



Peer-to-Peer Learning

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TERMS OF REFERENCE – CALL 1

Site Visits (Visitor Cities)

Scalable Cities Secretariat | Austrian Institute of Technology GmbH
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Open call P2P Learning – Site Visits

Site Visits (Visitor Cities)

1. Purpose and background

What is SCALABLE CITIES

Scalable Cities represents **120 cities** that are involved in **18 Smart Cities and Communities projects** funded by Horizon 2020 with around EUR 420 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, ICT infrastructure, citizen engagement as well as urban governance.**

What is P2P

The Peer-to-Peer Learning and Mentoring Programme is part of the activities that the Secretariat offers to Scalable Cities, which targets increased capacity building and knowledge sharing. The Secretariat is responsible for facilitating and promoting **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 the one hand to share lessons learned from good and bad practices and on the other hand to support cities with specific experts to replicate successful demonstrators and create more impact.

The overall objectives of the P2P Learning program are to enable cities to share their **knowledge and experiences and provide expert support to overcome barriers and challenges**, so they bring 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. As all Scalable Cities projects are testing different approaches and solutions, cities may have gone through the same challenges or barriers and can help other cities to avoid starting from scratch.

All the activities designed in the P2P Learning program 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 learned between cities and experts*
- *Identify and promote future collaborations for projects and joint initiatives between cities and their partners*
- *Support cities to become frontrunners*

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



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

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



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

- Knowledge exchange on how to address key urban challenges
- Showcase the city projects and progress, and share lessons learned with other cities
- Receive 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 give 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 in a concrete domain. For visitor cities, the program 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.

2.1. Methodology

Site Visits are organized around one shared challenge between cities, or an inspiring project led by the Host City. During the site visit, the Host City will share information with peers about how a concrete project or a focused initiative was designed and implemented through a series of visits on



the field, and interactions with public officers involved in the project or initiative. Site Visits can also include workshops promoting the exchange of practices between participants, and other activities that promote networking of cities between themselves, experts involved in the initiative, or solution providers. The Site Visit can last up to three days.

In their application, candidate Host Cities will need to define the topic around which the visit will be structured and that will be shared and showcased during the Site Visit. This can be a project or a wider initiative or a programmatic approach that has been led by the Host Visit (e.g. experience building a Positive Energy District, designing and implementing a Digital transformation agenda for the city, innovative approaches for innovation and participation through living labs or citizen engagement programs, etc) 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 proceed to open a call for suitable Visitor cities. Visitor Cities will need to justify their interest in that particular visit and their objectives with their participation in the Site Visit. A few weeks before the selected date for the Visit, a final agenda about the event will be shared.

During the Site Visit, the Host City will be in charge of all preparations and coordinating all necessary logistics with the representatives of visitor cities. Visitor Cities will be in charge of making their own booking arrangements and arriving at the meeting point set up in the agenda on the first day of the Site Visit. Representatives from Visitor Cities will need to participate in all the activities organized in the agenda of the Site Visit for them. After the event, they will provide feedback on the activity and testimonials to the SC Secretariat.

Further information can be found in the guidelines of the Peer-to-Peer Learning on the Scalable Cities website².

2.2. Deliverables

The main deliverable of the Site Visit is the experience itself. After the visit, Visitor Cities will need to provide to the SC Secretariat:

- Testimonial: Quote from the representative of the city that has participated in the event, capturing the impressions and experiences as a Visitor City, and authorization to publish it in different SC Secretariat website, publications, or online media.
- Feedback report: Visitor Cities' representatives will be asked to fill in a template 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.

² <https://smart-cities-marketplace.ec.europa.eu/p2plearningprogramme>



3. Site Visits – Open applications

Valencia (MatchUp Project), 28-31 March 2023.

Project/Initiative showcased:

The City Council of Valencia and the Foundation Las Naves are hosting the Scalable City Joint Event on the 29th and 30th of March 2023 in Valencia, Spain.

The whole event and dedicated Site Visits will focus on:

- Sharing good practices on how to reach climate neutrality based on Match-up and Making City Project learnings.
- Valencia Smart Cities AI Testing Experimenting Facility
- Showcasing energy and mobility solutions with a great potential for replication and scale-up from district to city level.
- MAtchUP & Making City; status, solution portfolios and outcomes, main challenges to replicate and scale-up.
- Study visits to nature-based solutions, including some MAtchUP successful solutions implemented in Valencia
- Exploring Business Models and financing models

The organizers are expecting around 100 people to participate as part of the 18 Smart City and Communities Projects funded by Horizon 2020 and Horizon Europe program.

Draft agenda:

DAY 1 (29 MARCH)

9.30-9.50	Welcome & Inauguration
9.50- 10.00	Opening session
10.00-10.15	State of the European Smart Cities 2022 presentation.
10.15-11.15	Introductory panel. Standing on the shoulders of a giant’s Journey. From PED to Climate neutral cities. How do we scale up our technologies and solutions? <ul style="list-style-type: none">• <i>100 cities mission representatives or NZC</i>• <i>Valencia City’s strategy</i>• <i>Spanish cities mirror group representative</i>• <i>Scalable Cities</i>
11.15-11.30	Coffee break
11.30-12.00	Outcomes MAtchUP & Making City. <i>Status, solution portfolios, and outcomes (existing and ongoing), the main challenges to replicate/Scale up</i>
12.15 -12.30	Valencia Smart Cities AI Testing Experimenting Facility.



12.30-13.30	<p>How to scale up our solutions</p> <ul style="list-style-type: none"> • <i>Solution package 1: Scaling up RES through energy communities and socialized power plants (MAtchUP)</i> • <i>Solution Package 2: Scaling up RES through infrastructures. The solar pedestrian lane Elisabeth Koops / Katerina Radosteva Groningen)</i> • <i>Solution Package 3: Scaling up e-mobility by coupling charging points and smart lamp-post MAtchUP</i> • <i>Solution Package 4: Scaling up RES in the District Heating System (DH return heat use through heat pumps and PV connection)</i>
13.30-14.30	Lunch
14.00 – 17.00	<p>Four sessions in workshop mode: going deeper into the solutions packages and how to upscale them.</p> <ul style="list-style-type: none"> • <i>Framing the problem. Identifying barriers to upscaling.</i> • <i>Designing the value proposition. Identifying value chains and roles. Making the Business case.</i> • <i>Designing the road for implementation. Financing schemes and delivery vehicles.</i> • <i>Pitch preparation</i>
17.00-18.30	City Coordinator Group Partnership Building Session
Evening	Boat trip in Albufera and dinner in Nou Racó

DAY 2 (30 MARCH)

8.45-9.00	Welcome & Inauguration
9.00 -10.00	<p>Parallel meetings:</p> <ul style="list-style-type: none"> • <i>Board of Coordinators</i> • <i>Task Group Business Models and Financing</i> • <i>City Coordinators Group and Task Group Replication joint workshop.</i>
10.00-10.15	Packaged solutions pitches
10.15-10.30	Coffee break
10.30-13.00	<p>Site Visits</p> <ul style="list-style-type: none"> • <i>Group 1: Mobility: Traffic control room, Smart Parking (disabled), Logistics, taxis, Humble lampposts</i> • <i>Group 2: Energy: Energy Office, VCESmart lighting, Smart Buildings</i>
13.00-14.00	Lunch
14.00.-15.30	Joint session Task Group Replication, Task Group Monitoring - Impact assessment knowledge-sharing workshop
15.30	End of the event



4. Eligibility and selection criteria

Eligible cities:

- Lighthouse and Fellow Cities participating in ongoing or closed SCC-Lighthouse projects are eligible as Visitor Cities for Site Visits.
- Cities from outside the SCC-Community are also eligible to participate as Visitor Cities, especially those participating in other European initiatives (such as Covenant of Mayors (CoM), European City facility (EUCF), CIVITAS, Urban Innovative Actions (UIAs), EU Mission for Cities, etc.).

One representative of the city can submit a proposal from a city department, public or semi-public utility companies, public agencies, coordinating authorities, and other public bodies directly linked to the city.

Selection criteria:

- Importance of the challenge for the visitor city.
- Existence of strategic initiatives or current projects planned or implemented in the domain of this challenge
- Motivation and ideas to share the gained expertise within the own organization.

5. Application procedure

Applicants are invited to complete the **Site Visit Application Form – CALL 1 - Visitor City Form** (available at this [link](#) and on the [P2P Program website](#)) and to submit it together with the request form on the [P2P Application Platform](#).

In case of questions, cities can send their requests to: **scalablecities@ait.ac.at** clearly stating in the subject of their e-mail: "**P2P Site Visits**".

6. Evaluation

The evaluation and final selection of cities and experts will be performed by the Scalable Cities Secretariat with the approval of CINEA, following the selection criteria presented in *Section 4. Eligibility and Selection criteria*.

7. Timeline and deadlines

The call for cities to request SC Secretariat for support to apply as Visitor City will launch on 3rd February 2023 at 09.00 am CET. The deadline to submit proposals for visitor cities is the **19th of February at 00.00 CET**. – **The deadline has been extended until the 2nd of March 2023.**



8. 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 visit cities that want to learn from their experience. The SC Secretariat entirely covers the cost of matching Host and Visitor cities depending on in the interests and expectations of the visit and supports the organization's action of some activities in the Host City.

Additionally, up to **five (5) Visitor Cities** will be supported to participate in each Site Visit.

One representative of the selected city will be provided the following support for their trip in the form of cost reimbursement:

- **Reimbursement of travel expenses** of up to 500€
- **Accommodation support for a maximum of 3 days** of the physical meeting: 100€ per night. (meeting days + 1 additional night)
- **Daily allowance:** 92€ per day for meals and public transportation

The participation of more than one representative of the selected Visitor City will need to be communicated to and agreed upon with the Host City independently. The SC Secretariat will not fund the trip of any additional representatives of the Visitor City.

To request reimbursement of travel expenses, the city representative will need to send the following to **Scalablecities@ait.ac.at** clearly stating the subject of their e-mail "**P2P - Travel Expenses**" no later than 30 days after the final day of the meeting:

- Summary document stating all travel expenses to be reimbursed, according to conditions stated above. Participants need to provide **Form 1** (see Annex II).
- Original supporting documents showing the class of travel used (business/economy), the time of travel, and the amount paid. Paper documents can be scanned and sent in PDF format by e-mail.
 - This involves tickets and invoices. In the case of online bookings, this includes both the *printout of the electronic reservation and boarding cards for the outward journey*.
- Declaration on their honor that they are not receiving a similar allowance from their institution or another European institution or project for the same visit. A draft template is provided as **Form 2** (see Annex II).
- All reimbursements will be made to one and the same bank account per city representative and trip.
- Reimbursements of the costs of the site visit shall be paid into an account in the name of the public body. In the absence of any derogation from this public body, the city representative needs to provide proof that the bank account provided in Form 1 belongs to the city or public body with a bank statement or a signed statement from the city or public body.

Disclaimer: The SC Secretariat, the AIT, and the European Commission shall not be liable for any material, non-material, or physical damage suffered by city representatives or those responsible for accompanying a disabled expert in the course of their journey to or stay in the place where the meeting is held unless such harm is directly attributable to these organizations.



9. 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.



Annexes

Annex I - List of Lighthouse and Fellow Cities of Scalable Cities

Lighthouse projects of Scalable Cities	Lighthouse Cities	Fellow 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 (DE)	Asenovgrad (BG)
	Vitoria/Gasteiz (ES)	Lecce (I)
	Tartu (EE)	
Replicate	San Sebastian / Donostia (ES)	Essen (DE)
	Florence (I)	Lausanne (CH)
	Bristol (UK)	Nilüfer (TR)
Smarter Together	Lyon (FR)	Kyiv (Ukraine)
	Munich (DE)	Santiago de Compostela (ES)
	Vienna (AT)	Sofia (BG)
		Venezia (I)
		Yokohoma (JP)
SharingCities	London (UK)	Bordeaux (FR)
	Milan (I)	Bourgas (BG)
	Lisbon (PT)	Warsaw (PL)
Ruggedised	Glasgow (UK)	Brno (CZ)
	Umea (SE)	Gdansk (PL)
	Rotterdam (NL)	Parma (I)
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 (I)	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 (I)
	Groningen (NL)	León (ES)
		Kadiköy (TR)
		Trencin (Slovakia)
		Vidin (BG)
SPARCS		Lublin (PL)
	Espoo (FL)	Lviv (UKR)
	Leipzig (DE)	Maia (PT)
		Kifissia (GR)
POCITYF		Kladno (CZ)
	Alkmaar	Bari (I)
	Évora	Celje (SL)
		Granada (ES)
		Hvidovre (DE)
		Ioannina (GR)
Atelier		Ujpest (HU)
	Amsterdam (NL)	Bratislava (SK)
	Bilbao (ES)	Budapest (HU)
		Copenhagen (DE)
		Krakow (PL)
RESPONSE		Matosinhos (PT)
		Riga (LV)
	Dijon (FR)	Bussels (BE)
	Turku (FL)	Zaragoza (ES)

Abbreviations	
AT - Austria	IE - Ireland
BE - Belgium	ISR - Israel
BG - Bulgaria	IT - Italy
CY - Cyprus	JP - Japan
CZ - Czechia	LT - Lithuania
DE - Germany	LU - Luxembourg
DK - Denmark	LV - Latvia
EE - Estonia	MT - Malta
ES - Spain	NL - Netherlands
FI - Finland	PO - Poland
FR - France	PT - Portugal
GR - Greece	RO - Romania
HR - Croatia	SE - Sweden
HR - Croatia	SI - Slovenia
HU - Hungary	SK - Slovakia



Annex II: Form 1 – P2P Invoice International Payment template

INTERNATIONAL PAYMENT

Beneficiary / account holder
 (Please give the **exact** address)

NAME	
ADDRESS	
POSTCODE	TOWN/CITY
COUNTRY	

ACCOUNT NUMBER	IBAN	BIC / Swift

Bank name and Address

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Exact Bank name and Address with SWIFT / BIC-CODE – VERY IMPORTANT!!!

Currency	Amount

Please attach your original trip vouchers!

Purpose

P2P Visitor City: [Name of Visitor City] , Site Visit [Name of Host City] , [DATE of event]
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Date	Signature

for AIT:

Project Number	Date	Signature



Overview of the distribution costs

Type	Number (Amount)	Costs (EUR)
International travel tickets		
Accommodation costs		
Local transport to venue/hotel		
	Total	

List of receipts (travel, accommodation)

#	Purpose (incl. Concept in the table above)	Costs

Attachment (please attach your original receipts)



Annex III: Form 2 - DECLARATION ON HONOUR – P2P Visitor Cities reimbursement of expenses

DECLARATION ON HONOR (DoH)

for the reimbursement of travel expenses for Visitor Cities under P2P Site Visits

(To be filled out by each participant requesting the reimbursement, signed by their legal representative, and scanned)

I, the undersigned:

[Name of the participant to the activity / legal representative of the entity]

representing the following entity:

[insert full official name / same name as a participant, if an expert or freelancer]

[insert full official address]

[insert VAT registration number (if applicable)]

hereby certify/certifies

that

- 1 — A representative of the abovementioned legal entity has effectively participated in the meeting **[title of meeting in official agenda]**, held in **[site of the meeting in official agenda]**, on **[dates of meeting in official agenda]**, for which reimbursement of travel expenses is requested to the Scalable Cities Secretariat.
- 2 — The participant or represented entity has not received any similar allowances or financial support from the same institution or another Community institution for the same visit that is indicated in point 1.
- 2 — The information provided in this form and attached documents is true to the best of my knowledge.

Signature

[Name of participant or representative]

[Function]

official date stamp

Done in English only

