



CLUSNET

Staff exchange programme

Kick off seminar
Stockholm, 22-24 April 2009

Objectives

- Strengthen the exchanges of best practices between our cities through 5 days in-situ visits
- Allow cluster policy managers to engage into in-depth policy exchanges with colleagues from other partner cities.
- Contribute to the creation of inter cluster links and prepare further contacts/visits between clusters

Who may participate?

- 3 officers from each partner city (employed by partner city)
- Not opened to personnel employed outside partner city (e.g external cluster experts) nor to Eurocities or Stockholm university

When?

- During semester 3, 4, 5 only
⇒ between July 2009 and December 2010
- One person at a time per city
- Host cities may arrange for grouped visits

Financial features

- Travel: average 600 eur / trip
- Hotel: average 120 eur / night x 5 nights = 600 eur
- Meals: average 25 eur/ meal x 10 meals = 250 eur
- Local transportation: average 100 eur / person

Financial features

- Expenses may vary according to the destination but will have to stay within the maximum accepted budget : 1 550 eur/exchange
- Expenses shall correspond to the living standard of the visited country. Luxurious expenses are therefore excluded. The officer shall be able to justify any kind of expense in case of audit from the Commission.

Methodology – organisation of the exchanges

- The city from where the exchangee originates
 - selects the officers that will take part in the exchange programme.
 - informs the selected officers on CLUSNET content, aims and rules
 - helps the officers in their search for a hosting city
 - helps the officers to prepare a draft programme for their visit
 - pays for the officers' expenses (travel & subsistence & insurances,...)

- The exchangee
 - searches for a hosting city
 - sends his/her curriculum to the potential hosting cities
 - drafts an agenda for his/her visit with the hosting city
 - Sends the final agenda to Per Justesen
 - during the exchange, follows the confidentiality rules of the hosting city

- The hosting city
 - organises the agenda of the visiting officer. Makes sure that the agenda looks lively and worth it.
 - organises the visiting officers' accommodation (finds a nearby hotel, arrange for any practical detail that will ease the visiting officer's stay)
 - arranges for somebody to take care of the officer during the totality of his/her stay

Methodology – reports

- All reports shall follow a common structure and a common table of content, to be developed by the university of Stockholm.
- Reports should not exceed 8 pages.
- Reports MUST be written in English.
- They should bare in mind who the Guide is for : city officers (strategic planner, project managers) and councillors, head of departments, outside project managers.

Outcome and deliverables

- Outcome:
 - Shared and compared policy analysis
 - Identification of best practices
 - Pre-establishment/strengthening of inter-cluster links
- Deliverable:
 - One methodological approach developed by the university of Stockholm
 - One report per exchange
 - Integration of the conclusions in the final report

