Replication training and workshop
21-22 March, 2016
Representation of the Region ALPC in Brussels, 21 Rue Montoyer
Organised by: EUROCITIES, WP5 lead

Record of meeting

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Attendance

Present: Marcin Wróblewski, Leszek Drogosz (Warsaw); Jana Koleva, Daniela Ivanova-Aleksieva (Burgas); Christophe Colinet, Olivier Mauret (Bordeaux); Nuno Xavier, Rui Franco (Lisbon); Lucia Scopelliti, Domenico Coppola (Milan); Trevor Dorling, Lola Fernandez Redondo (London/Greenwich), Bernadett Koteles-Degrendele (EUROCITIES), Edith Recourt (EUROCITIES), Anna Lisa Boni (EUROCITIES), Jan Dictus (EUROCITIES-GOJA Consulting) Graham Conclough (UrbanDNA).

Apologies
- On 22 March: Lucia Scopelliti, Domenico Coppola (Milan)- Could not attend the meeting as Brussels has experienced a terrorist attack on that day and they were not allowed to leave their hotel.

Non-attending
- Andrew Collinge, GLA

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1. Agenda

   Graham Conclough (UrbanDNA) has also given a presentation.

   The meeting had to end earlier on 2nd day due to exceptional circumstances in Brussels.

Day 1: Monday, 21 March 2016	
13.00-14.00	_Arrival, sandwich lunch & introductions_
14.00-14.30	**Welcome and introduction**, Anna Lisa Boni, secretary general, EUROCITIES **Our principles and objectives of the replication training,** Bernadett Koteles-Degrendele, EUROCITIES **Agenda and introduction**, Jan Dictus GOJA Consulting
14.30-15:30	**Delivering on our goals together and individual steps of replication experience,** Bernadett Koteles-Degrendele, EUROCITIES City Leads short presentations
15.30-16.00	_Break_
16.00 - 17:00	**General methods and techniques,** Jan Dictus GOJA Consulting

17:00-18.00	Workshop:- Proaction café / World café on themes selected by the city leads
18.00-18.30	Reporting back (hosts) from the Proaction café
18:30-18:45	Closing the day and preparation for Day 2
19.30	*Dinner*
	Restaurant

Day 2: Tuesday, 22 March 2016	
9.00-9.30	**Recap from previous day**, Jan Dictus GOJA Consulting
9.30- 10.30	**Validation of the replication strategy,** Bernadett Koteles-Degrendele, EUROCITIES · Presentation · Discussion Q&A
10.30-11.00	*Break*
11.00-12.30	**Workshop,** Jan Dictus GOJA Consulting
12.30-14.00	*Lunch*
14.00-15.00	**Workshop,** Jan Dictus GOJA Consulting
15:00-16:00	**Preparing for next steps,** Bernadett Koteles-Degrendele, EUROCITIES

2. Open Actions and Business

   ● **Replication training, workshop** (**D 5.2- Action closed**) has been organized with the following actions:

   ● **Replication strategy D 5.1 (M3-Action is in progress**): The first draft prepared by EUROCITIES for input to city leads (also sent to UrbanDNA before the event on 16 March). EUROCITIES presented the strategy and some elements have been discussed. City leads will receive it on 25 March for further update and contribution.

   ● **Governance- setting up cross-departmental groups and focus groups** (M4): EUROCITIES has facilitated a discussion to support exchange of practices amongst the cities. As several cities have already set up such groups (e.g. Bordeaux, Burgas, Milan) and others taken a different solution (e.g. Greenwich), cities agreed to write down their individual approaches. EUROCITIES facilitates this process and will prepare a template with questions.

   ● **City baseline report (M 8-Action is in progress)**:   The report should have at least two parts: 1) broader approach with a holistic vision and strategy; 2) focus on specific measures. The level of detail in the report will depend on the level of interest declared by the given city on the given measure. Later, should be a **"Mapping Measures Matrix**" prepared by each city. Some cities (Burgas, Warsaw, Milan) have good experience with EUROCITIES on other projects and they will test, engage more actively with ideas how these reports should be developed both in terms of structure and content. Other cities are also welcome to contribute. The draft template and first contents will be prepared by

beginning of May in order to allow updates and related planning. Also KPIs will be identified relying on existing input (e.g. such as CityKEYS; it has been also agreed that Bordeaux can provide further input there).

- **Mapping Measures in Matrix** (e.g. e-Mobility) should be prepared. In each city should be first this studied, as there is still a lot of uncertainty around which specific themes should be covered by city cooperation: Lisbon together with EUROCITIES and UrbanDNA will draft/test together a structure and content for a first template which they will propose to all cities to be filled out. The WP3 closely related to this activity therefore also partners from there will contribute. The purpose is to get more clarity on which city is interested in developing which measure more particularly and to what extent (this allows also to identify on which areas and which cities should focus on during their **work-shadowing visits** and how those should be later organized). This work should be therefore ready by early May in order to plan the work-shadowing visits.

- **Work-shadowing visits:** It has not been definitively decided which cities (1 `fellow` and 2 `lighthouse`) would work more closely together as it depends on the areas/measures to be covered. Initial trio cities are: Bordeaux: London, Lisbon; Burgas: Lisbon, Milan; Warsaw: London, Milan. Nevertheless, the preparation process of the baseline reports and setting up the working groups should give enough clarity by the latest beginning of May on the exact cooperation and visits. It might be an idea to held combined visits where 2 fellow city visits a lighthouse city at the same time. EUROCITIES will support the planning of these visits with guidance.

- **EUROCITIES** will share all materials used at the event (via dropbox) and upload the Replication strategy on the Google drive for comments.

3. Agenda for Next Meeting

- List the items to be discussed at the next meeting

- Webinars: EUROCITIES will send out an invitation to webinars on specific topics: 1) Matrix (specific), 2) City baseline report (general one), 3) Work-shadowing visits - **dates to be decided (doodle).**

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Record submitted by: Bernadett Koteles-Degrendele

 Approved by: Shared with all participants on 24 March and updated on 6th April, 2016.