



SC P2P Learning Programme

Expert Mission (Cities)

Terms of Reference

Scalable Cities Secretariat
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Expert Missions (Cities)

1. Purpose and background

What is SCALABLE CITIES?

Scalable Cities represents **120 cities** who are involved in **18 Smart Cities and Communities projects** funded by Horizon 2020 with around EUR 345 million. Working in consortia with academia, industry, associations and consultants, they implement more than 550 demonstrations of technological and social innovations in the areas **of mobility and logistics, buildings, urban data and ICT infrastructure, citizen engagement as well as urban governance.**

What is peer-to-peer learning?

The Scalable Cities Peer-to-Peer (P2P) Learning programme is part of the activities organised by the Scalable Cities Secretariat to support capacity building and knowledge sharing.

The overall objectives of the P2P Learning programme are to enable cities to share their **knowledge, experiences and provide expert support to overcome barriers and challenges** related to the implementation of smart city solutions. Participants can take the newly gained information back to their cities and try to adapt or develop their smart solutions and concepts in reaching the European climate goals and targets.

All the activities designed in the P2P Learning programme aim to:

- *Support the replication and scaling up of solutions and results from EU-funded Smart Cities and Communities (SCC) projects¹*
- *Mentor cities to build capacity*
- *Accelerate the interchange of lessons learnt between cities and experts*
- *Identify and promote future collaborations for projects and joint initiatives between cities and their partners*

Peer-to-peer support and mentoring will ensure that the lessons learnt in one city can help other cities solve their problems and lead to a more efficient way of working. The programme also aims at helping cities adapt, scale solutions by facilitating expert advice on key topics and overcome challenges.

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

¹ Remourban, Triangulum, Growsmarter, SmartEnCity, Replicate, Smarter Together, SharingCities, Ruggedised, MySmartLife, MatchUp, Stardust, IRIS, +CityChange, Making-City, SPARCS, POCITYF, ATELIER, RESPONSE.





Scalable Cities Peer-to-Peer Learning facilitates the following activities:

- Knowledge exchange ideas on how to address key urban challenges
- Showcase the city projects and progress, and share lessons learnt with other cities
- Receiving peer advice from other cities with experience in a specific domain
- Receive individual, technical expert advice on how to overcome barriers and challenges on concrete initiatives, strategies or projects.
- Cities giving other cities feedback and advice on their strategy

2. What is an Expert Mission?

Expert Missions 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.

3. Methodology

Participant cities will need to define what are the key challenges that they are experiencing in a concrete initiative or project, and which are the inputs that they would need from the expert. Based on these needs and expectations, the Scalable Cities Secretariat will select and employ up to two experts to participate in the mission. Subject to availability, the expert group will be composed of one expert from other SCC-Lighthouse projects and an external expert.

Beneficiary cities will receive specific advice in their chosen field during an on-site visit by the two experts. The main findings and recommendations will be concluded in a report prepared by the two experts.

Before the Expert Mission, cities will need to define which are the site-visits, meetings and exchanges during the mission, and to identify the documentation they can share with the experts to provide a detailed insight of the challenge(s) at hand. Once selected, the experts will also be able to provide feedback on this mission programme and suggest other spaces or activities to gather all the needed information for their Expert Mission.

During the Expert Mission, experts and cities are working collaboratively to tackle the challenges. The Expert Mission builds on a good relationship between the experts and the city.



The expert visit can last up to three days and provides an opportunity to discuss and draft solutions with the city, facilitate workshops and meet relevant stakeholders, conduct a quick assessment, or discuss technical solutions to specific problems.

More detailed information can be found in the guidelines of the Peer-to-Peer Learning at the [Scalable Cities Secretariat website](#)².

4. Deliverables

The main deliverable of the Expert Mission will be the exchange with the experts and the recommendations they will provide.

After the visit, Host Cities will need to provide to the SC Secretariat:

- Expert mission agenda: Final agenda that was followed during the Expert Mission, including participants to meetings and key stakeholders involved.
- Testimonial: Quote from a representative of the city capturing the impressions and experiences as participant city of an Expert Mission, to be published in different SC Secretariat website, publications or on-line media.
- Evaluation Report: The SC Secretariat will provide a template evaluation report to the host city requesting the participants to the expert mission activities to provide feedback on the expert performance and the overall service.

The experts selected for the mission will deliver to the SC Secretariat and the Host City a Report on the Mission, including basic documentation, summary of findings, assessment and key recommendations that were discussed during the mission with city representatives.

5. Eligible cities

Lighthouse and Fellow cities participating in ongoing or closed SCC-Lighthouse projects are eligible to use this service. However, priority will be given to Fellow Cities and to small and mid-sized cities (50,000 – 500,000 inhabitants).

The request can be submitted by a representative of a local authority, departments, public utility, public agency, managing or coordinating authority, or any other public body linked to the city, who will also be in charge of coordinating with the SC Secretariat, of providing the experts with all the necessary information and of facilitating the visit.

Each city can benefit from one Expert mission on the same topic only once throughout the duration of the programme.

6. Selection criteria

² <https://smart-cities-marketplace.ec.europa.eu/scalablecitiesp2learningprogramme>



- City is a partner or has participated as a Fellow or Lighthouse city in a closed or ongoing SCC project (see Annex I).
- City has already dedicated efforts to the design, deployment or scaling up of the solution or initiative to be assessed.
- Clarity and coherence of the expected objectives for the mission, and/or about the experts' expected contribution regarding the solution or the initiative.
- Scope and coherence of the tentative agenda and programme for the expert mission.
- The solution or initiative to be assessed has clear institutional, socio-economic or environmental impact for the city.

7. Key topics and supported activities

Expert mission topics can cover different thematic areas, as long as they are related to current efforts and interests of cities on how to promote innovative solutions and initiatives that improve their governance, their services to citizens, and their socio-economic and environmental policies.

That can be on e.g.:

- Organisational adaptation in the governance structure and creation of in-house institutional arrangements.
- Design or initial implementation of new innovative projects, (e.g., implementation, replication of smart city solutions at the district or city level)
- Technical challenges regarding deployment of digital technologies, energy systems, IOT networks, cybersecurity measures, etc.
- Communication engagement barriers within the local ecosystems. Experts can be consulted on how to overcome barriers experienced during a project (e.g., low participation of local stakeholders to a call, defining right target groups, etc.).

8. Application procedure

Interested cities are invited to submit their request by filling-in the **Expert Mission – City Form** provided in this [link](#).

The completed request form and the relevant documents have to be submitted to the [application platform](#).

In case of questions, cities can send their requests to: Scalablecities@ait.ac.at clearly stating on the Subject of their e-mail: "**Expert Missions**".

9. Evaluation

The evaluation and final selection of cities and experts will be performed by the Scalable Cities Secretariat with approval of CINEA, following the selection criteria presented in *Section 3. Eligibility and Selection criteria*.



10. Timeline and deadlines

The call for cities to request SC Secretariat support for an expert mission will launch *on 1st of September 2022. The call will remain open for the period 2021–2025 or until the call's budget has been exhausted.*



**Dates are tentative. Concrete dates for each cut-off will be announced on the Scalable Cities website.*

***Subject to availability of funds*

Throughout the year there will be several cut-off dates, when the SC Secretariat will review the applications received, select beneficiary cities and proceed to source and contract the experts for the cities. The concrete date of each cut-off will be announced after the one immediately before.

The missions selected during each cut-off will have to be implemented in the months following the award. The following timeframes are scheduled for the implementation of the expert mission awarded upon each cut-off.

Cut-off 1: December 2022 – March 2023

Cut-off 2: April – June 2024

Cut-off 3: November – March 2025

Cut-off 4: April – June 2024

The concrete date will be coordinated amongst the cities, experts and the secretariat upon selection of cities and experts.

11. Cost reimbursement

The Expert Missions is a service that SC Secretariat offers to cities that require expert advice to design, improve or scale initiatives or projects.

The SC Secretariat entirely covers the cost of selecting and contracting up to two experts with the necessary experience to support cities during the mission. The selection and contracting process will be managed directly by the SC Secretariat.

Cities hosting an expert mission can also apply for some financial support to cover the costs related to the expert mission and request a reimbursement of costs incurred during the mission of **up to 500 Euros**. These costs need to be directly related to the organisation of the mission and can cover elements such as catering expenses, material for workshops, renting of meeting rooms, local transport to visit relevant sites, etc.

After the Expert Mission takes place, Host Cities will need to provide the SC Secretariat with an invoice with the expenses for the organisation of the site visit. The invoice needs to indicate the organisation contracting the service, the type of service provided, and the date of delivery of the service/product. All reimbursements expenses will be made to one and the same bank account in the name of the public authority, and a bank statement will need to be provided.



12. Data policy & privacy statement

Processing of personal data

To manage the application process of the call the recording and processing of personal data (such as name, address and CV) are necessary. Such data will be processed according to Regulation (EU) 2018/1725 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and the free movement of such data. Unless indicated otherwise, the questions and any personal data requested that are required to evaluate the application in accordance with the call for proposal will be processed solely for that purpose.



ANNEX I. List of Lighthouse and Follow Cities of Scalable Cities

Closed projects (as of May 2022)

Lighthouse projects of Scalable Cities	Lighthouse Cities	Follower Cities
Remourban	Valladolid (ES)	Seraing (BE)
	Nottingham (UK)	Miskolc (HU)
	Tepebasi (TR)	
Triangulum	Manchester (UK)	Leipzig (DE)
	Eindhoven (NL)	Praha (CZ)
	Stavanger (NO)	Sabadell (ES)
Growsmarter	Stockholm (SE)	Cork (IE)
	Cologne (DE)	Graz (AT)
	Barcelona (ES)	Porto (PT)
		Suceava (RO)
	Valletta (MT)	
SmartEnCity	Sønderborg (DK)	Asenovgrad (BG)
	Vitoria Gasteiz (ES)	Lecce (IT)
	Tartu (EE)	
Replicate	Donostia-San Sebastián (ES)	Essen (DE)
	Florence (IT)	Lausanne (CH)
	Bristol (UK)	Nilüfer (TR)
Smarter Together	Lyon (FR)	Venezia (IT)
	Munich (DE)	Sofia (BG)
	Vienna (AT)	Santiago de Compostela (ES)
SharingCities	London (UK)	Bordeaux (FR)
	Milan (IT)	Bourgas (BG)
	Lisbon (PT)	Warsaw (PL)
Ruggedised	Glasgow (UK)	Brno (CZ)
	Umea (SE)	Gdansk (PL)
	Rotterdam (NL)	Parma (IT)
MySmartLife	Helsinki (FL)	Bydgoszcz (PL)
	Hamburg (DE)	Palencia (ES)
	Nantes (FR)	Rijeka (HR)
MatchUp	Valencia (ES)	Herzliya (ISR)
	Dresden (DE)	Kerava (FL)
	Antalya (TR)	Ostend (BE)
		Skopje (MKD)
Stardust	Tampere (FL)	Cluj-Napoca (RO)



	Pamplona (ES)	Derry (UK)
	Trento (IT)	Kozani (GR)
		Litoměřice (CZ)
IRIS	Göteborg (SE)	Alexandroupolis (GR)
	Utrecht (NL)	Focșani (RO)
	Nice (FR)	Santa Cruz de Tenerife (ES)
		Vaasa (FL)
+ CityxChange	Trondheim (NO)	Alba Iulia (RO)
	Limerick (IE)	Pisek (CZ)
		Sestao (ES)
		Smolyan (BG)
		Võru (EE)
MAKING-CITY	Oulu (FL)	Bassano del Gappa (IT)
	Groningen (NL)	León (ES)
		Kadıköy (TR)
		Trencin (SK)
		Vidin (BG)
		Lublin (PL)
SPARCS	Espoo (FL)	Lviv (UKR)
	Leipzig (DE)	Maia (PT)
		Kifissia (GR)
		Kladno (CZ)
POCITYF	Alkmaar (NL)	Bari (IT)
	Évora (PT)	Celje (SL)
		Granada (ES)
		Hvidovre (DK)
		Ioannina (GR)
		Ujpest (HU)
Atelier	Amsterdam (NL)	Bratislava (SK)
	Bilbao (ES)	Budapest (HU)
		Copenhagen (DK)
		Krakow (PL)
		Matosinhos (PT)
		Riga (LV)
RESPONSE	Dijon (FR)	Brussels (BE)
	Turku (FL)	Zaragoza (ES)

Abbreviations

AT – Austria
 BE – Belgium
 BG – Bulgaria
 CY – Cyprus
 CZ – Czechia
 DE – Germany
 DK – Denmark

IE – Ireland
 ISR – Israel
 IT – Italy
 LT – Lithuania
 LU – Luxembourg
 LV – Latvia
 MT – Malta



EE – Estonia
ES – Spain
FI – Finland
FR – France
GR – Greece
HR – Croatia
HU – Hungary

NL – Netherlands
PO – Poland
PT – Portugal
RO – Romania
SE – Sweden
SI – Slovenia
SK – Slovakia

