

Chart 2:		
Time, Working and Cost Schedule for Project "Urban Integration of Informal Settlements"		
Status:		
Task Structure	Action	Deliverables
Preparatory Work		
1. Formation of Project		
<u>1.1. Identification of Project Partners</u>		
- Contact member associations	Contacts established, monitored and evaluated	Notes and evaluation sheets
- Contact NGO, GO, international organizations	Contacts established, monitored and evaluated	Notes, evaluation sheets, profiles, activities
- inform. collect on relevant project		
- Information collection in NALAS Member Countries on informal Settlements	Collection of any information concerning informal settlements except laws	Information on No., type, size, location, etc. of informal settlements in the countries concerned, other info of relevancy structured for Knowledge Center NALAS
<u>1.2 Selection of 2 suitable project sites</u>		
- Draft criteria catalogue	Define criteria	Criteria catalogue
- Acquisition of suitable informal settlements	Info & tender through national associations	List of applicable/acceptable settlements
- collection of ass. prop.		
- preparation of matrix and analysis		
- preparation of shortlist		
- Visit potential municipalities	Roundtrip	Report
- preparation		
- logistics		
- questions and criteria to be discussed on the visits		
- Select potential municipalities	Preparation of evaluation matrices, evaluate in mutual agreement with parties concerned, confirm acceptance of pre-conditions	Transparency proved evaluation sheets, minutes, determined two pilot settlements
- conclusions (meetings on-line)		
- Sign agreements with selected municipalities	Preparation of agreed memorandum	Signature by parties concerned
<u>1.3 Establishment of Project Structure</u>		
- Collection of literature, reports, documents	Contracting Expert, design collection systematic	E-library, hardcopy library, input into knowledge centre
- Employment of permanent staff	Determination of qualification and location, form panel	Selected Expert(s)
- terms of reference		
- tender		
- selection incl. interviews		
- contracting		
- Appointment of responsible persons from organiz.	Talks with national associations	Agreements
- Determination of counterparts from municipalities	Talks with municipal planning departments	Agreements
- Kick-off meeting/Workshop	Prepare meeting	Implementation, minutes
2. Framework Conditions		
<u>2.1 Identification of ongoing or finished projects</u>		
<i>(Results, policies applied, lessons learned)</i>		
- Identify a local expert	Prepare Terms, Contracting Expert	Expert available
- Collect data	Design collection systematic	Compilation of material
- Analyze three most advanced and relevant / Report	Criteria setting, structuring of material	Analysis, Report on three Projects
<u>- Workshop Policy/Experience</u>		
- International or Regional Expert Analysis / Report	Prepare Terms, Contracting international Expert,	Analytical report on past and ongoing project structure
<u>2.2. Compilation of legal framework of relevance in member nations</u>		
<i>(Laws on urban planning and rehabilitation, specific by-laws and statutes, analytical comparison)</i>		
- Identify a local expert (same expert of activity 2.1)	As in 2.1	
- Collect laws and by-laws	Design collection systematic	Compilation of material, structuring in matrices
- Translate laws	Selection of key laws	Key laws in local language and English
- International or Regional Expert Analysis / Report	TOR, contracting intern. Expert	Analysis of the laws, first interpretation
<u>- Workshop Legal Framework (with 2.3)</u>		
<u>- Workshop (same as in activity 2.1) Legal Framework</u>		
<u>2.3. Analysis set by intern. Org. and EU stipulations</u>		
<i>(Analysis of documentation and literature, Interviews with</i>		
<u>2.4 Determination of legal requirements by country</u>		
- Identification of legal insufficiencies in urban planning / rehabilitation (Based on 2.2)	In depth analysis of the key laws	Report
- Compilation of policies and practices of sample EU countries	Collection & structuring information, TOR, Contracting local expert	Report
- Comparative analysis / external expert	TOR, contracting regional or international expert,	Comparative analysis
- Elaboration of legalization process & procedures	TOR, contracting experts, analysing best practices	Manual on legalization process & according procedures
- Drafting legal amendments / revisions (ongoing activity of NALAS members)	TOR, contracting experts, cooperation with Ministries concerned	According draft laws, amendments & secondary laws
- Workshop (same as in activity 2.2) on Policy	Preparation/Organization of workshop	Implementation

Task Structure	Action	Deliverables
- Symposium / UN HABITAT	Organization, preparation of papers, speakers, contributions, funding	Implementation
3. Assistance in Preparation of an Urban Development Plan		
3.1. Urban analysis		
- Data & info collection	Preparation of catalogues for data requirements, matrices & structuring	Data bank
- Data compilation	same	
- Data analysis	Training to the municipal experts in data analysis	Data Analysis
- Analysis of economic, social, physical, environm. structure	Sector analysis	Development status of sectors
- Determination of potentials, constraints and problems	Training to municipalities in drawing conclusions	SWOT Analysis
- Workshop	Preparation/Organization	Implementation
3.2. Socio-demographic survey in informal settlement		
- Assistance in preparation of questionnaire & (organization) implement socio-economic survey	Preparation of data catalogues & survey sheets, sampling	Applicable survey material
- Assistance in preparation of physical survey	Organization & implementation, analysis	Comprehensive set of filled in questionnaires, Report on analysis & conclusion
- Organization & maintaining of participation, foundation of local initiative	Training in dealing with & organization of local initiatives / participation	Responsible local initiative
- Determination of areas prone to hazards	Surveying, studies & analysing	Determination of "hot spots"
- Open Workshop	Preparation/Organization	Implementation
3.3. Elaboration of an urban development masterplan		
- SWOT Analysis	Assistance in SWOT Analysis	Analytical Report
- Determination of Objectives	Assistance in elaboration objectives	Development objectives
- Development strategy	Assistance in elaboration strategy	Development strategy
- Forecast	Assistance in conducting socio-demographic and sectoral forecasts	Socio-economic forecast
- Demand assessment	Assistance in the demand assessment for land, housing, social-, economic- & technical infrastructure	Demand forecast
- Development concept	Assistance in the development of a spatial concept for urban dev.	Urban development concept
3.4. Preparation of the integrative rehabilitation plan		
- Determination of policy & requirements	Assistance in the elaboration of the policies and determination of requirements conc. Results from 3.3	Section of urban rehabilitation plan
- Application of participation models	Utilization and application of lessons learned	Section of urban rehabilitation plan
- Final Delineation of rehabilitation area	Identifying homogenous rehabilitation area	Determined Area/Section of urban rehabilitation plan
- Development Alternatives	Assistance in elabor. Alternatives	2 to 3 development alternatives
- Elaboration of rehabilitation plan	Participative decision on final alternative/ Assistance in elaboration of the Urban Rehabilitation & Development Plan	Urban Rehabilitation & Development Plan with written part and mapping part
3.5. Symposium	Organization, preparation of papers, speakers, contributions, funding	Implementation
3.6. Action Plans		
- Measures for Legalization	TOR/contracting intern. Expert, Elaboration of legal procedures	Manual
- Economic development*		
- Municipal economic promotion*		
- Urban integration	Assist. In elaboration of socio-economic and physical measures for integrating the informal settlement into the urban tissue	Action Plan & Manual
- Housing improvement & rehanbilitation	Assist. in elaboration	Action plan including approach, requirements, financing, development
- Technical infrastructure improvement & rehabilitation	Assist. determination of infrastructural demand & requirements	Action Plan & Manual, incl. Prioritization, timing, cost invlved, etc.
- Social infrastructure improvement & rehabilitation	Assist. determination of infrastructural demand & requirements	Action Plan & Manual, incl. Prioritization, timing, cost invlved, etc.
- Measures for avoidance of hazards	Assist. In identification of hazzards for the informal settlement concerned	Action Plan, including qualifying and quantifying hazzards, prioritization, schedule & type of measures, costs involved
3.7. Open Workshop	Preparation/Organization	Implementation
4. Training and Advisory to Municipalities**		
4.1. Training & advisory in urban analysis		
4.2. Training & advisory in dev. of strategies		
4.3 Training and advisory in urban rehabilitation		
4.4 Advisory in elaboration of urban plan		
4.5 Advisory in Municipal Economic Promotion		
* Planned as Separate/Additional Project Component and put in separate proposal		
** Additionally strong international expert inputs and local experts in the frame of contracting studies, analyses, etc.		