

EVENT DESCRIPTION SHEET

(To be filled in and uploaded as deliverable in the Portal Grant Management System, at the due date foreseen in the system.)

! *Please provide one sheet per event (one event = one workpackage = one lump sum).*

PROJECT	
Participant:	[1] - [Association Européenne Pour la Démocratie Locale ([ALDA])]
PIC number:	[963194384]
Project name and acronym:	[Social Post - covid Urban Revitalization] — [SPUR]

EVENT DESCRIPTION			
Event number:	[WP1]		
Event name:	[First International Event]		
Type:	[Kick-off event]		
In situ/online:	[in-situ]		
Location:	[Italy, Vicenza] and [Belgium, Brussels]		
Date(s):	[28-29.02.2024] and [20.06.2024]		
Website(s) (if any):	https://www.alda-europe.eu/spur/		
Participants			
Female:	18		
Male:	8		
Non-binary:	0		
From country 1 [Belgium]:	5		
From country 2 [Croatia]:	2		
From country 3 [Francia]:	1		
From country 4 [Italy]:	13		
From country 5 [Portugal]:	2		
From country 6 [Romania]:	3		
Total number of participants:	26	From total number of countries:	6
Description			
<i>Provide a short description of the event and its activities.</i>			
The Work Package (WP) 1 regarded the initial activities of the SPUR Project and it was directed at			

obtaining 3 specific objectives: firstly, WP1 wanted to kick start the project in a public manner, so to ensure visibility of its activities and its EU funding; secondly, it was supposed to create a situation where the partners would get to know each other and lastly, some technical skills had to be taught so that SPUR partners could identify a community of stakeholders in their own territories and proceed with the task of needs' assessment during WP2.

For that reason, on January 8th 2024, the ALDA team recruited a new Project Manager that would take the lead of the project consortium and would assumed the role of the project Coordinator, on the behalf of ALDA. Immediately after, the team proceeded with drafting an agenda for the event, deciding on potential speakers and guests to be invited. The event logistics also started to be arranged. The

agenda, provided here below in the annexes, implied 2 days of work, from the noon of 28th February until the end of 29th February, 2024 and it included the following points:

1. Ice-breaker to establish a relaxed climate among the partners;
2. Presentation of the Project Action Plan;
3. Presentation of the Financial Reporting Guidelines;
4. Presentation of the Monitoring and Quality Management Plan with its reporting templates
5. Presentation of the Communication and Dissemination Plan
6. Creation of the Steering Committee;
7. Introduction to the Stakeholders' Analysis with group exercises
8. Introduction on how to realise Local Consultations;
9. Introduction on how to establish networks among citizens of different ages;
10. Presentation from each project partner (CMM – Città Metropolitana di Milano, FCAT – Fondazione Comunitaria Agrigento Trapani, ETTERBEEK – Commune d'Etterbeek, HARGHITA – Judetul Harghita, G-VD – Grad Vodnjan-Dignano, CONDE – Câmara Municipal de Vila do Conde) about the actual experiences their localities went through during the pandemic. To these, it was added the presentation of experiences from Vicenza CSV – Centro Servizi per il Volontariato (Service Centre for Volunteering).

The event session dedicated to the presenting what the various Municipalities did during Covid-19 times, which were planned in order to establish a connection among the different realities, was open to

the large public, with the aim to reach 51 participants, as per planned budget. Various organisations and NGOs based in the areas of Vicenza, as well as the Municipality of Vicenza (Youth and Volunteering Policy) were invited to the event thanks to direct, in-person communication, via emails with a registration form and thanks to the publication of the event banner onto ALDA's website.

Before publishing and sending tailored invitations, the event agenda, mentioned above, was agreed upon with the project partners, to whom a draft was sent via email and whose opinions were also collected during an online partners' meeting which took place on February 8th, 2024. Eventually, the conference room of Hotel de La Ville in Vicenza (VI -Italy) was booked so that the 2-day event could take place.

Unfortunately, starting from 27th February 2024, Northern Italy experimented heavy rains which resulted in wide-spread flooding in Vicenza and the surrounding areas. Those partners, who traveled to Italy on 28th February – the day most affected by regional flooding – managed to arrive at the location, at different times during the day and, by having faced different logistical problems that the Project Manager handed in a case-by-case manner, with the help of the ALDA Team.

The event agenda was replanned, considering: a) the different arrivals, b) the ALDA colleagues who could not get to the event venue and, c) the most pressing learning needs of the partners.

In addition, since the Major of Vicenza had publicly requested the citizenry to act with caution, the public event was canceled. As a consequence, the gathering took the aspect of a partners' meeting and the following notions were presented and discussed with the project partners:

- **Project management documentation:** Project Action Plan, Monitoring and Quality Management Plan, C&D Plan, Financial Reporting Guidelines, Introduction to the Stakeholders' Analysis;
- **Project governance:** the SPUR Steering Committee was created and, it was agreed that the it would meet online, on a zoom platform, every first Tuesday of the month;
- **As for the learning part:** the Stakeholders' Analysis was presented to SPUR project partners.

The total participants to this event were 17 people, of whom 4 were men and 13 were women.

All the tools and instruments, that could not be explored in Vicenza, were discussed in several SPUR Steering Committee meetings: in March (How to handle local consultation via Questionnaires and Focus Groups), in April (a recap of the Communication and Dissemination Principle) and May (a recap on the Monitoring and Quality Management with more in-depth explanations of the project templates).

At the same time while the WP1 event was under implementation, ALDA started communicating with the SPUR EC Project Officer and informed her about the weather alarms and the cancellation of the Vicenza public event.

Such a communication was, then, followed by further messages in the F&T portal, lasting from March to May 2024, which properly clarified the situation and discussed the possibility to start an amendment procedure for reformulating WP1. A formal amendment procedure was eventually launched in May 2024, resulting in an amendment approval received on June, 19th, 2024.

The WP1 amendment procedure suggested that ALDA realised an additional event, in Brussels: this possibility was inserted because of the strong collaboration that ALDA has with one of the Municipalities working in the SPUR project, Commune d'Etterbeek, which is a member of the ALDA's network. Etterbeek proposed to ALDA to host the new, reformulated event at its property called "L'Orangerie Hap" located in the "Jean Félix Hap" park of Etterbeek and it offered some help with the mobilisation of participants.

In the case of the implementation of the amended WP1, the general public mobilisation was done following the strategy explained here below:

- ALDA got in contact with all the stakeholders that Commune d'Etterbeek included in its stakeholders' mapping along the WP2 implementation thanks to their public contact and eventually reached them on the phone;
- Etterbeek itself sent invitations, twice, to the same institutions via email, using personal contact email addresses, that, at that moment in time of the project implementation, could not share with ALDA as Etterbeek does not possess a signed consent that would allow such a sharing. The second invitation sent by Etterbeek included the event registration form;
- ALDA reached out again to these stakeholders via a physical delivery of the event pamphlet the Friday, Saturday and Monday prior to the event.

All these joint efforts resulted in the ability to gather a public of 9 people on the date established for the relaunching of the project, reaching a total of 26 participants, coming from 6 different countries of origine (and residents of 5 different EU Countries).

While the result achieved is below the desired outcome, the implementation of WP1 led to the following lessons to be learnt:

- Mobilisation of a senior public requires for the event logistic to start around 3 months before the event: this time span allows for counterchecking whether the interest is solid and sustained and there are no misunderstanding around the nature of the event. It also allows for special transportation to be organised as this must be completely arranged and fixed one month prior the event, for the very way in which Rest Homes and Social centres work in Belgium;
- The young public is very reactive to collaborations such as sharing the event ads on their social media and networks. At the same time, it is less prone to decide on commitments proposed well in advance;
- A stronger engagement might be reached if the Project Coordinator allocates time for 1 to 1 presentations of the project to the stakeholders it intends to invite to project events.

Additionally, some exchanges of promises and information has led ALDA to consider that a proper mobilisation of the consortium is still not happening, and it would probably be possible by reaching out for bilateral meetings of one partner with ALDA. So far, the Coordination has always expressed the availability for meetings that are called by the partners (as well as constantly clarifying that the Project Coordinator can be approached in a written form, via email or on the project Microsoft Teams platform). However, the possibility of working side-by side with ALDA in a bilateral meeting has been called for by one partner only and in relation to WP2. In addition, ALDA reached out to one partner for WP1 and, this originated the second bilateral meeting which happened under SPUR, so far.

Please add a sentence at the end of the EDS to sum up the topics discussed during the first event.

During the first event in Vincenza following the presentations of the partners and the project, two trainings on the stakeholders' analysis and local consultations were offered to the partners. During the amended WP1 event in Brussels, the partners were invited to share their actual experiences and to promote a debate regarding socialization after the pandemic.

HISTORY OF CHANGES		
VERSION	PUBLICATION DATE	CHANGE
1.0	01.04.2022	Initial version (new MFF).



Funded by
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SPUR

Social Postcovid Urban Revitalization

Project: 1011387115
Programme: Citizens, Equality, Rights, Values (CERV)

First International Event Vicenza

February, 28th, 2024 h 14:30-17:30
and
February 29th, 2024 h 09:00-17:30

Venue: Hotel de la Ville
Viale Verona, 12
36100 Vicenza (VI)

DAY 1 - INTRODUCTION TO SPUR AND PROJECT MANAGEMENT TOOLS		
Time	Topic	Speaker
14:30-14:40	GENERAL INTRODUCTION TO THE FIRST INTERNATIONAL EVENT	Rita Biconne – ALDA Head of Implementation Unit
14:40-15:00	MUTUAL INTRODUCTION of PROJECT PARTNERS	All partners

15:00-15:20	OFFICIAL PRESENTATION OF PROJECT ACTION PLAN (with objectives, time-line and partner's tasks, deliverables and risks management strategy, project management work flow and the objective of creating a Steering Committee)	Alice Grazio – SPUR Project Manager
15:20-15:40	FINANCIAL REPORTING GUIDELINES	Giulia Albertoni – SPUR Financial Officer
15:40-16:00	Q&A session	All partners
16:00-16:15	Coffee Break	
16:15-16:30	SPUR MONITORING AND QUALITY MANAGEMENT PLAN and REPORTING TEMPLATES	Alice Grazio – SPUR Project Manager
16:30-17:00	CREATION OF THE STEERING COMMITTEE (Chart of values - Internal regulation)	Alice Grazio – SPUR Project Manager
17:00-17:30	SPUR COMMUNICATION AND DISSEMINATION PLAN AND FINAL REMARK	Alice Grazio – SPUR Project Manager

DAY 2a – EFFECTIVE STAKEHOLDERS' ANALYSIS and LOCAL CONSULTATIONS and NETWORKING		
Time	Topic	Speaker
9:00-09:45	WHAT IS A STAKEHOLDERS' ANALYSIS (structure, aims, data collection tools and methodologies)	Anna Ditta - Head of Development Unit
09:45-10:15	WORKING GROUPS – DRAFTING A STAKEHOLDERS ANALYSIS FEASIBLE IN MY MUNICIPALITY	All partners
10:15-10:45	EXCHANGE OF WG RESULTS IN PLENARY	All partners
10:45-11:00	Coffee Break	
11:00-11:15	LOCAL CONSULTATIONS (how to draft citizens' surveys, focus group, best practices in citizens'/local authority meetings)	Rita Biconne
11:15-11:45	WORKING GROUPS – PRACTISING LOCAL CONSULTATIONS	All partners

11:45-12:30	ESTABLISHING NETWORKS AMONG CITIZENS OF DIFFERENT AGE-BRACKETS AND BACKGROUNDS	Rita Biconne
12:30-14:30	Lunch Break	
DAY 2b – PUBLIC EVENT “WHAT SOCIALISATION NOW AT THE END OF THE PANDEMIC?”		
Time	Topic	Speaker
14:30-14:45	WELCOME AND OPENING REMARKS	Alda
14:45-15:00	SHARING ACTUAL EXPERIENCES - ELDERLY AND YOUTH DURING COVID AND TODAY IN ETTERBEEK	Commune d’Etterbeek
15:00-15:15	SHARING ACTUAL EXPERIENCES - SOCIALISATION IN THE CMM: the social gardening	Città Metropolitana di Milano
15:15-15:30	SHARING ACTUAL EXPERIENCES - THE SITUATION IN HARGHITA COUNTY	Judetul Harghita
15:30-15:45	SHARING ACTUAL EXPERIENCES - WHAT WORKED AND CURRENT CHALLENGES IN DIGNANO	Grad Vodnjan-Dignano
15:45-16:00	SHARING ACTUAL EXPERIENCES - THE SPECIFICITIES OF VILA DO CONDE	Município de Vila do Conde
16:00-16:15	SHARING ACTUAL EXPERIENCES - MODELS OF ACTION IN THE AREAS OF AGRIGENTO/TRAPANI	Fondazione Comunitaria Agrigento e Trapani
16:15-16:30	SHARING ACTUAL EXPERIENCES - THE CASES TREATED BY CSV AND VICENZA TERRITORY	Centro per i Servizi sul Volontariato
16:30-17:15	Q&A Session	All participants
17:15-17:30	CLOSING REMARKS	Alda

SPUR Social Postcovid Urban Revitalization

Project: 1011387115
Programme: Citizens, Equality, Rights, Values (CERV)

AGENDA EVENT - International Launching Event

20th June, 2024 h 14:30-17:00

Venue:
Meeting Room "L'Orangerie Hap"

Within Jean-Félix Hap Park
510bis Chaussée de Wavre
1040 Etterbeek – Brussels (BELGIUM)

DAY – PUBLIC EVENT “WHAT SOCIALISATION NOW AT THE END OF THE PANDEMIC?”		
Time	Topic	Speaker
14:30-14:45	WELCOME AND OPENING REMARKS	Alda
14:45-15:00	SPUR PROJECT: its objectives and its lines of intervention	Alice Grazio – SPUR Project Manager
15:00-15:15	SHARING ACTUAL EXPERIENCES - ELDERLY AND YOUTH DURING COVID AND TODAY IN ETTERBEEK	Commune d’Etterbeek
15:15-15:30	SHARING ACTUAL EXPERIENCES - SOCIALISATION IN THE CMM: the social gardening	Città Metropolitana di Milano
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16:00-16:15	SHARING ACTUAL EXPERIENCES - THE SPECIFICITIES OF VILA DO CONDE	Município de Vila do Conde
16:15-16:30	Q&A Session	All participants
16:30-16:40	CLOSING REMARKS	Alda
16:40-17:00	FINAL CATERING	All participants