



City2City program - Technical document

Assistance missions to OWHC cities, by OWHC cities

THE PROGRAM

The City2City program (or “C2C”) primarily encourages cooperation between members of the Organization of World Heritage Cities (OWHC). It enables them to share their expertise on subjects of common interest in heritage site management or urban planning, by fostering existing bilateral relationships or establishing new ones. The Program also contributes to enriching expertise and knowledge within the Organization.

The program capitalizes on local expertise. It takes the form of short expert missions (from 1 to 3 days) to carry out a study visit, assess a situation, provide training, or offer an assistance.

Member cities can participate, either by providing experts (responding cities), or by applying for Program assistance (requesting cities).

PROGRAM ELIGIBILITY

Any OWHC member city in good standing is eligible.

FINANCIAL ARRANGEMENT

The financial arrangement is based on a monetary (or in-kind) contribution shared between the parties:

- the requesting city covers the guest experts' accommodation and meals.
- the responding city provides the expert(s) (honorarium fees).
- the General Secretariat covers international travel costs or contributes to other costs in conjunction with the requesting city (to be considered on a case-by-case basis).

FILING A REQUEST

The requesting city is invited to send the OWHC Secretary General (SECRETARIAT@OVPM.ORG) the *C2C Data Sheet* (see Appendix 1), together with a letter signed by the Mayor. The C2C request must include the following information:

- A clear and succinct description of the situation (specific problem) and the purpose of the mission (exchange of experience, training, assistance, etc.).
- The type of expertise required, or the profile of the experts sought.
- References relevant to the project or management plan to which the C2C request relates.



FILE PROCESSING

- a. The General Secretariat will communicate directly with the person designated by the city to draw up a file which will include basic technical information, an estimated budget, and a proposed program for the mission.
- b. Depending on the nature of the C2C request, the General Secretariat will contact a city specifically targeted by the requesting city, or call on for expertise within the network of member cities.
- c. The General Secretariat, in coordination with the requesting and responding cities, will discuss the proposed program and financial arrangements. Once the parties have confirmed their agreement, the mission is organized according to the agreed upon terms (date, coverage of expenses, logistics, etc.).

SHARED RESPONSIBILITIES

The requesting city undertakes to:

- Draw up a technical file prior to the mission.
- Take charge of and organize the logistics (local transport, equipped meeting room, visits, etc.) and the mobilization of all local stakeholders relevant to the mission.
- Provide media coverage during and after the mission (photos and explanations), in coordination with the General Secretariat.
- Produce a short mission report, to be sent to the General Secretariat, including the following elements:
 - Summary of the initial challenge and objectives of the C2C request.
 - Mission report – stakeholders involved, assistance obtained, in what format, etc. (including photos).
 - Lessons learned, contributions to resolving the needs, possible solutions, and prospects for follow-up, etc.

The responding city undertakes to:

- Provide the expert(s) for the duration of the mission (honorarium fees).
- Contribute to the mission report (the nature of the expertise provided).

The General Secretariat undertakes to:

- Coordinate C2C requests.
- Identify cities' expertise in the various fields requested.
- Provide financial contribution to facilitate missions.
- Publish the results of missions and compile experiences/good practices to make them available to all member cities.

CONTACT

If you have any questions about the program, please contact Andréanne Charest, Programs and Projects Manager: acharest@ovpm.org



APPENDIX 1 - C2C DATA SHEET

The Data Sheet must contain certain basic information to enable the request to be processed. Please use and transmit a printable version via an exclusive Google Drive link that the Program Manager, Andréanne Charest, will send you by email.

PARTICIPATING CITY

Indicate the name of the city to which this sheet corresponds.

CONTACT PERSON

Name, title, and email.

DESCRIPTION OF THE SITUATION

A clear and succinct description of the issue to be resolved or the knowledge to be acquired.

OVERALL PROJECT OR ACTION PLAN

A description of the overall project or management action plan to which the request for assistance relates.

PROPOSED EXPERTISE

If you know or have an idea of an expert or city that could help you, please enter this information here.

Don't forget to submit your request with a letter signed by **your mayor**.