How to organize the cities.multimodal peer review process?
Guidance

Peer reviews in cities.multimodal – why are we doing this?

- to facilitate transnational cooperation and learning → main aim of the BSR programme!
- to create a possibility for discussion and exchange between colleagues and experts and establish lasting relations
- For the host city: to receive comments, feedback and input on the activities
- For the "visiting cities": to provide "fresh eyes" and expert input from outside

What are we peer-reviewing?

The idea is to add a reviewing process to the implementation of activities within the project → **one or more activities your city is implementing during the project lifetime will be peer reviewed by your colleagues!**

Peer review groups

Group 1	Group 2
Kalmar	Rostock
Guldborgsund	Gdansk
Vilnius	Århus
Tartu	Riga

About the guidance document

This document aims at supporting project partners to organize the peer review process in their city (host) as well as being a visiting city (peer).

It provides a structure for the process, incl. a checklist for the organization as well as some ideas for the facilitation of the peer review workshop.

The peer reviewing process – three steps
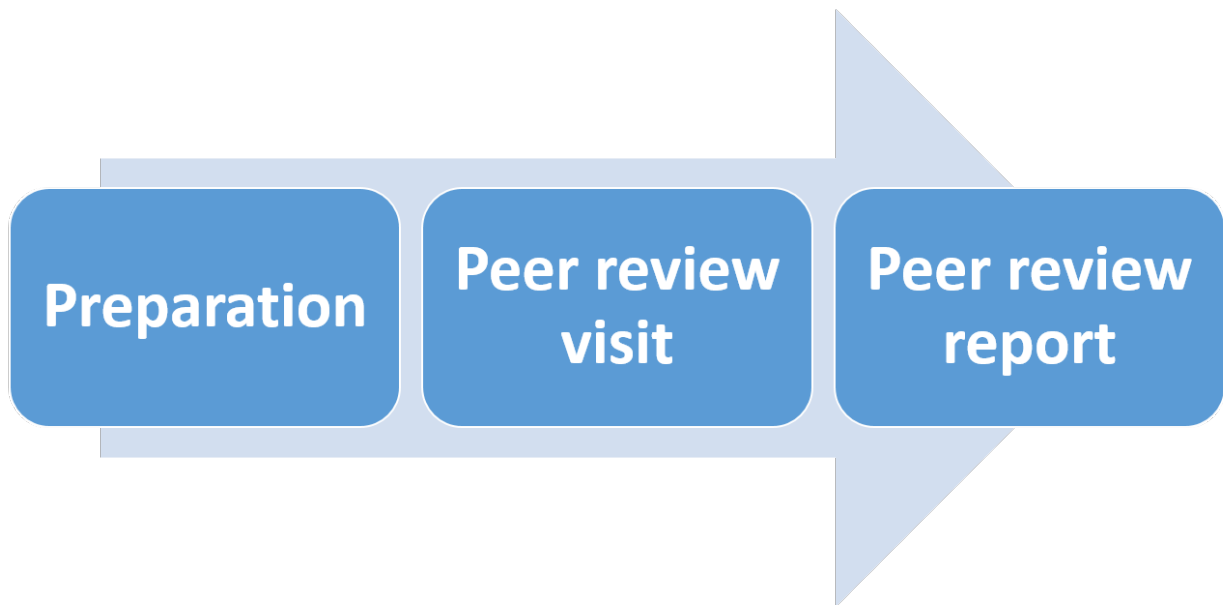
You can use this as a checklist for your own process, just copy it and fill in names and dates according to your own situation!

BEFORE the workshop – Preparation (estimation ca. 2 months)

Steps	To Do	Who?
Set the date	Agreement of the dates of the workshop(s) within the peer review group! ***Proposal: use www.doodle.com for easy scheduling***	host city (cc UBC)
Define scope of the peer review	Define the topic/activities/issues that your city would like to be reviewed on *Initial topics have been collected and are available on Own-Cloud!*	host city (cc UBC)
Involve your colleagues!	Agree with your colleagues on who will be involved and who will be responsible from the host city! • who will participate? • who will moderate? • who will do presentations? • who will organize and lead a site visit? • who is the main contact person for visiting cities?	host city

	who will arrange practicalities? *Please make sure that you have your expert colleagues involved!*	3
Prepare draft agenda	Preparation of schedule and elements included in the peer review visit. E.g. workshop, site visit, get-together etc.	host city (cc UBC)
Invite your peers!	Send an invitation incl. draft agenda, practical information, hotel recommendations etc. to your peer cities	host city
Prepare material for the peers	Collect relevant reports, plans etc. that describe the situation and the topic of your peer review. If you do not have material in English, please try to make a summary for your visiting peers and give an outline of the content	host city
Organize the practicalities	Book venue / catering/ transportation, etc.	host city
Plan the site visit	Planning of logistics (transportation, presentations, guides, etc) for the site visit to show relevant places in the city	host city
Informal get-together (optional)	Depending on the travel times, an informal get-together before the workshop can create a nice atmosphere and casual start of the visit.	host city

The peer review visit – workshop

These are elements that you can use in your peer review workshop, please mix and match so it fits your needs!

Steps	To Do	Who?
Opening	Opening the session and introduction of participants and procedure, agenda (including logistic information) and goals. ***"Ice breaker" methods could be used to get to know each other → UBC can support!***	local moderator
Short introduction of the scope	Presentation of the topic/situation and key questions	host city
Input presentations	If relevant, have one or more short input presentations about the area/topic/situation, so that the visiting cities can get a comprehensive picture	host city
Site visit	Visiting sites that are interesting with regard to the peer review topic. Peers will be able to see measures and activities in practice or get a better idea for plans in the city. Local experts and stakeholders can be involved easily in the site visit and can give additional input for the visiting cities.	host city
Reflection and questions	Discussion of first impressions with project representatives and presentation of key questions from project responsible to peers.	moderator/all

Preparing the input from the visiting cities	The visiting cities will have some time to prepare their reflections, ideas, experiences from their city, recommendations etc. to the host city (duration: 1-1,5h) **Possible methods and tools:** Power point presentation, poster, drawings – be creative!	visiting cities
Presentation of the reflections	The visiting cities will present their reflections on the topic/situation, referring to own experience and expertise	visiting cities
Discussion	Common discussion about the reflections, what can the host city learn from the others experience?	moderator
Evaluation session – Flashlights from the peer review	Common evaluation of the whole peer review visit by all participants. Make a short inquiry to receive a spontaneous feedback from all persons about the learnings of the visit. *Method: Flashlights from the peer review* *Distribute sticky notes to the participants, participants should write down the answers on "what did you learn from the peers" (participants from host city) OR "what are you recommending to the host" (participants from visiting cities): time limit 2-3 min!* *Cluster the results and document through taking a picture and/or in written form!*	All participants (facilitator needed!)
Closing	Summary of results of discussion and closing	Moderator

After the workshop – peer review report and wrap-up

Steps	To Do	Who?	When?
Dissemination of peer review visit	Short article and photo on website, Social media etc.	UBC with input from peer review group	after the visit
Peer review report - draft	*Use the peer review report template, available on OwnCloud* Summarize the results from the peer review workshop	visiting cities	one week after the visit
Draft report to host city	Send the draft report to the host city for comments and additions	visiting cities/host city	
Finalization of report	Finalize the report and send it to UBC	visiting cities	latest 4 weeks after the visit
Dissemination of report	Upload on CMM website	UBC	

If you have any questions about the peer reviews or need support in the process, please do not hesitate to get in touch!

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