Terms of Reference

Smart Cities Marketplace | **Discussion Groups**

Name of the group: [insert name]

# Project Background

1. The Smart Cities Marketplace (SCM) was created by merging the two former Commission projects “Marketplace of the European Innovation Partnership on Smart Cities and Communities” (EIP-SCC) and the “Smart Cities Information System” (SCIS) into one single platform. It is a major market-changing undertaking that aims to bring cities, industries, small and medium-sized enterprises, investors, researchers, and other smart city actors together.
2. The SCM has thousands of participants from all over Europe and beyond. Their common aims are to improve citizens’ quality of life, increase the competitiveness of European cities and industry as well as to reach European energy and climate targets.

# Project Objectives

1. With a view on the transition towards a Climate Neutral Europe as informed by the European Green Deal[[1]](#footnote-2), the aim of the SCM is to advance the market for smart and sustainable[[2]](#footnote-3) city solutions. It does so while ensuring a mutual level playing field for all smart city stakeholders within the European Union and associated countries[[3]](#footnote-4).
2. The SCM aims at being a catalyst for innovative economic and financial approaches capable to help the post-pandemic recovery phase. The SCM operates in an impartial and transparent manner.

# Terms of Reference and Duration

1. These terms of reference are applicable to each Discussion group within the framework of the SCM. The terms of reference are an integral part of the work programme of the Discussion group.
2. The Terms of Reference are effective from the launch date of the Discussion group: [insert start date] and are valid until the [insert end date: a minimum of four months and may be extended in justified cases] or until termination by agreement between the members.

# Goal

1. The goal of the Discussion groups is to share knowledge to address currently existing knowledge gaps identified by the suggested topic and related to the green and just transition in European cities and towns.
2. The [name of Discussion group] is set out for the achievement of: [aims and outcomes set out in work programme].

# Membership

1. The Discussion group is composed of the following members:
2. **Chair**
	* [Name, title, organisation]
3. **Co-chair**
	* [Name, title, organisation]
4. **Participants**
	* [Name, title, organisation (if relevant)]
	* [Name, title, organisation (if relevant)]
	* [Name, title, organisation (if relevant)]
5. **SCM support team**
	* [Name, title, organisation]

# Roles and responsibilities

1. All members of each Discussion group must adhere to and comply with the SCM Charter ([here](https://smart-cities-marketplace.ec.europa.eu/sites/default/files/2023-06/Smart%20Cities%20Marketplace%20Charter.pdf)).
2. The **chair** is responsible for**:**
	1. Drafting the work programme and setting the agenda for the Discussion group.
		* Including: a description of the Discussion group, the tangible objective(s), the rules of participation (including adherence to the SCM Charter), and timeframe.
	2. Identifying and inviting participants to the Discussion group.
	3. Coordinating and setting up the forum for the Discussion group.
	4. Providing a two-page summary of the results of the Discussion group.
	5. Fostering collaboration within the Discussion group.
	6. Sharing the relevant information with the members of the Discussion group and providing insights and answers where relevant.
	7. Presenting the rationale and objectives, including remarks and suggestions from the Advisory Board[[4]](#footnote-5) of the SCM.
	8. Presenting a timeline of operation to the members of the Discussion group.
	9. Closely monitoring level of engagement, timeline, and progress of the Discussion group.
	10. Maintaining lively discussions and experiences within the Discussion group.
	11. Removing obstacles to the Discussion group’s successful delivery, adoption, and use.
	12. Steering the Discussion group towards an impactful outcome and maintaining the focus on the agreed scope, outcomes, and benefits.
3. The **co-chair** is responsible for**:**
	1. Supporting the chair in the responsibilities listed under paragraph 11.
	2. Providing secretarial support to the chair.
	3. Providing a bimonthly one-slide status update to the SCM support team.
	4. Reporting regularly to the SCM support team to discuss level of engagement and needs of the Discussion group.
	5. Consulting with the SCM support team to provide interesting insights, stories, and examples for further dissemination.
4. The **participants** are responsible for**:**
	1. Attending and actively participating in the Discussion group.
	2. Providing suggestions, inputs, and insights, and sharing all communications and information to the Discussion group.
	3. Making timely contributions and ensuring that the activities of the Discussion group are not held up.
5. The **SCM support team** is responsible for**:**
	1. Providing relevant templates to the members.
	2. Reporting, monitoring, and general calendar setting.
	3. Outreach to potential members of the Discussion group.
	4. Outreach to wider network, spreading outcomes.
	5. Setting up the platform for Discussion group on Open Social, in collaboration with the chair and co-chair.
	6. General IT-management and assistance.
6. **All members** can expect:
	1. That each member will be provided with complete, accurate and meaningful information in a timely manner.
	2. To be given reasonable time to make key decisions.
	3. Open and honest discussions, without resort to any misleading assertions.
	4. Professional behaviour and respect for one another’s opinions, backgrounds, knowledge, and expertise.
	5. That each member will notify one another as soon as any matter arises which may be deemed to affect the development of the Discussion group.

# Process

## Launch of the Discussion Group

1. Once the Advisory Board of the SCM has agreed on the topics, objectives and expected duration for the Discussion group, the SCM Secretariat confirms the chair and selects a co-chair from its secretariat.
2. The chair and co-chair design and develop a work programme. The work programme should include the final outcome, objectives, milestones, key performance indicators (KPI), and timeline of the Discussion group.
3. The chair, co-chair and the SCM support team reach out to the wider community to build the Discussion group and invite potential members.
4. The chair – in collaboration with the co-chair and the SCM support team – launches the online forum on the Smart Cities Marketplace’s Open Social platform.

## Informing the Advisory Board of the SCM

1. The Discussion group presents the results as agreed in the work programme at the meeting of the Advisory Board of the SCM following the termination of the Discussion group.

## Termination of the Discussion Group

1. Once the objectives set out in the work programme are achieved, the chair and co-chair provide a two-page summary to the Discussion group. The two-page summary will remain available on the Smart Cities Marketplace website.
2. The chair and co-chair provide the Discussion group with a thank you-note and a notification that the group will be closed within three weeks.
3. The milestones are set out in the work programme of the Discussion group. If at any time during the project the chair or co-chair conclude that the objectives and milestones are not met, or that the work programme, the terms of references or the SCM Charter are not sufficiently complied with, the chair and co-chair have the discretion and responsibility to end the project in a timely manner. The chair and co-chair are responsible for sending out a message to all the members to address the reasoning behind the end of the Discussion group, including a notification that the Discussion group will end within three weeks. The chair and co-chair simultaneously address the SCM support team to close the Discussion group in Open Social within three weeks.

# Amendments

1. The Terms of Reference may be amended in writing after consultation and agreement with the SCM Secretariat and the Discussion group.
1. https://ec.europa.eu/info/strategy/priorities-2019-2024/european-green-deal\_en [↑](#footnote-ref-2)
2. Fully in line with supporting the delivery of the EU Green Deal and while being technology neutral, these developments would also include aspects of climate neutrality, a fair and just transition, fully engaging the local community as well as tackling energy poverty, for example. [↑](#footnote-ref-3)
3. https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/list-3rd-country-participation\_horizon-euratom\_en.pdf [↑](#footnote-ref-4)
4. See section 1.1.1 of the SCM Charter for more details. [↑](#footnote-ref-5)