

## 2. Write and upload a new case study for the platform

### • Why you should contribute a case study on the platform?

The platform promotes good practices in Integrated Urban Governance. The field of IUG refers to actions conducted or supported by city governments. This concept implies horizontal and vertical integration of stakeholders in urban governance processes. Generally, case studies are welcome if they adopt an Integrated Urban Governance approach in whatever shape or form and regardless of their specific outcome. It is also in the interest of Metropolis to include a wide range of different and complementary cases in order to take account of the many challenges that cities are facing.

Case studies give a quick glimpse of a project and allow cities and urban experts to know about and share good practice examples with each other. Every case study follows the same structure, which makes it simple for you to compare and extract knowledge easily.

### • Structure and maximum lengths for a case study

#### Title: Case study title (max. 80 characters)



**Teaser:** Describe the case study in one or two sentences. The teaser will appear on the results pages and at the top of the case study (max. 140 characters).

**Abstract:** Summarize the case study in 2-3 paragraphs. Briefly describe the project, its main objective(s), challenge(s), approach and results including reasons for why it can serve as a good practice example (max. 200 words).

#### Background and objectives

Explain the local context, initial needs/problems, overall and specific objectives of the project/policy (max. 350 words).

#### Implementation

Describe the main steps (including time frame), instruments used, and stakeholders involved (max. 700 words).

#### Financing and resources

Indicate financial and personnel resources, e.g. training, capacity building activities, or other resources used, such as support from other institutions, private sector (max. 200 words).

#### Results and impacts

Indicate if a project evaluation has taken place or is foreseen. Explain existing results and impacts on other policy fields and the project area (max. 250 words).

#### Barriers and conflicts

Explain any barriers experienced or opponents of the project, how they were handled, and give potential future barriers (max. 300 words).

#### Lessons learned and transferability

Identify main success factors, further development in the course of the project/policy, hints on transferability, and if the project itself is the result of transfer or has already been implemented by other cities (max. 300 words).

#### References

Include relevant literature and citations.

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**metropolis** ●

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## Policy Transfer Platform

### How to participate?

This platform is part of the Berlin Initiative

<http://policytransfer.metropolis.org>



**be  
in** Berlin

Senate Department for Urban  
Development and the Environment

## 1. Register yourself as an expert

### • Who can register as an expert?

Experts are professionals who have been involved in an Integrated Urban Governance project and/or have a good knowledge of it. Experts have proficiency on the topics, objectives, or instruments detailed on this platform and have an interest in sharing their knowledge and networking with other experts.

### • What are the benefits of registering as an expert?

Only by registering as an expert you will be able to:

- search and contact any member of the community through the platform's secure messaging system
- have full access to other experts' profiles
- submit new case studies to the database

### • Who can see my expert profile?

When creating your expert profile, you will be able to decide who can see it. You can choose between a public and a limited/anonymous profile.

## Step-by-step registration on the platform

1. On the homepage, go to the "Experts" section via the top navigation.

The screenshot shows the Metropolis platform homepage. At the top, there is a navigation bar with links for 'About Metropolis', 'Integrated Urban Governance', 'Case studies', 'Experts', 'Instruments', and 'Log In'. A large circular callout highlights the 'Experts' link. Below the navigation, there is a banner with a photo of a solar panel array and the text 'One less nuclear power plant, Seoul, South Korea'. To the right of the banner is a search bar and dropdown menus for 'Choose regions', 'Choose topics', 'Choose objectives', and 'Choose instruments'. A blue button at the bottom right of the search area says 'Show 73 results'.

2. On the following page you can see all registered experts who agreed to show their profile publicly. To register yourself, click the "create/edit your expert profile" button on the right side of the page.

**create/edit your expert profile**

3. Select "need to sign up?" below the log-in fields.

The screenshot shows the Metropolis 'Log in' page. It features two input fields for 'Email' and 'Password' with a 'Log in' button below them. To the right of these fields is a white box containing the text 'Need to sign up?'. At the bottom of the page, there are links for 'Contact', 'FAQ', 'Legal Notice', 'Terms of use', and 'Privacy policy'.

4. Enter your email and choose a password for your Metropolis expert account. To proceed, you will need to accept Metropolis' terms of use and privacy policy.

5. Check your emails - you should have received a registration email by us (also check your spam folder, just in case!). Follow the link to confirm your registration.



6. You can now log into your account on the platform and complete your expert profile!

It is worth providing as much detail in your expert profile as possible, in order for other experts to better judge your expertise and increase the chance of being contacted.

The screenshot shows a user profile for 'Ms. Doe, Jane' with the title 'Urban Researcher'. The profile includes a placeholder image, location information ('Philadelphia, USA', 'New Delhi, India', 'Ales, France'), and an affiliation ('Institute for Urban Development'). Below the profile, there is a section for 'Language skills' with a scale from one to five stars for English, French, Hindi, and Spanish. To the right of the profile, there is a sidebar with search filters for 'Choose regions', 'Choose topics', 'Choose objectives', and 'Choose instruments', along with a 'Show 73 results' button.

7. When you have completed your expert profile, an administrator will validate your registration soon after and you will then benefit from an active expert account on the platform.

