

Creating our futures

ECTP-CEU

European Council of Spatial Planners
Conseil européen des Urbanistes

**2023 Combined Event of the
14th Biennale of European Towns and Town Planners
13th European Urban and Regional Planning Awards
12th Young Planners Workshop
2023 Autumn General Assembly of the ECTP-CEU**

***Inclusive Cities and Regions
Territoires Inclusifs***

**Draft
Organisation Protocol
between the ECTP-CEU
and the co-organisers of
the city hosting the
Combined Event**

Published on 8th July 2022

Draft Organisation Protocol between the ECTP-CEU, the Committee of the Regions of EU and the [local organisation(s)] of the city hosting the combined event of the

**14th Biennale of European Towns and Town Planners
13th European Urban and Regional Planning Awards
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2023 Autumn General Assembly of the ECTP-CEU**

The European Council of Spatial Planners – Conseil européen des urbanistes (ECTP-CEU) and the co-organisers, namely the [local organisation(s)], sign this agreement to organise the combined event of the 14th Biennale of European Towns and Town Planners, the 13th European Urban and Regional Planning Awards, the 12th Young Planners Workshop and the 2023 Autumn General Assembly of the ECTP-CEU (hereafter simply referred to as the ‘combined event’).

1 About the ECTP-CEU’s Events and its Protocol

The ECTP-CEU organises on a regular basis two major European events: the Biennale of European Towns and Town Planners and the European Urban and Regional Planning Awards. Both events are held on a biennial basis. In addition, the Young Planners Workshop is held every year and is linked either to the Biennale or to the Awards.

1.1 ECTP-CEU’s Biennale of European Towns and Town Planners

The Biennale of European Towns and Town Planners (in short ‘Biennale’, in French ‘Biennale européenne des villes et des urbanistes’) is organised every two years since 1995 by the ECTP-CEU, which holds the registered trademark of the event, and represents its major event for the scientific and academic debate in the field of spatial planning.

Thirteen editions of the Biennale had been held so far:

1. Lyon, France (1995);
2. Rome, Italy (1997);

3. Herne, Germany (1999);
4. Rotterdam, The Netherlands (2001);
5. Barcelona, Spain (2003);
6. Copenhagen, Denmark (2005);
7. Budapest, Hungary (2007);
8. Nancy, France (2009);
9. Genoa, Italy (2011);
10. Cascais, Portugal (2013);
11. Dublin, Ireland (2015);
12. Paris, France (2017);
13. Plymouth, England (2019).

1.2 ECTP-CEU's European Urban and Regional Planning Awards

The European Urban and Regional Planning Awards (in short 'Awards', in French 'Grand Prix de l'Urbanisme Européen') is the other major event held every two years since 2002 (plus three initial editions in 1991, 1994 and 1998) by the ECTP-CEU and rewards examples of good spatial planning in reference to the Charter of European Planning. The first editions were held on behalf of the European Commission. Since 2010 it is organised in co-operation with the European Union's Committee of the Regions (CoR).

Twelve editions of the Awards had been held so far:

1. Brussels, Belgium (1991);
2. Brussels, Belgium (1994);
3. Brussels, Belgium (1998);
4. Paris, France (2002);
5. Prague, Czechia (2004);
6. Sevilla, Spain (2006);
7. Dublin, Ireland (2008);
8. Brussels, Belgium (2010);
9. Brussels, Belgium (2012);
10. Brussels, Belgium (2014);
11. Brussels, Belgium (2016);
12. Roissy-en-France, France (2018).

1.3 ECTP-CEU's Young Planners Workshop

The Young Planners Workshop is an initiative of the ECTP-CEU which seeks to set out young planners' perspectives and experiences within the context of new European paradigms. It is held every year in conjunction with the Biennale or the Planning Awards.

Ten events of the Young Planners Workshop have been held so far:

1. Brussels, Belgium (2012);

2. Cascais, Portugal (2013);
3. Brussels, Belgium (2014);
4. Dublin, Ireland (2015);
5. Brussels, Belgium (2016);
6. Paris, France (2017);
7. Roissy-en-France, France (2018);
8. Plymouth, England (2019);
9. Completely online (2020);
10. Athens/online, Greece (2021).

The 11th event will be held on 27th September 2022 in Bratislava, Slovakia.

1.4 ECTP-CEU's General Assembly

General Assemblies are held twice every year, one in Spring and the other in Autumn. They are the body where the delegates of the member associations meet, discuss and decide about the policies and activities of the ECTP-CEU.

The updated list of dates and places of the General Assemblies is available on ECTP-CEU's website at <https://ectp-ceu.eu>.

1.5 Objectives of this Protocol

This Protocol is drawn up to facilitate the work of coordination and organisation of the various agencies and/or authorities charged in hosting the Combined Event in [Place, Country and dates] and set some preliminary aspects to clarify the role of the ECTP-CEU and the co-organisers.

2 Event format for 2023

Biennales and Planning Awards are traditionally held every two years: Biennales in odd years and Awards in even years. The pandemic put a stop to these events. The 2021 Biennale had been cancelled and postponed to 2023, while both, the 2020 and the 2022 Planning Awards have been cancelled and postponed to 2023, too.

On the contrary, the 9th and the 10th events of the Young Planners Workshops had both been held: the 9th edition in 2020 was held completely online, while the final session of the 10th edition was held in dual form (in person and online) at the 2021 Autumn General Assembly in Athens. The 11th edition this year will be held in person at the Autumn General Assembly in Bratislava.

Therefore, in Autumn 2023 the 14th Biennale, the 13th Planning Awards and the 12th Young Planners Workshop, as well as ECTP-CEU's General Assembly, will take place within one single combined event at the venues provided by the host city.

This format for 2023 requires:

- a common organisation committee for the whole combined event;
- a distinct scientific committee for the Biennale;
- a distinct jury for the Awards;
- a distinct working group for the Young Planners Workshop;
- sessions of scientific exchange between Biennale, Awards and YP.

Moreover, the host city must ensure that all four events (Biennale, Awards, YP, GA) are held

- during the same time period without interruptions;
- at the same venue or, as an alternative, at distinct venues but all located at short walking distances, ensuring complete accessibility for all persons.

3 14th Biennale of European Towns and Town Planners

The Biennales are organised into plenary, parallel, lecture and workshop sessions and are accompanied by exhibitions, city tours, technical visits and social events. Plenary and parallel sessions are characterised by a high scientific content, while workshop sessions are expected to have more practical approaches. Lecture sessions can be of both types. In addition, special plenary and parallel events can be organised, too. It is expected that an exhibition of works, plans and projects is set up to be freely accessible during the whole Biennale. These contributions may be linked to the sessions' contents or may be conceived as independent poster sessions. It is also advised to organise technical visits in the host city or in neighbouring areas, which might be subject to separate registration and payment. Social events should be freely accessible to all registered participants if they are part of the day programme (coffee breaks, lunches, light lunches) and may be subject to separate registration and payment if scheduled outside (e.g. dinner) or if only a limited number of persons can be admitted. Chargeable social events should have affordable prices for a broad public.

To ensure the necessary rigour in establishing the scientific content, a Scientific Committee with strong links to the academic level will be set up. Its components are nominated by ECTP's Executive Committee and by the co-organisers. The composition criteria are worked out by the Organisation Committee.

When organised as single events, Biennales usually last

three days, alternating plenary and parallel sessions, as well as possible special events.

Plenary and parallel sessions follow common scientific organisation rules: one or more keynote speakers, scientific spoken and multimedia-supported contributions, one or two moderators and possibly one or more discussants. Plenary and parallel sessions should allocate enough time for debates.

Lecture sessions, if organised, aim at teaching scientific or practical knowledge, or both, which is supposed to be new to most of the participants. Enough time for interaction with the public should be allocated.

Workshop sessions aim at collectively working out theoretical or practical outcomes or may teach dealing with innovative tools, instruments or techniques.

During a final plenary reporter session, the main outcomes of all previous sessions shall be presented to the participants.

The format of the 2023 Combined Event might suggest spreading the programme of the Biennale, the Awards, the YP and the GA over four days, with a welcoming event the evening before the first day.

Session chairs, moderators and discussants will formulate conclusions based on the contributions, debates and their own professional and scientific experience and knowledge. These conclusions will be later published in the Biennale proceedings.

To ensure a high number of participants, the co-organisers shall make any effort to keep the registration fees as low as possible, by increasing as much as possible contributions from private sponsors and public administrations. Private sponsoring might range from high value contributions of important companies to contributions from small subjects and by establishing a 'supporting participants' category. Spatial planning students and young professionals should be able to enjoy lower registration fees than other participants. Participants to the Young Planners Workshop shall be granted free access to the Combined Event.

It is expected that the travelling and accommodation costs for keynote speakers, session chairs, lecturers, discussants and moderators are covered by the co-organisers. Except in specific situations, to be evaluated case by case, it is not expected that the above-mentioned experts will receive any fee for their activities during the Biennale.

The co-organisers shall ensure good media coverage of the whole Combined Event in European technical and general media, including television.

4 13th European Urban and Regional Planning Awards

Awards are usually single-day events with four distinct moments:

- Exhibition of the works;
- Presentation of the works;
- Debate;
- Awarding Ceremony.

Given the format of the 2023 Combined Event, the host city might evaluate whether to concentrate the Awards-related events in one single day or spread them over more days. The exhibition of the admitted works should in any case be freely accessible during the whole Combined Event.

The Organisation Committee will evaluate if it is technically feasible to grant free access to the Awards venues also without chargeable registration to the Biennale.

A representative of the Committee of the Regions (CoR) of the European Union will participate to the meetings of the Combined Event's Organisation Committee when Awards-related topics are on the agenda. The CoR acts as a co-organiser of the Awards.

According to the time schedule, the members of the Award Jury will be nominated by the Organisation Committee after signing the final version of this Organisation Protocol. The Call for submission of applications for planners to participate in the 13th European Urban and Regional Planning Awards shall be published not later than one month after signing the Organisation Protocol.

The Awards Jury will carry out its evaluation activities during the three months from June to August 2023. For this purpose, the Jury can organise online meetings as needed. At least one whole-day physical meeting of the Jury shall be granted. The costs of renting the venue and travelling and accommodation of the Jury members are borne by the co-organisers. It is not expected that the Jury members will receive any fee for their assessment activity, but the co-organisers are free to decide differently.

According to the selection criteria that might be laid down in the Call for submission of applications, the Awards Jury can admit to the evaluation phase and to the public Awards event all the submitted contributions or only a selection of contributions deemed admissible.

The graphical, cartographical and descriptive materials of the presented works shall be published in a separate volume linked to the Biennale proceedings.

In addition to the Combined Event as a whole, the co-organisers shall assure good media coverage, specifically of the Awarding Ceremony.

5 12th Young Planners Workshop

The Young Planners Workshops are broken down in two distinct organisational phases:

- Online meetings during the summer months to work out plans and projects related to the specific themes proposed by the selected teams;
- Final in-person event, lasting one or two days, during which takes place a final workshop session with dialectic experience exchanges, a public presentation of the works to the Biennale or Awards participants and discussion sessions with senior planners and decision makers.

Some of the past editions provided also a freely accessible exhibition of the workshop outcomes.

The format of the 2023 Combined Event offers the opportunity to schedule the final in-person event more in depth and to provide for a better integration into the Biennale and Awards events with more experience exchange opportunities between young and senior planners.

For the 2023 edition the co-organisers shall make available space to host the exhibition of the young planners' works, which shall be freely accessible during the whole Combined Event.

The online workshop activities before the Combined Event are entirely managed and carried out by ECTP-CEU's Young Planners Working Group. The co-organisers are not involved in these activities.

6 2023 Autumn General Assembly of the ECTP-CEU

ECTP-CEU's General Assemblies last one whole day and are preceded by a half-day meeting of ECTP-CEU's Executive Committee. When linked to a Biennale or an Awards event, the General Assemblies often take place the day after the conclusion of the public event or are split into two half-day meetings, one in the afternoon of the last day of the public event (however after its conclusion) and the other the day after. Details on how and when to organise the General Assembly are agreed at a later stage after signing this Organisation Protocol.

7 Roles of the ECTP-CEU and the co-organisers

Hereafter are defined the roles of the ECTP-CEU and the co-organisers with respect to the practical organisation, technical and scientific development, financial coverage, actual realisation and post-production of the 2023 Combined Event in [Place, Country and Dates].

7.1 Role of the ECTP-CEU

The ECTP-CEU is the main organiser, trademark holder (of the Biennale) and licensor of the corporate image of the Combined Event.

The ECTP-CEU brings its background and experience of previous Biennales, Awards and Young Planners Workshops developed since 1995 in Lyon and ensures the good design and development of the 2023 Combined Event.

The ECTP-CEU provides the format of the Combined Event, professional contacts with planners of international prestige, as well as with public authorities, universities, associations and other organisations, in order to guarantee technical and scientific quality.

The ECTP-CEU is actively involved in the conception and design of the Combined Event through its participation to the Organisation Committee, the Biennale's Scientific Committee and the Awards Jury.

The ECTP-CEU is committed to proactively seek contributions at each level among its member organisations and their networks to ensure the broadest possible representation of the European continent at the Combined Event.

The ECTP-CEU is also committed to proactively promote the Combined Event among its member organisations and other spatial planner associations, institutes and professional chambers in Europe.

ECTP-CEU's 12th Young Planners Workshop and the 2023 Autumn General Assembly are organised directly by the ECTP-CEU by co-ordinating dates, times and venues in the Organisation Committee and possible interactions with the Biennale and Awards events in both, the Organisation Committee and the Scientific Committee.

7.2 Role of the Committee of the Regions

The role of the Committee of the Regions (CoR) is limited to the activities linked to the Awards. The ECTP-CEU, the CoR and the other co-organisers might agree to extend the role of the CoR also to other parts of the Combined Event (Biennale, YP, GA).

The CoR is responsible for linking the Awards to the institutions of the European Union. As done during past editions, it

might be evaluated to organise a specific presentation to the CoR in Brussels after the conclusion of the Combined Event. Travel and accommodation costs of the representatives of the invited planning teams shall be borne by the CoR.

It is expected that the CoR will give visibility to the presented works through its publications and communication channels.

7.3 Role of the other co-organisers

The [local organisation] will:

- Nominate a first point of contact for event management.
- Establish and host the Combined Event's Secretariat and bear its costs.
- Establish a payment webpage to receive registration fees and to pay out for space hire and catering; this will include the following specific extra expenses:
 - Travelling and accommodation for representatives of the ECTP-CEU (exact amount to be discussed with [local organisation]);
 - Travelling and accommodation for [number] keynote speakers, session chairs, lecturers and discussants.
- Payment webpage to include optional extras such as social events and technical visits. Payment for venues and catering for events outside the venues then to be made from these specific funds.
- Design marketing material for the Combined Event for sign off and then use by the partners.
- Secure cut price deals with hotels for a total of 100 rooms.
- Make best endeavours to secure venues and catering for a welcoming event and one or more other social events.
- Make best endeavours to secure local corporate sponsorship for the welcoming and other social events.
- Kick start local press coverage and repeat in [Month] 2023.
- Secure representation of the local government(s) for the welcoming event and signing the European Charter on Participatory Democracy in Spatial Planning Processes.
- Seek to identify keynote speakers, session chairs, lecturers and discussants.
- Provide senior representation of organisations involved in spatial planning.
- Market the Combined Event through international, national and regional bulletins, international, national and regional events and their websites.
- Build press attention nationally and internationally.
- Produce and publish in both electronic and paper edition the Biennale proceedings, the Awards book and the Young

Planners book with a co-ordinated graphical image and a minimum run of [number] copies.

- Assure maintenance and accessibility of the dedicated website also for the years to come, even if without updating its content.

8 Time Schedule

The dates scheduled from now to the end of October 2022 are already binding, while the subsequent dates may still be subject to change and will be definitively laid down in the final version of this protocol which should be signed on or before 6th November 2022.

7th July 2022: Publication of the Call for the Combined Event in Autumn 2023.

19th September 2022: Deadline for sending applications by candidate host cities.

19th-23rd September 2022: Selection of the host city.

23rd September 2022: Communication of the selected host city.

26th September 2022: Presentation of the Combined Event Dossier at the Autumn GA in Bratislava by a representative of the host city.

October 2022: Online meetings between the ExCo (or the Biennale & Awards WG) and the co-organisers from the host city to draw up the final version of this Protocol.

On or before 6th November 2022: Signing of the final version of this Protocol.

November 2022: Definition of the Jury (AJ) for the 13th Awards.

On or before 30th November 2022: Constitution of the Combined Event Organisation Committee (OC) in the host city.

1st December 2022: Publication of the Call for Entries of the 13th Awards.

On or before 31st January 2023: Constitution of the Scientific Committee (SC) of the 14th Biennale.

30th March 2023: Publication of the Call for Abstracts and Workshop Programme of the 12th Young Planners Workshop (YP).

30th April 2023: Publication of the Draft Programme of the 14th Biennale.

30th April 2023: Deadline for sending abstracts for the 12th YP.

8th May 2023: Communication of the selected teams for the 12th YP.

31st May 2023: Definition of all keynote speakers and lecturers at the 14th Biennale.

31st May 2023: Deadline for sending applications for the 13th Awards.

15th May - 17th September 2023: Online meetings of the 12th YP.

1st June - 31st August 2023: Assessment work of the Jury of the 13th Awards.

15th July 2023: Definition of possibly all session chairs, discussants and contributors of the 14th Biennale.

17th July 2023: Publication of the final Programme of the Combined Event.

4th September 2023: Last updates to the Programme of the Combined Event.

Autumn 2023: Combined Event.

End of document

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