

# MILESTONES for the "Alte Münze" Participatory Process

Presented by the Alte Münze Work Group  
of the Coalition of the Independent Arts  
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## 1. Formation of an Initial Steering Committee

The participatory process shall first begin after an initial steering committee has been formed from the participants. It shall consist equally (50%) of representatives from the Coalition of the Independent Arts (KdFS) and of representatives from Berlin's Senate Department for Culture and Europe as well as BIM. This initial steering committee shall define the process design and the joint goals of the process.

## 2. Cooperation Agreement

The participatory process shall be based upon a written cooperation agreement between the participants. Amongst other topics, it will define: a clear, personalized mandate and specific tasks for all participants and/or their representatives (Berlin's Senate Department for Culture and Europe, BIM, the Alte Münze Work Group of the Coalition of the Independent Arts, Urban Catalyst Studio); the content and schedule for interim goals and milestones; timely invitations to meetings and the naming of topics to be discussed and decisions to be made in advance, including attachments, corresponding material, the determination of reporting, accounting and implementation responsibilities amongst the participants. Binding agreements.

## 3. The Role of Urban Catalyst Studio as a Service Provider

Urban Catalyst Studio, which was awarded the contract for the development of participation formats and PR, shall take on the role of a service provider for infrastructural legwork and works at the instruction of the steering committee. All decision-making regarding content (e.g. who is invited to participation formats, what topics will be discussed and elaborated) rests with the steering committee.

## 4. Space

A workspace with basic equipment shall be available in Alte Münze for all steps of the participatory process (meetings of the steering committee, work conducted by work groups, exhibitions, press conferences, information events for the public).

## 5. All Calls for Applications, Dates and Meetings

All calls for applications, dates and meetings will be communicated in the steering committee (to the Alte Münze Work Group of KdFS) in a timely manner, otherwise they shall be invalid for the participatory process. The German Federal Government, district representatives (BVV) and members of parliament (AGH) shall satisfy their reporting obligation to the steering committee (to the Alte Münze Work Group of KdFS).

## **6. Binding Nature of the Results of the Participatory Process**

All meetings and decisions made by the steering committee shall be documented by Urban Catalyst, which will take minutes of the meetings which then must be signed by all participants. The results are binding and the deadlines and specific elaboration of the implementation shall be specified contractually.

## **7. All Decisions Will Be Made in the Steering Committee**

All decisions regarding the development of Alte Münze, on political, administrative and operative levels, must be made in the steering committee (coordinated with the Alte Münze Work Group of KdFS).

## **8. No Construction Planning or Construction Before Agreeing Upon a Usage Concept**

All renovation work shall first begin after the participatory process is over and the usage concept has been agreed upon. The interim usage for the participatory process as well as the artistic-culture usage must be ensured through the entire construction phase.

## **9. Development and Long-Term Protection (99 Years) of a Non-Commercial Location for Culture for the Independent Arts Community**

The future primary users, namely the artists who make up Berlin's independent arts community, must be significantly involved in the development Alte Münze as a location for culture. They are the most important stakeholder group in the entire development process, from the elaboration of a non-profit usage concept through the construction planning and construction to moving into the finished spaces, and must be included in all decision-making processes. In order to permanently insure the participatory process sustained by the artists, administrative models must be developed that guarantee a commitment and sustainability in terms of the availability of the real estate. Examples of this could be models of leaseholds are last discussed at the Runde Tisch für Liegenschaften.