

Presentation on the support of the Technical Secretariat

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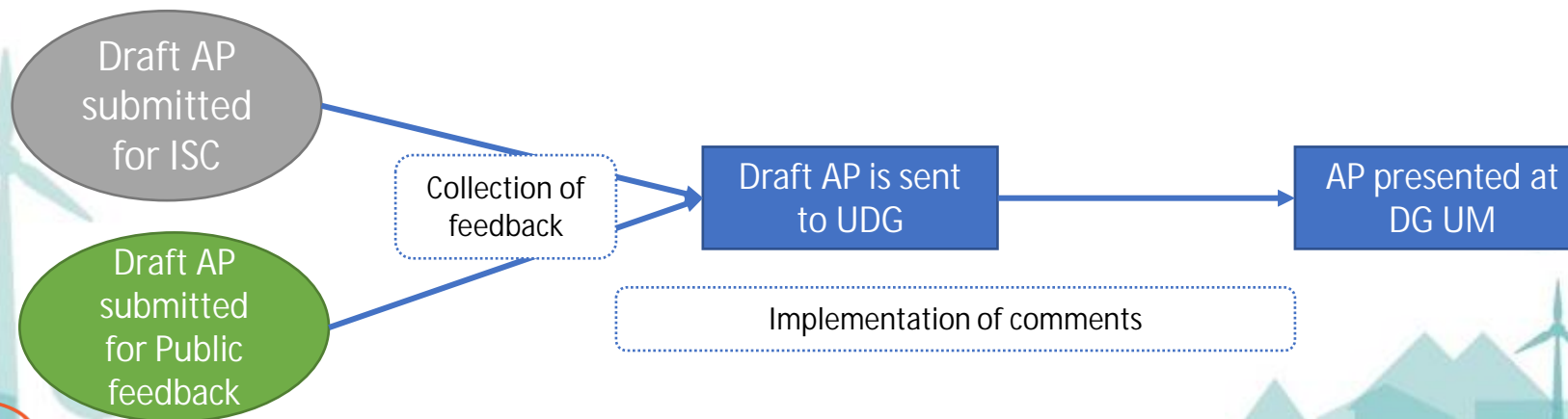
Towards the Action implementation – some advice

Fine-tuning the Actions

- Always take into account the **feasibility of Actions and their results** (result-oriented approach)
- Important to **structure what needs to be done and by whom** (ownership on the implementation)
- Crucial role of **Action Leaders but need to engage with Partners**
- Have clear set of **activities and deliverables**
- **Consider interlinkages** across Actions – don't work in silos

The consultation process

- Have **informal and internal consultation** on the Actions – to get feedback but also to promote ownership
- Encourage **feedback from your network** – let them join the Public Feedback - open on Futurium for at least 6 weeks
- Get guidance and feedback is also **a way to ensure synergy** and promote **cooperation**



Towards the implementation phase

- Set realistic **milestones** and try to stick to those
- Make use of a **good methodology** and **effective tools** (e.g. by using templates provided by the Secretariat)
- Find an efficient but collaborative working method
- Make use of **expertise** (when needed)

The Technical Secretariat's support during implementation

The support of the Technical Secretariat

The support of the Technical Secretariat during the Partnership's implementation phase includes:

- I. General and continued support to the Partnership's work**
- II. Help managing the implementation of Actions**
- III. Monitoring of Actions**
- IV. Support the implementation of Actions**
- V. Mobilisation of expertise**

I. General and continued support to the Partnership's work

- **Advise Coordinators** in planning and steering the work of the Partnership
- Help **organising Partnership meetings**
- **Provide links** with other actors in the Urban Agenda community
- Ensure **internal and external** communication

II. Help managing the implementation of Actions

- **Continuous support** to the Coordinators and the Partnership during the implementation phase
- Organise **progress calls** between the Coordinator(s), Action Leaders and EC and **promote exchanges/calls** among Partnership members
- Prepare **guidance documents**, templates and tools (e.g. implementation plans, template for deliverables)
- **Collect and organise** all documents of the Partnership

III. Monitoring progress on Actions

- Help **track progress** on the Actions, including **possible issues**, need for support and **achievements**
- Help Coordinators and Action Leaders **to keep on track** with implementation

The Monitoring Table of Actions (MTA):

- Updated twice per year
- To help Partnerships and UA EU actors to monitor, track and analyse Actions
- To facilitate and support the coordination between Partnerships
- To communicate about the achievements of UA Actions to a wider audience

<https://ec.europa.eu/futurium/en/urban-agenda/monitoring-table>

IV. Support implementation of Actions

- **Provide steering and guidance** to Coordinators and Action Leaders
- Contribute to define **appropriate methodologies and effective tools**
- **Collect and share existing documentation**, reports and/or studies
- **Support with quality review** and optimisation of documents

V. Mobilisation of expertise

- In total **87,5 expertise days** are available for **specific content-related activities** (e.g. provision of analytical work, review and drafting of documents, analysing surveys, structuring information, etc.)
- **Assess and map** expertise needs, jointly with the Coordinators and Action Leaders
- **Monitor the use and availability of expertise** needs
- **Support preparation of Terms of Reference**
- **Identify and liaise** with experts
- **Support the supervision** of the implementation of the work
- **Contracting and paying** experts

Thank You!