



SC P2P Learning Programme

Site Visits (Host Cities)

Terms of Reference

Scalable Cities Secretariat
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Table of Contents

1.	Purpose and background.....	2
2.	What is a Site Visit?	3
3.	Methodology	3
4.	Deliverables	4
5.	Eligible cities	4
6.	Selection criteria.....	5
7.	Key topics and supported activities	5
8.	Application procedure.....	6
9.	Evaluation.....	6
10.	Timeline and deadlines.....	6
11.	Reimbursement of costs.....	7
12.	Data policy & privacy statement.....	7



Site Visits (Host 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:

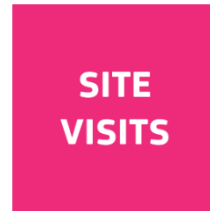
- *Support the replication and scaling up of solutions and results from EU-funded Smart Cities and Communities (SCC) projects¹*
- *Mentor cities to build capacity*
- *Accelerate the interchange of lessons learnt between cities and experts*
- *Identify and promote future collaborations for projects and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

Site Visits are a type of activity supported by the Scalable Cities Secretariat (SC Secretariat) to 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 mindset to innovative and sustainable solutions, promote networking between cities, and facilitate the exchange of best practices.

3. Methodology

Site Visits are organised around one shared challenge between cities or an inspiring project led by the Host City. During the Site Visit, the Host City will be sharing with peers information about how a concrete project or a focused initiative was designed and implemented. Site visits can involve a series of visits in the field and interactions with public officers involved in the project or initiative. Site Visits can also include workshops promoting exchange of practices between participants, and other activities that promote networking among cities as well as the experts involved in the initiative or solution providers.

In their application, candidate Host Cities will need to define which is the topic around which the visit will be structured. This can be a project or a wider initiative or programmatic approach that has



been led by the Host Visit, that is innovative and advanced with respect from other cities in the region or usual approaches, and that is generating learnings and new experiences to share with other cities.

Upon the selection of Host Cities, the SC Secretariat will contact selected cities to detail and confirm the objectives, tentative agenda and potential dates of the site visit. This information will be included in the call for Visitor Cities. The SC Secretariat will proceed to select the most suitable Visitor Cities that match the topic and interests stated in the proposal of the Host Cities. A few weeks before the selected date for the Site Visit, a preparation meeting will be held with the secretariat, and a final agenda will be shared with SC Secretariat and the Visitor Cities.

During the Site Visit, the Host City will be in charge of all preparations, and of coordinating all necessary logistics with the representatives of visitor cities. A Site Visit can last up to three days.

Site Visits can also happen in parallel or the days preceding or following meetings, congresses or other international events that can be of particular be of relevance for cities and for the topic of the visit. Selected activities from these events can be included in the agenda, although a special and dedicated programme to the Visitor Cities attending under this scheme needs to be presented. Only the costs of activities and travel expenses related to the Site Visit will be reimbursed.

Further 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 Site Visit is the experience itself. After the visit, Host Cities will need to provide to the SC Secretariat:

- Resumé of the Site Visit: Summary of activities and participants at the different site visits (extended agenda with description of activities), highlights of the impacts achieved with the activity.
- Testimonial: Quote from a high-level representative of the city capturing the impressions and experiences as Host City, to be published in different SC Secretariat website, publications or on-line media.

Optionally, Host Cities can also provide an article about the activity that can be shared with the SC Secretariat for publication.

5. Eligible cities

Lighthouse and Fellow participating in ongoing or closed SCC-Lighthouse projects are eligible as Host Cities for Site Visits.

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.

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



6. Selection criteria

- City is a partner or has participated as a Fellow or Lighthouse city in a past or ongoing SCC projects (see Annex I).
- City has designed and implemented successfully a project or wider initiative that is particularly innovative with respect from other cities in the region, or common approaches.
- The solution or initiative showcased during the visit has scaled or been replicated successfully at city, regional or international level.
- Motivation to share knowledge and insights: objectives of the site visit, key elements to be showcased and expected impacts of the exchange for host and visitor cities.
- The solution or initiative to be presented has clear institutional, socio-economic or environmental impact for the city.

7. Key topics and supported activities

The activity follows a demand-driven approach, meaning that before each P2P circle starts cities have the opportunity to report their main challenges to the Scalable Cities Secretariat.

Based on the evaluation of the received challenges, 4 to 5 challenges will be determined each year for the exchange visits.

The topics for the Site Visits in the P2P Site Visit Cycles during **2022/2023** are:

- From Positive Energy Building to Positive Energy District
 - Criteria to choose an area
 - Engaging citizens
 - Challenges during the project in the different phases
 - Show examples, lessons learnt,
 - Framework/Regulations
 - Renewable energy communities
- Upscaling of pilot projects within the own city/Governance Innovation
 - Ensure knowledge transfer within the own city (districts)
 - Upscaling the projects' structure
 - Upscaling of solutions within the same country/city
 - Cross-sectoral structure beyond different departments
- Funding and New Business Models
 - Innovative financing mechanisms
 - Multi-stakeholder partnerships to deploy new solutions
 - Novel fund-raising techniques and their results (citizen finance, green bonds, energy performance contracting, soft loans, etc).



- Strategies for fundraising at international level, success factors and building partnerships.
- Transition from a Fellow to a Lighthouse city
 - How to set up or start a demonstration project?
 - Success factors to scale from project to strategy
 - Overcoming regulatory, institutional and financial barriers
- Digital Transformation
 - Foundations of digital transformation (infrastructure, regulations, institutional changes)
 - Digital rights, data privacy and cybersecurity.
 - Developing functional and open urban data platforms. Interoperability and standards, openness, software, services.
 - Development and exploitation of Digital Twins
- Monitoring and Evaluation
 - Exploration of different monitoring frameworks (e.g., social, economic and environmental evaluation) and Smart City standards.
 - Exchange of monitoring and evaluation frameworks between old and new SCC projects
 - Calculation and standardisation of KPIs for Smart Cities, and monitoring tools.
 - Monitoring frameworks of specific solutions (e.g., e-vehicles, PEDs, citizen engagement etc.)

8. Application procedure

Interested cities are invited to submit their request by filling-in the **Site Visits – 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: "**Site Visits**".

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 for support to lead a Site Visit as Host City will launch on 1st of September 2022. The *deadline to submit proposals for host cities is until the 11th of October 2022.*

The Site Visits submitted and selected during this first call will need to take place between *March May 2023*. Exact dates will be agreed upon selection of Host Cities, but it is recommended to plan the activity during this timeframe.

11. Reimbursement of costs

Site Visits are a service that SC Secretariat offers to cities that want to share their advanced experience on a specific domain with other cities, and to visitor cities that want to learn from their experience.

The SC Secretariat entirely covers the cost of matching Host and Visitor cities depending on interests and expectations of the visit.

Besides, cities hosting a Site Visit can also apply for some financial support to cover the costs related to the organisation of the site visit and request a reimbursement of costs incurred during the mission of **up to 700 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 Site Visit takes place, Host Cities will need to provide 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 same bank account. A form and further instructions to submit the expenses will be provided to the selected cities.

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)	Focşani (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

