



Sustainable MED Cities



**Integrated tools and methodologies for sustainable
Mediterranean cities**

D4.4.1 Set up of Local Project Committees

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Executive Summary

In the Mediterranean region, two thirds of the population live in urban areas. This fact generates serious challenges: growing number of slums, inadequate infrastructures and services (waste collection, potable water, mobility, health threats).

Cities play a major role in tackling these challenges that is why a new sustainable approach to spatial planning and management in Mediterranean cities, offering longer-term sustainable solution, is needed. Thus, the project Sustainable MED Cities came to provide Mediterranean municipalities with a system of innovative tools and methodologies to develop effective policies, programs, strategies and action plans in relation to the Mediterranean Strategy for Sustainable Development 2016-2025.

The Sustainable MED Cities project, as a transnational assessment system, is useful for measuring and rating the sustainability of Mediterranean buildings and neighbourhoods, and this approach will support policies and programs for a sustainable built environment.

The assessment system is composed by three tools (SBTool, SNTTool and SCTool) containing indicators chosen in relation to policies relevant for the cities belonging to the North side of Mediterranean.

The process of adapting these tools to the partner municipalities of the southern side of the Mediterranean will ensure to:

- ❖ Provide contextualised versions of SBTool, SNTTool and SCTool that will be developed by each city;
- ❖ Adopt existing indicators and/or integrate new indicators matching local features and priorities and related to environmental, social, and economic issues (e.g. slums, availability of potable water, etc.) through the performing of the LPC.

The objective is to enhance the capacity of municipalities as a public administration to deliver, implement and monitor effective measures, plans and strategies to improve the sustainability of cities, neighbourhoods and buildings with a focus on energy efficiency and the promotion of participatory processes. For this purpose, a Local Project Committee (LPC) will be established for each municipality participating in this project.

1. Introduction

1.1. Purpose of the document

The purpose of this document is to incorporate the decision-making methodology into a participatory process through the setting up of Local Project Committees.

LPCs are the primary strategy for actively engaging target groups in the sustainable Med Cities project 'Integrated tools and methodologies for sustainable Mediterranean cities'. In addition, based on what stated in the Application Form of the project, a Local Project Committee (LPC) will be established in each participating municipality.

Local members, representing the different stakeholders interested in the Sustainable MED Cities outcomes, will compose the LPC and they will actively participate in these informal but collective working group.

2. Local Project Committees (LPCs)

2.1. Role of Local Project Committees

The role of Local Project Committees is to provide specific feedbacks on project activities, based on specific local suggestions, which will help to properly achieve the results of the project and to elaborate the contents of the deliverables. LPCs should be active also beyond the project to exchange, disseminate and secure developments in this thematic field.

2.2. Objectives of Local Project Committees

The objectives of the Local Project Committees meeting are:

1. Fostering the awareness of the project in the local contexts;
2. Provide feedbacks on project's activities/results;
3. Get feedbacks from stakeholders involved in order to provide advice and guidance for developing results that meet their needs and expectations;
4. Engage potential end users in the project;
5. Support the dissemination and communication activities;
6. Support the exploitation of project's outcomes.

2.3. Managing a Local Project Committee meeting

In each participating city, LPC will be established in key moment of the project in order to get feedbacks from local stakeholders involved and, consequently, providing advice and guidance for developing results that meet their needs and expectations.

Representatives of relevant local target groups should be invited to join the LPC and participate throughout the life of the project.

The stages that constitute the articulation of a LPC meeting are summarised hereinafter:

- 1- All Project Partners involved in the LPC activity agreed on the topics to be addressed during the informal collective meeting.
- 2- Each Project Partner decides who needs to involve in the LPC meeting.

- 3- The elaboration of the agenda (see Annex A) with a recommended time-scheduling of the sessions is provided by the Task Leader (PP04) but Project Partners are free to extend or compress sessions in accordance with their needs/requirements.
- 4- The preparation of the invitation (see Annex C) to the LPC, elaborated in English and in other local languages, is not mandatory but is highly recommended in order to properly inform stakeholders about the topics of the meeting.
- 5- Project Partners will prepare PowerPoint presentations or other kind of material useful to properly explain the topics addressed by the LPC.
- 6- LPCs can be organized both in the presence and in virtual modality (depending on pandemic Covid-19 situation or other necessity). During the in presence LPC, it is recommended to promote dynamic discussion, use support material like post it, whiteboard and markers, interactive and participatory methods, etc. On the other hand, concerning the virtual modality implementation, it is recommended to foster methods for proactive interaction like as survey-monkey questionnaire, Quiz, etc.
- 7- Task Leader (PP04) provides Project Partners with a Feedback Template (see Annex B) to collect feedback arising from the LPC meetings.
- 8- Project Partners must send to the Task Leader the filled Feedback Template within about 15 days. The outputs collected through the Feedback Templates will constitute the essential part of D4.4.2 - Local Project Committee activity report.

2.4. Local Project Committees engagement methodology

The methodology elaborated to engage key stakeholders in the LPC activity is characterised by five key moments, summarised in the image below (Fig. 1).

The main actions which constitute the full articulation of a LPC meeting can be synthetized using five key verbs: informing, consulting, involving, empowering and collaborating.



Fig 1: Participatory process methodology

1. Inform: One-Way distribution of information.
2. Consult: Information exchange between citizens and politicians, administration.
3. Involve: stakeholders contribute their opinions in the preparation of decisions.
4. Collaborate: decisions made with the stakeholders (for selected the new indicators).
5. Empower: stakeholders involved in the basic participatory process.

2.5. Target Groups to involve in LPC activity

Stakeholders that will be involved in the LPC activity are representatives of the project's target groups and they may vary, depending on the topic addressed by the collective meeting. Below, potential stakeholders to be involved in the LPCs are listed, based on their connection with Sustainable MED Cities objectives:

- Local authorities (e.g. Municipalities, Metropolitan cities)
- Regional authorities (e.g. Regions)
- National authorities (e.g. Ministry)
- Associations of public authorities
- Professionals
- Qualification scheme operators

- Training institutions
- Companies
- SMEs associations
- Academic
- International Organisations.

As mentioned before, target groups mentioned above are potential stakeholders to be involved in LPC activities, but they may vary in relation to the topic addressed by each specific LPC.

Annex D contains the template to be filled in with stakeholders' identification participating in the LPC by Project Partners.

2.6. Materials to perform the Local Project Committees

To properly reach the targets of the LPC, it is important to prepare clear and appropriate material in order to be able to properly present the topic to the stakeholders and, accordingly, to get specific feedback.

As mentioned before, the reference material for the performing of the LPC includes:

- Agenda
- Invitation (not mandatory)
- Feedback Template
- Presentation of the topic addressed during the LPC through a Powerpoint presentation, documents in Word or Excel format, video presentation, etc.

To successfully achieve the results, LPC meetings must be attractive and interactive therefore it is recommended the use of methods for proactive interaction regarding the online meetings (as survey-monkey questionnaire, quiz, etc.) and support material for in person meeting, like post-it, whiteboard and markers, interactive and participatory methods, etc.

Supporting material to be used during the performing of the LPC may vary accordingly to the topics addressed.

2.7. Partners involved in LPC activity

As mentioned in the Application Form of Sustainable MED Cities project, the LPCs will be established in each of the three “City Receivers”, therefore is meant in Irbid Jordan, in Sousse Tunisia and in Moukhtara Lebanon.

LPCs will be active during the whole project duration and will constitute the base of Sustainable MED Cities network during the lifetime of the project and after its end.

3. Conclusions

This document describes the implementation process of the Local Project Committees (LPCs) at the municipalities, for the Mediterranean Sustainable Cities project, in order to achieve the project objectives.

Municipalities are a key reference in implementing energy efficiency and sustainability measures at the building, neighbourhood and city levels, by adopting the decision-making process for selecting the best retrofit strategies to achieve sustainable social, environmental and economic development goals in relation to the Mediterranean Strategy (2016-2025).

References

CESBA MED Project - Deliverable 3.2.1 CESBA Local Committee activity report.

https://cesba-med.interreg-med.eu/results/deliverables/detail/?tx_elibrary_pi1%5Blivable%5D=5918&tx_elibrary_pi1%5Baction%5D=show&tx_elibrary_pi1%5Bcontroller%5D=Frontend%5Clivable&cHash=6193c0b628433612382e91383ea25d71

Annex A: Agenda

Below it is provided an example of a general agenda that could be used by Project Partners to describe the topics addressed in the LPC meeting and to be sent to potential stakeholders to be involved.

It could be adapted and contextualised by each municipality and for each LPCs.

The agenda includes a recommended time scheduling for each session, but Project Partners are free to extend or compress sessions in accordance with their needs/requirements.

Agenda

- **Welcome and introduction** (xx mins)
 - x mins: Welcome by the organizer and short presentation of each participant.
 - x mins: brief introduction of the project and its goals.
- **S1 – First topic to be addressed** (xx mins)
 - xx mins: explanation of ...
 - xx mins: explanation of ...
 - xx min: free discussion, collect suggestions from participants.
- **S2 – Second topic to be addressed** (xx mins)
 - xx mins: presentation of
 - xx mins: free discussion, feedbacks from participants collected.
- **Sn – “n” topic to be addressed** (xx mins)
 - xx mins: presentation of
 - xx mins: free discussion, feedbacks from participants collected.

Closure of the LPC meeting.

Annex B: Feedback Template

Below it is provided an example of the Feedback Template to be used by Project Partners to collect feedback and outputs arising from their LPC meetings. Feedbacks collected will be integrated in the D4.4.2 Local Project Committee activity report.

Feedback Template

General information

Partner Organizer: (name of the organisation)

Country: (name)

Date: XX.09.2021

Implementing modality: (in person *or* web meeting)

Venue (*only for meeting in person*): (location)

List of participants (see Annex D)

Role	Organization	Name	Profile/profession	e-mail

Outcomes

Session 1: First topic to be addressed

Report the relevant feedbacks, comments, recommendations emerged during the session (recommended minimum X characters).

Session X: "X" topic to be addressed

Report the relevant feedbacks, comments, recommendations emerged during the session (recommended minimum X characters).

Comments

Free section to add considerations/comments about the meeting.

Annex C: Invitation

Below it is provided an example of a general invitation that could be added by Project Partners to stakeholder invitation e-mail to the LPC. It's an easy and direct way to make target groups aware about the topic addressed during the LPC meeting. It could be adapted and contextualised by each municipality and, of course, for each LPCs.



Integrated tools and methodologies for sustainable Mediterranean cities

We are pleased to invite you to the **1st Local Project Committee of Sustainable MED Cities**

Include Project Website

The event will take place on September xx, 202X, from XX to XX

The Agenda of the 1st LPC:

Welcome and introduction of Sustainable MED Cities by the organizer and a short presentation of each participant.

- **Session 1: topic addressed during session 1**
- **Session 2: topic addressed during session 2**

➔ To attend the meeting you must register at the following link: <https://>
The event is organised by: (please, add the logo of your organisation)



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Annex D: Stakeholders List Template

Below it is provided an example of stakeholders list to be filled in during the LPC. Roles identified may vary accordingly to the LPC topic.

	Role	Organisation	Name	Profile/profession	Email
1	Local authorities (e.g. Municipalities, Metropolitan cities)				
2	Regional authorities (e.g. Regions)				
3	National authorities (e.g. Ministry)				
4	Associations of public authorities				
6	Qualification scheme operators				
7	Training institutions				
8	Companies				
9	SME /Small & Medium Enterprises Association Jordan SMEs s associations				
10	Professionals				
11	Other				