



# USER'S GUIDE

## CO-CREATION LAB 29–30 June 2020

### Commons Sense: Let's Create a Bottom-Up European Democracy

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## OVERVIEW

We invite you to participate in an intensive and exciting online **Co-Creation Lab 29–30 June** where we come together across Europe to explore and co-create proposals and solutions to three key challenges linked to participation, cultural spaces and commons. As a preparation, there will be a presentation on the three topics and the research to date during the Webinar on 22 June 10–12.30.

The goal of the Co-Creation Lab is to form teams that will develop ideas, solutions and proposals tackling [the challenges](#) identified by the researchers involved in the [Cultural and Creative Spaces and Cities](#) (CCSC) project. Each team will submit its proposal ([check below](#) to know the procedure). All proposals will be published on the CCSC website and discussed collectively during the final wrap-up of the event.

The Co-Creation Lab is done in the spirit of collaboration, inclusivity and co-creation. Every participant has the right to learn from the process and participate regardless of background or knowledge - in the pursuit of more inclusive and participatory processes for Europe. We expect all participants in the Co-Creation Lab to abide by our [Code of Conduct](#).

All publicly provided times are in CEST (Central European Summer Time) that is Stockholm, Amsterdam, Brussels, Berlin, Vienna, Paris, Barcelona, Naples...

We thank [Helve](#) and the [#HackCreative](#) for the inspiration to do this event.

#### KEY LINKS

**Cultural and Creative Spaces and Cities Website:** [spacesandcities.com](https://www.spacesandcities.com)

**Event programme:**

<https://www.spacesandcities.com/news/commons-sense-lets-create-a-bottom-up-european-democracy/>

**Slack workspace:**

**Hashtag:** #Commonssense

## HOW IT WORKS

### STEP 1 - PREPARE YOURSELF! Participate in the Webinar 22 June

Make sure to attend the webinar on the 22 June in order to get all the necessary information about the challenges and the research to date. All participants will also have access to articles, presentation material, etc. after the event, so if you can not attend the 22nd, you will have the opportunity to prepare yourself by browsing this material before you go into the Co-Creation Lab. During the webinar you choose the presentation of the challenge you are most interested in and that you would like to work on during the Co-Creation Lab.

### STEP 2 - SELECT THEME AND TEAM! Join Slack, Choose your Challenge and Find a Team

The Co-Creation Lab will mainly happen on Slack. [Slack](#) is a collaboration platform organised in different channels that is ideal for online cooperation. The Co-Creation Lab work space on Slack regarding #team-formation will open on afternoon **Wednesday 24 June** and you will be invited to join it from that day. Please familiarise yourself with the platform and the different channels ahead of the Lab. Here you can present yourself and get to know other participants and what kind of ideas and questions are cooking. Most importantly, here is where you either present your idea and find teammates or you browse other people's ideas and join their team. This is all done in the #team-formation channel. Register your Team of 3-5 people at the latest **Sunday 28 June** midnight.

#### Slack Channels

[#announcements](#) - read-only announcements from organisers

[#ask-TECH](#) - ask organisers TECH questions

[#ask-organisers](#) - ask questions to organisers directly

[#code-of-conduct](#)

[#how-to-submit-your-proposal](#)

[#mentors-channel](#)- private channel for mentor

[#networking-space](#) - Post suggestions for similar events, projects around the world here. Hang out!

[#present-yourself](#) - Here you can present yourself as you enter Slack

[#resources](#) - Share information that could help others. Organisers and mentors will also share useful information here.

[#team-creation](#) - Share the idea you would want to work on during the co-creation lab. Also, post here if you are looking for someone specific for your team or if you are new here and want to join a team.

[#collective-intelligence-channel](#) - Here you can ask for help, input, tips from the whole community taking part in the Co-Creation Lab

[#challenge-1-commons\\_as\\_ecosystems\\_for\\_culture\\_after\\_covid-19-channel](#)- Here you can discuss issues, propose debates and share ideas referring to challenge 1.

[#challenge-2\\_co-creating\\_cultural\\_policies\\_in\\_cities\\_channel](#)- Here you can discuss issues, propose debates and share ideas referring to challenge 2.

[#challenge-3\\_building\\_spaces\\_of\\_encounter\\_between\\_local\\_and\\_eu\\_level\\_channel](#)- Here you can discuss issues, propose debates and share ideas referring to challenge 3.

[#Mentor + team](#) (private channels) (12 channels)

[#Team Channels](#) (open)- every team is asked to create their own channel to work on their idea and leave it open so mentors and organizers can enter easily.

### **STEP 3 - DO THE LAB! Work with your team, check-in with your mentor and submit your proposal**

You will find the key information and updates on Slack ([#announcements](#) channel). If you have any questions, ask your mentor or contact us on Slack ([#ask-organisers](#)).

The main things to remember during the Co-Creation Lab:

- You and your team will during two days work on a proposal addressing one of the three challenges. Please read the criteria for submitting a proposal and download a template for presentation here.
- You and your team can choose to co-create anywhere you want and what serves you the best: on Slack, Jamboard, Miro, Google Drive, Zoom, Skype, Teams.... Check the [#resources](#) channel for tips on great collaboration platforms and tools.
- Create a public channel on Slack for your team. Using your team name is a good idea.
- We suggest working from 9–18 but it is up to you and your team to decide how much time you want and can put in and also when you want to work. It is a good idea to talk this over in the team from the start, not everybody might be able to be actively present all the time.
- Checkpoint - Each team will have a designated mentor that will check in on them through a Zoom call once on 29 June and once on 30 June. The check-point is compulsory. The purpose of the check-point is for you to have 30 minutes with your mentor to make sure you are moving in the right direction, it is a support for you, not an assessment. At least one member of the team should participate. You will be assigned a mentor in the morning of the 29 June and the mentor will tell you your exact check-point times for the two days.
- Join the post-work session on Zoom June 29 at 18.15CEST to meet all participants and experience an artistic online event.
- Submit your proposal at the latest 16.00 on 30 June. Check the [criteria](#) for submission!

#### **STEP 4 - WRAP UP! Interactive wrap up with the European Commission**

Join the Wrap up Session at 5pm on Tuesday 30 June. Here you will get an initial wrap up and feedback from the researchers and mentors that have been part of the Co-Creation Lab. During the duration of the lab they will gather questions, inputs and ideas from the teams and at this wrap up they will present their first outcomes. Moreover you will have the opportunity to have a live chat with Maciej Hofman and Barbara Stacher, policy officers at the European Commission.

## **THE CHALLENGES**

### **Building homes of commons to bring Europe closer to citizens**

The three challenges are linked to the central topic of the event, which is how to build 'homes of commons', as a tool to bring the European institutions closer to citizens. Challenge 1 and 2 address what kind of environment is needed to build such spaces of encounter between the EU and citizens. The first one concerns grassroots community activation and the second one the relationship between the community and the local institutions. Challenge 3 is aimed at building the agenda and governance of the 'homes of commons'.

- 1. The commons as ecosystems for culture after Covid-19 - subtopics:**
  - 1.1. What concrete solutions make EU grants more accessible for commons and alternative cultural spaces? How can we establish methodologies and standing rules to enable participatory grant-making for culture at EU level?
  - 1.2. How can grants activate new commons-based ecosystems that promote a sustainable creative work (i.e. allowing space and time for research and production, peer learning, income, and relationship with society);
  - 1.3. Financing a sustainable creative work (see sub 2) after Covid-19: going beyond the logics of 'big events'
- 2. Co-creating cultural policies in cities to foster cohesion and inclusion - subtopics:**
  - 2.1. Incentives to participation: should remuneration (financial or non-financial) be included in participatory processes?
  - 2.2. Culture in urban policy: how to overcome in-silos approaches in urban policy? Can cross-sectoral approaches; needs-based approaches; stronger mediation/facilitation work as solutions?
  - 2.3. Participation and post-covid Europe: in what ways can local authorities recognize, valorize and support local solidarity initiatives?
- 3. Building spaces of encounter between local and EU level - subtopics:**
  - 3.1. Concrete proposals to bring Europe closer to citizens and cultural operators - Organisation of the 'homes of commons': how can homes of commons act as effective tools to decentralize and distribute EU institutions in local contexts? How can homes of commons communicate and collaborate simultaneously with EU institutions, local authorities and citizens?
  - 3.2. Concrete proposals to bring Europe closer to citizens and cultural operators - Agenda of the homes of commons: what should be on the agenda of homes of commons, in order to facilitate the links between the EU and the local level? What function should homes of commons have (advocacy, information, co-working, local participation...)?
  - 3.3. Homes of commons and cultural and creative spaces: how can we rethink cultural and creative spaces, as community organisations suggesting new ways for EU institutions to relate with the local level?

# PROGRAMME AND KEY MOMENTS

## Monday 22 June

10:00- 10:10: Welcome by Mieke Renders, Trans Europe Halles

10:10 - 10:15: Barbara Stacher : Short introduction and welcome to the Commission colleagues

10:15-10:30: Recommendations of CCSC by Maria Francesca de Tullio (University of Antwerp) Violante Torre (European Cultural Foundation)

10:30-10:40 Presentation by the European Commission (Maciej Hofman, DG EAC TBC.) concerning challenges related to the relationships between EU and local level and past/present experiences with peer learning with cities and regions

10h40-10h50: Break

10h50- 11h50: Parallel Webinars + Q&A:

- 1. The commons as ecosystems for culture after Covid-19 - by l'Asilo (facilitated by Maria Francesca De Tullio):**
  - Ana Sofia Acosta Alvarado / Angela Dionisia Severino / Chiara Cucca/Angelica Bifano
  - Giuseppe Micciarelli / Maria Pia Valentini / Andrea de Goyzueta
  - Adriano Cozzolino / Benedetta Parenti
  - music by L'Asilo
- 2. Co-creating cultural policies in cities to foster cohesion and inclusion - by Boekman Foundation and the ULs of Kaapeli, Region of Skane, CIKE (facilitated by Marjolein Cremer)**
  - [Joost Heinsius](#)
  - Raisa Karttunen (Urban Lab Kaapeli)
  - Ola Jacobson (Urban Lab Region Skane)
  - Zuzana Reveszova (Urban Lab Cike)
- 3. Building spaces of encounter between local and EU level - by Boekman Foundation and the ULs of Hablarenarte, Lund, Timisoara (facilitated by Violante Torre)**
  - [Goran Tomka](#)
  - Andreea Iager-Tako (Urban Lab Ambasada)
  - Flavia Introzzi and Elena Lasala (Urban lab Hablarenarte)
  - Katarina Scott (Urban Lab Lund)
  - Marcela Arreaga Vega (Urban Lab Coboilab)

11:50 -12:30: Presenting the Co-Creation Lab and its purpose and how it will work.

## Wednesday 24 – Sunday 28 June

Slack opens and Participants are invited to join and start Team Formation.

## Monday 29 June

09.00 – 09.30 Opening of the Co-Creation Lab on Zoom.

15.00 – 18.00 Agreed check-points with mentors

18.00 – 18.45 After work check-out on Zoom including an interactive art piece.

## Tuesday 30 June

09.00 – 09.15 Check-in on Zoom.

9.45 – 12.30 Agreed second check-points with mentors

16.00 Deadline for submissions

17.00 – 18.00 Interactive wrap-up on Zoom with the European Commission: Maciej Hofman and Barbara Stacher.

## DETAILS FOR SUBMITTING YOUR PROPOSAL

**Deadline!** The submission deadline for all the proposals is Tuesday 30 June, 16.00 CEST.

**Where to submit my proposal?** The form for where to upload your proposal will be shared on Slack. Remember that all submitted proposals will be published on the CCSC website.

### Format and criteria for the proposal

All proposals must be submitted in the form of a PowerPoint presentation using our template. Make sure to download the correct template that corresponds to the challenge you have selected:

- [Download Template Challenge 1:](#) *The commons as ecosystems for culture after Covid-19*
- [Download Template Challenge 2:](#) *Co-creating cultural policies in cities to foster cohesion and inclusion*
- [Download Template Challenge 3:](#) *Building spaces of encounter between local and EU level*

Make sure to answer all 3 subtopics of the challenge of your choice. If you think that one or more of the sub-topics is not relevant, please provide an alternative solution to the challenge, giving a reason why you consider the original sub-topic not relevant.

For each sub-topic, please use 1 slide for presenting your Analysis and 2 slides for presenting Concrete Solutions. Feel free to use text, photos, drawings, video, illustrations, graphs – whatever to illustrate your point! Finally, please select five keywords that sums up your proposal on the last slide. We will also ask you to submit them on menti.com. The code to access the platform will be published on Slack during the Co-Creation Lab.

## WHAT WILL HAPPEN WITH OUR PROPOSAL?

All proposals will be read and analysed by the project managers and connected researchers of the event! At the end of the event, the keywords of your proposals will animate the final wrap up with the European Commission. Moreover, all the proposals will be published with your names on the [CCSC website](#).

During the summer, ECF and University of Antwerp will work collaboratively on the findings of the event. They will elaborate and combine elements of the contributions into one proposal, which will constitute the basis of the final policy recommendations of the CCSC.

## WHO ARE THE MENTORS?

The **role of the mentor** is to help the team to do the best out of their ideas, keep the team on track and assist them on their way to submitting a proposal. At the daily Check-point of 30 minutes, the teams can present where they are with their project and ask for guidance, feedback and test ideas. The communication between the team and the mentor in between check-points is done via the team+mentor Slack channel that is created by the organising team. The Check-point is done via a virtual conference tool chosen by the mentor (Zoom, Skype, Jitsi, Teams...).

### List of mentors

Laura Aufrère - Université Sorbonne Centre d'Economie, Paris, France

Giuliana Ciancio - University of Antwerp, Belgium/Italy

Marjolein Cremer - European Cultural Foundation, Amsterdam, The Netherlands

Pascal Gielen - Antwerp Research Institute for the Arts (ARIA), Belgium

Peter Jenkinsen - Freelancer, London, UK

Marieke Maertens - Timelab, Gent, Belgium

Ana Méndez des Andes - Madrid 129, Spain / University of Sheffield, UK

Daniela Patti - Eutropian, Rome, Italy

Mieke Renders, Trans Europe Halles, Lund, Sweden

José Luis Rodriguez, Trans Europe Halles, Lund, Sweden

Frédéric Sultan - Paris, France

Shelagh Wright - London, UK

**Laura Aufrère**, PhD student, Université Sorbonne Centre d'Economie de Paris Nord  
Paris, France



Laura Aufrère is involved in the solidarity economy movement, and in the French cultural field (she used to be coordinator of a network that gathered 2500 non-profit professional cultural initiatives). Now she is a PHD student in management looking into commons and social and solidarity economy initiatives. She specialises in issues of work and labour organisation, cooperation and governance, and solidarity economy models.

Languages: French, English

**Giuliana Ciancio**, phd candidate - University of Antwerp - C.C.Q.O. - Culture Commons Quest Office (Belgium) co-curator and project manager - Be SpectACTive - large scale EU cooperation project (EU) Naples/Rome/Antwerp - Italy/Belgium



Expertise & skills: performing arts, co-creation, cultural participatory practices, Commons, bottom-up cultural policy approach, EU cultural policy design, Creative Europe.

Giuliana Ciancio - cultural manager, curator, researcher and lecture - deals with live performing arts, international art programming and cultural policies in Europe. In her career she has worked creating and managing large-scale cultural cooperation projects at national and international level. Currently, she is the co-curator and project manager of the large-scale Creative Europe co-funded cooperation project Be SpectACTive; PhD candidate at the University of Antwerp (Belgium) within the C.C.Q.O - Cultural Commons Quest Office; co-founder and board member of the Italian based organization Liv.in.g. (Live Internationalization Gateway).

Language: English

**Marjolein Cremer**, Senior Advocacy Officer, [European Cultural Foundation](#)  
Amsterdam, The Netherlands



As a Senior Advocacy Officer at the European Cultural Foundation (ECF), I'm responsible for strategic policy development and a liaison for local, national and European partners and institutions. I developed my expertise in designing creative policy papers and EU policy agenda setting, for example to position culture and participatory processes on the Urban Agenda for the EU or participatory governance in culture and cities. I'm passionate about this, as especially in these times culture creates new ways of connecting people and solidarity with people in isolated places. I believe we truly need to transform processes, to make society and democracy more participative and transparent for a culturally diverse Europe.

Languages: Dutch, English

**Pascal Gielen**, professor of Cultural Sociology, Antwerp Research Institute for the Arts (ARIA), Antwerp, Belgium



In 2016 professor Pascal Gielen received the Odysseus Grant of the Flemish Scientific Fund for excellent international research. With this grant he instituted the interdisciplinary Culture Commons Quest Office which does research about the conditions of sustainable creative labour in different urban contexts. Gielen is also editor of Forum+ Journal for Research and Arts and of the international book series Antennae - Arts in Society.

**Peter Jenkinson**, Cultural Change Agent, None or Independent Freelancer  
London, (Dis)United Kingdom!



Peter is a passionate internationalist and creative change maker based in London UK with an unswerving commitment to co-building cultural democracy, social justice and bottom-up transformation through the power of the imagination and of care and through values-based co-working with networks across Europe and beyond, using skills that will never be perfect, including active listening, care, hosting, facilitating, peacebuilding, curation, connecting, campaigning and a great line in humility and sometimes necessary self-deprecation!

Language: English

**Marieke Maertens**, Systems Designer, [Timelab](#)  
Gent, Belgium



I am a system designer, focusing on participation, using prototyping as methodology to bring (creative) people together. We are currently working on a project called the School of Commons, where we combine different methods and tools to achieve a commoning transition. My focus lies in developing games to transfer knowledge.

Languages: English, Dutch.

**Ana Méndez de Andrés**, Architect and Master in Urban Studies, MA in Social Research and ESRC White Rose Doctoral Partnership PhD candidate, Madrid 129 / University of Sheffield  
Madrid, Spain / Sheffield, UK



I have been working over the last fifteen years around the question of urban commons, production of public space and municipalism where I have participated in different collective research-action projects. I am currently investigating the instituting processes of urban commons through my PhD and the autonomous research project Commons Codes.

Languages: English, Spanish

**Daniela Patti**, Head of Organisation, [Eutropian](#)

Vienna, Austria



Daniela Patti is a co-founder of Eutropian. She is an Italian-British architect and urban planner, has studied in Rome, London, Porto and holds a Ph.D. in urbanism from the Technical University of Vienna. Her recent research and projects' interest has been on the governance of peri-urban landscape, the revitalisation of local food markets, economic models for community-based urban development and strategies to tackle urban poverty. She is co-editor of the Cooperative City magazine on collaborative urban practices. She regularly works with the URBACT, Urban innovative Actions, the International Urban Cooperation and Urban Agenda on Urban Poverty programs.

Languages: Italian, English, Portuguese, Spanish

**Mieke Renders**, Managing Director, Trans Europe Halles  
Lund, Sweden



Mieke Renders is the Managing Director of Trans Europe Halles. She was born in Belgium in 1975 and is passionate about culture and languages, having lived in several countries. She is a strong believer in the independence of cultural operators, and their capacity to self-organise in networks in order to achieve greater impact. Before she moved to Sweden, she was the general manager of the Flemish Cultural Center 'De Brakke Grond' in Amsterdam and worked as cultural attaché for Flanders House in New York. She has studied physical anthropology and arts management, which led her to start of in the museum and cultural heritage field, where she both worked as a curator and as a project manager. Many years later, she shifted more into the living arts and made connections between heritage and performing and visual arts. Networking is a passion, which she can now develop for Trans Europe Halles.

**Jose Rodriguez**, CCSC Interim Project Manager, [Trans Europe Halles](#)  
Lund, Sweden



Jose has 17 years of experience working for international public and non-profit organisations operating in the areas of culture, international cooperation and innovation. He currently works at the European network of non-governmental cultural centres Trans Europe Halles. His expertise includes international project management, marketing communications, process leadership and business model innovation.

Languages: English, Spanish

**Frédéric Sultan**, Coordinator, [Remix the commons](#)

Paris, France



As an activist of the commons movement, I am involved in developing tools and framework both for being and living as a commoner, and for groups experimenting commons based social practices.

What tools ? vocabulary, culture of collaboration, sharing experience of economic and legal mechanisms and all tactical knowledge needed for producing solidarity.

Languages: French, English

**Shelagh Wright, [Compass](#) and [Reshape Network](#)**

London, UK



Shelagh Wright is based in London and works independently with multiple networks around the world supporting cultural and creative activism and democratic development. Her expertise includes facilitation of diverse people, strategic design and planning, values-led work and governance, feminisation of cultures, and how to care and laugh while making change in challenging contexts.

Language: English

## ORGANISING TEAM

**Maria Francesca De Tullio** - Post-doc researcher University of Antwerp



PhD in Constitutional law, works as a post-doc in the Commons Culture Quest Office of the University of Antwerp. Her main research areas are: political representation and participatory democracy, with particular regard to the cultural field; counter-terrorism and legal states of emergency; Internet law the collective dimension of privacy in the era of big data. Moreover, she is acquiring specific competences by acting as juridical expert in the dialogue on commons between grassroots movements and administrations in different cities of Italy.

**Birgitta Persson - Olivearte Cultural Agency / City of Lund**



Birgitta is the COO at Point of Value, the director at Olivearte Cultural Agency, the chair of both Mejeriet cultural centre and Månteatern.

She holds a long international experience from developing organisations and building networks. She has great ability to engage people to come together and collaborate for a joint purpose. She is highly skilled in People Management, International Relations, EU-projects, Strategic planning, Training.

**Angela María Osorio Méndez- L'Asilo**



Urban researcher and practitioner with a degree in Architecture and a PhD in Urban Studies. Her fields of research are: urban renewal, culture, welfare and urban migration. Within L'Asilo and The School of Losing Time she designs participatory processes and action research projects focusing on placemaking dynamics, intercultural mediation, and depatriarcalization processes.

**Violante Torre - Project officer at European Cultural Foundation**



Violante Torre is a project officer at the European Cultural Foundation, where she is in charge of developing the policy analysis and recommendations of the CCSC project. Her expertise revolves around research on cultural and urban policies, group facilitation and project management. Her academic background lies at the intersection between cultural and urban studies, with a focus on: cultural policies and urban commons; public spaces' governance and transformations.

# CODE OF CONDUCT

The Co-Creation Lab is done in the spirit of collaboration, inclusivity and co-creation. Every participant has the right to learn from the process and participate regardless of background or knowledge - in the pursuit of more inclusive and participatory processes for Europe. The Code of Conduct applies to everybody participating in the Co-Creation Lab, regardless of their status or role.

Harassment is never tolerated! If you are in a situation that makes you uncomfortable at this event, if the event itself is creating an unsafe or inappropriate environment, or if interacting with a representative or event organiser makes you uncomfortable, please report it using the procedures described in this document.

Harassment includes but is not limited to:

offensive verbal or written comments related to gender, age, sexual orientation, disability, physical appearance, body size, race, religion, social class, economic status, sexual images, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

If what you're doing is making someone feel uncomfortable, that counts as harassment and is enough reason to stop doing it.

If a participant engages in harassing behavior, the Lab organisers may take any action it deems appropriate, including warning the offender or expulsion from the event.

If you are being harassed, or if you notice that someone else is being harassed, or have any other concerns, please contact the Co-Creation Lab organisers using the reporting procedures outlined below.

## **Reporting Procedures**

If you feel uncomfortable or think there may be a potential violation of the Code of Conduct, please report it immediately to the organisers in Slack or via email. All reporters have the right to remain anonymous.

## **Contact to**

Maria Francesca de Tullio, Violante Torre, Birgitta Persson or Angela María Osorio Méndez on Slack or write us to the following e-mail address: [lab@teh.net](mailto:lab@teh.net)