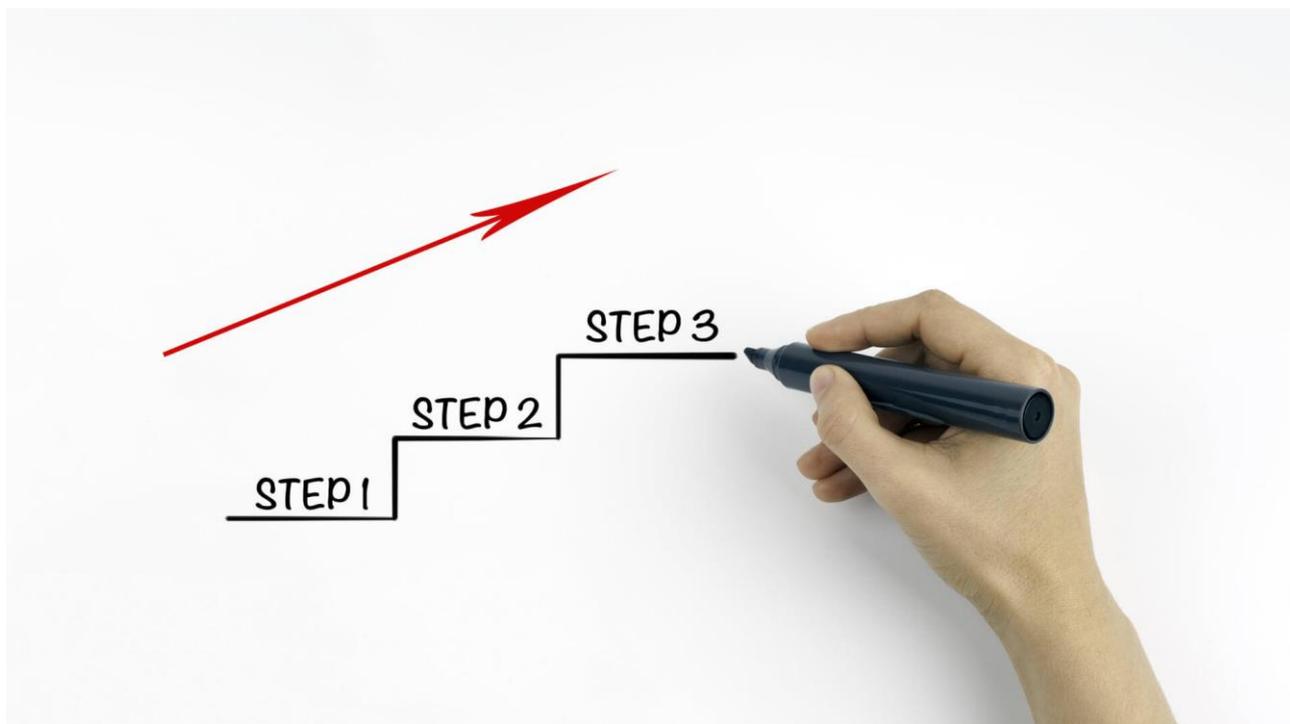


EUROCITIES - EaSI grant 2018

8 steps for a successful policy transfer



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Background

EUROCITIES and its members are committed to implementing the European Pillar of Social Rights by tackling the causes of social exclusion, eradicating all forms of discrimination and ensuring equal opportunities for all. The Social Affairs Forum (SAF) supports exchanges of experience and know-how among cities pertaining to these goals, with these activities being supported by the European Commission under the programme for Employment and Social Innovation (EaSI).

It is within this framework that we organise a joint study visit of WG Roma inclusion and WG Homelessness, in order to create conditions for a policy transfer to implement the principle 19 on housing support and assistance for homeless, with a focus on Roma people. The focus of the study visit is on local policies to support a sustainable exit of Roma from camps into adequate housing.

Policy transfer in a nutshell

- Implement principle 19 of the European Pillar for Social Rights.
- 1 'role model city' which has a successfully implemented practice that is willing to share with other cities.
- 5 'transfer cities' that are willing to develop their own action plans to transfer elements from the good practice and adapt it to their local context.
- 2 full days.
- Mix of site visits, interviews with key local actors and peer-to-peer discussions and workshops.
- Includes: briefing by the role model city; needs assessment by the 'transfer cities'; draft action plans for the transfer cities, and handbook on how to improve local policies.
- The study visit will produce 1 report that will be disseminated widely to improve knowledge and raise awareness among cities and partners.

1. What is a policy transfer?

The policy transfer is the final outcome of peer-to-peer learning which usually take the format of a study visit. It offers groups of experts, decision makers and/or other stakeholders from more cities (the replicators), the opportunity to visit one city (the role model) and see first-hand how the latter has successfully implemented its plans, policies, projects and/or initiatives regarding preventing evictions and homelessness.

The study visit is a dynamic and interactive process that facilitates the exchange of experience and knowledge between cities. It provides the participants with a better understanding of local projects and initiatives and allows interaction with key local stakeholders and decision makers.

During the study visit, the visitors are able to see how projects are implemented in reality and learn from the host city through short presentations, site visits and peer-to-peer discussions. The cities also get the opportunity to work on their own action plans to transfer the good practice and adapt it to their local context regarding Roma inclusion and housing assistance.

After the study visit, the transfer cities will send their progress reports and will use the network of the Working Group to receive further feedback and know-how to help deliver their actions.

2. Objective and scope

The study visit aims at creating the conditions to undertake a policy transfer between the role model city and the transfer cities. By showcasing the good practice from the role model city, the transfer cities have the opportunity to:

- Learn from the role model city through short presentations, site visits and peer-to-peer discussions, interviews with local actors and workshops - lessons learned from Toulouse will be collected in a case study report that will be widely disseminated;
- Develop action plans to transfer some of the inspiring aspects from Toulouse's measures to improve their own local policies for Roma inclusion;
- Develop a set of policy guidelines on how cities can develop and improve their local policies to support a sustainable exit of Roma from slums/camps into adequate housing.

3. Methodology



Before the study visit

Role model city	Transfer Cities	EUROCITIES
<ul style="list-style-type: none"> • Prepare a background paper outlining the local context and the main trends and challenges faced during the implementation of the initiative that will be visited. • Prepare, together with EUROCITIES, the content of the site visit, interviews, workshops or any other activity foreseen. • Identify and contact key interviewees/site visits participants and other resource 'people' from local level. • Logistical arrangements (in liaison with EUROCITIES). • Brief the city representatives who are giving a presentation or guiding a site visit of the objectives of the study visit and the main interests of the participants. 	<ul style="list-style-type: none"> • Prepare a cities' needs analysis to identify what are the things they want to improve. • Work on a set of questions to address to the role model city. • Commitment to a mutual learning agreement. 	<ul style="list-style-type: none"> • Prepare and launch the call for the 'transfer' cities. • Coordinate the selection process by working with the WG chair and vice chair. • Discuss objectives and desired results from the study visit. • Prepare and discuss the outline programme. • Prepare the content of the site visit, interviews, workshops or any other activity foreseen, together with the role model city. • Preparatory work to identify key discussion during the visit, including calls online. • Prepare together with the role model city interactive and innovative formats for discussion sessions.



During the study visit

Role model city	Transfer cities	EUROCITES
<ul style="list-style-type: none"> Organising the event and coordinating the logistics of the study visit. Involve the experts and key actors of the implemented good practice. 	<ul style="list-style-type: none"> Attend ‘model analysis’ workshop where the transfer cities ask questions and discuss the role model city’s projects. The transfer cities will carry out ‘transferability analysis’ to investigate what and how the role model city’s solutions and methods can be transferred to their cities. Based on the results of the analysis, the transfer cities will develop an action plan. 	<ul style="list-style-type: none"> Deliver EU updates and knowledge on the different topics to provide specific insights and related issues to consider. Facilitate transferability of lessons learnt by discussing with participants and assessing their relevance in the local context of the transfer city (debrief session). Ensure the communication of the event on social media.



After the study visit

Role model city	Transfer cities	EUROCITES
<ul style="list-style-type: none"> Share knowledge with the transfer cities 	<ul style="list-style-type: none"> The visiting cities will be required to update about the results of the analysis and the progress on their action plans at a later stage. The regular updates between the cities and EUROCITIES will take place six months after the visit, to evaluate its impact and strengthen collaboration. 	<ul style="list-style-type: none"> Coordinate the work on the report in order to compile all the information into a handbook with guidelines for cities on local policies to support housing inclusion of Roma. Maintain the contact with the transfer cities in order to monitor the follow-up process.

4. Outline programme

	Day 1	Day 2
AM	Setting the context: learning from the role model city about its strategic approach to Roma inclusion and good practices for supporting Roma move out of camps into adequate housing	Transferability session: transfer cities present their challenges and gather feedback from peer cities Action planning preparation with first 'sketches' for action plans by transfer cities
LUNCH		
PM	Reality check with site visits: transfer cities and all participants visit sites to learn in practice about Toulouse's model Reflecting on lessons learned from Toulouse's model of Roma inclusion - small groups and open discussions (SWOT and Delta + analysis)	Developing guidelines: based on the lessons learned from Toulouse's model, all participants draft some guidelines of use for cities who wish to develop or improve local policies for housing inclusion of Roma people

Interviews and workshops

Before an interview or workshop, participants should know who they are going to meet and their role/responsibilities. They should have a clear idea of the theme of the interview/workshop and should have prepared questions in advance. Questions will be prepared in advance for the interviewers and interviewees. Time must be allocated to answer questions from participants.

Site visits

The site visit will be an opportunity for participants to see how a project or initiative works in reality. The site visit can be combined with a workshop or a round of interviews to take place during the visit.

Debrief sessions and final meeting

These sessions will aim to review findings and conclusions from the study visit as well as to adjust the draft benchmark and prepare the action plan for the transfer cities. The main purpose is to allow participants from the visiting cities to share their experience about the interviews/workshop/site visits and compare it to their own experience/context in their city.

If feasible at this stage, experts will make preliminary assessments and recommendations to participants to transfer similar practice or initiatives in their city. A first 'sketch' for action plan can be drafted using action planning forms prepared by EURO CITIES.

5. How to apply for the study visit

APPLICATION FORM

A) Personal information:

City	
Population	
Name of the officer in charge	
Department and Position	
Contact details (phone and email address)	
Short description of expertise and responsibilities	

- **Would you like to apply for travel, accommodation and subsistence costs to be covered by EUROCITIES?**

YES

NO

B) Questions:

Please describe the situation of Roma housing exclusion in your city and the related challenges your city is facing.	<i>Max. 300 words</i>
Which aspects of tackling this issue are the most relevant for your city? <i>Please provide concrete examples</i>	<i>Max. 300 words</i>
What do you expect to learn from the study visit to Toulouse? What are your desired outcomes and results?	<i>Max. 300 words</i>
How do you plan to follow-up after the study visit to apply the knowledge acquired into your own city?	<i>Max. 300 words</i>
How are you planning to engage in the WG Roma inclusion future activities? Which are the most relevant topics for your city?	<i>Max. 300 words</i>

C) Information about your city’s approach to Roma inclusion at local level

<p>Explain your city’s approach to Roma inclusion at local level with a focus on housing inclusion: <i>You can use the following questions to describe your approach</i></p> <ul style="list-style-type: none"> • Do you have a local strategy for Roma inclusion? Which place does housing support have in your strategy? • What housing support services are there available in your city to help Roma people move out of camps into adequate housing? <i>Please specify whether social housing, Housing First, or support to enter mainstream housing on private market or assistance for homeless, etc.</i> • How do you encourage Roma people to move out of illegal settlements into adequate housing? • Is there a coordination between social services and housing services with a focus on vulnerable people like Roma? • Are there tailored measures to the specific needs of Roma facing homelessness and inadequate housing? • Do you have prevention measures besides mitigation measures to help Roma who already accessed housing prevent from getting back to homelessness? • Do you have any agreement setting up mutual rights and obligations? • How do you outreach to beneficiaries? Do you cooperate with NGOs representing the target group? • How do you involve civil society and private sector actors? Is there any specific tool in place such as public-private partnership? 	<p><i>Max. 500 words</i></p>
<p>Bottlenecks and challenges</p> <ul style="list-style-type: none"> - What are your city’s main challenges in providing housing support to Roma people and helping them move out of camps into adequate housing? - How can these challenges be overcome? - What factors would facilitate tackling these challenges? 	<p><i>Max. 500 words</i></p>
<p>Lessons to learn from role model cities</p> <p>Please formulate here 3 questions you wish to address to role model cities to get inspiration on how to tackle your challenges:</p> <ol style="list-style-type: none"> 1. Question: 2. Question: 3. Question 	

6. Selection criteria

Criteria	Score/30
<ul style="list-style-type: none"> Overall quality of the application 	10/30
<ul style="list-style-type: none"> Motivation to participate and relevance of the theme of the study visit compared to the policy needs of the city applicant 	5/30
<ul style="list-style-type: none"> Commitment to follow up: involve other colleagues from the city and suggest policy changes in their own cities based on the findings of the study visit 	5/30
<ul style="list-style-type: none"> Long term engagement in the EUROCITIES Working Group Roma inclusion 	5/30
<ul style="list-style-type: none"> Balance of the delegation: persons representing the city have a role in decision-making on Roma inclusion in their city 	5/30

Selected applicants will be informed of the results by EUROCITIES **by 25 March**.

Important: By applying to this call, you commit to participate actively in the preparations for the study visit, all the sessions during the study visit and also in the follow-up afterwards.

7. Budget and reimbursement

Covered costs

Travel and accommodation costs for **one** participant of each selected city by these thresholds:

- up to **€450 for return flight**
- up to **€180 for hotel/night**
- subsistence costs and local transport to/from airport based on original receipts

Reimbursement

1. All the booking should be done by you. The reimbursement will be done after the event.
2. Travel must be carried out by the most direct and economic route. Generally, EUROCITIES reimburses travel costs up to 450 EUR. Higher costs will have to be justified in advance.
3. Accommodation must not exceed 180 EUR per night.
4. Daily Subsistence Allowances are paid in addition to costs for accommodation, please keep all original purchase evidences (local transport, meals, city tax....)

In order to proceed to the reimbursement, you will need to fill in a reimbursement claim form, then stamp it, sign it and send it by post in original to EUROCITIES along with all proofs of expenses claimed (boarding passes, hotel invoice and original receipts for local transport tickets, meals).

The documents should be sent to the following address: **Guillermo Álvarez, EUROCITIES, Square de Meeus 1, B-1000 Brussels, Belgium.**

Contact Guillermo Álvarez at guillermo.alvarez@eurocities.eu for any questions on reimbursement.



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