

INITIAL GUIDELINES

For the Professional and Process
Coordination of Thematic Groups

Version 1
08 2019





The purpose of this document is to define the work protocol for the Thematic Groups in the scope of the Interreg Central-Europe StimulART Project, designed to develop Local Strategies and Action Plans to Stimulate CCI in mid-sized urban centres to boost competitiveness as described in D.T1.4.7. Professional and process coordination of THGs and LSGs.

After delineating the basic principles of the Thematic Groups within this project, the document pursues detailing the main duties of its members.

1. Basic principles

The core of the project is the exchange of knowledge and experience, joint trainings, development of local strategies and action plans based on joint methodology as well as implementing pilot projects at each project location. The STIMULART project will produce smart, varied and long-lasting, adaptable solutions, which will inspire CCI actors and make the CCI actors in mid-sized cities become more competitive.

In order to ensure a thorough knowledge exchange and valuable contributions, activities are developed in Thematic Groups (THGs), in accordance with the Work Packages and partners' and their members' expertise on the issues at stake. THGs are organised along two training areas.

- **THG1 (Financial and Organisational Framework)** covers topics such as participatory governance, good management practices and new roles of municipalities in CCI, and is responsible for the elaboration of **sustainable CCI cooperation and financing models**. This reflects a macro-level approach to CCI, the overall, mostly institutional precondition of CCI development on the overall city level. In the project implementation this topic will gain larger stress in WP2, in the phase of strategy making but certain aspects will remain extremely important for the THG members in the WP3 piloting phase too.
- **THG2 (Local culture-based creativity and skills)** is primarily responsible for the development and marketing of local culture-based CCI products. This reflects a micro-level (bottom-up) approach to CCI: the entrepreneurial skills, individual preparedness to become part of a comprehensive operational system. It also covers the development of local cooperation models as well as the cultural assets on the local level, as bottom-up pre-conditions of CCI development. In the project implementation this topic will gain larger stress in WP3, in the piloting phase for some of the PPs but will have to be dealt with in WP2, as part of the local strategies equally by all PPs.

The results of the THG debates will feed the thematic outcomes of the project on operative and content-related level.

Regarding the composition of the THGs, the nomination of one partner's expert per THG (considering the possibility of taking part in both THGs by nominating 2 experts), will contribute to raise the quality and impact of the knowledge exchange. By experts we mean (a) person(s) who



- belong(s) to the staff of the PP or
- is already contracted as an external expert

the delegated people are not necessarily EXPERTs of the topic as the point is to train them and make them co-work under the coordination of the knowledge provider (THG leader). In addition, each THG meeting will be moderated by the nominated experts of PP8 RUNI, who is responsible for the coordination of Thematic Groups.

2. Members' roles and main tasks

Both Thematic Groups are composed of different members with specific roles and tasks, in line with the sequential events and meetings taking place under this project.

Overall, each THG is to be composed of:

- One Leader: Thematic Group Leader (THGL) nominated by RUNI;
- Thematic Experts or Contributors: 4 Main Delegates of the project partners in THG1 (nominated by KAMINS, KAMMUN, AMB, NAUM) and 4 Main Delegates in THG2 (nominated by JBER, JKER, VVEN, BCLEV) + other experts
- Non-contributors: Beneficiary Members

3. Thematic Group Leader (THGL)

- RUNI-responsible for coordination of the Thematic Groups appoint the Thematic Group Leaders in each THG. Thus, overall, they amount to two, one per each THG.

Main roles:

- Interface with the Work package Leader and the Lead Partner;
- Contact with and between all THG members;
- Ensure a wide spread of knowledge among Partners, stakeholders and other policy makers;
- Ensure the interaction of all locations with their local/regional stakeholders;
- Ensure the creation of joint knowledge from local/regional knowledge.

Main tasks of each THG Leader (delegated by RUNI):



- Elaboration of a work plan of THG;
 - Collect partner's questions;
 - Organize regular meetings (linked to Partner meetings or by electronic means) between the THG members;
 - Implementation of the Practical Training linked to Partner meeting in Vittorio Veneto (preparation of syllabus, discussion notes, presentation, collect joint findings and professional conclusions);
 - Lead the discussion and approval of the methodology for the development of Local Strategies and Action Plans, representing the THG 1 and THG 2 issues as part of the local strategies;
 - Preparation and organisation of Co-Working Workshop in Amberg linked to Partner meeting;
 - Moderate the Co-Working Workshop;
 - Based on the results of the Co-Working Workshop compile common standards for the local Strategies & Action Plans;
 - Perform a critical review of the Local Strategies and Action Plans, analyse the key determinants and identify the problems hindering growth and development and good practices regarding these issues;
 - Coordinate the THG in supporting the preparation and implementation of Pilots;
 - Moderate online discussion platform (online thematic working teams) designed to discuss and answer PP's requests/questions regarding Pilot implementation;
 - Support the WP3 leader in the evaluation of the mid-term Pilot Status Reports and preparation of the Final Pilot Evaluation Reports;
 - Ensure cooperation and knowledge exchange with the other THG Leader, organise regular THG Leaders meeting to share experiences
- 4. Thematic Experts (Main Delegates of PPs) or Contributors general duties**
- The TGH constitution starts with the appointment by each Partner of a maximum of one **permanent expert per Thematic Group**. Considering the goal of sharing existing good practices and experience in CCI, this nomination should consider the previous experience of the expert handling the thematic issues of each THG.

Thematic Experts' main roles:

- Provide input based on their expertise
- Help partners converting the joint, shared knowledge to the local context (Thematic Workshops, LSG Workshops)
- Represent the level between the local knowledge and the project level knowledge



Main tasks of Thematic Experts:

- Participate in the Practical Training for THGS in Vittorio Veneto;
- Contribute closely to the implementation of 2-day training for Local Stakeholder Groups (LSGs) to roll-out subjects of Practical Training, applied to local circumstances at each location, tailored to the needs of local SHs;
- Provide thematic support to subcontracted external experts of PPs in carrying out CCI mapping locally, which will fundament local Strategies and Action Plans;
- Provide input for the draft CCI Repository prepared by RUNI;
- Contribute to the preparation of Methodology for the development of Strategies and Action Plans;
- Participate in Co-working Workshop linked to the Partner meeting in Amberg to develop common standard for local Strategies and Action Plans;
- Contribute to the professional coordination of Local Strategies & Action Plans, as well as assisting Local Stakeholder Group Workshops in formulating Partners' Strategies and Action Plans;
- Participate in Strategy Development Peer-review visits;
- Participation in the Repository Workshop in linked to the Partner Meeting in Naumburg to discuss and improve the draft CCI Repository and prepare for the implementation of Pilots;
- Participate in online thematic working teams in order to perform joint pilot planning and implementation support (support the elaboration of detailed roadmap, implementation plan and communication plan for Pilots)
- Participate in Pilot implementation peer-review visits;
- Participate in Screening Workshop linked to the partner meeting in Kamnis in order to share interim Pilot implementation experience
- Assist piloting partners to prepare mid-term Pilot Status Reports and Final Pilot Reports.
- Provide preparation and implementation support for Pilots in their respective thematic themes.
- Support the responsible PP in finalizing CCI Repository based on Pilot Evaluation Reports;
- Support the finalisation of CCI strategies and action plans for each partner city based on evaluation of piloting;
- Contribute to the elaboration Workplans on steps necessary for endorsement of strategies by policy makers;
- Participation in Conclusion Workshop in Jászberény (combined with Final Conference) to discuss experience of project implementation and identify possible follow-up and roll-out activities.

5. Non-contributors or Beneficiary members main duties



An alternative to taking part in THGs as contributors, through appointed experts, Partners may choose to follow the work developed by contributors maintaining a limited intervention, as Beneficiary THG members. These are not experts in the thematic THG they engage in, but they get to know the ongoing expert discussions on both subjects of the THGs. Beneficiary members are not mandatory participants in the various THG activities but may encourage Partners to gain knowledge on CCI approaches other than their primary focus. This procedure intensifies the knowledge transfer between partners and stakeholders in a different CCI setting, therefore relevant in this structure.

Beneficiary members' scope for action:

- May attend the Training for Thematic Groups, taking place in Vittorio Veneto in M8;
- May attend the Thematic Workshops and Peer Review Visits in the various partner locations, where the core of the exchange of knowledge and experience takes place;

2.1. Summary of THGs structure

Overall, the two THGs are composed as follows:

	THG 1 Financial and Organisational Framework	THG 2 Local culture-based creativity and skills
Domains	<ul style="list-style-type: none"> • Participatory governance, good management practices, new roles of municipalities in CCI • Sustainable CCI cooperation & financing models • top-down approach (macro level / institutional level focus) 	<ul style="list-style-type: none"> • Development & Marketing of local culture based CCI products • creative skills and cooperation models • bottom-up approach (micro-level / local non-governmental actors' focus)
THGL	University of Regensburg (PP8), an important knowledge provider in the field of CCI (responsible for elaborating the Gap Analysis and CCI mapping methodologies in the project) as well as being the Leader of WP T1	



Thematic Experts	<ul style="list-style-type: none"> • KAMMUN (PP3) • KAMINS (PP 4) • AMB (PP 7) • NAUM (PP9) 	<ul style="list-style-type: none"> • JBER (LP) • JKER (PP 2) • VVEN (PP5) • BCLEV (PP 6)
Beneficiary Members	<ul style="list-style-type: none"> • JBER (LP) • JKER (PP2) • VVEN (PP5) • BCLEV (PP6) 	<ul style="list-style-type: none"> • KAMMUN (PP3) • KAMINS (PP4) • AMB (PP7) • NAUM (PP9)

3. Annex 1 - Timeline

The GANTT graph in Annex 1 details the Thematic Groups' tasks during the project.