



URBAN-NET

Deliverable 2.1

“Basis for identifying and comparing national and regional urban research programmes”

Prepared by The Nicis Institute (Leaders of work package 2)
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Table of Contents

1. Introduction	3
2. Agreement on the scope of urban sustainability	4
2.1 Definitions of urban sustainability	4
2.2 Clusters	6
2.3 Dimensions	6
3. Agreement on the method of validating and evaluating research programmes	8
3.1 Validation methods	8
3.2 Recommended procedure	9
4. Research programme template	10

Annexes

Annex I	URBAN-NET Project Consortium Partners
Annex II	URBAN-NET Research Programme Template
Annex III	Minutes URBAN-NET Network Meeting 1

1. Introduction

URBAN-NET has the aim to structure and coordinate research on urban sustainability in Europe by identifying and addressing trans-national requirements for research and sharing of good practice, in order to support the implementation of the European Research Area (ERA) in the urban research field, as well as other European legislation, policy and strategies relating to sustainable urban development.

URBAN-NET is focused on coordinating the funding of research into sustainable urban development (also referred to as urban sustainability). Its core theme for research will be integrated approaches to urban planning and management.

There are 16 Partners involved in URBAN-NET. The partners are programme owners and programme managers from Austria, Bulgaria, Cyprus, France, Germany, The Netherlands, Portugal, Romania, Spain, Sweden, Turkey, and the United Kingdom and there is one world-wide organisation involved. A list of all URBAN-NET partner organisations and a short summary of their activities can be found in the annexes of this deliverable (Annex I).

The activities of URBAN-NET have been divided into five Work Packages; Work Package 2 is one of them. Work Package 2 (WP2) is dedicated to the exchange of information and good practice between the project partners. This process will be supported by the appointment of regional coordinators in each of the partner countries to map the research activities and identify examples of good practice in their home country and surrounding countries.¹

WP2 is a critical driver of URBAN-NET. Access to up-to-date information on past and ongoing urban research in European countries represents an important pre-condition for effective collaboration and a key input for the identification of strategic themes for cooperation. Accordingly, this work package has an important function to disseminate knowledge between the URBAN-NET Consortium and other stakeholders, directly contributing to collaboration with all key stakeholders.

WP2 will objectively compare and contrast research programmes, to establish where similarities and differences in content exist and where gaps in research occur. Subsequently, a more subjective analysis of national programmes will be undertaken to establish criteria for success (e.g. examining the quality of programme outcomes; existence of mechanisms to deal with integration and multidisciplinary and flexibility to adapt to future challenges in urban sustainability).

The Nicis Institute (formerly “KCGS”), together with SenterNovem, coordinate WP2. The tasks within WP2 are designed to explore and define the crucial information that needs to be exchanged and to summarise the key indicators that will allow comparisons between the research programmes on urban sustainability in Europe. To be able to compare and identify national or regional research programmes, the URBAN-NET partners had to agree on;

1. The scope of urban sustainability and
2. The method of validating and evaluating research programmes.

¹ The regional coordinators are the following: SenterNovem for The Netherlands, Belgium, Luxembourg, Sweden, Denmark, Finland, Lithuania, Latvia, Estonia and Norway; TRC and MTETM for Germany, France, UK, Ireland, Austria, Czech Republic, Poland, and Switzerland; IPA and ASDE for Romania, Bulgaria, Hungary, Slovakia, Slovenia, and Croatia; MVIV and RPF for Spain, Portugal, Cyprus, Turkey, Italy, Malta, and Greece.

Annexed to this document are the URBAN-NET template (Annex II) and the minutes of the first Network Meeting (Annex III).

2. Agreement on the scope of urban sustainability

A wide variety of different types of urban research programmes currently exist. This diversity is a valuable resource. It is not the intention of URBAN-NET to dictate what topics urban research programmes should cover, but to use existing knowledge to determine good practice in planning and delivering a research programme – i.e. how urban research can be funded effectively and efficiently.

Knowledge generated by WP2 will include details about the breadth of subject areas covered by different urban research programmes and the depth of research planned or undertaken. Both types of knowledge will be transferred to WP3 for use in identifying and analysing common strategic issues. However, “urban sustainability” is a much debated concept and therefore, the URBAN-NET partners need to agree on a common understanding of this issue. Network Meeting 1 was dedicated to identify which topics fall within the broad and deep line that URBAN-NET has adopted. It is crucial for all partners in URBAN-NET to know which topics are dealt with in urban sustainability research. All partners have different backgrounds and it would be an asset for all partners to know what the research topics are in other fields than their own area of expertise. Once a clear picture of all aspects that fall within urban sustainability is drawn, there will be a better ability to identify relevant research programmes and research gaps.

In advance of Network Meeting 1, the Nicis Institute invited experts in the field of urban sustainability for an expert session on this topic. These experts were Prof. Han Verschure (University of Leuven), Mr. Peter Schuthof (Advisor Sustainable Urban Development for SenterNovem) and Dr. Heleen Weening (Programme Manager Nicis Research). During this expert session, the experts were requested to give their view on the scope of urban sustainability.

The experts stated that there are many different definitions. The concept of sustainability has evolved over the years. In fact, the concept goes back to the post-WWII period, when a utopian view of technology-driven economic growth gave way to the perception that the quality of the environment was linked closely to economic development. Interest grew sharply during the environmental movements of the 1960s, when public awareness on this issue was raised. During this period, sustainability was very narrowly defined as environmental protection. This narrow definition was gradually being broadened, although there was no world-wide consensus on which issues should be included in the concept of sustainability. In 1987 the United Nations Brundtland report defined sustainable development as that which "meets the needs of the present generation without compromising the ability of future generations to meet their own needs".² Nowadays, there are still many different definitions of sustainability, and naturally, there are many different visions on what urban sustainability might include.

2.1 Definitions of urban sustainability

However, one definition does not have to exclude another definition. Rather, definitions are complementary. Together, they form the scope of the concept of urban sustainability. The main definitions used in the current debates on urban sustainability are the following:

- Urban sustainability is carefully managing scarce resources in urban areas.

² UN Brundtland Report, *Our Common Future*, Oxford University Press, 1987

The measure by which a human activity can be continued without relying upon limited resources, such as fossil fuels, or by leaving waste behind, and also giving nature the chance to replenish itself.³

- Urban sustainability aims to improve working and living conditions in urban areas. This is both a concept and a strategy by which communities seek economic development approaches that benefit the local environment and quality of life. Sustainable development provides a framework under which communities can use resources efficiently, create efficient infrastructures, protect and enhance the quality of life, and create new businesses to strengthen their economies. A sustainable community is achieved by a long-term and integrated approach to developing and achieving a healthy community by addressing economic, environmental, and social issues. Fostering a strong sense of community and building partnerships and consensus among key stakeholders are also important elements.⁴
- Urban sustainability is meeting the needs of the present generation without compromising the ability of future generations to meet their own needs in urban areas.⁵
- Urban sustainability is ensuring that environmental protection and economic development are complimentary rather than antagonistic processes. It is an economic state where the demands placed upon the environment by people and commerce can be met without reducing the capacity of the environment to provide for future generations.⁶
- Urban sustainability is planning in urban areas with the long term in mind. Decisions should be made with a consideration of sustaining activities into the long-term future.⁷
- Urban sustainability is ensuring an equitable future for all people living in cities; creating a just, inclusive society for all and creating equal opportunities for all without limiting the quality of life for the future.⁸
- Urban sustainability is the simultaneous pursuit of economic prosperity, environmental quality and social equality.⁹
- Urban sustainability is planning in cities with integrated environmental, social, human and economic goals. This means that sustainable planning should have three overarching objectives: (1) eradicating poverty, (2) protecting natural resources and (3) changing unsustainable production and consumption patterns.¹⁰
- Urban sustainability is focused on the development of programmes that promote social interaction and cultural enrichment in cities. The need for sustainability is not only about retaining industries and jobs and local services, it is also about sustaining our values as people. This deals with sustaining culture, identity, and sense of place.¹¹

³ Ecohealth

⁴ Academy for Sustainable Communities

⁵ UN Brundtland Report, *Our Common Future*, Oxford University Press, 1987

⁶ Paul Hawken, *The Ecology of Commerce*, Harper Collins, 1993

⁷ DANES project, European Union

⁸ Equality Commission United Kingdom

⁹ United Nations World Summit on Social Development 1995

¹⁰ United Nations World Summit on Social Development 2002

¹¹ Australia Council

- Urban sustainability emphasises protecting the vulnerable in cities. It respects social diversity and ensures that we all put priority on social capital.¹²

2.2 Clusters

These definitions can be clustered in three different groups:

- ***An environmental sustainability cluster***
This includes issues and concepts such as managing scarce resources, environmental protection, urban renewal, cultural heritage, housing, transport, infrastructure and services & amenities.
- ***An economic sustainability cluster***
This includes issues such as equal access to basic needs, employment, business, competitiveness, training, working patterns, research and innovation and digital services.
- ***A social sustainability cluster***
This includes issues such as equality, community development, inclusion, skills improvement, social services, health, integration, vulnerable groups, crime and crime prevention, safety and education.

From these definitions and the expert session it emerged that within the scope of urban sustainability there are also dimensions that cut across these clusters. These dimensions are perspectives from which one can analyse the above-mentioned issues in the clusters.

2.3 Dimensions

The following perspectives or dimensions cut across the clusters:

- ***An integrated approach dimension***
The integration of the separated components into a holistic concept of urban sustainability.
- ***A time dimension***
The long term perspective of urban sustainability: planning without compromising the ability of future generations to meet their needs.
- ***A governance dimension***
The perspective of sustainability in decision-making and governance.
- ***A planning dimension***
Spatial issues such as land use and design.
- ***A legislative dimension***
Issues such as environmental justice.
- ***A risk management dimension***
Issues such as disaster management.
- ***A financial management dimension***
Issues such as municipal finance.

¹² City of Vancouver

- **A monitoring dimension**
The monitoring concept in sustainable urban development.
- **An innovation dimension**
All issues on innovative concepts in urban sustainable research.

After the expert session, a discussion paper on the scope of urban sustainability was drafted and circulated to the URBAN-NET partners and national experts nominated by partners. The Nicis Institute collected and grouped the feedback received and incorporated these into a final draft of the discussion paper. The discussion paper formed the basis for the discussions during Network Meeting 1. Diagram 1 (below), was presented at Network Meeting 1 and was broadly adopted by the partners to represent the relationship between the clusters and dimensions described above.

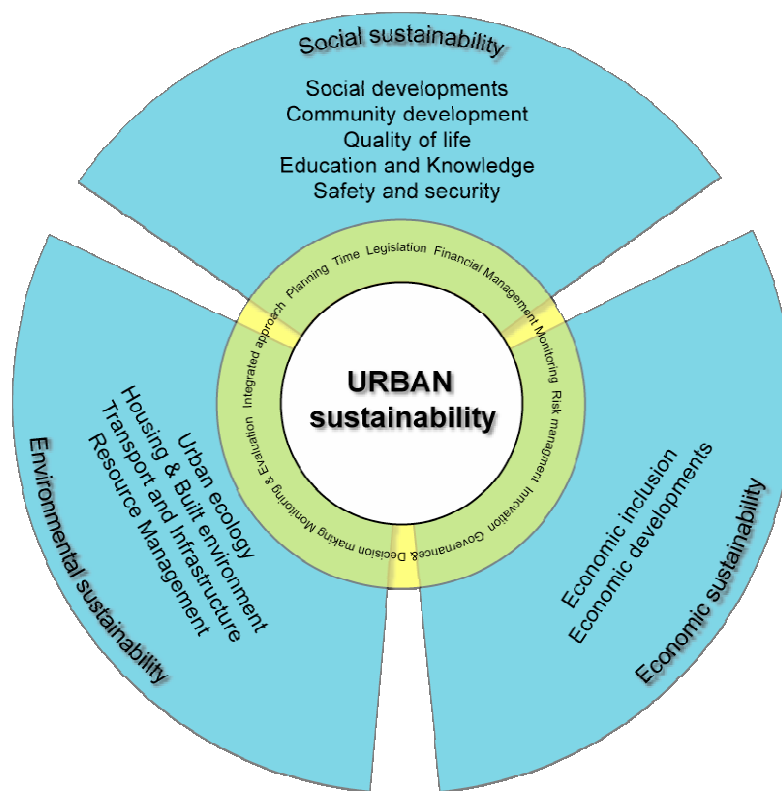


Diagram 1: The relationship between the clusters and dimensions in urban sustainability

The discussion paper also dealt with the issue what is meant by 'urban'. The discussion paper suggested that the scope of the term 'urban' should not have limitations such as numbers of inhabitants etc, because the definitions of 'urban' vary greatly across the European countries. Instead, the suggestion was that the concept of 'urban' should be relating to or concerned with a city or densely populated area. Should a partner doubt whether a programme is focused on urban areas, it is advised to use the definition of urban that is used in the originating country of the programme. When defining 'urban' one could use criteria like density of the population, several socio-economic functions in the area or the number of inhabitants.

During Network Meeting¹, the URBAN-NET partners agreed that the three clusters of definitions and the nine dimensions as in diagram 1 above together form the basis for the scope of urban sustainability in URBAN-NET. It was also agreed that the suggested scope of the term 'urban' is a workable one.

It was also decided by the URBAN-NET partners that the relationship between the clusters and dimensions in urban sustainability (see diagram 1) should be worked out in a taxonomy to be used for the filing of documents in the database. The knowledge on research programmes in the URBAN-NET database will be classified according to this central taxonomy. The taxonomy supports unambiguous naming of the knowledge. The unambiguous naming of knowledge allows that users from several countries and backgrounds know they are talking about the same knowledge. They can find each others' documents and add documents of their own. The URBAN-NET taxonomy will be developed in cooperation with TÜV (leading partner of Work Package 3) during the course of the project. The envisaged time schedule for this is that the development of the taxonomy will be started in June or July 2007, and that it will be finalised in September 2007.

3. Agreement on the method of validating and evaluating research programmes

WP2 had the task to set up knowledge validation procedures to rate documents on practical usability and quality to users. To be able to create a common basis of comparison for the data and information from the individual URBAN-NET partners, it is necessary to ensure a uniform and systematically structured survey of data. It is also important to evaluate the completeness of the information and data submitted by partners. As these criteria and procedures are much debated, it is essential that the European partners in URBAN-NET have a common understanding of these issues.

The experts in the expert session on urban sustainability also advised on validation methods. The same procedure as described above was implemented to make sure all partners were able to co-decide on this important issue.

The URBAN-NET project will eventually create a database of recent and current research information comprising topics within the scope of urban sustainability. There is an ongoing debate whether programmes or projects should be included and what defines a project or a programme. The following overall criterion for URBAN-NET was suggested to the partners: The URBAN-NET database should only consist of research programmes. A research programme sets the framework in which research projects are carried out (via open call or commissioning). A research programme is thus a coherent cluster of research projects that are carried out under a set of common procedures (funding, evaluation, etc) and goals.

However, sometimes research projects are called programmes and the other way around. Therefore, URBAN-NET does not focus on names but on function. If a project is functioning like a programme (perhaps because it is commissioning sub-projects, or because it has a wide scope and significant resources), it may be considered as a programme for the purposes of inclusion in the database. If a so called "programme" is more like a project (perhaps due to limited scope and limited resources) it is probably not relevant for URBAN-NET and would therefore not be placed in the database.

3.1 Validation Methods

Concerning validation methods, the experts stated that four different modes of validation occur in practice. The level of review and actors involved distinguish these methods:

1. The review is performed solely by the person or team who has been involved in developing and applying the knowledge.

2. Actors who have been involved in the development and application of the knowledge perform the review.
3. The review is performed by two 'peers', which are part of the same professional or academic community.
4. The review is performed using a scientific approach based upon methodological correct methods and techniques.

The different experts in the expert session agreed that method 4 is probably the most accountable method. However, this is not a workable method in a European-wide project like URBAN-NET as it would cause enormous delay.

3.2 Recommended Procedure

Therefore, it was recommended that procedure 3 should be followed. It was advised by the experts to set up a planning procedure for the peer review in URBAN-NET. It was suggested to name this procedure an "internal quality check". It was suggested carrying out this check according to the following procedure:

1. The URBAN-NET partner describes a research programme in the template.
2. One of the regional coordinators performs a quality check.¹³ This can be done along some guidelines. The suggestion guidelines are:
 1. Is the programme relevant for the URBAN-NET database?
 2. Is the template completely filled out?
 3. Is the language used correct and clear?
3. One of the URBAN-NET partners from another regional group performs a second quality check.
4. The URBAN-NET partner that is responsible for the research programme will be given the opportunity to respond to the outcome of the internal quality check procedure to avoid misunderstandings.
5. The document will be published in the database if both reviewers and the URBAN-NET partner that was responsible agree.
6. If both peer reviewers do not have the same opinion on the document, a third party will perform a quality check. This third party will be the Nicis Institute.
7. If there is still no consensus between the reviewers, a meeting or conference call will be held to discuss the document.
8. This procedure will be coordinated by the Nicis Institute.

¹³ The regional coordinators are the following: SenterNovem for The Netherlands, Belgium, Luxembourg, Sweden, Denmark, Finland, Lithuania, Latvia, Estonia and Norway; TRC and MTETM for Germany, France, UK, Ireland, Austria, Czech Republic, Poland, and Switzerland; IPA and ASDE for Romania, Bulgaria, Hungary, Slovakia, Slovenia, and Croatia; MVIV and RPF for Spain, Portugal, Cyprus, Turkey, Italy, Malta, and Greece.

4. Research Programme Template

Compliance with a standard template is regarded as an important aspect of knowledge validation, and is a systematic approach to collecting and collating information for the database. Templates are used to standardise the descriptions of research programmes. A template describes knowledge that may or may not be contained and further detailed in an attached document. The Nicis Institute conducted a consultation on a draft template with project partners prior to Network Meeting 1, which was followed up by a workshop session during Network Meeting 1. During Network Meeting 1, the URBAN-NET partners agreed on the validation method (the quality check) suggested. The template comprising a list of questions was also agreed by all partners as a workable document to collect information and data for the URBAN-NET database. The template is included at Annex II.

Annex I

URBAN-NET Project Consortium Partners

Scotland (and UK); SNIFFER (Scotland & Northern Ireland Forum for Environmental Research) funds and manages research programmes on behalf of its members (Scottish Executive; Scottish Environment Protection Agency; Environment and Heritage Service (Northern Ireland); Scottish Natural Heritage; and Forestry Commission) and other stakeholders. SNIFFER is the URBAN-NET project Coordinator.

The Netherlands; The Nicis Institute is an independent foundation created jointly by 31 cities and nine Ministries in the Netherlands involved in the Dutch urban policy programme.

Germany; TRC or TÜV-Rheinland Consulting GmbH, is the partner from Germany. Projektträger Mobilität und Verkehr, Bauen und Wohnen (PT MVBW) is part of the research management division (Zentralbereich Forschungsmanagement) within TRC.

France; MTETM (Ministere de Transport, de l'Equipement, du Tourisme et de la Mer) the French Government Ministry has been the leading French administration for funding urban research since 1970.

Sweden; FORMAS (the Swedish Research Council for Environment, Agricultural Sciences and Spatial Planning) is a governmental research-funding agency with national responsibility, funded by the Ministries of Environment, Agriculture and Industry, Employment and Communications.

The Netherlands; SenterNovem (Netherlands Agency for Innovation and sustainable Development) promotes knowledge of innovation, energy, climate, the environment and living for Dutch industry,

Spain; MVIV (Ministerio de Vivienda) the Housing Ministry of Spain has the competence at the national level to conduct urban research programmes in Spain.

ASDE (Agency for Sustainable Development and Eurointegration) of Bulgaria is official partner to the Minister of State Administration.

Romania; IPA (Romanian national institute for research and development, design, execution, and service for automation and IT) manages the funds of the Ministry of Education and Research

Cyprus; RPF (Research Promotion foundation of Cyprus) is the competent authority responsible for the development, implementation and management of all national research programmes in the Republic of Cyprus.

Austria; BMBWK (Ministry for Education, Science and Culture of Austria) is the Austrian government institution responsible for educational issues, reform of the university system, research policy and scientific research programmes as well as for the larger thematic area of cultural heritage.

Turkey; TUBITAK (The Scientific and Technological Research Council of Turkey) is the central organisation in charge of promoting, organising and coordinating scientific research and technological development in various fields of natural sciences in line with the national economic development targets.

Scotland; SE-ERAD (the Scottish Executive's Environment and Rural Affairs Department) develops policy and advises Scottish Ministers in the areas of agriculture, the environment, rural development, food and fisheries.

UN-HABITAT is the Secretariat of the United Nations Human Settlements Programme. It focuses on the coordination of international effort towards the attainment of the twin goals of 'adequate shelter for all' and 'sustainable human settlements development in an urbanising world'.

Portugal; FCT (the Foundation for Science and Technology) is Portugal's main funding agency for research, having the status of a public organisation with administrative and financial autonomy, under the aegis of the Ministry of Science, Innovation and Higher Education.

Austria; UBA-A, (Federal Environment Agency of Austria) will support BMBWK partner 11. Its role in URBAN-NET will be to identify and analyse national research programmes in Austria and to coordinate national input to the development and funding of common calls for research. Ultimate decisions about the direction and funding of research calls will be taken on behalf of Austria by BMBWK.

Annex II

URBAN – NET Research Programme Template

Title	1. Name the research programme – max. 15 words + country in which the programme is based.	M ¹⁴
Contributing partner	2. Name of the URBAN-NET partner that is providing the template.	M
Duration	3. Indicate the start and end date of the programme. (<i>Please note that the end date of the programme should be after 2001.</i>)	M
Main thematic area	4. Select the main thematic area to which this research programme belongs - choose one taxonomy term from the URBAN-NET taxonomy. (<i>One main thematic area needs to be selected due to technical restrictions – sub-thematic areas to which the programme belongs can be selected in question 5.</i>)	M
Sub thematic areas	5. Select the sub thematic area to which this research programme belongs - choose maximum of five taxonomy terms from the URBAN-NET taxonomy.	M
Introduction	6. Describe the main objectives of the research programme (max. 100 words).	M
	7. What are the societal issues ¹⁵ addressed by the programme? (max. 50 words.)	M
	8. What are the theoretical issues addressed by the programme? (max. 50 words.)	M
	9. Are there other issues addresses by the programme? (max. 50 words.)	O ¹⁶
Summary	10. Provide an additional summary of the content of the research programme (max. 100 words). <i>Briefly summarize the scope and organisation of the programme.</i>	M
Background	11. What is the geographical level of the research programme? Please	M

¹⁴ M = Mandatory

¹⁵ Issues of or relating to the structure, organization, or functioning of society.

¹⁶ O = Optional

¹⁷ European Structural Funds will only meet a proportion of the costs of any project. The proportion not met by Structural Funds is known as match-funding. Match funding can be either public funding or a combination of public and private funding. Co-financing organisations are able to provide match funding on behalf of the applicant.

<p>information</p>	<p>choose from the following options:</p> <ul style="list-style-type: none"> a. National b. Regional c. Local <p>12. Which of the following parties are involved in the establishment of the research programme? Choose one or more from the following options</p> <ul style="list-style-type: none"> d. Academic partners from one discipline e. Academic partners from several disciplines f. National government g. Regional government h. Local government i. Private company j. Research agency/institute/organisation k. Other (Specify) <p>Briefly specify the role of each partner in the programme. You can choose from the following options:</p> <ul style="list-style-type: none"> a. Management role b. Coordinating role c. Financial partner role d. Other (Specify) <p>13. Which and how many of the following research personnel are involved in the programme?</p> <ul style="list-style-type: none"> a. Research associates b. Post – Doctorates (PhD's) c. PhD candidates d. Senior researchers <p>14. What resources are used to finance the programme? Please choose from the following options:</p> <ul style="list-style-type: none"> a. European funded programmes b. Nationally funded programmes c. Academic subsidised programmes d. Private companies funding e. Match funding¹⁷ f. Co-financing by partners 	<p>M</p> <p>M</p> <p>O</p> <p>M</p>
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	<p>g. Other (Specify)</p> <p>15. What is the total budget of the programme in euros including any match funding?</p>	M
Methodology	<p>16. Who decides the focus area(s) of the programme? Choose one or more from the following options</p> <ul style="list-style-type: none"> a. Academic partners from one discipline b. Academic partners from several disciplines c. National government d. Regional government e. Local government f. Private company g. Research agency/institute/organisation h. Other (Specify) <p>17. Is identifying gaps in former research part of the identification of the programme framework? Yes/ No</p> <p>18. Is it possible to modify the programme's focus area(s) throughout the duration of the programme? If so, which parties were able to decide?</p> <p>19. How are research projects within the programme commissioned? Choose from the following options:</p> <ul style="list-style-type: none"> a. Open calls for tenders b. Directed commission to research bodies c. Both <p>20. What type of assessment procedure for the research applications is conducted? Choose from the following options:</p> <ul style="list-style-type: none"> a. Review by members of the research organisation (internal review) b. Independent experts review (external review) c. Both 	<p>M</p> <p>O</p> <p>M</p> <p>M</p> <p>M</p>

	21. What criteria are used for granting research applications? Briefly list these criteria. (Max. 200 words).	M
Evaluation	<p>22. What criteria are used to evaluate the programme throughout the duration of the programme (mid-term evaluation)? Briefly list these criteria (max 200 words).</p> <p>23. What criteria are used to evaluate the finalized programme? Briefly list these criteria (max 200 words).</p> <p>24. What are the main conclusions of the evaluation of the programme? (max 200 words).</p> <p>25. How many applications/proposals were received?</p> <p>26. How many applications/proposals were granted by the programme?</p>	<p>O</p> <p>O</p> <p>O</p> <p>O</p> <p>O</p>
Dissemination	<p>27. At which level was the dissemination of the programme outcomes organised? Choose from the following;</p> <ol style="list-style-type: none"> At project level At thematic cluster level At programme level Other <p>28. What was the target group for disseminating the research results? Choose one or more from the following options:</p> <ol style="list-style-type: none"> Academic community National government Regional government Local governments Private companies Research agencies/institutes/organisations 	<p>M</p> <p>M</p>

	<ul style="list-style-type: none"> g. Practitioners h. Wider public i. Other (Specify) <p>29. Please specify in what way the target groups were reached. Choose from the following options:</p> <ul style="list-style-type: none"> a. By organizing conferences and/or workshops b. By publishing articles c. By using multimedia communication (website, etc.) d. By publishing brochures or other printed communication material e. Other 	M
Impact	<p>30. Summarise the results of the programme (75 – 100 words)</p> <p>31. For which groups were the outcomes valuable? Choose from the following options:</p> <ul style="list-style-type: none"> a. Academic community b. National government c. Regional government d. Local governments e. Private companies f. Research agencies/institutes/organisations g. Practitioners h. Wider public i. Other (Specify) <p>Please specify in which way the outcomes were valuable.</p> <p>32. Are there any follow on programmes or other activities as a direct result of this programme? If so describe here (max. 100 words)</p> <p>33. Are there any other direct consequences as a result of this programme? If so describe here (max 100 words)</p>	<p>M</p> <p>O</p> <p>M</p> <p>M</p>
Organisation	<p>34. What is the name of the organisation that set up the programme? If there was more than one organisation involved, please list them all.</p> <p>35. How can this/these organisation/s be classified? Choose from the</p>	<p>M</p> <p>M</p>

	<p>following options:</p> <ul style="list-style-type: none"> a. Academic institutions b. National government c. Regional government d. Local government e. Private company f. Research agency/institute/organisation g. Other (please specify) 	
Contact person	36. Provide the name of a person (within one of the parties of the research programme) who can be contacted to obtain more information on the research programme. Start with Ms/Mr/Mrs.	M
Function	37. Function of the contact person	O
Phone	38. +<country code><area code><number>	O
E-mail	39. Provide an e-mail address, either of the organisation or the contact person.	M
Links	40. Website address	O

Annex III

Minutes URBAN-NET Network Meeting 1

Date of meeting: 14 February 2007

Venue: Amsterdam, the Netherlands

Present

Paul Sizeland, SNIFFER
Elliot Robertson, SNIFFER
Wim Hafkamp, Nicis
Mart Grisel, Nicis
Annelien van Meer, Nicis
Anne Querrien, MTETM
Bernd Meyer, TÜV
Thilo Petri, TÜV
Gé Huismans, SenterNovem
Marion Bakker, SenterNovem
Pinar Cankurtaran, TUBITAK
Ben Dipper, SE-ERAD
Ulla Westerberg, FORMAS
Anca Ginavar, SC IPA CA
Sorin Baban, SC IPA CA
Daniela Past, UBA-A
Karina Angelieva, ASDE
Inge Jensen, UN-HABITAT
Clara Mendes, FCT
Miguel Baiget Llompart, MVIV
Leonidas Antoniou, RPF
Katerina Kari, RPF

Apologies

Kristina Björnberg, FORMAS

Naison Mutizwa-Mangiza, UN-HABITAT

Kristian Milenov, ASDE

Item	Action
Welcome and introductions – Wim Hafkamp	
<p>Update on activities – Paul Sizeland</p> <ul style="list-style-type: none"> • New dates for upcoming events announced – will be circulated by e-mail; • First draft of Communication Strategy will be circulated end of February; • Website will be launched in April; A provisional website will be launched within one week (www.urban-net.org) • Regular e-newsletters to be prepared by Sniffer – first edition within two weeks; • Six monthly report (draft) for the EC will be circulated before the end of the month; • Teleconferences will be organised between MG members on a monthly basis – SG members can propose topics that should be discussed by the MG members. 	Sniffer
Briefing – Mart Grisel	
<p>Discussion on the scope of urban sustainability and the taxonomy</p> <ul style="list-style-type: none"> • Partners appreciate detailed taxonomies proposed by Nicis and TÜV; • It was agreed that a detailed taxonomy at this stage is not necessary; • A final list of all topics included in the project should be finalized top-down by Nicis and TÜV after the finalization of the database; • Agreement on three pillars of urban sustainability accompanied by a cross-cutting integrated approach; • “the Flower model” will be used to file the documents in the database; • Agreement that system needs to be flexible and thus adaptable during the project; • Agreement that it is the national partners that decide whether a research programme is relevant for the database or not. 	
Briefing – Mart Grisel	
<p>Regional workshops to discuss the template & plenary discussion on the template.</p> <p>Meeting was split in four regional groups in which the draft version of the template was discussed. Workshop moderators were asked to report back to the plenary what was discussed in their group;</p>	

<ul style="list-style-type: none"> • Agreement that some questions need to be clearer – or need a guidance note; • A distinct group for evaluation/monitoring questions should be created; • Template should be rewritten in present tense; • An automatic flag system should be created to keep the database update; • Some questions should be optional instead of mandatory. <p>In each group, several comments were made that were reported to the Nicis Institute. The Nicis Institute took note of these comments and will adapt the template according to these comments.</p> <p>Action:</p> <ul style="list-style-type: none"> • New version of the template will be circulated before the end of February. 	Nicis
<p>Information collection from the countries not represented in Urban-Net</p> <ul style="list-style-type: none"> • It was agreed that the process will be coordinated by regional coordinators; • Partners need to identify their network in the concerning countries; • Network of EUKN will be used to contact research organisations <p>Action:</p> <ul style="list-style-type: none"> • Basic website will be launched soon in order to be able to present Urban-Net to potential cooperating organisations; 	Sniffer
<p>Discussions on knowledge validation and evaluation</p> <ul style="list-style-type: none"> • It was agreed that the procedure proposed in the discussion paper on Knowledge Validation should be implemented and that it should be coordinated by the WP2 leader. <p>Action:</p> <ul style="list-style-type: none"> • Document on the pre-steps <i>before</i> the validation will be circulated to the partners early March. 	Nicis
<p>AOB</p> <ul style="list-style-type: none"> • There was a short discussion on how to get possible new partners and/or collaborators interested in URBAN-NET. This will be further explored during the next stages of the project. 	