

## City Coordinators Group 2024 Roadmap

Written by Energy Cities  
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# 1. Introduction and background

Scalable Cities City Coordinators Group is part of the service contract on 'Support for the Smart Cities and Communities Lighthouse project group'<sup>1</sup> for the European Climate, Infrastructure and Environment Executive Agency (CINEA). The service contract is implemented by a consortium of seven partners led by SPL Lyon Confluence, including Energy Cities, who is responsible for this initiative.

The European Commission has set out a clear aim for SCC projects to deploy wide-scale, innovative, replicable and integrated solutions in the areas of energy, transport, sustainability, inclusion, citizens, and ICT and to trigger large-scale economic investment with a view to transforming the market.

Scalable Cities Secretariat represents 18 Smart Cities and Community projects funded by Horizon 2020 and their 124 cities piloting innovative approaches and solutions to create more inclusive, resilient, and smart cities. Scalable Cities aims at accelerating and intensifying the collaboration among SCC projects and at promoting the replication of best practices and innovative technologies and services.

The **Scalable Cities City Coordinators Group** aims at facilitating the exchange, partnership and representation of cities' voices from the former Horizon 2020 SCC01 projects group.

## 2. What is the City Coordinators Group?

The City Coordinators Group (CCG) is the group of the 124 Lighthouse and Fellow cities that are part of the eighteen SCC projects and it is now welcoming cities from new smart cities projects funded under Horizon Europe programme. It is a Scalable Cities' initiative to promote the collaboration, partnership, knowledge sharing and joint voice representation across the eighteen, now twenty, Lighthouse projects and towards other initiatives (e.g. Covenant of Mayors, Net Zero Cities, cities' networks, and other Scalable Cities opportunities).

It has been established on demand by the majority of the Lighthouse Project Coordinators in 2020-2021 and is part of the EC's assignment to the Scalable Cities Secretariat.

Specifically, the SC Secretariat is in charge of providing logistic support to this Group of Cities, therefore, to coordinate the organisation of the Group's meetings and the co-designing of an action plan that reflects the cities' needs and priorities.

Energy Cities, represented by Sofia Corsi and Elina Sergejeva, are Scalable Cities Coordinators of the City Coordinators Group.

### 2.1. Objectives

The City Coordinators Group aims to gather all city coordinators of SCC01 and respective Horizon Europe Projects Group and **create opportunities for networking, exchanging best practices and opinions on how to address specific challenges; it is a space where to co-design shared approaches and find inspiration. On the other hand, it is meant to centralise the information and opportunities for cities in one place.**

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<sup>1</sup> Contract Number: 300002306

For 2024, the Group has one main objective:

- **Knowledge Sharing** - Facilitating the **knowledge sharing and exchange**, through specific sessions, in partnership with the Cities' Expert Group and other Task Groups, mainly Task Group Replication.

## 2.2. Who can join

The City Coordinators Group (CCG) is mainly addressing cities both, **Lighthouse and Fellow cities, from the 18 Horizon2020 SCC01 Projects Group and the newly funded smart city projects under Horizon Europe programme.**

The Group is also open **to observer cities** from the CoM and/or other networks, interested in benefiting from the knowledge sharing and activities of the group.

## 2.3. Why joining

The City Coordinators Group is an active, resourceful Group that is providing cities with:

- Networking
- Knowledge sharing
- Active event participation and learning
- Project and solution co-development
- First access to information for additional grants of expert learning opportunities
- Direct access to financiers and VCS through a regionally dedicated roadshow
- Increased visibility in the EU space

## 2.4. Registration

Representatives of cities who wish to join the City Coordinators Group need to fill in [this form](#). After registering they will receive a welcoming email from the CCG Coordinator, who will include their contact in the mailing list.

They will start receiving communications via email (usually one per month) and get access to the Drive City Group repository.

## 2.5. The CCG Drive Repository

Additionally, public events and general objectives of the CCG are advertised on the [Scalable Cities Secretariat's website](#).

# 3. Calendar of activities for 2024

In 2024, the City Coordinators Group will organise 3 events, both in person and online. In person events are identified in collaboration with the Board of Coordinators and the Scalable Cities Secretariat as key events for the Joint Scalable Cities community.

Date	Title of event	Format	Topic	Status
6th- 8th March, 2024	ASCEND	in person Munich, Germany	TBD	TBC
May 23rd 10 - 11.30 2024	Online Knowledge sharing session	online	TBD	TBC
11th-12th September 2024	SPARCS final conference - joint session with TG Replication	in person Espoo, Finland	TBD	confirmed

## 4. Collaborations

### 4.1. Collaboration with the Task Group ‘Replication’

The City Coordinators Group closely collaborates with the Task Group on ‘Replication’. Concretely, the CCG is supporting Task group Replication in:

- Share of Fellow City replication experiences and results, focusing on process drivers for local innovation ecosystems (Connectedness-Capacity building-Capital), through presentations in TG Replication (once or twice a year with break-out sessions in support of interaction).
- Promoting opportunities for cities.
- Sharing information about relevant events.
- Organising joint events aimed at presenting successful processes with the final goal at replication.

### 4.2. Collaboration with Scalable Cities

As Part of the Scalable Cities Secretariat, the City Coordinators Group works closely with the other initiatives promoted by the Secretariat, namely the [Action Grant](#), the roadshow, the [Experts Group](#), the Secretariat’s joint events, and the other Task Groups and [Board of Coordinators](#). In other words, it is responsible for centralising relevant information and opportunities for the cities in one place.

### 4.3. Collaboration with other initiatives

The City Coordinators Group is also collaborating with other initiatives promoted at the EU level and city networks, namely the Covenant of Mayors, the Smart City Marketplace, the URBACT programme, the European City Facility, NetZeroCities and the Mission for Climate Neutral and Smart Cities, and other city networks (Energy Cities, etc).

The CCG collaborates with these other initiatives through different forms, which include collaboration for co-organisation of joint events, sharing of opportunities (e.g. funding opportunities, calls for initiatives, events).

## Financial contribution for travel costs

Fellow cities and Lighthouse cities from ended Scalable Cities projects or observer cities officially registered as members of the CCG or fellow cities from ongoing Scalable Cities projects can request

a Scalable Cities travel contribution to participate in up to two City Coordinators Group physical events per year.

[Form](#) to request Scalable Cities travel contribution. Applications need to be submitted at least 6 weeks previous to the event.

The SC Secretariat will be announcing which events are eligible for this financial aid. Interested representatives can apply for the support via an online survey shared by the SC Secretariat.

#### **Eligibility criteria:**

- **The applicant must be a representative of:**
  - **a Fellow city or Lighthouse city that participated in a concluded SCC01 project, or**
  - **an officially registered observer city in the CCG, or**
  - **a fellow city involved in an ongoing Scalable Cities project. However, eligibility for travel contribution applies only if the requested contribution is for an event not organised by their own project, and double funding is to be avoided.**
- Financial contribution can be requested for up to 2 trips per city per year.
- The applicant must be attending only physical City Coordinators Group events. Only events previously announced by the SC Secretariat are eligible.
  
- The applicants need to submit their request for a travel contribution **at least six weeks** before the event.

The available budget for travel contribution is limited. Therefore, if the number of eligible applicants exceeds the number of cities that can be supported for one event, the following selection criteria will apply in cascading mode:

- Fellow Cities will receive priority over Lighthouse cities.
- Cities that haven't benefited from this financial contribution in previous events will be prioritised over cities that have already received it in the past.
- Cities that have not used this financial contribution in the same year will be prioritised over cities that have already received this funding for another event during the same year.

In case the above mentioned criteria were not sufficient to select which are the supported cities for one event, additional criteria such as the accumulated amount of CCG financial contribution received over time will be also taken into consideration, as well as project-related elements such as the degree of implementation of solutions in Follower cities<sup>2</sup>.

The maximum amounts that city representatives can apply for are the following:

- **International Travel expenses:** covering the inbound and outbound trips from the place of work or residence to the venue of the event (international travel + local means of transport to the hotel or venue). International trips need to happen within the consecutive days of the event (otherwise, providing a written justification that will be assessed by SC Secretariat)
- **Accommodation expenses:** covering the costs of hotel reservations for the number of nights of the duration of the event + 1 (maximum).

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<sup>2</sup> These criteria will be subject to review if over years they are insufficient to support a fair selection of cities to receive CCG contribution.

## **The total amount to be financed per trip by SC Secretariat has a limit of 750 EUR.**

City representatives can participate in up to 2 physical events per year and receive a total annual financial contribution of max of 1.500,0 EUR per person and institution.

## **Guidance to submit travel expenses:**

In order to reimburse travel expenses, the city representative will need to send the following to **Scalablecities@ait.ac.at** clearly stating the subject of their e-mail "**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 I).
- 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.*
- Government officials will need to provide a declaration on their honour 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).
- Short feedback/testimonial: City Coordinators will be requested to describe the key learnings from the CCG event, including potential impacts of this activity in the future and on their city's actions (see Annex III).
- All reimbursements will be made to one and same bank account per representative and trip.
- Reimbursements of the costs of government officials shall be paid into an account in the name of the public body. In the absence of any derogation from this public body, government officials need 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 organisations.*



# Annexes

## Annex I : Form 1 - CCG 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

Bankname 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

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Date	Signature
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**for AIT:**

<b>Kst. od. Projekt</b>	<b>Datum</b>	<b>Unterschrift</b>

**Overview of the distribution costs**

Concept	Number	Costs
International travel tickets		
Accommodation costs		
Local transport to venue/hotel		
<b>Total</b>		

**List of receipts (travel, accommodation)**

#	Purpose (incl. Concept in table above)	Costs

Attachment (please attach your original receipts)

## Annex II: Form 2 - DECLARATION ON HONOUR - CCG reimbursement of expenses

### DECLARATION ON HONOUR (DoH)

**for the reimbursement of travel expenses for CCG members under SCALABLE CITIES**

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

I, the undersigned:

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

representing the following entity:

**[insert full official name / same name as participant, if expert of 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 to 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 a 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 the point 1.

2 — The information provided in this form and attached documents is true as for the best of my knowledge.

Signature

**[Name of participant or representative]**

**[Function]**

official date stamp

*Done in English only*

## Annex II : Form 3 - Feedback and Testimonial

### TESTIMONIAL and FEEDBACK

Share your thoughts on the experience in the space below. You can highlight what did you learn, what were the most interesting elements of the site visit, and what you valued the most from the experience.

Please write between **100 and 150 words**.

**Name of the city representative that attended the event:**

**Role and responsibility of the representative:**

*The Scalable Cities Secretariat will keep the right to publish the testimonial, or parts of it, and the pictures of the event shared by the city representative on public websites, reports, and social media, and other public materials.*

Please, mark with an **X** if you prefer that the testimonial is shared with your full name or that only a generic mention is added for reference (role, city):

Mark with X	Option
	I prefer that my full name doesn't appear under the testimonial.
	My name can be added below my testimonial.

