
REGULATION ON
**COLLABORATION BETWEEN
CITIZENS AND THE CITY**
FOR THE CARE AND
REGENERATION
OF **URBAN COMMONS**



Comune di Bologna

www.comune.bologna.it

This Regulation was drafted by a working group appointed by the **City of Bologna** within the project “*The city as a Commons*” supported by **Fondazione del Monte di Bologna e Ravenna** (www.fondazione.delmonte.it). The Italian version can be downloaded [here](#).

Translation into English was prepared and edited by **LabGov - LABORatory for the GOVERNance of commons** (<http://www.labgov.it>) at **LUISS Guido Carli**. Through this acknowledgment note, LabGov would like to express its gratitude to all those who spent time and energies on this translation of what is now known as the **Bologna Regulation on Public Collaboration for Urban Commons**. Thus we extend our thanks to LabGov interns who translated single parts of this Regulation: Salvatore Borghese, Edoardo De Stefani, Elena de Nictolis, Alessandra Feola, Fabio Fioravanti, Rosaria Gimmelli, Lucia Mosca, Silvia Pianta, Gianluca Purpura, Marco Quaglia, Stefano Speranza, Margherita Sperduti.

Also, LabGov expresses sincere gratitude to professors **Sheila Foster** and **Giacinto della Cananea** for commenting the regulation and its English version during the workshop on “**Urban commons and the Bologna Regulation on public collaboration. An Inter-Atlantic dialogue**” held at LUISS Guido Carli on October 31st, 2014.



REGULATION ON THE COLLABORATION AMONG CITIZENS
AND THE CITY FOR THE CARE AND REGENERATION OF
URBAN COMMONS

REGULATION ON THE COLLABORATION AMONG CITIZENS AND ADMINISTRATION FOR THE CARE AND REGENERATION OF URBAN COMMONS

TITLE I - General provisions

Sec. 1- (Purpose, subject and scope)

Sec. 2- (Definitions)

Sec. 3- (General principles)

Sec. 4 - (Active citizens)

Sec. 5- (Collaboration Agreement)

Sec. 6- (Intervention on public spaces and buildings)

Sec. 7- (Promotion of social innovation and collaborative services)

Sec. 8- (Promotion of the urban creativity)

Sec. 9- (Digital innovation)

TITLE II - Procedural provisions

Sec. 10 - (General provisions)

Sec. 11 - (Collaboration proposals)

TITLE III - Interventions of care and regeneration of urban commons

Sec. 12 - (Occasional care intervention)

Sec. 13 - (Shared management of public spaces)

Sec. 14- (Shared management of private spaces for public use)

Sec. 15- (Interventions of regeneration of public spaces)

TITLE IV - Interventions of care and regeneration of buildings

Sec. 16 - (Buildings identification)

Sec. 17- (Buildings shared management)

TITLE V – Training

Sec. 18 - (Purposes of training)

Sec. 19 - (The role of schools)

TITLE VI - Forms of Support

Sec. 20 - (Exemptions and relief from levies and local taxes)

Sec. 21 - (Access to municipal areas)

Sec. 22 - (Raw materials and Personal Protection Equipment)

Sec. 23 - (Assistance in planning)

Sec. 24 - (Financial resources for the reimbursement of direct costs)

Sec. 25 - (Self-financing)

Sec. 26 - (Forms of recognition for the actions undertaken)

Sec. 27 - (Administrative facilities)

TITLE VII - Communication, transparency and evaluation

Art 28 - (Collaborative communication)

Art 29 - (Tools to foster access to collaboration opportunities)

Art 30 - (Accounting, measurement and evaluation of collaboration activities)

TITLE VIII - Liability and Surveillance

Sec. 31 - (Risk Prevention)

Sec. 32 - (Liabilities)

Sec. 33 - (Conciliation attempt)

TITLE IX - Final and transitional provisions

Sec. 34 - (Interpretative clauses)

Sec. 35 - (Entry into force and experimentation)

Sec. 36 - (Transitional provisions)

TITLE I - General provisions

Sec. 1

(Purpose, subject and scope)

1. This Regulation, in line with the provisions of the Italian Constitution and the Municipal Statute governs the forms of collaboration among citizens and the City of Bologna for the care and regeneration of urban commons.
2. The provisions shall apply in cases where the intervention of citizens for the care and regeneration of urban commons requires the collaboration or responds to the solicitation of the City.
3. The collaboration among citizens and the administration is manifested through the adoption of non - authoritative administrative acts.
4. Remaining firm and distinct from the subject matter of this Regulation, the regulatory provisions of the City govern the provision of economic benefits and instrumental support to associations, pursuant to Sec. 12 of Law no. 241 of August 7th, 1990.

Sec. 2

(Definitions)

For the purposes of these provisions the terms are defined as follows

- a. Urban commons: the goods, tangible, intangible and digital, that citizens and the Administration, also through participative and deliberative procedures, recognize to be functional to the individual and collective wellbeing , activating consequently towards them, pursuant to article 118, par. 4, of the Italian Constitution, to share the responsibility with the Administration of their care or regeneration in order to improve the collective enjoyment.
- b. City or Administration: the City of Bologna in its different institutional and organizational branches.

- c. Active citizens: all subjects, single or associated, anyhow gathered in social formations, also of entrepreneurial type or with social vocation, which are active for the care and regeneration of urban commons, pursuant to this Regulation.
- d. Collaboration proposal: The expression of interest, formulated by active citizens, in order to bring interventions about care or regeneration of urban commons. The proposal may be spontaneous or formulated in response to a solicitation of the City
- e. Collaboration agreement: the agreement through which the City and active citizens define the area of application of the interventions about care and regeneration of urban commons.
- f. Care interventions: interventions aimed for the protection, conservation and maintenance of urban commons to ensure and improve their quality and usability.
- g. Shared management: care interventions of urban commons carried out jointly by citizens and administration with continuity and inclusivity.
- h. Regeneration interventions: recovery, transformation and innovation interventions, carried out through co–design methods pursuant to social, economic, technological and environmental participatory, broad and integrated processes, that determine an overall improvement of the quality of life in the city.
- i. Public spaces: green areas, squares, streets, sidewalks and others public spaces or open to the public, of public property or subject to public use.
- j. Civic network: the citizenship space on the Internet for the publication of information and institutional news, the use of online services and the participation to interactive sharing processes.
- k. Civic medium: communication channel, related to the civic network, for the collection, evaluation, voting and comment of proposals made by the Administration and the citizens.

Sec. 3
(General principles)

1. The collaboration among citizens and Administration is based on the following values and general principles:

a) Mutual trust: based on the public prerogatives regarding supervision, planning and control, the Administration and the active citizens shape their relationships to the mutual trust and they presuppose that the respective will of collaboration is oriented to the pursuit of purposes of general interest.

b) Publicity and transparency: the Administration guarantees the largest knowledge of the partnership opportunities, of the proposals received, of the forms of aid assigned, of the decisions taken, of the results and of the valuations made. It recognizes in the transparency the main tool to ensure fairness in the relationship with the active citizens and verifiability of the actions made and the results obtained.

c) Responsibility: the Administration values its responsibility and the citizens' responsibility as a key factor in the relationship with the citizens, as well as a necessary prerequisite in order for the partnership to be effectively oriented to the production of useful and measurable outcomes.

d) Inclusiveness and openness: the interventions of care and regeneration of the commons must be organised in order to allow any interested citizens to join the activities at any time.

e) Sustainability: the Administration, in the exercise of discretion in making decisions, verifies that the collaboration with citizens does not cause greater costs than benefits, and that it does not determine negative consequences on the environmental equilibrium.

f) Proportionality: the Administration ensure that the administrative requirements, the guarantees and the quality standards required for the proposal, the preliminary investigation and the execution of the collaborative interventions, are commensurate with the real needs of protection of the public interests involved.

g) Adequacy and differentiation: the forms of collaboration among citizens and the Administration are adequate to the needs of care and regeneration of the urban commons and they are differentiated depending on the type or on the nature of the urban common and on the people whose well-being it is functional to.

h) Informality: the Administration demands that the partnership with the citizens takes place in accordance with the requested formalities only when it is provided for by law. In the rest of the cases it ensures flexibility and simplicity in the relationship, as long as it is possible to guarantee the respect of the public ethic, as it is regulated by the code of conduct of the public sector employees, and the respect of the principles of impartiality, efficiency, transparency and judicial certainty.

i) Civic autonomy: the Administration acknowledges citizens' own initiative and prepares any the necessary measures to pledge its effective exercise by all active citizens.

Sec. 4
(Active citizens)

1. The intervention of care and regeneration of urban commons, as a tangible manifestation of participation in community's life and instrument for the full development of the human being, is open to everyone, without the necessity of any title of legitimation .
2. Active citizens can carry out interventions of care and regeneration of urban commons as single or through social organizations in which they express their own personality, permanently organized or not.
3. In the case that citizens become active through social formations, people who subscribe collaboration agreements pursuant to Sec. 5 of the present Regulation represent, in the relations with the City, the social formation that expresses the commitment of promoting interventions of care and regeneration of urban commons.
4. The effectiveness of Collaboration agreements pursuant to Sec. 5 of this Regulation is influenced by the formulation, according to the democratic method, of the will of the social organization which that commits to realize interventions of care and regeneration of urban commons.
5. The Collaboration agreements pursuant to Sec. 5 of this Regulation recognize and enhance the interests, also the private ones, that active citizens bring with them as they contribute to the achievement of the general interest.
6. The City admits the participation of single citizens in interventions of care or regeneration of urban commons as a form of reparation for the damage against the administration, for the purposes provided by criminal law, or as alternative measure to the imprisonment and the monetary penalty, with the procedures provided by legislation in the field of social works.
7. The interventions of care and regeneration of urban commons may be projects of civil service in which the City can employ the youth selected in accordance with the procedures agreed with the citizens.

Sec. 5
(Collaboration agreement)

1. The Collaboration agreement is the instrument by which the City and active citizens agree upon everything is necessary in order to realize interventions of care and regeneration of the commons.
2. The content of the agreement varies according to the degree of complexity of the agreed intervention and to the duration of the collaboration. The agreement, with regards to the specific need of regulation that the collaboration required, defines in detail:
 - a. The goals pursued by the collaboration and the action of shared care;
 - b. The duration of the collaboration, the cause of suspension and early termination;
 - c. The mode of action, the role and the mutual commitments of subjects involved, the requirements and the limits of intervention;
 - d. The mode of collective use of the urban commons covered by the agreement;
 - e. The consequences of eventual damages to persons or properties during or because of the interventions of care and regeneration, the necessity and characteristics of insurance coverage and the assumption of responsibility in accordance with the requirements of Sec. 31 and 32 of this Regulation, as well as appropriate measures useful to eliminate or reduce interference with other activities;
 - f. The guarantees to cover any damage caused to the City as a result of the failure, partial or uneven implementation of interventions;
 - g. The forms of support provided by the City, determined in relation to the added value that the collaboration has the potential to generate.
 - h. The modes of publication of the agreement, the procedures for documentation of achievements, the periodic monitoring of the trend, the reporting of the resources used and the measurement of the results produced by the collaboration among citizens and administration;
 - i. The citizen's coaching by the City's staff, the surveillance on the progress of the collaboration, the management of disputes that may arise during the collaboration and the imposition of sanctions for failure to comply with this Regulation or the terms of the agreement;
 - j. The causes of exclusion of single citizens for failure to comply with this Regulation or the terms of the agreement, the aspects arising from the conclusion of the collaboration, such as the ownership of the works carried out, the rights reserved to the authors of original works, the delivery of goods and any other significant effect;
 - k. The procedures for the adjustment and modification of the agreed interventions;

3. The collaboration agreement can contemplate patronage acts, which give ample relief by means of communication through advertising and communication of the intervention carried out, the use of image rights, the organization of events and any other form of communication or recognition that it does not constitute exclusive rights on the urban common.

Sec. 6

(Intervention on public spaces and buildings)

1. The collaboration with the active citizens can entail different levels of intensity of the intervention on public spaces and buildings, and in particular: the occasional care, the constant and continuous care, the shared management and the regeneration.
2. Active citizens can realize occasional or continuing interventions, of care and shared management of public spaces and buildings identified by the administration or proposed by the active citizens. The intervention aims to:
 - integrate or improve the management standards provided by the City or improve the liveability and the quality of the spaces;
 - ensure the collective use of those public spaces or buildings that are not registered in the municipal programs of maintenance.
3. They can implement technical or financial measures of regeneration of public spaces or buildings.

Sec. 7

(Promotion of social innovation and collaborative services)

1. The City promotes social innovation, by activating connections between different resources in society, to create services that fulfill social needs, and at the same time activate social ties and new forms of civic collaboration, also through platforms and digital environments, with special reference to civic network.
2. The City promotes social innovation for the production of collaborative services. In order to optimize or to integrate the supply of public services or in order to meet new emerging social needs, the City promotes the direct involvement of the final-user of a service in the process of planning, infrastructuring and provisioning. The production of collaborative services is promoted to enable generative processes of commons tangible, intangible and digital.

3. The City pursues goals referred to in this clause by encouraging the creation of cooperatives, social enterprises, start-up socially oriented and the development of economic, cultural and social activities and projects.
4. Spaces and buildings referred to in this Regulations represent a resource designed to achieve the aims of this clause. The City reserves a portion of these goods to projects that promote social innovation or production of collaborative services.

Sec. 8

(Promotion of the urban creativity)

1. The City promotes creativity, arts, education and artistic experimentation as one of the fundamental instruments for the requalification of urban areas or single goods, for the production of value for the territory, the social cohesion and the ' development of capabilities.
2. For this purpose, the City reserves a share of the spaces and buildings, referred to in this clause, for the implementation of activities aimed at promoting urban creativity, especially by the youth.
3. The City promotes urban creativity also through the temporary valorization of the municipal spaces and real estate properties awaiting for a definitive intended use. These assets could be addressed to temporary uses valuing their artistic vocation, avoiding in this way the creation of urban vacant places and areas of social conflict.

Article 9

(Digital innovation)

1. The City fosters digital innovation through the participation of citizens in the ideation, the project and the realization of services and implementations for the civic network by the community, especially regarding the use of open data and infrastructures, in view of digital commons.
2. For this purpose, the City shares data, spaces, infrastructures and digital platforms, as the civic network and civic medium, with the individuals who participate in the life and the development of the civic network and make their skills available to the collaborative environment and the civic medium for the co-planning and the fulfillment of innovative services.

TITLE II - Procedural provisions

Sec. 10

(General provisions)

1. The management function of collaboration with citizens is provided, within the municipal organizational model, as institutional function of the authority in accordance to Sec. 118, last paragraph of the Italian Constitution. The organization of that function must be such as to ensure the maximum proximity to the territory to subjects assigned to relationship with citizens, the maximum coordination with the political-administrative authorities and the cross-cutting nature of its exercise.
2. To simplify the relationship with active citizens, the City identifies - in accordance with the previous paragraph - the structure that is responsible for managing the collaboration proposals. That structure directly provides for the activation of the involved offices, representing for the proponent the only interlocutor in the relationship with the administration.
3. To ensure that the interventions of the active citizens for the care of the commons occur in harmony with both public and private interests, the collaboration proposal must receive the City's approval.
4. In relation to the actions of care and regeneration pursuant to Sec. 29, paragraph 1, the City's approval can be express ex ante.
5. In the other cases the City's approval is expressed and disciplined by the collaboration agreement.
6. The City periodically advertizes the list of spaces, buildings or digital infrastructures which could be target of actions of care and regeneration, specifying the goals to be pursued through the collaboration with active citizens.
7. In case where there is more than one collaboration proposal related to the same common, which cannot be integrated otherwise, the choice of the proposal to approve is made through participatory procedures.

Sec. 11

(Collaboration proposals)

1. The management of the collaboration proposals differs depending on whether:

- a) The collaborations proposal is formulated as a response to the solicitation of the Administration;
 - b) The proposal is part of the default modules of collaboration pursuant to Sec. 29, paragraph 1;
 - c) The proposal is presented by the citizens, within ranges provided by this Regulation.
2. In case pursuant to subparagraph a) of paragraph 1 the procedure is defined by the notice through which the City district invites the active citizens to present projects of care and regeneration, in compliance with what is provided by this Regulation.
 3. In case pursuant to subparagraph b) of paragraph 1 the procedure is defined by the managerial act that identifies range, requisites and conditions of the default module of collaboration.
 4. In case pursuant to subparagraph c) of paragraph 1 the structure designated for the management of the collaboration proposal communicates to the proponent the necessary time for the conclusion of the process of investigations in relation to the complexity of the intervention and the completeness of the relevant information given. It communicates also the list of structures which, in relation to the content of the proposal, will be included in the investigations.
 5. Appropriate forms of advertising of the collaboration proposal are arranged, to gather from all the interested parties, in the specified terms, useful observations for the evaluation of the interests involved or to bring out the possible detrimental effects of the proposal, or additional contributions and inputs.
 6. The collaboration proposal is technically evaluated by the offices and the managers of public services involved. The proposal is also shown to the President of the District competent for territory, which could send its evaluations about the necessity of the proposal in relation to the planning activity of the authority.
 7. The structure prepares, on the base of the technical evaluations and acquired opportunities, the necessary acts to start the collaboration and proposes them to the manager of the competent offices.
 8. If the structure considers that the technical conditions do not hold, it communicates to the applicant illustrates the reasons and informs the offices and the political motions involved in the investigations.
 9. The collaboration proposal which causes substantial changes to the condition of the places or to the intended use of public spaces is submitted to the preliminary screening of the municipal government.

10. In case of success of the investigations, the administrative procedure ends with the signature of the collaboration agreement, which is competence of the manager.

11. The signed collaboration agreements are published on the civic network to encourage the spread of good practices and the evaluation of objectives achieved.

TITLE III - Intervention of care and regeneration of public spaces

Sec. 12

(Occasional care interventions)

1. The realization of occasional care interventions, normally, does not require the signature of the collaboration agreement but is included in the default modules of collaboration pursuant to next Sec. 29, paragraph 1.

2. To encourage the spread and the rooting of the occasional care practices the City advertises the realized interventions on the civic network, underlining the areas with greatest concentration of interventions.

Sec. 13

(Shared management of public spaces)

1. The collaboration agreement can have as object a shared management of a public space.

2. Active citizens have care of the space, for a predefined period, to realize all the interventions and activities indicated in the agreement.

3. Active citizens cannot realize activities or interventions which are in contrast with the common use of the good.

4. The possibility of a shared management of the same good is guaranteed by a plurality of active citizens. The City supports the willingness of both owners and commercial activities to participate in association, consortium, local or neighborhood cooperative that represent at least 66 percent of real estate or commercial activities which are on public space.

5. The administration recognizes the right of first refusal on the areas reserved for public urban green pursuant to Sec. 4, paragraph 5, law January 14th, 2013, no. 10, to owners who reach at least 66% of properties organized in form of association, consortium, local or neighborhood cooperative.

Sec. 14

(Shared management of private spaces for public use)

1. The collaboration agreement can have as object a shared management of a private space for public use.
2. Active citizens have care of the space, for a predefined period, to realize all the interventions and activities indicated in the agreement.
3. Active citizens cannot realize activities or interventions which are in contrast with the public use or with the private property of the good.
4. The possibility of a shared management of the same good is guaranteed by a plurality of active citizens. The City supports the willingness of both the owners and commercial activities to participate in association, consortium, cooperative, district or neighborhood foundation that represent at least 66 percent of real estate or commercial activities which are on private space for public use.

Sec. 15

(Interventions of regeneration of public spaces)

1. The collaboration agreement can have as object interventions of regeneration public or private spaces for public use, to be realized thanks to an economic contribution - total or prevailing - by active citizens. In that case the City evaluates the technical profile of the proposal and releases or acquires the authorizations prescribed by the regulation.
2. The collaboration proposals foreseeing interventions of regeneration of public space must be notified to the administration accompanied with the documents that clearly describe the intervention to be realized. The following must be present: explanatory report, maintenance program, graphic boards on appropriate scale of the project proposal, estimate of the works to be performed.
3. The collaboration agreement can provide that the active citizens detain directly the execution of the regeneration interventions.
4. The collaboration agreement can provide that the administration assumes the execution of the regeneration interventions. In this case the administration identifies the economic operators to be consulted on the base of public, transparent, open and participated procedures.

5. The current legislation requirements and quality of economic operators, execution and test of public works are fixed for the works performed through regeneration interventions, if applicable.

6. The regeneration interventions regarding cultural heritage and landscape assets subject to protection pursuant to the legislative decree January 22nd, 2014, no. 42 are pre-emptively subject to the competent Superintendence in relation to the type of intervention, in order to obtain any authorizations, clearances or the acts of consent prescribed by the current legislation, in order to guarantee that the interventions are compatible with the historic and artistic nature, the appearance and decor of the good. The procedures related to the aforementioned authorizations are charged to the City.

TITLE IV –Intervention of care and regeneration of buildings

Sec. 16

(Buildings identification)

1. The municipal government, on the basis of the addresses approved by the municipal board also as an outcome of participatory and deliberative procedures, periodically identifies within the real estate of the City the buildings in state of partial or total disuse or decay which, by location, structural properties and functional destination, are suitable for care and regeneration interventions to be performed by collaboration agreements between citizens and the City.

2. The periodic review of the buildings in state of partial or total disuse and of the care and regeneration proposals submitted by the citizens is promoted through transparent, open and participatory procedures pursuant to the legislative decree March 14th, 2013, no.33 and current provisions in the digitalization of administrative activity.

3. The collaboration proposals for regeneration of buildings in state of partial or total disuse are evaluated on the base of transparent and non-discriminatory criteria. The City, when necessary, promotes the coordination among the proposals regarding the same building or different buildings.

4. The City can promote and join collaboration agreements that have as object interventions of care and regeneration of buildings in state of partial or total disuse owned by third parties, with their consent or pursuant to Sec. 838 Civil Code .

5. The City district can allocate to care and regeneration interventions pursuant to this Title the buildings assigned to it that have been seized to organized crime.

Sec. 17

(Buildings shared management)

1. The collaboration agreements having as their object the care and regeneration of buildings provide the shared management of the asset by active citizens, also constituted in association, consortium, cooperative, local or neighborhood foundation, for free and with permanent constraint of destination to shared care interventions disciplined in the agreements.
2. The shared management guarantee the collective fruition of the good and the opening for every citizen willing to collaborate to the care and regeneration interventions of the good or to the activities provided to in paragraph 1.
3. The duration of the shared management normally does not exceed nine years. Longer periods can eventually be agreed on the base of the requested financial commitment for works of building restoration of the real estate.
4. The collaboration agreements discipline the maintenance costs and the eventual works of building restoration in charge of the active citizens. Potential improvements or additions must be realized without costs for the administration and are retained by it.

TITLE V - Training

Sec. 18

(Purposes of Training)

1. The City acknowledges training as a means able to direct and support those acts that are necessary to transform needs emerging from the collaboration between citizens and public administrations into opportunities for change.
2. Training is intended both for active citizens and for employees and managers of the City, and may involve both categories at the same time.
3. The Administration makes the competencies of its employees and suppliers available to active citizens, and favors connection with competencies spontaneously offered by the community, in order to transfer knowledge and methodology useful for appropriate shared care of the commons.
4. The primary purposes of training activities involving active citizens consist in the acquisition of the following skills:

- a) applying appropriate care, cleaning and maintenance techniques;
- b) learning about norms, risk prevention and personal protection measures;
- c) recording the activities that have been carried out and reporting on support measures;
- d) making a conscious use of technology, platforms and civic media.

5. The primary purposes of training activities involving City employees and managers consist in the acquisition of the following skills:

- a) learning and applying facilitation, mediation and active listening techniques;
- b) learning and using the approaches of participatory planning and community development methodologies;
- c) learning and using collaborative communication tools, including the digital ones.

Sec. 19

(The Role of Schools)

1. The City promotes the involvement of schools of all type and level as a strategic choice to circulate and establish collaboration practices in activities of care and regeneration of the commons.
2. The City collaborates with schools and the University in order to organize practical and theoretical training events on shared administration of the commons, open to students and their families.
3. Collaboration agreements with schools and the University may provide that participation of students in activities of care and regeneration of the commons are taken into consideration in the account of curricular credits.

TITLE VI – Forms of Support

Sec. 20

(Exemptions and relief from levies and local taxes)

1. Activities in the context of collaboration agreement referred to in article 5 of this Regulations are considered as having particular public interest as far as the effects of the exemptions and concessions provided by the municipal regulation on the occupation of public space and relative fees are concerned.

2. For the purposes of the exemptions and reliefs from the municipal regulation on the occupation of public space relevant fees, public fundraising activities in the context of collaboration agreement, cooperation agreements referred to in article 5 do not constitute business activities, as long as all the following conditions are met:

- a) they are occasional events;
- b) they are concomitant with celebrations, anniversaries or awareness campaigns;
- c) goods sold in fundraising events have moderate value.

3. Activities carried out in the context of collaboration agreement referred to in article 5 of this Regulation must be aimed at the fullest development of horizontal subsidiarity, for the purposes of the exemptions and concessions granted in respect of secondary municipal taxes, by Sec. 11, second paragraph, subparagraph f) of the legislative decree of 14 March 2011, No. 23.

4. The City, by exercising the regulatory power provided by article 52 of the legislative decree of 15 December 1997, No. 446, may approve further tax exemptions and concessions, by favoring social entities that carry out activities in the context of collaboration agreements referred to in article 5 of this regulation or associations, consortia, cooperatives, local or neighborhood foundation referred to in this regulation, and assimilating them to associations, foundations and other non-profit organizations.

Sec. 21

(Access to municipal areas)

- 1. Active citizens who make a request can temporarily use municipal areas for meetings or self-financing activities.
- 2. The use of the areas referred to in the preceding paragraph shall be equalized, as for the determination of expected charges, to the institutional activities of the City.

Sec. 22

(Raw materials and Personal Protective Equipment)

- 1. The City provides the personal protective equipment necessary for the execution of activities and the instrumentals goods and raw materials, within the limits of available resources.

2. The tools, the equipments, and the devices are provided on loan for use, and with the exception of normal deterioration due to use, shall be returned in good condition at the end of the activities.
3. The collaboration agreement may envisage the possibility for the borrower referred to in the preceding paragraph to temporarily make the goods available to other citizens and associations in order to carry out similar activities.
4. The City encourages the reuse of the goods referred to in paragraph 2.

Sec. 23

(Assistance in planning)

1. If the collaboration proposal relates to actions of cure or regeneration of urban commons that the City considers of particular public interest and the resources that active citizens are able to mobilize appears appropriate, the collaboration agreement may provide for the assistance of municipal employees to the citizens in the planning activity that is necessary to the final evaluation and implementation of the proposal.

Sec. 24

(Financial resources in reimbursement of costs)

1. The City contributes, within the limits of available resources, to cover the costs incurred for carrying out the actions of cure or regeneration of urban commons.
2. In defining the form of support, the administration recognizes financial contributions only to the extent that the need for which they are presorted cannot be faced with in-kind support.
3. Except for paragraph 7 of this article, citizens that engage in shared care of the commons cannot be paid, directly nor indirectly, in respect of the activities performed that are carried out personally, spontaneously and without charge.
4. The collaboration agreement identifies the maximum amount of municipal support and the modalities of delivering.
5. The provision of the payment is subject to reporting of activities carried out and costs incurred, to be drawn up in accordance with Sec. 30 of this Regulation. Equivalent reporting is required if any, for the amount of money anticipated at the time of signing the agreement.
6. The costs may be reimbursed if defined as follows:

- a) purchase or rental of instrumentals goods, raw materials and personal protective equipment necessary for the conduct of the activities;
 - b) insurance policies;
 - c) costs related to services necessary for the organizations, coordination and training of citizens.
- 7) Citizens can avail of professionals for design, organization, promotion and coordination of the care and regeneration of the commons, as well as to ensure specific training or of specialist nature. Expenses may not compete in more than 50 percent in the determination of reimbursable costs.

Sec. 25

(Self-financing)

1. The City facilitates citizens' initiatives aimed at raising funds for the care and regeneration of urban commons provided that maximum transparency is ensured regarding the allocations of resources collected and their timely use.
2. The collaboration agreement may provide:
 - a) the possibility for active citizens to use, at concessional terms, municipal spaces for the organization of initiatives of self-financing;
 - b) the possibility to convey the image of possible donors involved by the citizens;
 - c) support and endorsement of the City to initiatives of fundraising through the dedicated telematics platforms.
3. In order to stimulate the autonomous collection of resources by active citizens, the collaboration agreement may include a mechanism of variable commitment of municipal resources for the care and regeneration of urban commons, which increases in accordance to the increasing of resources collected by active citizens.

Sec. 26

(Forms of recognition for the actions undertaken)

1.The collaboration agreement, in order to give visibility for actions undertaken in the general interest by active citizens, may provide and regulate forms of advertising such as the installation of information boards, special mentions, dedicated spaces in information tools.

2.The visibility granted can not in any way constitute a payment for the actions undertaken by active citizens, instead representing a mere manifestation of public recognition for the effort made and a tool to stimulate the activities of shared care of the commons.

3.The City, in order to promote the spread of collaboration between citizens and administration for the care and regeneration of urban commons, may facilitate the recognition of incentives offered by private actors on behalf of active citizens, such as facilities, discounts, and so on.

Sec. 27

(Administrative facilities)

1.The collaboration agreement may provide procedural facilities with regards to the obligations that active citizens have to bear in obtaining permits, however called, instrumental to the care and regeneration of the urban commons or to the initiatives of promotion and self-financing.

2. The facilities may include, in particular, the reduction of the duration of the investigation, the simplification of the required documentations and in finding innovative way of exchanging information or documentation between citizens and municipal offices.

TITLE VII - Communication, transparency and evaluation

Sec. 28

(Collaborative communication)

1. The City, in order to foster the entrenchment of collaboration with citizens, makes use of all the available communication channels to inform about the opportunity of contributing to the conservation and restoration of the urban commons .

2. The City recognizes the civic network as the natural habitat for raising and developing a collaborative partnership with citizens and among them.

3. The collaborative partnership aims in particular at:

- a) Permitting the citizens to improve the quality of information, by enriching them with the different experiences available.
- b) Favoring the consolidation of a network of relations among citizens based on the promotion and sharing of experiences and instruments.
- c) Mapping subjects and interventions of care and regenerations of the commons in order to facilitate active citizens in identifying sites for intervention.

4. In order to comply with the provisions laid down in the previous paragraph; the City makes available to all citizens:

- a) A set of tools and instruments to communicate and propose, such as the civic network and the civic medium.
- b) Open source license for data, infrastructures and digital platform.
- c) Mentoring program upon the use of collaborative communication channels, also favoring support among groups.

Sec. 29

(Tools to foster access to collaboration opportunities)

1. Managers, in compliance with the range of intervention permitted under the conditions laid down by this Regulation, define and communicate to citizens the typical modes of collaboration - to be defined by reason of presumable iteration, by the possibility to preliminarily and accurately determine requirements, conditions and procedures of preliminary investigation required for their activation, or by the necessity of providing instruments that could be easily activated whenever an emergency situation occurs.

2. The City is entitled to supervise the drafting and distribution – also by means of telematics tools – of users’ manual to inform citizens about the possibility to collaborate on the care and regeneration of urban commons, on compulsory procedures and forms of assistance available.

Sec. 30

(Reporting, measurement and evaluation of collaboration activities)

1. The documents reporting the performed activities and accounting records are an important asset to communicate with citizens. Through a precise drafting and publication of the documents it becomes possible to ensure visibility, guarantee transparency and to make an evaluation of the effectiveness of the results generated by the joint efforts of the citizens together with the administration.
2. The reporting system and accounting record format are stated in the collaboration agreement.
3. The reporting procedure respects the general principles laid down in the following section:
 - a) Clarity: the annexed information shall be sufficiently clear, understandable and accessible to those whom report is addressed to;
 - b) Comparability: the typology of information and the modes of representation shall permit the easy comparison of statements, either according to a chronological criteria or with regard to sectoral analysis;
 - c) Periodicity: reports shall be redacted at maturity, in parallel with the accounting records, without prejudice to emergency intermediate reporting;
 - d) Verifiability: data collection and processing shall be adequately documented to be examined, verified and revised. The reporting procedure shall accurately provide qualitative and quantitative data for every single entry, in order to facilitate the formulation of appraisals.
4. The report must include the following information:
 - a) Objectives, strategic orientation and intervention criteria;
 - b) Actions and rendered services;
 - c) Achieved results;
 - d) Available assets and resources utilization.
5. In the final report the quantitative data must be disclosed through tables and graphs and explanatory notes to facilitate their interpretation.

6. The City urges the citizens to use multimedia tools, audio-visual supports and any other means that could be attached to facilitate the fruition of contents of the reporting.
7. The City shall endeavor to provide effective and efficient circulation of the aforementioned documents by making them available to the community through instruments decided with the participation of the community, such as the publication on the civic network, press conferences, public events or any other appropriate medium of communication and circulation.
8. The City and the citizens shall implement adequate quantitative measurement techniques to assess externalities (both positive and negative, direct and indirect, tangible and intangible) as well as the socio-economic, cultural and environmental agreements due to the activities of collaboration; in addition, the results of the quantitative analysis shall constitute the foundations upon which to evaluate whether the collaborative relationship shall be confirmed, modified or extinguished - also partially – or to assess the quality of the results delivered by the public administration and delegated subjects.

TITLE VIII - Liability and Surveillance

Sec. 31

(Risk Prevention)

1. Based on the assessments carried out, active citizens should be provided with information about the existing specific risks in the environments where they operate for the care and regeneration of urban commons and about the prevention and emergency measures taken or to be taken.
2. The active citizens are compelled to make proper use of the personal protective equipments which, on the basis of the risk assessment, the City considers appropriate and to comply with the dispositions contained in the documents of the risk assessment.
3. With reference to the interventions of care or regeneration to which several active citizens participate effectively, a supervisor should be identified with the responsibility to verify compliance with the provision in paragraph 2 as well as compliance with the mode of intervention indicated in the collaboration agreement .
4. The collaboration agreement regulates any insurance coverage against accident for private citizens and for public liability to third parties related to the activities of care of the

commons, in compliance with the provisions of the law and, in any case, in accordance with the standard of adequacy to the specific characteristics of the activity conducted.

5. The City may provide insurance coverage of active citizens through the stipulation of framework agreements with insurance professionals, which provide the possibility of activating the collaterals on demand, at concessional terms and flexible and custom manner.

Sec. 32
(Liabilities)

1. The collaboration agreement timely indicates and regulates the tasks of care and regeneration of urban commons agreed between the administration and citizens and the related responsibilities.
2. The active citizens that collaborate with the administration in the care and regeneration of urban commons are liable for any damage caused, for negligence or willful misconduct, to persons or things during the performance of their activity.
3. The active citizens that collaborate with the administration in the care and regeneration of urban commons take on, in accordance with Sec. 2051 of the Civil Code, the qualification of custodians of the goods , by exempting the municipal administration from any claims in this regard .

Sec. 33
(Conciliation attempt)

1. If disputes arise among parties to the collaboration agreement or between parties and third parties conciliation may be attempted before a Committee composed of three members, one appointed by active citizens, one by the Administration and one by mutual agreement or, in case of disputes with third parties, by the latter.
2. The Committee of conciliation, within thirty days from the instance, shall submit to the parts a proposal for conciliation, of non-binding nature.

TITLE IX - Final and transitional provisions

Sec. 34
(Interpretative Clauses)

1. In order to facilitate the collaboration between administration and citizens, the provisions of this Regulation shall be interpreted and applied in the sense that is most favorable to the possibility for citizens to contribute to the care and regeneration of the urban commons.
2. The application of these provisions is functional to the effective collaboration with active citizens, provided that people called upon to interpret on behalf of the City exercise the responsibilities of their office with a spirit of service to the community and that this propensity is persistent during the assessment.

Sec. 35

(Entry into force and Experimentation)

1. This Regulation will entry into force elapsed fifteen days from the adoption of the resolution of approval.
2. The provisions of this Regulation are subject to an experimentation period of one year.
3. During the experimentation period the City verifies, with the involvement/cooperation of active citizens, the implementation of the present Regulation with the scope to evaluate the necessity to adopt corrective actions.

Sec. 36

(Transitional provisions)

1. The collaboration experiment undertaken at the date of entry of the Regulation will be governed by collaboration agreements, in the respect of these provisions.