



## GUIDELINES – International Workshop

The *International Workshop* is an activity offered by the General Secretariat to the *Pilot City* and the *Collaborative Network* to stimulate its activities and develop its work.

The basic principles of this workshop are as follows:

- It should take place over a maximum of 2 or 3 days
- It must mobilize all local experts concerned by the Pilot City's Priority Thematic, as well as international experts and representatives of member cities who have previously expressed their desire to participate in the work of the Collaborative Network
- It is co-organized by the General Secretariat and the Pilot City

The workshop can be used to work on the following objectives (this list is not exhaustive, and the Pilot City can propose other ideas for the content of a workshop):

- Confirm the formation of the Collaborative Network, its operation and Action Plan
- Identify current and past experiences (state of the art, best practices)
- plan the actions to be prioritized and implemented, as well as the follow-up measures for achieving the objectives of the Network
- Initiate work on the deliverables defined in the Roadmap step 2 working document

The documents produced during and following the International Workshop may evolve in line with the progress made by the Collaborative Network.

The International Workshop is organized in collaboration between the General Secretariat and the Pilot City, as follows:

- The General Secretariat offers to invite a maximum of 3 experts, for whom it will cover the equivalent of their travel and accommodation costs, in addition to the cost of one member of the Advisory Group.
- If possible, the Pilot City contributes to the costs by providing a meeting room and, for example, meals and other facilities.
- The Pilot City mobilizes all the local experts and specialists whose contribution is necessary to the thematic and the program.
- OWHC member cities that have indicated their interest in the Collaborative Network are invited to attend the workshop at their own expense (unless otherwise agreed with the Pilot City and the General Secretariat).
- The General Secretariat makes itself available to the Pilot City to animate the workshop.

The following is a proposal for the type of content and structure a workshop might take:

### Day 1:

- AM: welcome and introduction, setting the context (situation + thematic)
- PM: local visit to the area affected by the thematic and initial problematization of needs

### Day 2:

- AM: identification of best practices based on needs identified on Day 1
- PM: formulation of proposals for common problematics and identification of the priority problematic

### Day 3:



- AM: Initial draft of a pilot project (refer to the Pilot Project Template for elements and criteria to be identified).

**Deliverables from the International Workshop:**

- Thematic sheet revised/improved if necessary
- Completed Collaborative Network Constituent Form (including updated Network Action Plan)
- Priority Problematic Sheet completed
- Report on initial draft of pilot project