



# P2P Learning Programme

## Scalable Cities P2P Learning Programme

Public Guidelines

Scalable Cities Secretariat  
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# 1. Introduction

The Peer-to-Peer Learning programme is part of the activities that the Scalable Cities (SC) Secretariat offers to cities, which targets to build capacity in public administrations and build knowledge. The Secretariat is responsible for the **facilitation and promotion of a collaborative peer-to-peer environment** and **encourages** cities and experts within the Scalable Cities Group.

The design of the **Peer-to-Peer Learning Programme** is aiming on one the hand to accelerate the knowledge exchange between cities on good and bad practices including the lessons learnt and on the other hand supporting cities with specific experts to replicate successful demonstrators and create more impact. Providing peer-to-peer support by cities and experts involved in the Scalable Cities projects is one of the main objectives of this programme.

This document provides a guideline for cities and experts for the implementation and post-implementation phase of a Scalable Cities P2P Learning activity. It contains:

- **The logical steps of an Expert Review, Expert Mission and Site Visits** that should serve experts and cities involved as an example.
- For each P2P activity in the program, the expected commitments are presented.
- At the end of document an overview of the **timeline and the number of activities planned** for the contracting period
- The **general rules for the reimbursement** of an activity for cities and experts is elaborated.

More information on the general eligibility and key topics can be found in the **Terms of References**.

# 2. Three main P2P Learning activities

The Scalable Cities P2P Learning programme provides tailor-made support for cities through three capacity learning and exchange activities:



## 2.1. Expert Review

**Expert Reviews** support cities in the preparation of key strategic documents for their innovation initiatives. Cities that are drafting documents, strategies, roadmaps or project designs can use the insights of an external experts' advice on the document. The expert will do a remote review of the document and will share his or her opinions about the approach, key shortcomings and improvement opportunities.

The main goal of the Expert Review service is to make available to cities the **easy access to ad-hoc expert advice** on a given topic and for a very concrete document or strategy.

### 2.1.1. Logical steps of an Expert Review

The following table gives an overview on the process of an Expert Review for all involved parties.

The involved parties consist of:

- 1 city (one representative and others relevant to the issue)
- 1 expert
- SC Secretariat as the facilitator

Days	Tasks	Parties involved
<b>Start of contract</b>	Signature of the contract and ToR	All parties (Experts, Secretariat and City)
1 day	<p><b>Inception meeting, discussing open questions</b></p> <p>The expert gets the relevant document before the meeting and is able to screen the document (preparation). City representatives explain the context of the document, their needs and expectations from the review, and present concrete questions.</p> <p>Concrete timelines are set, and next meetings are scheduled.</p> <p><b>Minutes</b> from the meeting need to be written and mediation.</p>	<p>City, Secretariat, Expert</p> <p>Expert</p> <p>Secretariat</p>
2 - 3 Days	<p><b>Review of the document</b></p> <p>Comments, improvements and recommendation should be summarised in the <b>final report</b></p> <p>Draft will be sent to the cities (SC Secretariat in copy)</p>	Expert
1 day	<p><b>Final meeting</b></p> <p>Discussion with cities and presentation of the results and adaptation of the draft document</p> <p>Next steps need to be discussed</p> <p><b>Minutes</b> need to be taken.</p> <p><b>Evaluation</b> of the expert review from the cities and experts</p>	<p>All parties (Experts, Secretariat and City)</p> <p>Secretariat</p> <p>Secretariat</p>



Day after the final online meeting	<b>Submission of the final document</b> If any changes were discussed during the final meeting, the review document will be finalized and send to Scalable Cities Secretariat and the city within no more than 5 working days	Expert
<b>One year after the activities</b>	Evaluation of impact	Secretariat/Cities

## 2.1.2. Commitments

Besides the deliverables indicated in the Terms of Reference for the activity, is expected from the different parties to commit to the following elements :

- **Cities:**

- Cities need to share a finished drafted document and relevant background information about the project. Cities will need to specify estimated length of the document, expected feedback, experts required expertise, and time of the expected review on their application.
- A city representative will need to be appointed as contact point to provide feedback and solve questions from the SC Secretariat and the experts, participate in the preparatory, during and in final meeting of the mission, coordinate meetings with other city stakeholders if necessary and ensure a smooth exchange with the expert and SC Secretariat.
- Cities will be asked to fill-in an impact assessment form to assess the long-term impact of the activity one year after completion of the activity.

- **Experts:**

- Experts need to reflect and comment on the document and provide detailed feedback in a dedicated report – or on the format agreed with cities. It is expected that the feedback includes a general assessment, potential improvements, recommendations, and/or additional sources of information or inspiration. The expert will be expected to participate in one preparatory meeting before reviewing the document, and will have to present the results in a meeting with the cities after finalisation of the report.

- Both the city and expert need to provide **testimonials** to represent and capture the impressions and experiences of the different P2P activities.

- **Facilitator:**

- The first communication will be initiated by the SC Secretariat. The secretariat supports experts and cities in the preparation of the expert review and helps to reach agreements.



## 2.2. Expert Mission

**Expert Mission** support cities that are facing challenges in implementing specific goals toward a smart city an opportunity. The beneficiary cities will receive individualised technical and/or strategic advice from an experienced expert on a concrete initiative with the objective to overcome barriers, define future strategies and solve problems.

### 2.2.1. Logical steps of an Expert Mission

The following table gives an overview on the process of an Expert Mission for all involved parties.

The involved parties consist of:

- 1 city (one representative and others relevant to the issue)
- Two experts
- SC Secretariat as the facilitator

Start of contract	Tasks	Parties involved
Week 1 (two or three weeks before the visit) <b>1 day</b>	Provision of the relevant background documents for the experts and preparation of the host	City
	Define the logistics for the experts (travel, accommodation)	Cities and Experts
	Screening and analysing the documents	Experts
Week 2 (two weeks before the visit) <b>1 day</b>	Providing feedback and adjusting the final agenda for the field visit	Cities and experts
	<b>Online meeting to discuss open questions</b>	Experts, city and Secretariat
Week 1 or week 2	<b>Signature of the contract and ToR</b>	<b>All parties (Experts, Secretariat and Host City)</b>
Week 3 <b>2-3days</b>	<b>Field visit</b>	Host and Visitor Cities
Week 4 <b>2 days</b>	Draft of the report	Secretariat
Week 5	Review of the draft report	Secretariat and City
Week 6 <b>1 day</b>	<b>Online meeting to recap and discuss the results</b>	Experts, City and Secretariat
	Cities announce next steps	
	<b>Final report</b> <b>Evaluation:</b> Feedback form	Experts and City
<b>One year after the activities</b>	Evaluation of impact	Secretariat/City



## 2.2.2. Commitments

Besides the deliverables indicated in the Terms of Reference for the activity, it is expected from the different parties to commit to the following elements:

### ■ **Cities:**

- Cities need to share background documents about the project or initiative. Before the expert mission, cities will need to specify their project, tentative meetings and visits during the expert mission, what is the expected feedback from the expert. Upon their application, they will also need to indicate an estimated time of execution of the mission.
- A city representative will need to be appointed as contact point to provide feedback and solve questions from the SC Secretariat and the experts, participate in the preparatory and final meeting of the mission, coordinate meetings with other city stakeholders if necessary and ensure a smooth exchange with the expert and SC Secretariat.
- Cities will be asked to fill-in an impact assessment form to assess the long-term impact of the activity one year after completion of the activity.

### ■ **Experts:**

- Experts need to reflect and comment on the document and provide specific knowledge and expertise on a project or initiative agreed with cities. It is expected that the expert will write a report which includes a documentation of the mission, a general assessment, potential improvements, recommendations, and/or additional sources of information or inspiration. The expert will be expected to participate in a preparatory meeting with cities and to provide feedback on tentative visits and meetings proposed by the city. The expert will have to present the results in a meeting with the cities at the end of the project.
- Both the cities and experts need to provide testimonials to represent and capture the impressions and experiences of the different P2P activities.

### ■ **Facilitator:**

- The first communication will be initiated by the Scalable Cities Secretariat. The secretariat supports experts and cities in the preparation of the expert review and helps to reach agreements.



## 2.3. Site Visit

**Site Visits** promote the exchange of best practices, policies and solutions between cities through an on-the-field visit and direct exchange between one Host City and up to five Visitor Cities.

Site Visits offer a platform for cities that are leading important initiatives to showcase them to other peers and share their experience on a concrete domain. For visitor cities, the programme provides an opportunity to learn more about policies led by other peers, visit projects and see solutions in a real environment, while networking with international partners.

Overall, the main goals of Site Visits are to open the mind set to innovative and sustainable solutions, promote networking between cities, and facilitate the exchange of best practices.

### 2.3.1. Logical steps of a Site Visit

The following table gives an overview of the process of a Site Visit for all involved parties.

The involved parties consist of:

- 1 Host City
- Up to five Visitor Cities per Site Visit
- SC Secretariat as the facilitator

Timing	Tasks	Parties involved
<b>Week 1</b> <i>3 weeks before the exchange activities</i>	<b>Inception meeting</b> Presenting challenges and next steps	All parties (Secretariat and Host Cities)
<b>Week 1 or week 2</b>	<b>Letter of Commitment between Cities and the Secretariat</b>	<b>All parties (Secretariat and City)</b>
<b>Week 2</b> <i>3 weeks before the exchange days</i>	<b>Preparation meeting</b> Preparation of the visit by the Host city (Agenda, Location, rooms) Booking flights and accommodation etc.	Host City Secretariat Host City Visitor Cities
<b>Week 3</b> <i>2-3 days</i>	<b>Three-day visit</b> Documentation	Host City and Visitor Cities Host City
<b>Week 4</b> <i>One week after the exchange days</i>	Submission of the resumé (report) and testimonials Submission of reflection report and testimonials	Host City Visitor Citiesost City and Visitor Citie
<b>Week 5</b> <i>Two weeks after the exchange days</i>	First evaluation of the report	Secretariat



<b>One year after the activities</b>	Evaluation of impact	Secretariat/Cities
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### 2.3.2. Commitments

Besides the deliverables indicated in the Terms of Reference for the activity, is expected from the different parties to commit to the following elements :

- **Host city:**

- Host cities need to share a relevant background documents information about the project or initiative. The host city will need to specify their project and innovativeness of the project, prepare a tentative agenda for the Site Visits and indicate the time of the expected Site Visit on their application.
- The Host City will appoint a representative as contact point to provide feedback and solve questions from the SC Secretariat and visitor cities, participate and coordinate all necessary logistics with the representatives of the visitor cities and participate in preparatory and the final meetings of the Site Visit.
- The Host City is expected to organise the overall agenda and ensure and coordinate meetings with other city stakeholders if necessary. The host city will ensure a smooth exchange with the visitor cities and the SC Secretariat.
- At the end of the visit, the Host City will need to provide a **resumé** of the Site Visit, describing the agenda and the activities during the Site Visits and highlighting the experience and achieved impacts.
- The Host City need to provide **testimonials** to represent and capture the impressions and experiences of the different P2P activities.
- The Host The Host City will be asked to fill-in an impact assessment form to assess the long-term impact of the activity one year after completion of the activity.

- **Visitor cities:**

- A city representative will need to be appointed as contact point to provide feedback, solve questions from the Secretariat and coordinate directly with the representatives from the Host City.
- Visitor Cities are expected to make their own travel and accommodation arrangements independently and submit the costs for reimbursement upon completion of the site visit, following the reimbursement guidelines of the programme.
- Visitor Cities will provide a **reflection report** to describe the main challenges that they are facing to implement solutions to a similar challenge in their context, and which have been the **key learnings from the site visit**, including **potential**



**impacts of this activity** in the future and needs to deploy similar solutions in their city.

- Visitor Cities need to provide **testimonials** to represent and capture the impressions and experiences of the different P2P activities.
- Visitor Cities will be asked to fill-in an impact assessment form to assess the long-term impact of the activity one year after completion of the activity.
- **Facilitator:**
  - The first communication will be initiated by the SC Secretariat both with Host and Visitor Cities. The Secretariat will assist the Host City to refine its agenda before the event and the call for Visitor cities.
  - The SC Secretariat will open the call for selection of Visitor Cities and select the cities according to the alignment of interests. The Secretariat will initiate contact with the selected Visitor cities. Once Visitor cities confirm their availability and accept the selection, the Secretariat will introduce Visitor Cities to the Host City so that they can coordinate directly.
  - The SC secretariat supports experts and cities in the preparation of the expert review and helps to reach agreements.



### 3. Summary and timeline

In this section, a summary of the three P2P Learning activity is provided giving an overview of the planned activities per call and per P2P cycle. The amount of activities for each call can vary according to the needs and demand of cities and the received applications.

	DESCRIPTION	ELIGIBILITY	OVERALL TARGET	CALLS (2022-2025)*
<b>EXPERT REVIEWS</b>	<p>Cities can request expert advice on strategic documents (funding proposals, strategic plans, roadmaps, etc). Experts provide feedback and recommendations on the drafted document.</p>	<p><b>Cities:</b> <b>Lighthouse and Fellow Cities</b> that have participated in ended or ongoing SCC-Lighthouse projects. <u>Priority will be given to small and mid-sized cities (50.000 – 500.000 inhabitants).</u></p> <p><b>Experts:</b> <b>SCC-project and external experts</b> can be hired.</p>	<p>16 expert reviews</p> <p>16 beneficiary cities</p> <p>16 experts</p>	<p>4-6 cut-off dates (Fall/Winter/Spring)</p> <p>2 to 4 reviews per cut-off</p>
<b>EXPERT MISSIONS</b>	<p>Cities can receive the visit of up to two experts to discuss in-depth with them a project or initiative.</p> <p>During and after the expert visit, cities obtain qualified insight about how to overcome barriers, scale the project or improve key elements.</p>	<p><b>Cities:</b> <b>Lighthouse and Fellow cities</b> participating in ongoing or ended SCC-Lighthouse projects can request an Expert Mission. <u>Priority will be given to small and mid-sized cities (50.000 – 500.000 inhabitants).</u></p> <p><b>Experts:</b> <b>SCC-project and external experts</b> can be hired.</p>	<p>15 expert missions</p> <p>15 beneficiary cities</p> <p>15-30 experts</p>	<p>3-4 cut-off dates (Fall, Spring)</p> <p>5 expert missions per cut-off</p>
<b>SITE VISITS</b>	<p>Cities with particular experience on a topic or having implemented an innovative idea can host a Site Visit to showcase their experience and solution. Visitor cities with interest in the topic can be selected to participate in the Site Visit. Exchange on best practices, challenges, and technical sessions can take place during a two-to-three-day Site Visit.</p>	<p><b>Host Cities:</b> <b>Lighthouse and Fellow Cities</b> participating in ongoing or ended SCC-Lighthouse projects.</p> <p><b>Visitor Cities:</b> <b>Lighthouse and Fellow cities</b> participating in ongoing or ended SCC-Lighthouse projects, and <b>cities from other initiatives.</b></p>	<p>20 activities</p> <p>20 host cities</p> <p>100 visitor cities</p>	<p>4 calls (Winter, Spring)</p> <p>5 site visits organised per call</p>

\*Tentative dates and numbers, subject to modification at any time. Updates will be published in the Scalable Cities Secretariat site: <https://smart-cities-marketplace.ec.europa.eu/scalable-cities>



**Figure 1: Overview of the P2P Learning programme (2022-2025)**

Activity	Overall target	No. calls	Average awarded/call	Call opening	Execution of activity
Site visits	20 activities 20 host cities 100 visitor cities	4 calls	5 site visits per call	<b>2022</b> <b>Call 1</b> : Winter 2022 (Sept & Nov) <b>2023</b> <b>Call 2</b> : Spring 2023 (Feb & April) <b>Call 3</b> : Winter 2023 (Sept & Nov) <b>2023</b> <b>Call 4</b> : Spring 2024 (Feb & April)	<b>2023</b> February – March 2023 <b>2023</b> May – June 2023 <b>2024</b> February – March 2024 May – June 2024
Expert Mission	15 expert missions 15 beneficiary cities 4 – 8 experts	3 to 4 cut-off dates	5 expert missions per cut-off	<b>2022</b> <b>Cut-off 1</b> : Autumn 2022 (Oct) <b>2023</b> <b>Cut-off 2</b> : Spring 2023 (March) <b>Cut-off 3</b> : Autumn 2023 (Sept) <b>2024</b> <b>Cut-off 4</b> : Spring 2024*	<b>2022</b> December – April 2022 <b>2023</b> April – July 2023 November – December 2023 <b>2024</b> April – May 2024*
Expert Review (online)	16 expert reviews 16 beneficiary cities 16 experts	4 to 6 cut-off dates	2 to 4 reviews per cut-off	<b>2022</b> <b>Cut-off 1</b> : Oct 2022 <b>Cut-off 2</b> : Dec 2022 <b>2023</b> <b>Cut-off 3</b> : March 2023 <b>Cut off 4</b> : May 2023 <b>Cut off 5</b> : Sept 2023* <b>Cut off 6</b> : Jan 2024*	<b>2022</b> December 2022 -February 2023 <b>2023</b> February - April 2023 April - June 2023 June -July 2023 October-December 2023* February-April 2024*
✓51 activities					
<b>TOTAL</b>	✓151 beneficiary cities			* Possible additional calls, depending on budget availability and number of cities serviced.	
	✓20- 24 experts				



## 4. Reimbursement rules

In the following a list of what will be reimbursed by the Secretariat for the activities. The rules are based on the rules<sup>1</sup> on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity (2007).

The following is a list of what will be reimbursed by the Secretariat for the activities.

### **Reimbursement of costs for cities hosting experts (Expert Mission)**

- **Meeting rooms, Catering, and local transport:** The Secretariat will reimburse costs incurred by host cities up to €500.

### **Reimbursement of costs for Host cities (Site Visits)**

- **Meeting rooms, Catering, and local transport:** The Secretariat will reimburse costs incurred by host cities up to €700.

### **Reimbursement of costs for Visitor cities (Site Visits):**

- **Travel expenses:** up to €500
- **Daily allowance:**
  - **Accommodation:** €100 per night
  - **Meals/local transport:** €92 per day

### **Payment and reimbursement of experts:**

- **Daily allowance:**
  - **Accommodation:** €100 per night
  - **Meals/local transport:** €92 per day
- **Daily rate:** €450
- **Travel expenses:** up to €500

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<sup>1</sup> Rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity (2007).

[https://ec.europa.eu/employment\\_social/egf/docs/reglementation\\_experts\\_2008\\_en.pdf](https://ec.europa.eu/employment_social/egf/docs/reglementation_experts_2008_en.pdf)

