





*Indicate how the political commitment has been formed  
(Have you involved the City Council? How many times? Which were its reactions?  
max 20 lines)*



## 2. *Implementing the methodology*

***Indicate how you have taken into account the methodology that was delivered by Valencia and agreed by ReCS and that you have adapted to your own local situation.***

***Indicate how you have selected the political priorities to be addressed with STREAM CITIES considering the weaknesses and the strengths of your geographic, economic, and social situation.***

***Indicate in particular:***

- ***the main sectors of activities to be addressed (tourism, handicraft, ect. – 10 lines)***

<i>Sector of activity</i>	<i>Note</i>

- ***the main actors as professionals, workers, trades, categories, institutions, which you are involving to share opinions, to know their concerns, to respond to their expectations. (It is important to bring them all to reach the goals of your strategic project, a project able to ameliorate their environment, their job situation, their position, their wellness, etc.) Max 30 lines***



- *the goals that you want to achieve by the end of June 2010 by implementing your strategic project and the expectations you have from the active role of the main categories you are involving (Max 30 lines)*

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above.



### ***3. Implementing the project***

***Please indicate:***

- ***if you have elaborated and submitted questionnaires to the main stakeholders,***
- ***if you have organised meetings with them and how many meetings and with which results,***
- ***if you have informed the citizens or target groups with leaflets, brochures, photocopies, etc.***

***Please indicate***

- ***if, at the end of the first part of the consultative process, you have elaborated the document describing your “ Strategic project”***
- ***if it has been debated by the political actors involved in the Stream Cities project***
- ***if the document has been endorsed***
- ***if it has been presented and discussed with the main stakeholders***
- ***if it has been presented to the citizens in a public debate; how was the participation, how was the reactions etc. (I remind you that this action has to be accomplished within December 2009)***

***Indicate in addition for each of these actions when it has been done or the timing it will be done if not already accomplished***

***(max 35 lines)***



*We remind you that the following Activities have to be done by the end of September 2009:*

- 1. organise a local participative meeting to consult local stakeholders and investigate their needs and feedbacks. Participants must be concerned stakeholders (economic actors, social actors, employees organisations etc) and municipal representatives;*
- 2. each Meda partner project team has to carry on internal working groups within the municipality involving the different departments concerned by the urban development strategies (tourism, SMEs support, youth ect);*
- 3. following the internal and local participative meetings, each Meda partner has to write a Report on what emerged from the participative and internal meetings, which are the challenges to be addressed, which are the sectors to be developed. This document will be a draft for the Strategic plan/project which will be delivered in the launch public meeting within December 2009.*
- 4. fill in at least Annex I and II of the methodology (keep in mind that the questionnaire is not a compulsory or close enumeration, you can choose the factors you consider more relevant). Data are very important for the implementation of the project.*



### **3. Consuming and justifying the budget**

***Considering that each of these actions summarized before represents a cost in the budget at your disposal, I remind you that you have to spend all the budget lines and the sums within the first semester 2010, justifying the expenditures at the end of each of the three semesters coherently with the actions carried out.***

***By this time - July 2009- you have to justify, as explained in the letter, all the money you have expended from the beginning of the project until June 30<sup>th</sup>, 2009 in the different budget lines (except general meetings). It is in your interest to justify as much as possible, because if you do not justify it now, you will not have the sum that you virtually dispose of in your budget.***

***In order to do it, please follow this guidance:***

***Indicate and justify (by the annex 2 form)***

- a) the daily cost for each internal staff indicated in point 1. In the case of external experts appointed to the project, please produce a letter in which you commit precisely their job. Remind that you have to justify all the expenditures for salaries and support staff from the beginning of the project to June 2009***

***Indicate and justify with invoices (to attach to annex 4) coherently with the actions carried out from the beginning of the project until June 30<sup>th</sup>, 2009:***

- b) the expenditures you have done for:***
- printing the leaflets, manifestos, photocopies, rent rooms for meetings, other expenditures for organising different meetings, involving partners and stakeholders***
  - researches/studies on economic and social situation of your region and economical sectors, in particular of those sectors concerned by the strategic project;***
  - elaborating the questionnaires, reading and analysing the data and the output, etc.***
  - buying the laptop***
  - buying advises space in newspaper etc.***