slovakia. However, Slovak representation in URBACT Monitoring Committee will be strictly separated from NUP co-ordinator.

6. Certification and validation

- Appointment of NUP

National authority responsible for the appointment of the NUP:

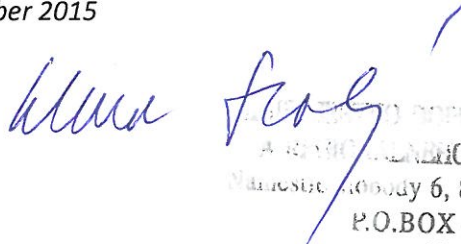
Ministry of Transport, Construction and Regional Development of the Slovak Republic

Name and function of the signatory:

Elena Szolgayová, Director General, DG for Housing Policy and Urban Development

Date: 21st of September 2015

Signature/Stamp:


MESTSKÝ ÚRAD BRATISLAVA
ODPRÁVY, VÝSTAVBY
A REGIONÁLNEHO ROZVOJA SR
Námestie slobody 6, 810 05 Bratislava
P.O.BOX č.100

- Agreement by the URBACT Managing Authority

Name and function of the signatory:

.....

Date:

Signature/Stamp:

.....

ANNEX 1

As foreseen in the URBACT III Programme Manual (Fact Sheet 4B), National URBACT Points shall be selected against the following criteria:

- Experience with sustainable integrated urban development and knowledge of EU and national policy framework and instruments in this area;
- Capacity to dedicate, in a sustainable way, a reference person with the necessary skills to act as a contact point/ info point for URBACT in the country (more especially good understanding of sustainable urban development and EU policy framework, good communications skills – both oral and written, fluent in English);
- Capacity to reach out to a large audience of urban practitioners and policy-makers at local, regional and national level (existing database of relevant contacts, partnerships with relevant organizations, etc.);
- Capacity to communicate relevant content targeting various audiences through digital communications tools (webpage, newsletters, social media, etc.) and other communications tools (print, participation in events, stand management, partnerships, etc.); capacity to mobilize appropriate staff needed for the delivery of communications activities;
- Capacity to organize and deliver events as well as support the organization and delivery of events at national level (e.g. URBACT info days, National Capacity-building seminars, etc.) including designing programmes, inviting speakers, managing registration, etc.
- Capacity to access and dialogue with national authorities responsible for urban policies (relevant ministries, Managing Authorities of Operational Programmes, etc.).