



InPlaLabs Charter

Essential parts

1. Network Name:

Transnational Network of Integrated Labs (InPlaLabs)

2. Objectives:

InPlaLabs aspires to develop a Transnational Network of multi-stakeholder Integrated Planning Labs for knowledge co-creation on climate-resilient planning. We aim at:

- Systemic transnational collaboration between different Labs
- Inclusive and participatory approach during the Network's activities
- Knowledge co-creation between various planning actors
- Upskilling planning actors on climate-resilient integrated planning
- Cultivating an integrated planning culture
- A long-term hub bringing together different stakeholders

3. Vision:

InPlaLabs envisions becoming a leading network of (diverse) labs that pioneers integrated urban planning methods and drives the global agenda for climate-resilient and vibrant cities. What else, InPlaLabs endeavours to advance integrated spatial planning through collaboration, and evidence-based strategies, making cities more adaptable, equitable, and sustainable.

4. Purpose:

The purpose of the Transnational Network of Integrated Labs (InPlaLabs) is to facilitate knowledge exchange, research collaboration, and capacity-building activities among member institutions, promoting best practices and innovative solutions in spatial planning, urban planning, and transport planning.

4a. Principles

InPlaLabs is firmly dedicated to core principles which are the following: Sustainability, Climate Justice, Spatial Justice and Equity, (Active) Participation, Democratic procedures, Knowledge exchange and Inclusiveness. These principles function as a strong guidance for the network's operations and underpin our commitment to an Integrated Planning rationale. InPlaLabs stands for bringing different actors together under the common vision of making our cities better.

5. Target groups

The project aims to appraise diversity and cooperation; therefore, it addresses the needs of various target groups, which one may find below:

Primary target groups

- City planning higher-education students:

The future city planning actors University students from the various planning-related schools from different disciplines will constitute a prime target group of InPlaLabs, since its prime goals are: a/ to expose HEd students to student-centred short learning activities on integrated planning co-created by all knowledge actors of city planning (academia, urban practice and urban policy); b/ to include them along with the other planning-related knowledge actors in InPlaLabs knowledge co-creation procedure.

- City planning academics (HE education teachers + researchers):

Actors of city planning education and research apart from their crucial role, as mentioned above, InPlaLabs will provide them with innovative educational methods, tools and materials (online and blended) towards sustainable planning.

Other target groups

- Policy Officers in Public Administration and City Authorities:

Actors of city planning policy additionally, from what is already mentioned, they will provide knowledge regarding policy recommendations and integrated planning applications during knowledge co-creation procedures.

- City planning Practitioners:

Actors of urban and mobility practice. Additionally, they will facilitate the understanding of city planning stakeholders on what is needed for consolidating integrated planning in real-life practice.

- Other actors of urban practice: community members and associations

InPlaLab's wider target group consists of community members and associations interested in supporting climate-resilient integrated planning approaches, as well as urban matters in general.

6. Registered address:

The administrative headquarters of InPlaLabs shall be located at a designated office address, as determined by the Executive Committee, i.e., the InPlaLabs project partners. The registered address is: National Technical University of Athens, Lab of Geography, Department of Geography and Regional Planning, Iroon Polytechneiou 9, Zographos Campus, Attica, Greece, 15780.

7. Membership:

Membership in InPlaLabs is open to individuals, institutions, organisations, and civic society groups actively engaged in spatial, urban, or transport planning. Our inclusive and diverse network aims to bring together a wide range of expertise and perspectives to foster innovative planning solutions.

Application Process:

1. Submission of Application:

- o Prospective members must submit a formal application to the Executive Committee. This should include detailed information about their background, expertise, and contributions to the field of planning.

2. Board Recommendation:

- o A recommendation from the Board is often required to endorse the applicant's qualifications and potential contributions to InPlaLabs.

3. Review by Executive Committee:

- o The Executive Committee reviews all applications, considering alignment with the network's goals, expertise, and potential contributions. The committee ensures new members will bring valuable insights and resources.

4. Approval and Notification:

- o Upon approval, new members are notified and provided with information to integrate into the network's activities and initiatives.

Resignation from Membership:

Members wishing to resign from InPlaLabs must follow a formal process to ensure a smooth transition and address any underlying issues.

1. Submission of Resignation Letter:

- o Members must submit a formal resignation letter to the Executive Committee, stating the reasons for their resignation.

2. Acknowledgement and Processing:

- o The Executive Committee acknowledges and processes the resignation, potentially engaging in discussions to gain insights for improving the network.

3. Exit Formalities:

- o The resigning member completes any outstanding responsibilities and hands over ongoing tasks to ensure continuity, with all exit formalities conducted professionally.

Future Membership Registration:

- Organisations can register using institutional mail, with decisions made by their department, laboratory, or school committees, or assemblies.

Individual Profile Requirements:

- Prospective individual members must complete a detailed form, including their experience, studies, a short bio, city insights, a fact sheet, and a text on integrated planning and their perspective.

8. Rights and Duties:

Rights:

- Participation in Activities: Members have the right to participate in all network activities, including seminars, webinars, workshops, and conferences.
- Access to Resources: Members can access a wealth of resources and information shared within the network.

- **Collaboration and Synergies:** Members can collaborate with other members to develop synergies and enhance the network's impact.
- **Plan Communication Events:** Members can organise academic and professional events to share knowledge and best practices.
- **Receive Updates:** Members will receive the latest news and publications from the network.

Duties:

- **Active Participation:** Members are expected to actively engage in meetings, projects, and discussions, fostering a collaborative environment.
- **Adherence to Policies:** Members must adhere to the network's policies and ethical guidelines, ensuring activities are conducted with integrity and professionalism.
- **Data Contribution:** Members are encouraged to contribute their own data to support the network's initiatives.
- **Contributing to Initiatives:** Members should actively contribute to various initiatives, working groups, and committees to advance the network's objectives.

By upholding these rights and duties, members of InPlaLabs help create a dynamic, inclusive, and effective network dedicated to innovative planning solutions.

To be decided (TBD)

Hereupon, we demonstrate the parts that should be decided after the project. We do not only briefly describe these parts, but in some of them we also provide initial thoughts.

9. Management-Administration:

The network shall be managed and administered by an Executive Committee, composed of representatives from member institutions. The Executive Committee shall be responsible for strategic planning, resource allocation, and decision-making processes.

10. Assembly:

An annual assembly of members (representatives) shall be convened to review the network's activities, discuss key issues, and set priorities for the upcoming year. The assembly serves as a forum for dialogue, collaboration, and networking among members.

11. Representatives:

Each member institution shall appoint a designated representative to serve as a liaison with the network and participate in meetings, discussions, and decision-making processes on behalf of their respective institutions.

The Members-Representatives shape the governing body of InPlaLabs, with key responsibilities including:

- **Representation:** Acting as the voice of their organisations, ensuring diverse perspectives in decision-making.
- **Annual Meetings:** Attending and contributing to discussions on strategic directions and initiatives.
- **Working Groups:** Participating in committees focused on research, policy, member engagement, and specific projects.
- **Voting Rights:** Voting on key issues, including elections of Executive Committee members and approval of major projects.

11. Committees:

The Executive Committee may establish specialised committees or working groups to address specific topics, initiatives, or projects within the scope of the network's activities. These committees shall consist of members appointed by the Executive Committee and may include external experts or stakeholders as needed.

Executive Committee

The Executive Committee is the executive arm responsible for day-to-day management and strategic oversight of InPlaLabs. Composed of elected and appointed members, their responsibilities include:

- **Strategic Leadership:** Setting the strategic direction, developing long-term plans, and monitoring progress.
- **Policy Development:** Formulating policies on membership, ethics, partnerships, and financial management.
- **Financial Oversight:** Managing finances, preparing budgets, and ensuring financial sustainability through fundraising and grants.
- **Operational Management:** Overseeing initiatives, coordinating with working groups, and managing staff and volunteers.

- **Communication and Outreach:** Leading communication strategies, managing the website, social media, newsletters, and public relations.
- **Evaluation and Improvement:** Assessing network performance, collecting feedback, and making necessary adjustments for improvement.

Thematic committees

Thematic Committees focus on specialised areas, enhancing decision-making and strategic planning. Each committee, consisting of diverse experts and stakeholders, has defined membership criteria and leadership roles. Their primary responsibilities include:

- **Research and Events:** Conducting research, organising events, and developing policy recommendations.
- **Trend Analysis:** Identifying trends, challenges, and opportunities within their theme.
- **Collaboration:** Working with other committees and external partners to enrich insights and strategies.
- **Regular Meetings and Reporting:** Meeting regularly, submitting reports, and adhering to transparent guidelines.
- **Performance Evaluation:** Conducting regular evaluations and incorporating feedback for continuous improvement.

12. Modification of Articles:

Any modification to this charter shall require approval by a two-thirds majority vote of the Executive Committee, followed by ratification by the general assembly of members. Amendments may be proposed by the Executive Committee or by member institutions in good standing, with due consideration given to the network's objectives and principles.

13. Funding-Financing

This is a forthcoming element. Specifically, funding and financing issues should be addressed in the future, following the establishment of the InPlaLabs network. Initially, the network will not have the capacity to manage economic resources and funding.