

**Idea: Transforming a vacant council office building into a hybrid workspace delivering co-working rooms, jobs, event space, supporting the growth of the evening economy and community uses**

Number in the database: 47

Area number: 12

**Idea description**

<b>Title:</b>	Transforming a vacant council office building into a hybrid workspace delivering co-working rooms, jobs, event space, supporting the growth of the evening economy and community uses
<b>Idea objective</b>	<p>The aim of the initiative is to facilitate local partnerships to bring forward and co-design innovative street or buildings recovery strategies and proposals. Each vacant building can address common and local challenges and underpin the public re-imagining of streets and districts. The initiative will kickstart delivery of enhanced public shared spaces and exciting new uses for underused office buildings in the city, bringing together local authorities, community and mSME to develop much-needed capacity to support vitality of the city.</p> <p>The essence of the initiative is the management of vacant buildings, starting with the whole or part of the council office building or other public buildings, and ultimately encouraging mSMEs to share occupied spaces in the interest of minimizing costs and optimizing the consumption of resources, including electricity and heat.</p> <p>Possible alternative approach/additional element of the idea:</p> <ul style="list-style-type: none"> <li>- Integration with urban revitalisation programs in the cities.</li> <li>- Branch approach – specific rules dedicated to the type or size of companies.</li> <li>- Supporting the innovative uses of vacant spaces.</li> </ul>
<b>Sharing process (max 1000 characters)</b>	<p>The mechanism is put into operation in two phases:</p> <ol style="list-style-type: none"> <li>1. sharing of vacant council office building into a hybrid workspace.</li> <li>2. implementation of model for sharing vacant office spaces rented / owned by mSME across the city.</li> </ol> <p>Sharing process will be organized in the following steps:</p> <p>Phase 1: sharing of vacant council office building into a hybrid workspace:</p> <ol style="list-style-type: none"> <li>1) Separating ineffectively used office space in the city hall or other public entities</li> <li>2) Drawing up the rules of making these rooms available for the needs of non-governmental organizations and mSME in the form of mutual benefits</li> <li>3) Consultations on the rules of providing access to public premises for the needs of non-governmental organizations and MSME in the form of mutual benefits, including at least 2 face-to-face meetings for representatives of both stakeholder groups</li> <li>4) Adoption of the regulations by the city council in the form of a resolution</li> <li>5) Appointment of a unit responsible for administering the shared spaces</li> <li>6) Administering shared spaces and monitoring user needs for the implementation of Phase 2</li> </ol> <p>Phase 2: implementation of model for sharing vacant office spaces rented / owned by mSME across the city</p> <ol style="list-style-type: none"> <li>1) Information meeting on the implementation of the first phase with a survey for mSME regarding readiness for the implementation of the second phase, in which it will be mandatory to share space rented or owned by program participants</li> <li>2) Starting the program in the second phase</li> <li>3) Designation of an entity monitoring the implementation of phase 2 in consultations for SMEs participating in phase 1.</li> <li>4) Administering the shared spaces and monitoring the needs of users and the savings they achieve</li> </ol> <p>Access to vacant space in the Phase 1 is free of charge but limited to entities that meet the requirements specified in the regulations, e.g.:</p> <ul style="list-style-type: none"> <li>- mSME status,</li> </ul>

	<ul style="list-style-type: none"> <li>- location within the city,</li> <li>- registration through the system to the Phase 2.</li> </ul> <p>Access to vacant spaces in the Phase 2 is free of charge but limited to entities that share owned or rented spaces for co-working with other mSMEs and public entities.</p>
<p><b>Restrictions/rules (law, skills, time, other)</b></p>	<p>The initiative requires an analysis and answers to the following questions:</p> <ul style="list-style-type: none"> <li>- are there unused office spaces in the city hall or other municipal units?</li> <li>- are there unused office spaces in other public entities?</li> <li>- do the procedures of the office allow for the sharing of unused municipal and other public buildings and office spaces?</li> <li>- what are the limitations?</li> <li>- how to program the sharing of unused municipal and other public buildings and office spaces so that it is compliant with the regulations and needs of public entities and potential users from NGOs and SMEs?</li> <li>- what benefits, especially electricity and heat savings, will result from the sharing of unused municipal and other public buildings and office spaces?</li> <li>- what are the needs of potential users (NGO and mSME)?</li> <li>- What are the organizational possibilities for the implementation of phase 2?</li> <li>- What are the possibilities of making unused buildings and office spaces available for sharing by NGOs and mSMEs?</li> </ul> <p>The initiative requires the involvement of the following resources:</p> <ul style="list-style-type: none"> <li>- human resources: legal competences, real estate administration, Public Relations,</li> <li>- infrastructure: unused public office spaces (building or several rooms)</li> <li>- a register of shared public and private office space with monitoring of the degree of use and achieved savings</li> </ul>
<p><b>Procedures (if applicable)</b></p>	<p>The implementation of the initiative requires several formal procedures:</p> <ul style="list-style-type: none"> <li>- conducting analyses (as above),</li> <li>- announcements of the competition (along with the regulations),</li> <li>- conducting the competition,</li> <li>- execution of the application implementation and its integration with the local IT system in a public institution,</li> <li>- preparation and implementation of the rules of using the platform / application by companies.</li> </ul>
<p><b>Costs for public institutions (if applicable)</b></p>	<p>Costs of organizing the program in both phases (working hours). Program administration. Maintenance costs.</p>
<p><b>Expected result (if possible)</b></p>	<p>It is expected that a solution will bring benefits in the form of optimization of the use of office space in the city and savings in electricity and heat costs.</p>