

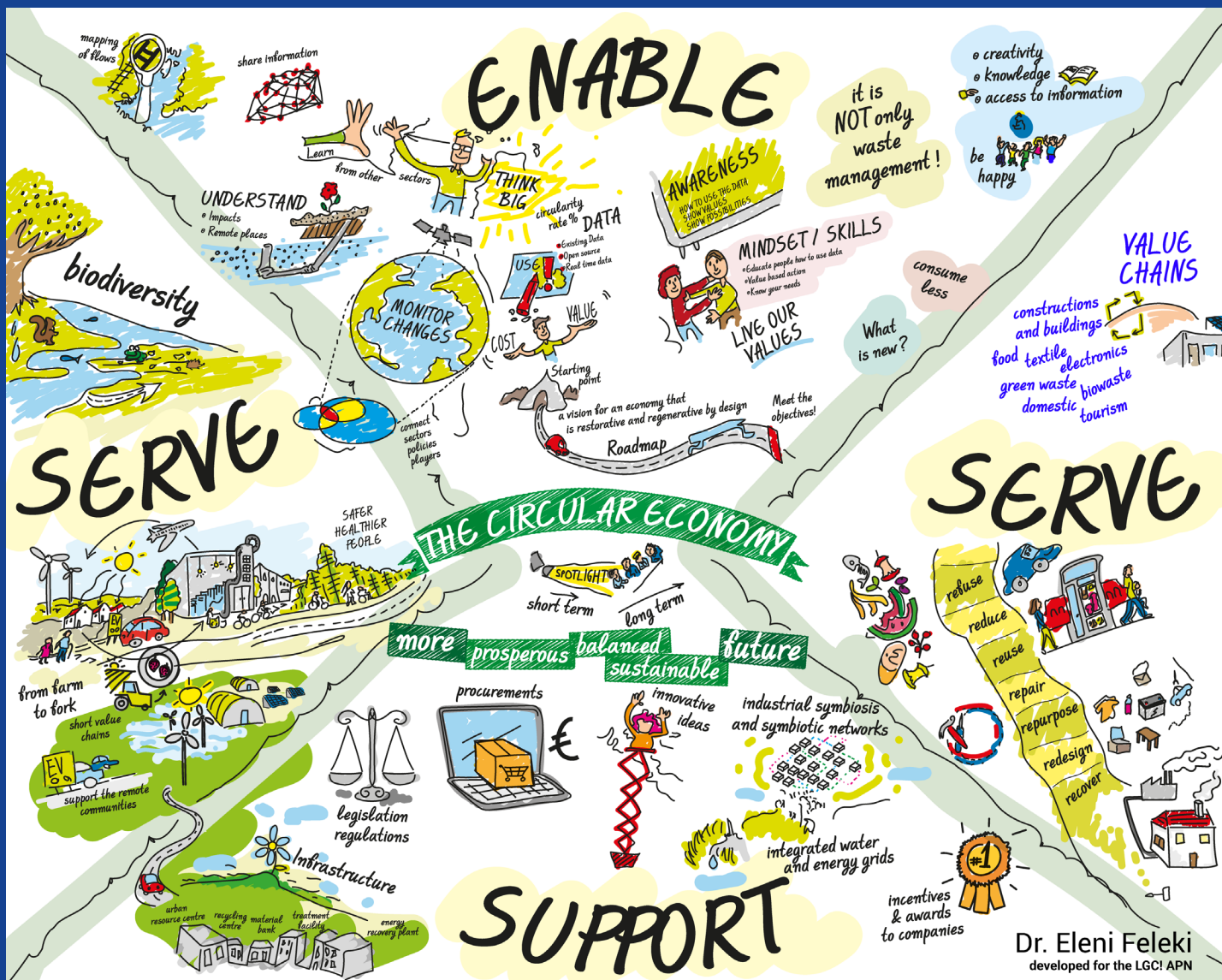
LET'S GO CIRCULAR!

Paving the way for a circular transition of cities

March 2024

QUARTERLY REPORT

By Dr. Eleni Feleki, Lead expert



2nd Transnational Meeting in Guimarães. Themes discussed: Integrated local strategies; Mission Structure; Education – Engagement – Awareness raising; Household waste management; Textiles; R&D for different waste streams

3rd Transnational Meeting in Lisbon. Themes discussed: Circular public procurements; Boosting innovation & entrepreneurship; Indicators & mapping of flows; Green waste management; Food

4th and 5th Transnational Meetings will be held in April in Riga and in June in Oulu, with Communities of Practice on the use of public space and unused buildings and on the reuse of water.

URBACT



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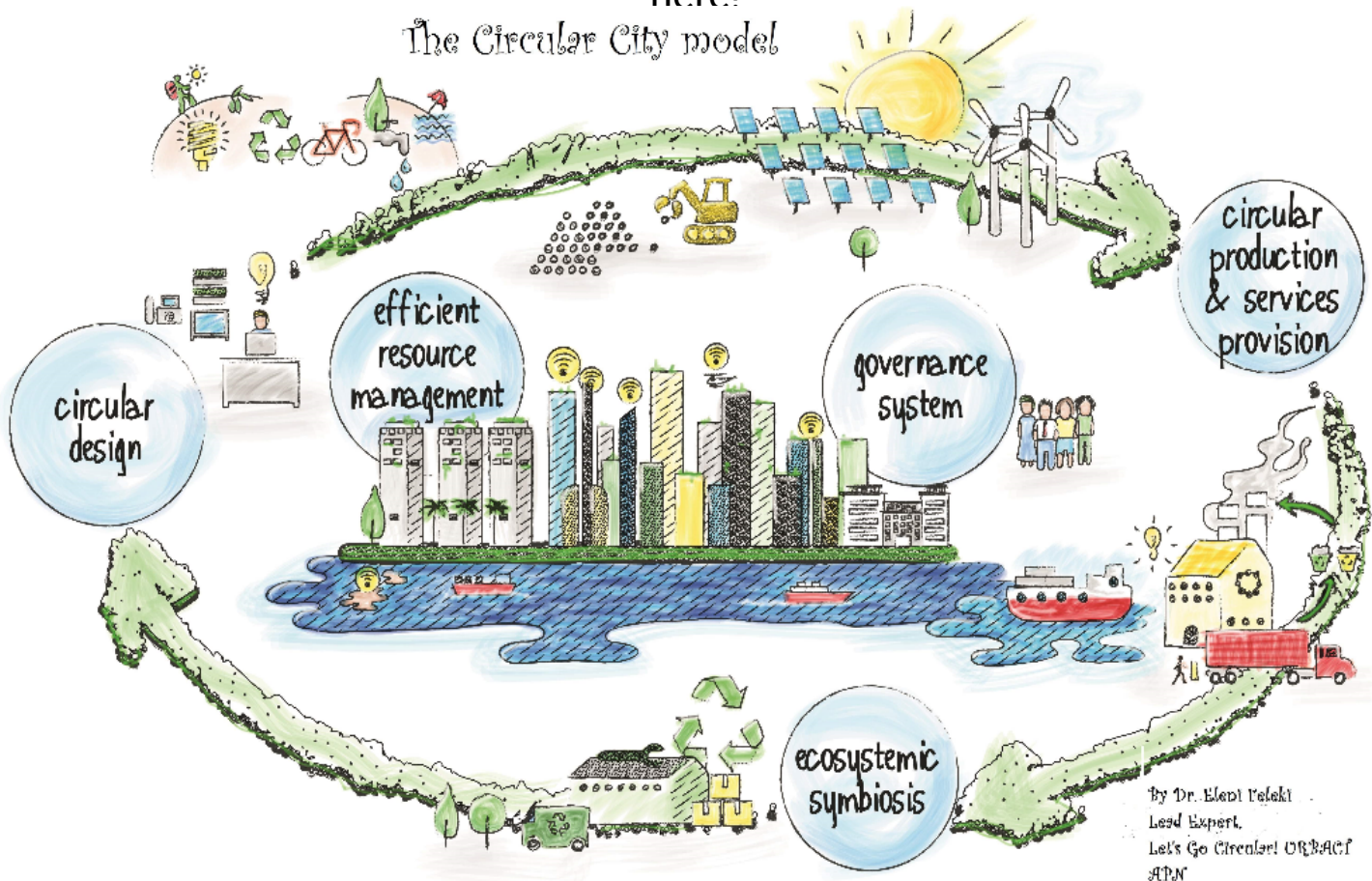
The network in a nutshell

With **Munich as Lead Partner**, the URBACT “LET’S GO CIRCULAR! – Paving the way for a circular transition of cities” Network started in **June 2023**.

The cities that take part in the network, apart from Munich, include Cluj-Napoca in Romania, the Greek island of Corfu, Granada in Spain, Malmö in Sweden, Riga in Latvia, Oulu in Finland, as well as Guimarães and Lisbon in Portugal and Tirana **Our understanding of the circular city** is depicted

here!

The Circular City model



The themes of focus of the network are the following:

1. Governance
2. Education, information, capacity building for circular consumption patterns
3. Development of methodologies and tools
4. Fostering innovation and entrepreneurship
5. Infrastructure

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Looking back at the activation stage – 1st Transnational meeting

The **1st Transnational meeting** was held in Munich, in September 2023, where partners **agreed on the network roadmap**.



That is when our **famous hat**, bought at Oktoberfest 2023, was born and travels to each transnational meeting, adding **a special pin** provided by the hosting partner.



Great game in the frame of the Oktoberfest, **unrevealing circular practices!!!** No winners and losers. We all deserved our beers at the end of the day.

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2nd transnational meeting in Guimarães

Message from the political representative

Through its commitments Guimarães envisages becoming a **ONE PLANET city** and will help Portugal to reach its 2025 recycling and reuse targets of 55%.

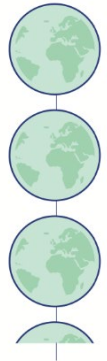
Given the fact that Guimarães' industrial sector consists of 25% textile production and 14% clothing production, **the main focus of the city is on textile.**

Municipal Ecological Footprint



2.28
planets

Individual Ecological Footprint



3.18
planets

Our ice break

The **first pin** is put in our hat that will continue its journey from city to city, until our final event in Granada, in December 2025. This is an amusing activity that will be taking place in every transnational meeting. All the participants enjoy the opportunity to wear the LGC! Hat, with the brand new pin offered by the hosting partner.



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2nd transnational meeting in Guimarães – Highlights

1. Governance structure to operationalise the multidisciplinary work The Mission Structure

- In 2015, a **mission structure** was established by the mayor, aiming to:
- (i) transfer **knowledge and innovation** to territory management,
 - (ii) establish a short-term **local action plan** for sustainable development,
 - (iii) gather the **private sector**
 - (iv) involve **citizens** in the goals of sustainable development.

Mission structure consists of:

- (i) an Executive Committee, including councilors for environment and finance and the pro-rector of the University of Minho
- (ii) an External Advisor
- (iii) an Advisory Council consisting of local associations, all the political parties and directors of local schools
- (iv) a Monitoring Committee

2. A step by step approach for a five-helix governance system

Political commitment
Authorities

- Crucial that all political parties and civil society understand the importance of being onboard in the process.

Diagnosis and baseline
**Scientists & Technicians
from public and private
sectors**

- Define the territorial context (inner city, overall city, metropolitan area or region) and the indicator areas that the city wants to address

Integration and
participation
NGOs, Citizens

- Mobilization and education
- Discussing the city's challenges inclusively
- Creating a feeling of ownership for integration into transformation process

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2nd transnational meeting in Guimarães – Highlights

3. Collaboration with citizens

The **Landscape Laboratory** is a pivotal partner for raising awareness and sensitizing as many citizens of Guimarães under the “**greener Guimarães program**”, established by the City Hall with the University of Minho and the University of Trás-os-Montes and Alto Douro. Landscape Laboratory uses the context of Guimarães to **test innovative solutions**.



It is the Municipal Educational Centre for Environmental Education, being responsible for the **PEGADAS Municipal Program**, which aims to educate future generations towards sustainable behaviours. It is responsible for mobilizing, engaging and raising awareness among **citizens** about the importance of **preserving local natural capital**.

4. Municipal waste management strategy axis



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2nd transnational meeting in Guimarães – Highlights

1. Passing clear messages to the citizens

The messages about **circularity** are passed very strongly on to the citizens, with logos on buses, at events, brochures, campaigns, door to door information. Also, communication is constant in the **local markets**, with the use of bags that have the logo:

Take me home and use me for your food waste at your house.



2. Community gardens

The Landscape Laboratory is developing a project with **schools** and the **general community** that intends to reduce waste and increase circularity in public and private canteens, map local producers and identify of good agricultural practices, enable behavioural change, promote more sustainable production and consumption, **reducing food waste** and promote healthier and more sustainable food.



More than **6000 community gardens** exist, where fertilisers out of biowaste are used.

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2nd transnational meeting in Guimarães – Inspiring examples

3. Reuse of cigarette butts and chewing gums

The EcoPontas&PapaChicletes project, developed by Landscape Laboratory in partnership with CVR - Centre for Waste Valorization, is an innovative solution that seeks to reduce **cigarette butts and chewing gum waste in public places**, and to protect water reserves. The origin of collected waste and its biological contamination requires microbiological stabilization.



After collection, and with the support of CVR, cigarette butts are incorporated into **ceramic bricks** (E-tijolo) while complying with standard requirements and enables sustainable/green construction.



In Guimarães and after 4 years of the implementation of the pilot city, six EcoPontas containers collected more than **450,000 cigarette butts**. The E-Tijolo production procedure in the lab scale has been designed in a simple way to be replicable in an industrial context and not compromising the existent production line. It requires **small investment** mostly related with a handling unit of the cigarette butts.

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2nd transnational meeting in Guimarães – Inspiring examples

4. Reusable caps in public events

CARE Project was developed by the municipal company Vitrus Ambiente to overcome the problem of the **single-use plastic cups** during public events in the **historic city centre**. The system adopted for the acquisition of cups, is a **deposit system** whereby the customer receives a cup at the establishment for €1, uses it, reuses it and can later return it to an establishment registered with the deposit system. This reusable cup system is **mandatory** during public and social events.

As an example of the **Governance Model** implemented in Guimarães, this project involves the public sector, private enterprises, and citizens.



5. Collection and recycling of disposable medical masks

More than **25,000 disposable masks** were collected, from which 5,000 hangers were made **and offered to owners of shops and hotels** in Guimarães, and 2,000 mobile phone holders were produced and **distributed** to students who contributed the most to the mask collection.



(a)



(b)

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2nd transnational meeting in Guimarães – Inspiring examples

6. Social inclusion serving circular economy through re.store

NGO re.store, a **people-and-planet-friendly** textile brand. Created in April 2020 and based on the principles of circular economy, it **reuses waste – leftovers and textile samples** and creates functional products with a purpose: to transform many small worlds, reducing the textile ecological footprint. Re.store **promotes social inclusion**: all products are made by social partners (institutions, associations, refugees) who are paid for their work. **Physical and cognitive skills** are encouraged and a sense of belonging is developed.



Knowing is not enough, we must apply; wanting is not enough, we must do.

Within the last 36 months, re.store has accomplished to pay off €58000 to the social partners that work with re.store, **6.1 tons of fabrics and accessories from the Portuguese textile industry have been upcycled.**

Products out of reused fabrics and accessories : shopping bags, beach bags, backpacks, ipad/ tablet bags, glasses, cell phone bags, tote bags, necessaire bags, aprons, door hangers, beach pillows and most recently, beds for dogs and cats.



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2nd transnational meeting in Guimarães – Inspiring examples

7. Digitalisation serving circular economy: TO BE GREEN NGO

TO BE GREEN (www.to-be-green.pt), a holistic solution regarding sustainability and circular economy of **textile and clothing (disposal) for municipalities and companies**. With this APP, clothing exchange and recycling is quite simple. TO BE GREEN creates delivery points in the municipality, where each citizen can **deposit** the garments they want to dispose of. They collect **units** that they can reuse in the online APP for swapping.



8. Household waste management – Pay As you Throw

The municipality uses the **PAYT system** for the residents and the companies of the **historic centre**. The system currently encompasses more than **4.000 users**. This system presupposes the purchase of **pre-paid bags** that correspond to **waste tariff** and includes a continuous monitoring, establishing a close relationship with citizens. PAYT system **increased 34% of the selective collection** and reduced the amount of waste.



The system has been adapted to **50.000 inhabitants** by a door-to-door collection of organic (food) waste. It aims to set up a sustainable, local, and cost-efficient management **system for bio-waste**. The Municipality offers a **composter free of charge** and a guide for citizens who want to participate.

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Leaving Guimarães and off to Lisbon

Before leaving Guimarães, we had the opportunity to have a unique gastronomic experience, in the **Zero waste restaurant** A Cozihna. The

Chef of the restaurant is strongly committed to environmental sustainability. The restaurant has received a lot of awards, including since 2017 the **Green key Award** for its **environmental practices** such as the **near zero waste policy**, promoting the **local 'km zero' partnerships**, employee development and a rational use of resources.



Are you thinking of how to pass six hours on the bus with the representatives of ten European cities?



We made good use of our time together, to pitch on the current status of each city on circular economy.

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Transnational meeting in Lisbon

Message from the political representative

Lisbon is committed towards a **greener and more circular future**. The City is working hard in the fields of public procurements, improvement of waste management using PAYT (Pay As You Throw) and testing SAYT (Save As You Throw), boosting and supporting innovation and has a special focus on food waste. The City promotes composting and short chain initiatives, urban gardens and promotes those to local markets.

The European Commission has named Lisbon, Portugal as this year's **European Capital of Innovation**, winning the city €1 million (US\$1.09 million). The iCapital awards aim to "reward those European cities that are courageous enough to open their governance practices to experimentation, to boost innovation, to be a role model for other cities, and to push the boundaries of technology for the benefit of their citizens."

Our transnational meeting in Lisbon took place in parallel with the **official ceremony** for the iCapital launching.

Our ice break and family photo

The journey of our hat continues!



Our group in the beautiful City Hall of Lisbon.



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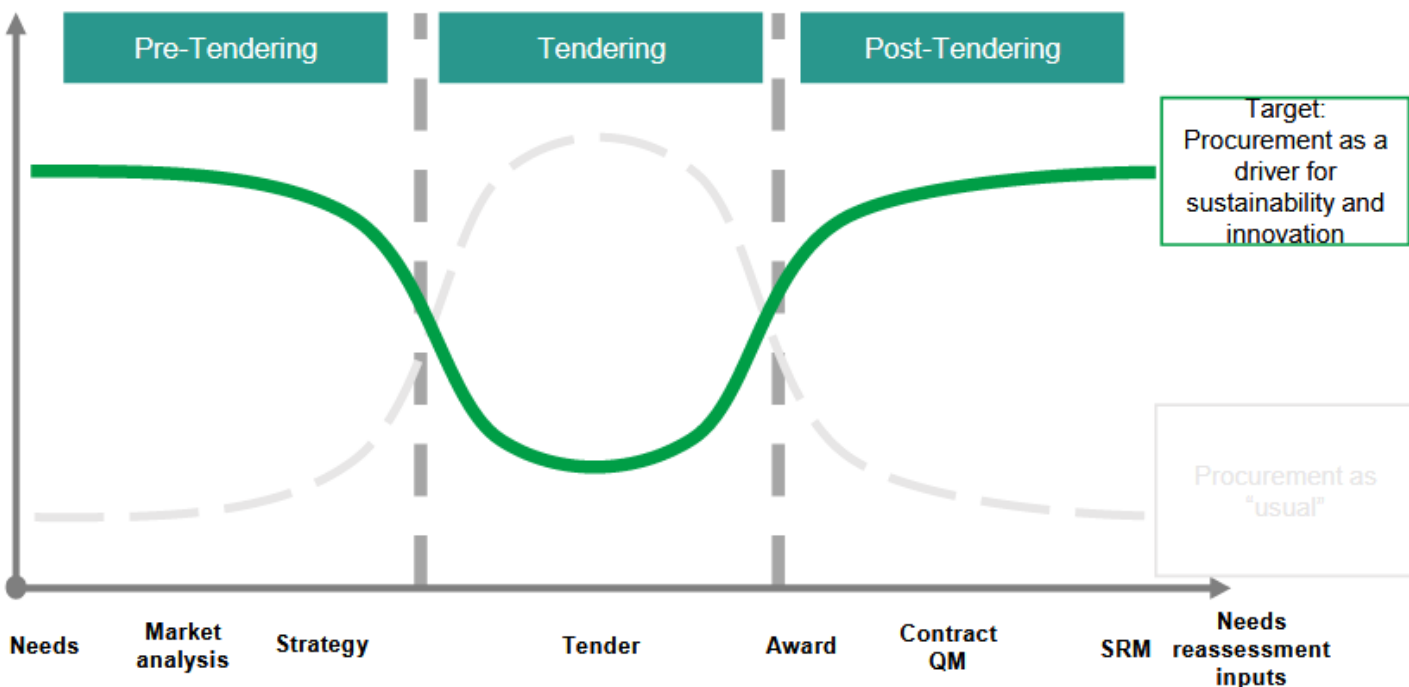
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Transnational meeting in Lisbon – Highlights

1. Procurements

- In Lisbon, the aspect of **procurements** is cross-cutting **every policy**. The strategic focus of procurements, is on sustainability and the commitment is towards open innovation; Lisbon brings innovation in tenders, but this is done with extra care, in order to make sure that the **companies will be capable to apply**.

The **pre-tendering phase** is of great importance!



Source: Prof. Gonçalo Negrão, Procurement Adviser at Lisbon Municipality

The strategy is based upon four axis:

1. Sustainable solutions – through incentivising **local supply chains**
2. Procurement process agility – through **digital transformation**
3. Transparency – through provision of **market opportunities**
4. **Capacity building** – exploiting digital transition and developing new skills

An internal platform (share point) has been built **to fight silos** between departments, support team work and **educate everyone** involved.

Lisbon is the only public entity in Portugal that has received

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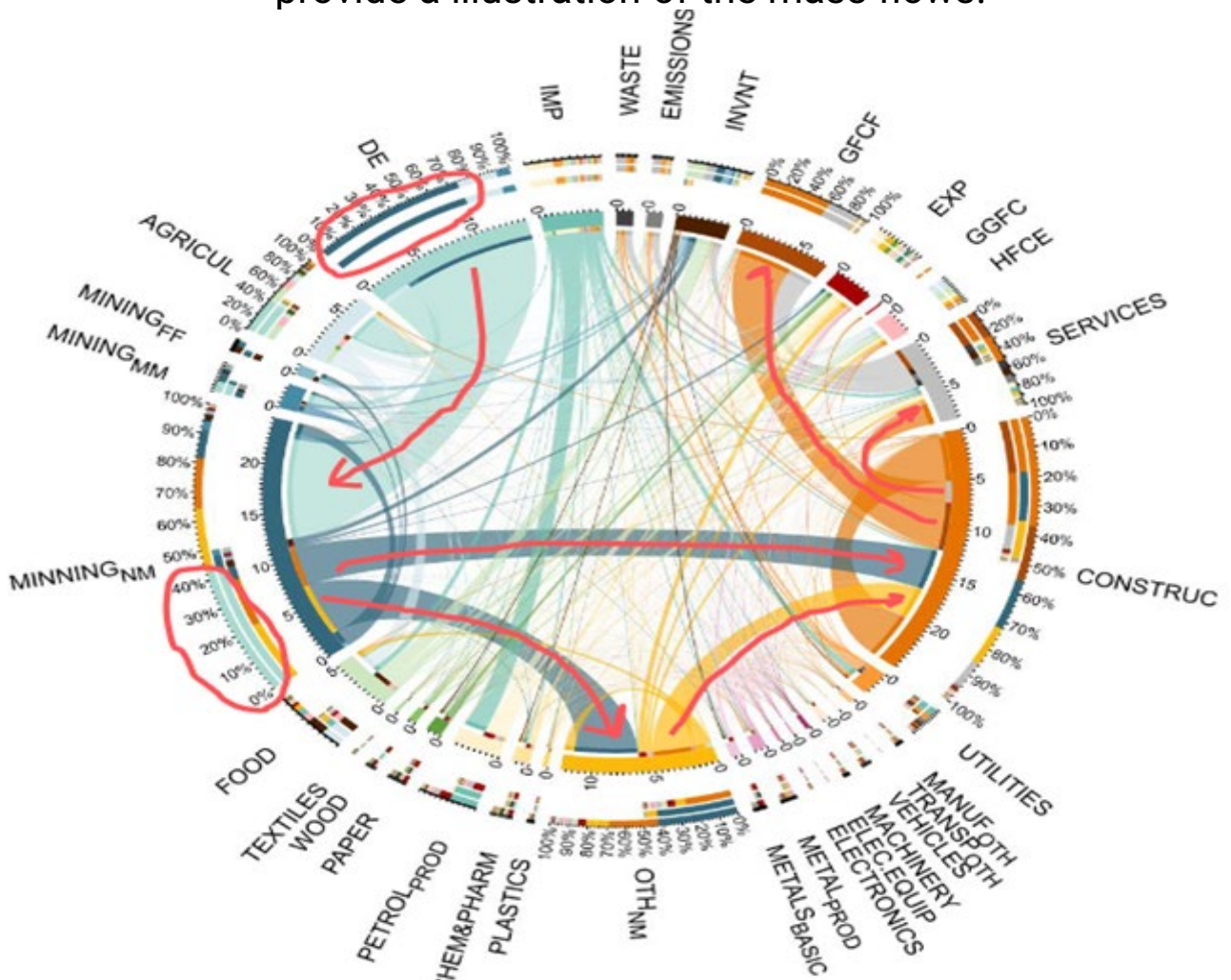
Transnational Meeting in Lisbon - Highlights

2. Mapping of flows

A 4-step framework to **analyse the socio-economic metabolism** of an economy:

- I. Analysis of the **economic development and resource use** (key years)
- II. **Distribution** of the materials in the economy
- III. **Economic structure** (material use, value-added and resource productivity by sector)
- IV. Analysis of the flows of **the secondary materials**

Input output diagram in physical units, below for Lisbon in year 2017, provide a illustration of the mass flows.



Source: Prof. Paulo Ferrão, distinguished Professor of Instituto Superior Técnico - University of Lisbon

Once again, the importance of the **building sector** is revealed.

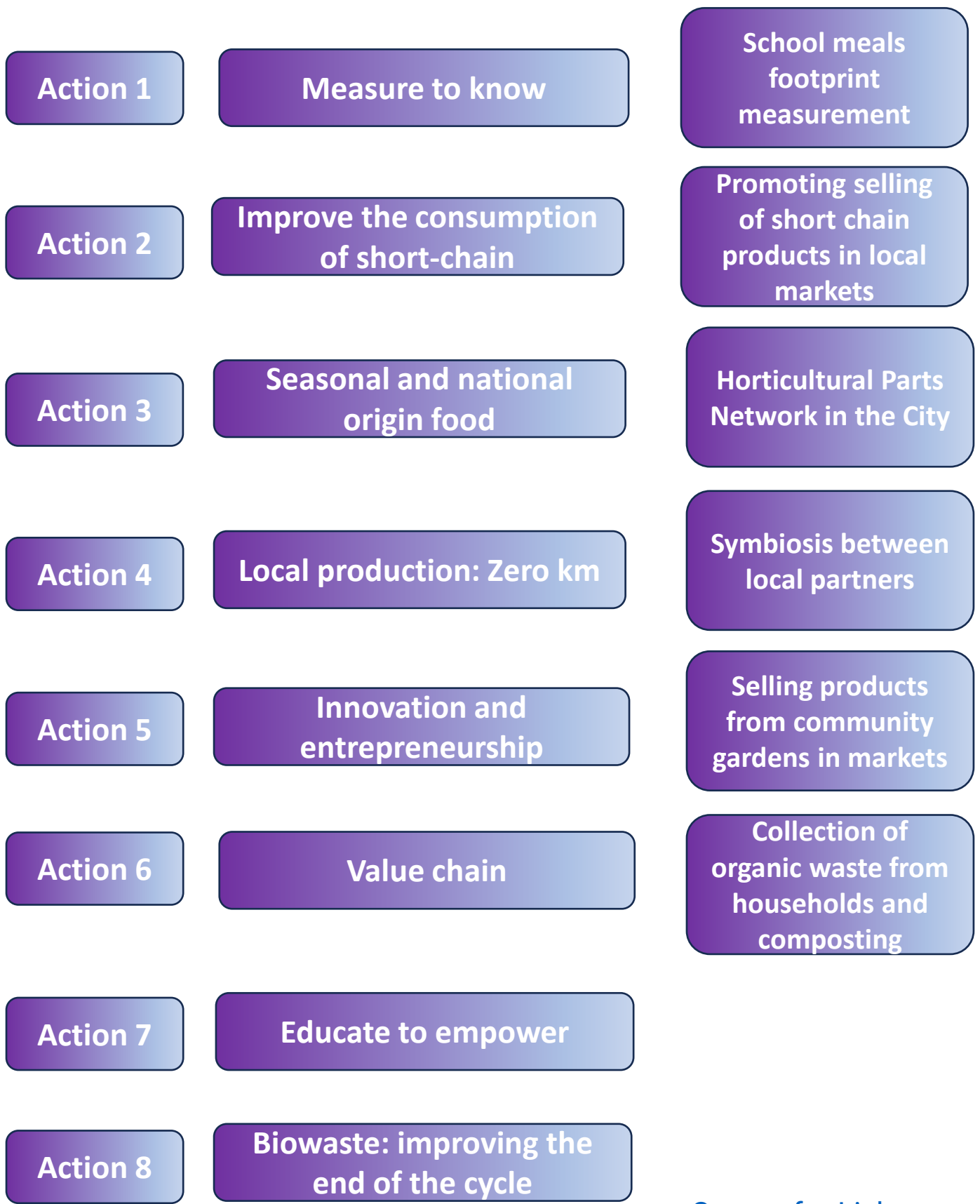
Prof. Ferrão kindly accepted the collaboration with the cities of the LGC! network that are interested.

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Transnational meeting in Lisbon – Highlights

3. Food action plan in a glance



[Source for Lisbon Food action plan.](#)

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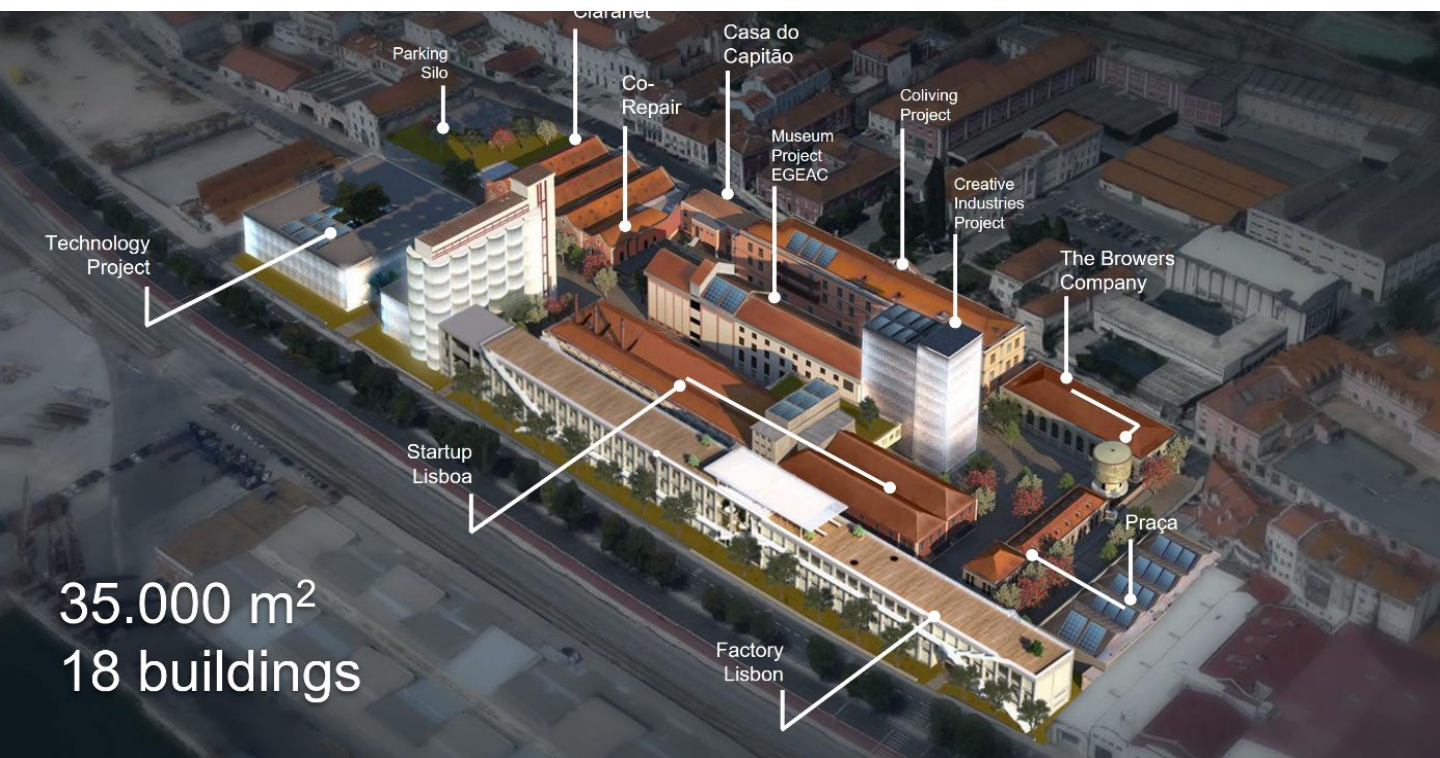
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Transnational Meeting in Lisbon – Highlights

4. Visit to the Hub Criativo do Beato

The Hub embraces and supports the following concepts:

- i. Smart **energy community**
- ii. **Sensing** and charging
- iii. Smart street **lighting**
- iv. **Urban** agriculture
- v. Collection of food oils for **biodiesel production** and use in buses that serve the Hub
- vi. Collection of used cooking oils in **schools**, production of biodiesel and use on the CARIS bus route serving the Hub area
- vii. Circularity in the **food chain** and definition of better strategies for supply, production and final disposal
- viii. Centralised information acquisition and management system for **resource optimization**, development of advanced analytics and **monitoring** of urban infrastructures
- ix. **Data** laboratory
- x. Clean Tech **acceleration** programme



More information about any of the initiatives can be available upon request, to Mrs. Sandra Pereira.

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Transnational meeting in Lisbon – Highlights

5. Águas do Tejo e Atlântico Company (The “water factory”)

The demand for the **use of reused water** has grown and in parallel there has been a demand for this from the **agricultural sector** and the **tourism** sector (irrigation golf courses).

The mission of the company is to explore and manage the **multi-municipal wastewater sanitation system** in Greater Lisbon and the West. Sludge is diverted and used as **fertiliser** in agriculture.

WE LIKE TO SIMPLIFY

WASTE
WATER

=

RAW
MATERIAL

Renewed water available to:

- Agricultural Use
- Industrial Use
- Street washing and other urban uses
- Watering green spaces
- Aquifer Recharge

água+
reciclada não potável

VIRA, a brand of **craft beer** created by Tejo Atlântico made from água+, with complementary treatment through ozonization and reverse osmosis, subject to the most rigorous quality tests 100% secure.

CERVEJA ARTESANAL
PRODUZIDA COM
ÁGUA RECICLADA
VIRA



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Transnational Meeting in Lisbon – Inspiring examples

1. Sustainable School Food Programme

Lisbon is working with food suppliers for **school canteens**. The City has put **circular economy and social criteria**. This has a wider social impact as well, because indirectly, families are trained and potentially, they can change their dietary habits.






<https://www.brookescnschool.com.au/>

Objective: Establishing a healthier and more sustainable school food system.

Issues at stake:

- how to plan menus and supply with more seasonal locally sourced products
- how local governments can use public procurement to promote local food without breaching the EU legislation
- how to promote food education in schools community and families.

2. Food waste collection

| ENTITIES | DOOR-to-DOOR DOMESTIC | UNDERGROUND DROP OFF POINTS |
|---|---|---|
| <p>Start April 2005</p> <p>Target Area 3 000 Entities</p> <p>Collection Numbers 22 198 Ton – 2022 15 Collection Routes</p>  | <p>Start December 2019</p> <p>Target Area 3 150 Buildings 41 550 Dwellings</p> <p>Equipment Buckets, containers, container shelters with access control, communication and awareness campaigns</p>  | <p>Start November 2019</p> <p>Target Area 130 Buildings; 511 Dwellings</p> <p>Equipment 5 underground containers, 3 with 1m3 modules for food biowaste, with access control, through the implementation of a sensing system with RFID reading</p>  |



Source: Higiene Urbana Lisboa

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Transnational Meeting in Lisbon – Inspiring examples


3. Green waste collection and management

GREEN WASTE COLLECTION DOOR-TO-DOOR DOMESTIC

Start
June 2023

Target Area
6 502 Buildings
7 500 Dwellings

Equipment
Bags, containers, removal vehicles, communication and awareness campaigns




DOMESTIC COMPOSTING

Start
May 2018

Equipment
Training Offer and Composter

Quantity
June 2023:
3 329 composters delivered




COMMUNITY COMPOSTING

Start
December 2018

Equipment
Community composters installed in the city

Quantity
June 2023:
23 Community composters installed

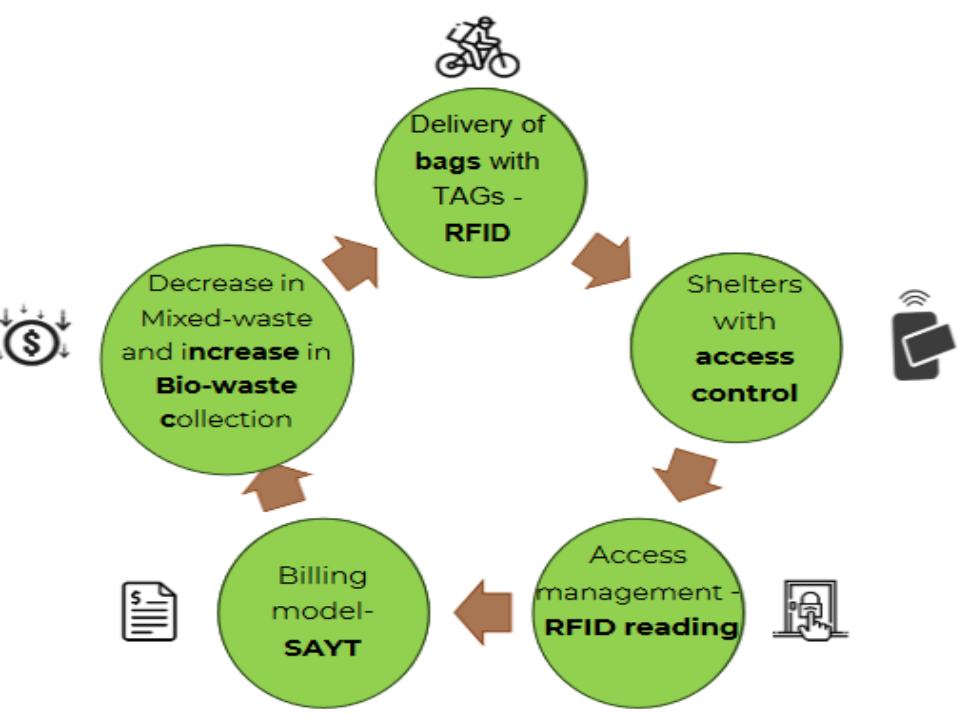


Source: Higiene Urbana Lisboa

4. Save as You Throw piloting

This is **tariff model** that simulates the attribution of a bonus to the citizens for their **contribution** by diverting their waste from the unsorted category, to a selective collection of organic matter.

Proximity collection system on public roads, using shelters with access control and delivery of bags with **RFID tags**, in order identify the waste producer. The bags also allow the shelters to be opened.



Source: Higiene Urbana Lisboa

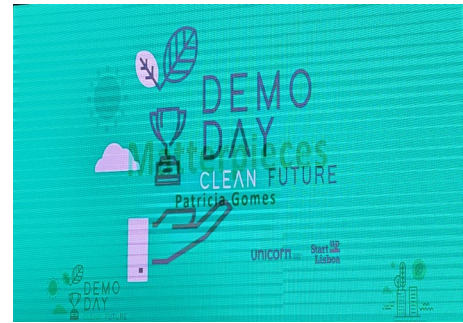
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Transnational Meeting in Lisbon – Inspiring examples

5. Clean Future acceleration programme to boost

The Clean Future acceleration programme under the scope of Hub Criativo do Beato supports the **development of technological solutions** to improve the sustainability of Lisbon. The goal is to raise awareness of the national ecosystem for the themes in focus and to promote development of **innovative technological solutions** that aim to address a more **sustainable future**. Participating start-ups benefit from a ten-week mentorship programme consisting of several modules.



Winners cash prizes and have the opportunity to continue developing their ideas, supported by different partners.

6. Zero km production

Local production is supported in Lisbon and is a pillar of the **food action plan**. Activities that are/will be piloted:

- Installation of a **rooftop food production** of the Arroios Market and in the Hub Criativo, using alternative production methods
 - Streamlining the entire value chain (production, marketing and distribution), based on models of **social innovation** at the production level and sales, as well as distribution to customers in the surrounding area
 - Improvement of **usage of water** used in water production operations food preservation through carrying out a pilot in the Alvalade
 - Potential to deliver proximity to the use of a network of **cargo bikes**.

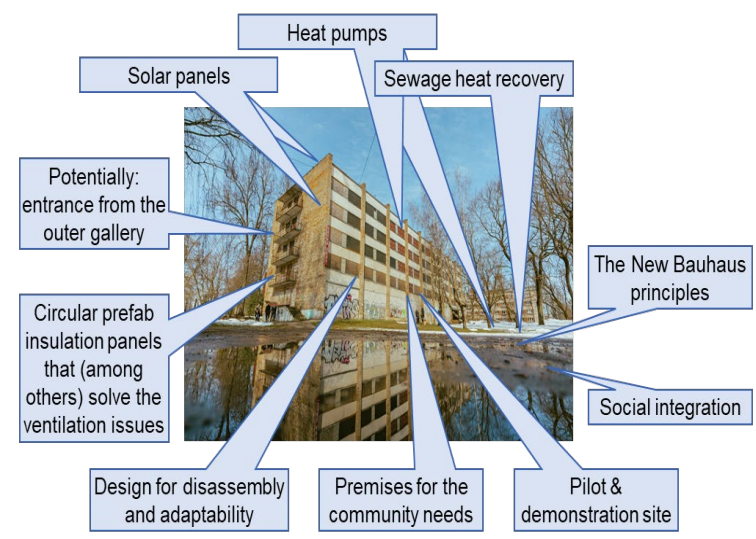
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Transnational Meeting in Lisbon – Inspiring examples

7. Circular procurements in Riga in the construction sector

The reconstruction of the building aims to create new municipal rental apartment, for large families, day-care centre for persons with severe mental disorders and day-care centre for children from **social-risk families**.



- CE procurement criteria:
- Self-sufficient energy supply
 - Life Cycle Costing (LCC) and Life Cycle Analysis (LCA) for the building (for the 30-year period)
 - Sustainability assessment using Level(s) framework
 - Material passport
 - Circular materials and solutions
 - Non-hazardous materials
 - High indoor comfort
 - Application of ISO 20887
 - Use of BIM

More info: Mrs. Ieva Kalnina, Riga Energy Agency

8. Circular procurements in Malmö

Examples of activities that helped the City to its journey in circular economy criteria in the public procurements:

1. Training and awareness raising
2. Templates for **market dialogue**, guiding docs and procurement journal
3. Internal **communication** using the intranet but also externally, to disseminate the results and potential results of circular procurements



Plastics
2019 1704 ton CO₂ (41,3 millions)
2022 1714 ton CO₂ (49,3 millions)



More info: Mrs. Emma Börjesson, Malmö Municipality

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Transnational Meeting in Lisbon

Gastronomic and social sharing at Cozinha Popular da Mouraria

Cozinha Popular ("People's Kitchen") da Mouraria is a **social project** designed to revitalise the **multicultural community** of Mouraria in Lisbon, promoting the sharing of experiences, building community and providing employment and **access to food for those in need**. Purchases are made in **local shops**, and many of the vegetables come from **a garden**, made of wooden pallets and upcycled milk cartons. Prices of meals, help **permanent residents and community involvement**.

The space serves the interest of all. Residents in need of a kitchen for their business **may use the facilities**. Also, several chefs **offer training to people of the neighbourhood** or other areas. In fact, people coming from outside the neighbourhood become aware that, when dining or participating in activities, they are **contributing to an improvement of life of Mouraria**.



Our last family photo, until our next reunion in Riga, April!



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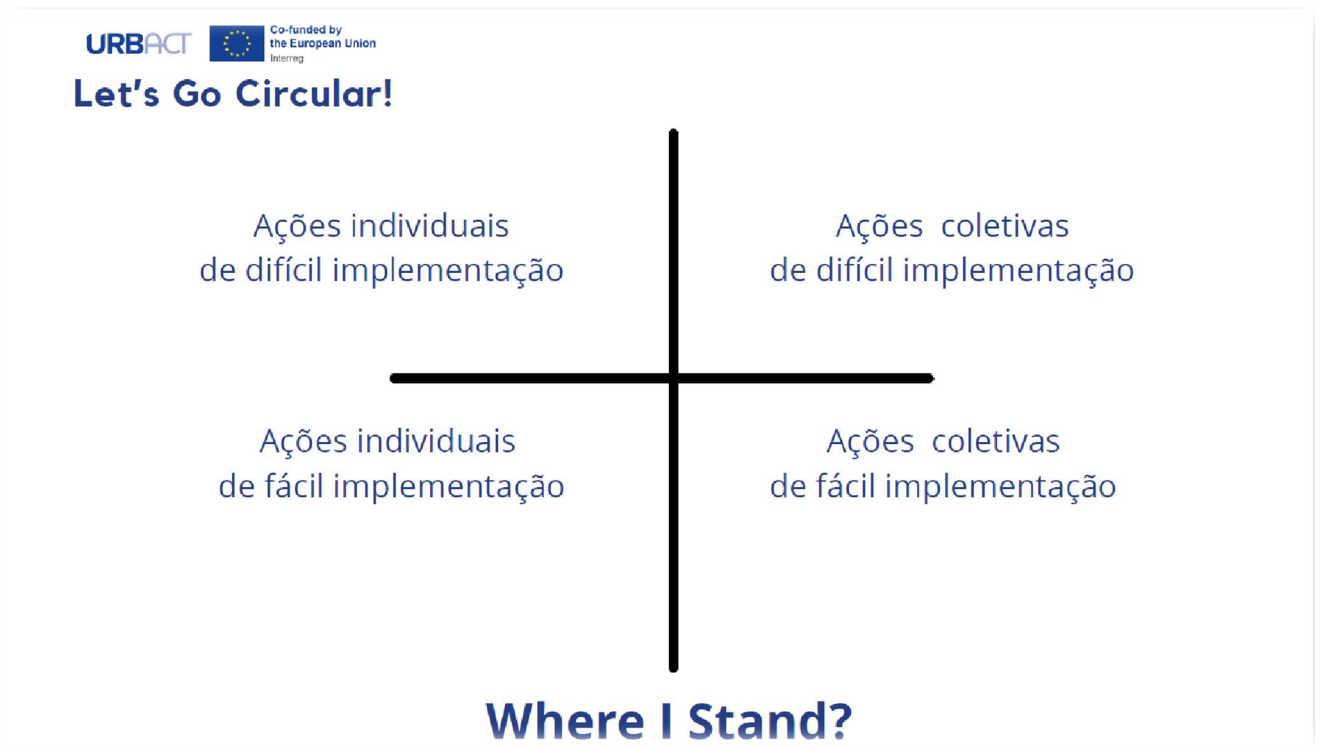
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Brief presentation of tools developed and/ or used demonstrating integrated and participatory approaches

Word cloud to define circularity in Guimarães ULG



Talking about integration in Guimarães ULG


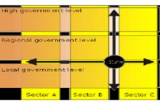


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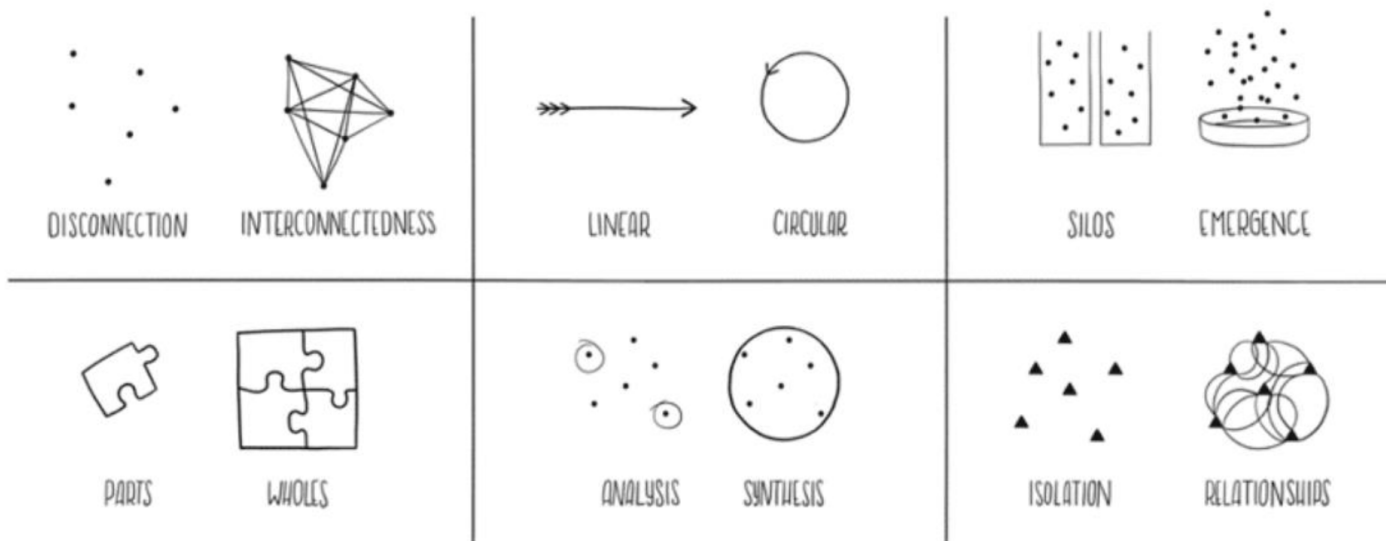
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Brief presentation of tools developed and/ or used demonstrating integrated and participatory approaches

Integration self-assessment grid in Malmo ULG

| Type of Integration | Description | What is the current situation? | To what extent can progress be made? | Who are the most important players to achieve progress? |
|--|-------------|--------------------------------|--------------------------------------|---|
| Policy / Sector  | ■ | | | |
| Horizontal  | ■ | | | |
| Vertical  | ■ | | | |
| Territorial  | | | | |
| Hard and soft investments  | ■ | | | |

Talking about integration in Lisbon ULG

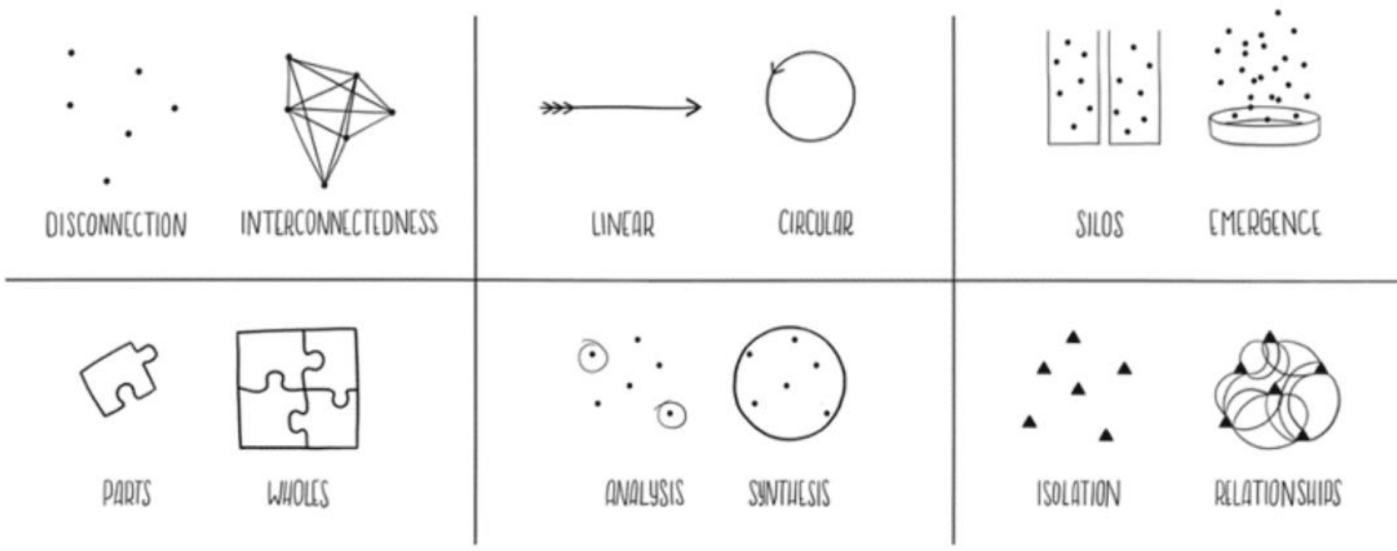


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Brief presentation of tools developed and/ or used demonstrating integrated and participatory approaches

Talking about integration in Lisbon ULG

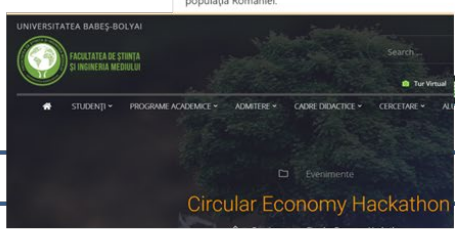
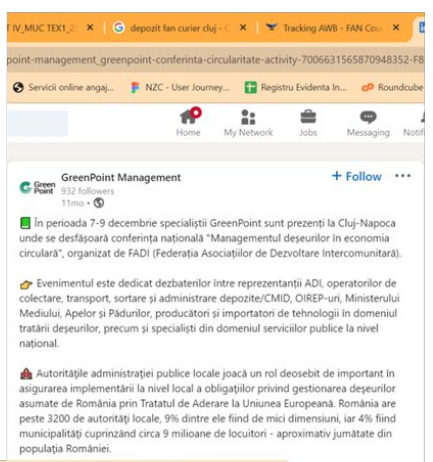


Building the vision in Cluj-Napoca ULG

Zona Metropolitana Cluj – are cele mai multe interventii circulare din tara

Scurt paragraf care descrie stirea

In urma unor eforturi sustinute de sistematizare, educare, informare, de acordare facilitati fiscale si mici granturi, ale administratiei publice locale impreuna cu entitatile private, cu suport academic si de cercetare si cu implicarea activa a cetatenilor, Zona Metropolitana Cluj a ajuns in anul 2028 sa aiba cele mai multe practici de circularitate: in intretinerea locuintei, afaceri locale de diverse tipuri / dimensiuni si o rata de circularitate printre cele mai ridicate din Europa. Totul a inceput cu Planul de Actiune integrat pentru Economie Circulara realizat de ADI ZMC si grupul Local URBACT, in cadrul proiectului Let's Go Circular. Existenta acestui plan a facilitat croirea, de catre mai multe UAT-uri ale ZMC, a unei politici locale pentru sustinerea dezvoltarii economiei circulare. De asemenea, existenta acestui Plan sustine activ atingerea obiectivului de neutralitate climatica asumat de catre consorțiul local Cluj-Napoca.



“Un citat despre situatie” cine a spus asta

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Paving the way for a circular transition of cities

Brief presentation of tools developed and/ or used demonstrating integrated and participatory approaches

Problem tree analysis in Riga ULG

Rīgas valstspilsētas pašvaldības aprītes ekonomikas rīcības plāna 2026.-2030. gadam izstrādes 1. darba grupas sanāksme. 27.10.2023.

Noderīgi padomi
 Apsveriet gan sekām, gan cēloņiem vairākus līmeņus un atzarus
 Nemiet vērā, ka dažkārt sekas var būt cēloņi

5 kāpēc pieeja
 Piefiksējot jaunu cēloni, uzdodiet jautājumu "kāpēc?" un piefiksējiet atbildi, un turpiniet uzdot jautājumu "kāpēc?"

RĪGAS ENERĢĒTIKAS AGENTŪRA

| Soli pa solim | 5 min | 5 min | 3 min | 2 min | 2 min |
|--|---|--|---|--|-------|
| Sāciet ar sekām - tās parasti ir vieglāk nosaukt | Apdomājiet un piefiksējiet iespējamās cēloņus | Meklējiet līdzīgās sekas un cēloņus un sagrupējiet tās | Apšņiedieties un nodedinājiet grupu tēmas/ nosaukumus | Prezentējiet rezultātus pārējām grupām | |

Problem tree analysis in Corfu ULG

Problem tree – Let's Go Circular!



- Υπερεκμετάλλευση φυσικών πόρων
- Αύξηση ρύπων
- Χαμηλά ποσοστά ανακύκλωσης
- Κορεσμός ΧΥΤΑ
- Οικονομικές επιπτώσεις
- Μείωση ποιότητας ζωής
- Μείωση ποιότητας τουριστικού προϊόντος
- Απώλεια οικονομικών πόρων

Χαμηλά ποσοστά κυκλικής οικονομίας

- Έλλειψη υποδομών
- Έλλειψη παιδείας, γνώσης
- Ελλιπής ενημέρωση
- Έλλειψη οικονομικού σχεδιασμού
- Έλλειψη κινήτρου
- Έλλειψη επιπτώσεων
- Απουσία πολιτικής
- Απουσία συνεχών αξιολογήσεων
- Απουσία εξοικονόμησης ενέργειας σε δημόσια κτίρια

ΚΑΠΟΔΙΣΤΡΙΑΚΗ ΑΝΑΠΤΥΞΙΑΚΗ Α.Ε.

Picture 1: Problem tree analysed at 1st ULG meeting

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Certificate of excellent collaboration in the ULG




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CERTIFICATE OF EXCELLENT COLLABORATION

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NAME AND SURNAME

HAS PARTICIPATED ACTIVELY IN THE URBACT LOCAL GROUP OF THE
LET'S GO CIRCULAR! NETWORK FINANCED BY URBACT IV AND HAS
CONTRIBUTED IN PAVING THE WAY TOWARDS CIRCULAR ECONOMY FOR
THE CITY OF (NAME OF THE CITY)

DATE

| | | |
|--|---|---|
| | <p style="color: #C08040; font-weight: bold; margin: 0;">LOGO OF THE CITY</p> | |
| <p style="font-size: small; margin: 0;">NAME SURNAME, SIGNATURE OF CERTIFIER</p> | | <p style="font-size: small; margin: 0;">Barbara Bühler-Karpati, PROJECT COORDINATOR LEAD PARTNER CITY OF MUNICH</p> |

Action table template

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Logo of the city

| | | | | |
|---|--|------------------|--|----------------------------|
| Title of action | | | Relevant strategies, policies, development programmes | |
| Link to specific objective | | | | |
| Output | | | | |
| Output indicator | Short description | Timescale | Rough cost estimation | Other assets needed |
| | | | € | |
| Estimated impact on sustainability | | | | |
| Cross-cutting topics addressed | | | | |
| Status of the action | <i>(On going/ planned/ new action)</i> | | | |
| Rough risk estimation | <i>(High/ low/ medium)</i> | | | |
| Action owner | | | | |
| Key stakeholders involved | | | | |
| Horizontal level of governance | | | | |
| Sectorial | | | | |
| Vertical level of governance | | | | |
| Territorial level | | | | |
| Hard and soft investments | | | | |

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Brief presentation of tools developed and/ or used demonstrating integrated and participatory approaches

IAP template with guidelines

Standard procedure for ULG reporting

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1st URBACT Local Group meeting Report
26 October 2023
Cluj-Napoca, Romania

REPORT



Guidelines for ULG coordinators for the action planning stage

URBACT Local Groups Guides and Tools for the action planning stage (stage 2)

Prepared by Dr. Eleni Feleki, LE of the Let's Go Circular Network



JANUARY 2024

1. Introduction

The aim of the Guide is to provide an overview of the actions at the local level, covering the action planning stage.

The action planning stage will run from January to December 2024 and implies the committed involvement of the ULG coordinator who will organize, execute and report the activities of the local level and the engagement of the ULG members as these have been indicated by each city partner and delivered to the Secretariat.

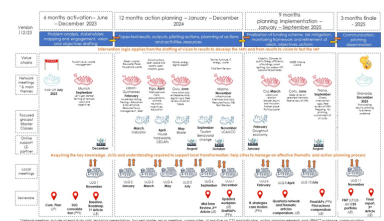
The ULG member lists are living documents and can be amended at any point, always reassuring that the integrated approach (local, national, regional levels represented, different policy actors and sectorial actors either from public or private sector represented, as well as academia, citizens and NGOs).

2. Overview of the network roadmap

The activities of the local level are in consistence and coherence with the transnational activities. The transnational exchange is meant to feed the local activities, with regards to agreement and design of actions reflecting the focus of each city's Integrated Action Plan (IAP).

The transnational activities are analytically described in the Section 3 the Baseline study and depicted in the network roadmap.

Each city's IAP focus is described and agreed in the section 2 of the Baseline study.



3. Description of what comes next at local level: the action planning process

The duration of this stage is 12 months. Overall, the aim of this stage is to refine vision, objectives, co-design and plan your actions that will serve the achievement of the objectives set. The outcome of this stage is IAP per city with drafted sections 1 and 2.

Section 1 of the IAP:

- ✓ Sets out the current situation in the city, identifies the needs and challenges being faced and the overall objective being set for the city.
- ✓ It links explicitly and directly with the content of the Baseline Study

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Partners' local progress

At least one ULG meeting implemented between January and February 2024.
Topics of discussion as proposed in the Guidelines for the action planning stage:

Session 1: Introduction and recap of ULG

Session 2: Co-design of SMART strategic objectives and alignment with the lines of intervention

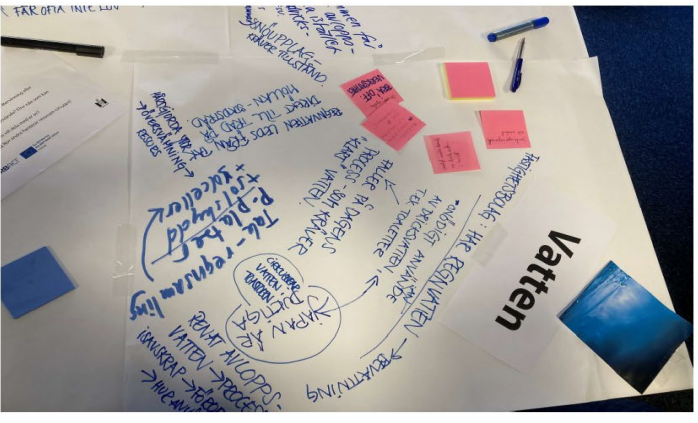
- Short presentation on SMART strategic objectives
- Open discussion to agree on or refine and specify further if needed the vision and the strategic objectives at the city level
- Exercise: alignment between SMART strategic objectives and lines of intervention.

Session 3: ideation on actions

- ideation on actions referring specifically to the lines of intervention that can be included in the action plan

Session 4: next steps

- presentation of the next project transnational events and their topics indicated in the network roadmap
- agreement on the local roadmap



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Start-Stop-Continue doing at local level: Parnters' view points

Start

- Show pictures and videos from transnational meetings to the local meetings to transfer experience from the other cities
- Use media and press for ULG meetings communication
- Thematic meetings/ smaller groups and use plenaries only for general milestones' presentations
- Create an online questionnaire for better audience engagement and to ask the audience to spread it to their sector (e.g. school directors to their schools)
- Have a diversity in the venues
- Organize site visits
- Analyse the content of the ULG meetings right away and provide the feedback to the participants
- Better organization of time, in relation to the agenda

Stop

- Inviting people by sending only 1 email
- Big groups every time
- Long presentations
- Gathering at a "formal" presentation room
- Too official meetings

Continue

- Animating meetings with URBACT tools as this increases engagement of stakeholders
- Mixing of actors and availability of time for bilateral talks between participants
- Inspiration talks
- Synergies with relevant projects
- Free inclusion of participants in the meetings

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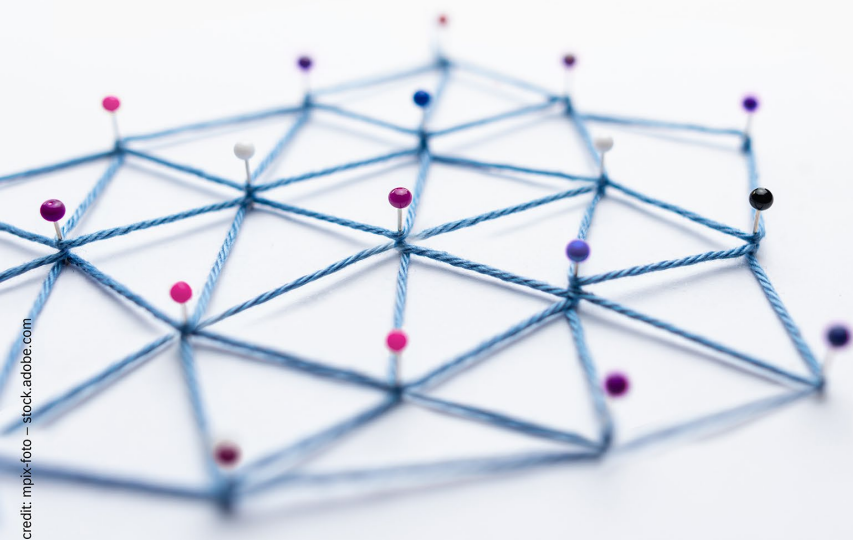
Next steps

The Let's Go Circular! network will meet again in April, in Riga, for the 3rd transnational meeting. The themes revolve around circular construction and deconstruction of buildings, digital tools and methods for the establishment of Urban Resource Centres and awareness raising.

We are going to hold our first community of practice on the reuse of empty buildings and public space, inspired by a relevant study visit at Viskali.

In the meantime, ULG meetings will continue. According to our network roadmap, ULG will meet in March and then in May, to exchange on the themes discussed in the transnational meetings, and progress their IAPs.

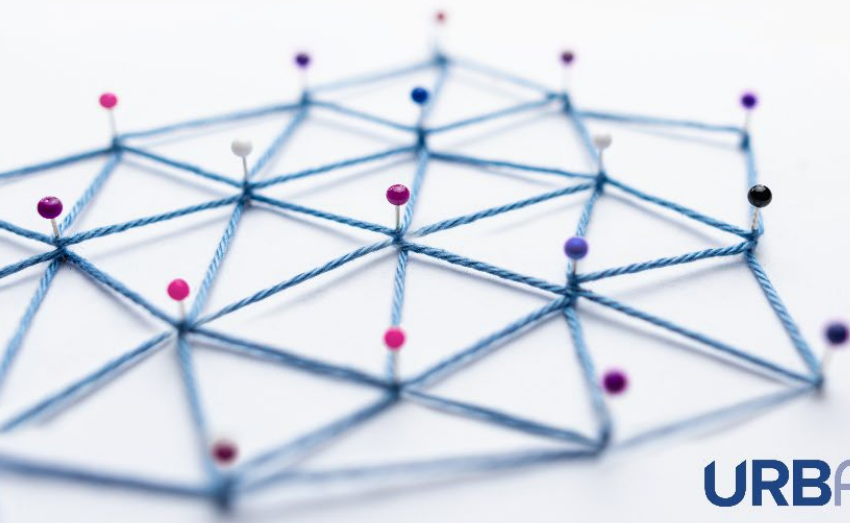
Shortly after that, we are holding our 4th transnational meeting, in June, in Oulu. The themes revolve around innovative digital solutions to boost entrepreneurship, support circularity, and the role of the local authority in this transformation. We will hold our second community of practice on



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Special acknowledgements to the teams of Guimaraes and Lisbon that hosted the 2nd and 3rd transnational meetings.

Project website

<https://urbact.eu/networks/lets-go-circular>

Follow us on Linked

<https://www.linkedin.com/company/let-s-go-circular/>

For more information please contact: Dr. Eleni Feleki

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