



# Peer-to-Peer Learning

## **Call for Visitor Cities No 4**

STARDUST Final Event

Pamplona, 28-29 February 2024

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## Open call P2P Learning – Site Visit

# Call for Visitor Cities

## 1. Purpose and background

### What is Scalable Cities

Scalable Cities represents **124 cities** that are involved in **20 Smart Cities and Communities projects** funded by Horizon 2020 and Horizon Europe programme. 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 Learning

The **Peer-to-Peer Learning and Mentoring Programme** (P2P Learning) 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 P2P 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 programme 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 programme aim to:

- *Support the replication and scaling up of solutions and results from EU-funded Smart Cities and Communities (SCC) projects<sup>1</sup>*
- *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*

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<sup>1</sup> Remourban, Triangulum, Growsmarter, SmartEnCity, Replicate, Smarter Together, SharingCities, Ruggedised, MySmartLife, MatchUp, Stardust, IRIS, +CityChange, Making-City, SPARCS, POCITYF, ATELIER, RESPONSE, ASCEND and NEUTRALPATH



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



The Peer-to-Peer Learning programme 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** 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.

More detailed information can be found in the guidelines of the Peer-to-Peer Learning at the [Scalable Cities Secretariat website](https://smart-cities-marketplace.ec.europa.eu/scalablecitiesp2learningprogramme)<sup>2</sup>.

## 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 websites, 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.

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



### 3. Site Visit – Open applications

#### STARDUST – Final event on 28-29 February 2024

##### Project/initiative showcased:

The STARDUST<sup>3</sup> project is organising a joint event with Scalable Cities on 28-29 February 2024 in Pamplona, Spain.

The whole event, including dedicated site visits will focus on:

- The main achievements of the STARDUST project and its Lighthouse and Follower cities
- An exhibition showcasing the results of the cities
- Key findings and lessons learned from the project
- Insightful sessions on STARDUST smart solutions in buildings and energy infrastructure, electric and sustainable mobility, digitalization, citizen engagement, and local innovation ecosystems
- On-site visits to demonstration cases in Pamplona

The organisers expect the participation of cities that are part of the 20 Smart City and Communities Projects funded by the Horizon 2020 and Horizon Europe programmes, as well as cities beyond this scope who are interested in the topics of smart and sustainable urban development.

##### Tentative agenda<sup>4</sup>:

28 February 2024	
9:30 -13:00	<ul style="list-style-type: none"><li>■ Stardust project. Lighthouse's main achievements: (Pamplona, Tampere, Trento)</li><li>■ STARDUST Key results and lessons learnt.</li><li>■ STARDUST smart solutions:<ul style="list-style-type: none"><li>■ Buildings and energy infrastructure</li><li>■ Electric and sustainable mobility</li><li>■ Digitalization: IoT, digital twins, data space...</li><li>■ Citizen engagement and local innovation ecosystems</li></ul></li></ul>
15:00 -18:00	<p>Site visit to demonstration actions:</p> <ul style="list-style-type: none"><li>■ Urban regeneration in Txantrea District</li><li>■ Renewable energy district heating central</li></ul>

<sup>3</sup> [Stardust \(stardustproject.eu\)](https://stardustproject.eu/), [03-Pamplona-DIGITAL.pdf \(stardustproject.eu\)](#); <https://youtu.be/AK6Mqu2nmEw>

<sup>4</sup> The agenda will be updated once it is finalized



	<ul style="list-style-type: none"> <li>■ Smart Grid integrating PV roof with e-bus charger at University of Navarre</li> <li>■ Solar parking for Energy Community supply</li> <li>■ Social Housing: Passivhaus certified dwellings</li> </ul>
20:30	<ul style="list-style-type: none"> <li>■ Smart lighting (night walk), social dinner and networking</li> </ul>
<b>29 February 2024</b>	
<b>9.00 Opening</b>	<b>Opening</b>
9:15 – 11:30	<ul style="list-style-type: none"> <li>■ Roundtables:                             <ul style="list-style-type: none"> <li>■ PED as a tool for carbon neutrality in cities</li> <li>■ Round table: From theory to practice</li> <li>■ Round table: Financing schemes for the urban decarbonization</li> </ul> </li> </ul>
11:30	<b>Coffee Break</b>
12:00 -13:30	<ul style="list-style-type: none"> <li>■ Roundtables:                             <ul style="list-style-type: none"> <li>■ tbd.</li> <li>■ Beyond STARDUST. Decarbonization roadmaps.</li> </ul> </li> </ul>
13:30	<b>Closing</b>
13:45	<b>Lunch</b>

## 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 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. The second representative must also be indicated in the application form.*

### 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 and deadline

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

The deadline for submitting the Site Visit Application Form for Visitor City is **29 January 2024 at 12.00 CET**.

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. 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 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.

**Up to two** representatives of the selected city can 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 than two 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 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).
- 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.*

## 8. 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

Closed projects as of March 2023		
Lighthouse projects of Scalable Cities	Lighthouse Cities	Fellow Cities
<b>Remourban</b>	Valladolid (ES) Nottingham (UK) Tepebasi (TR)	Seraing (BE) Miskolc (HU)
<b>Triangulum</b>	Manchester (UK) Eindhoven (NL) Stavanger (NO)	Leipzig (DE) Praha (CZ) Sabadell (ES)
<b>Growsmarter</b>	Stockholm (SE) Cologne (DE) Barcelona (ES)	Cork (IE) Graz (AT) Porto (PT) Suceava (RO) Valletta (MT)
<b>SmartEnCity</b>	Sønderborg (DK) Vitoria/Gasteiz (ES) Tartu (EE)	Asenovgrad (BG) Lecce (IT)
<b>Replicate</b>	San Sebastian / Donostia (ES) Florence (IT) Bristol (UK)	Essen (DE) Lausanne (CH) Nilüfer (TR)
<b>Smarter Together</b>	Lyon (FR) Munich (DE) Vienna (AT)	Kiev (UA) Santiago de Compostela (ES) Sofia (BG) Venezia (IT)
<b>SharingCities</b>	London (UK) Milan (IT) Lisbon (PT)	Bordeaux (FR) Bourgas (BG) Warsaw (PL)
<b>Ruggedised</b>	Glasgow (UK) Umea (SE) Rotterdam (NL)	Brno (CZ) Gdansk (PL) Parma (IT)
<b>MySmartLife</b>	Helsinki (FI) Hamburg (DE) Nantes (FR)	Bydgoszcz (PL) Palencia (ES) Rijeka (HR)
<b>MatchUp</b>	Valencia (ES) Dresden (DE) Antalya (TR)	Herzliya (IL) Kerava (FI) Ostend (BE) Skopje (MKD)
<b>Stardust</b>	Tampere (FI) Pamplona (ES) Trento (IT)	Cluj-Napoca (RO) Derry (UK) Kozani (GR) Litoměřice (CZ)
<b>IRIS</b>	Göteborg (SE) Utrecht (NL) Nice (FR)	Alexandroupolis (GR) Focșani (RO) Santa Cruz de Tenerife (ES)



		Vaasa (FI)
<b>+CityxChange</b>	Trondheim (NO) Limerick (IE)	Alba Iulia (RO) Pisek (CZ) Sestao (ES) Smolyan (BG) Võru (EE)
<b>MAKING-CITY</b>	Oulu (FI) Groningen (NL)	Bassano del Gappa (IT) León (ES) Kadiköy (TR) Trencin (SK) Vidin (BG) Lublin (PL)
<b>SPARCS</b>	Espoo (FI) Leipzig (DE)	Lviv (UA) Maia (PT) Kfissia (GR) Kladno (CZ) Reykjavik (IS)
<b>POCITYF</b>	Alkmaar (NL) Évora (PT)	Bari (IT) Celje (SI) Granada (ES) Hvidovre (DK) Ioannina (GR) Ujpest (HU)
<b>Atelier</b>	Amsterdam (NL) Bilbao (ES)	Bratislava (SK) Budapest (HU) Copenhagen (DK) Krakow (PL) Matosinhos (PT) Riga (LV)
<b>RESPONSE</b>	Dijon (FR)  Turku (FI)	Brussels (BE) Zaragoza (ES) Botosani (RO) Ptolemaida (GR) Gabrovo (BG) Severodonetsk (UA)
<b>ASCEND</b>	Lyon (FR) Munich (DE)	Alba Iulia (RO) Budapest (HU) Charleroi (BE) Prague (CZ) Porto (PT) Stockholm (SE)
<b>NEUTRALPATH</b>	Dresden (DE) Zaragoza (ES)	Istanbul (TR) Ghent (BE) Vantaa (FI)



**Abbreviations:**

Albania	(AL)
Austria	(AT)
Bosnia and Herzegovina	(BA)
Belgium	(BE)
Bulgaria	(BG)
Switzerland	(CH)
Cyprus	(CY)
Czechia	(CZ)
Germany	(DE)
Denmark	(DK)
Estonia	(EE)
Greece	(EL)
Spain	(ES)
Finland	(FI)
France	(FR)
Croatia	(HR)
Hungary	(HU)
Ireland	(IE)
Israel	(IL)
Iceland	(IS)
Italy	(IT)
Liechtenstein	(LI)
Lithuania	(LT)
Luxembourg	(LU)
Latvia	(LV)
Moldova	(MD)
Montenegro	(ME)
North Macedonia	(MK)
Malta	(MT)
Netherlands	(NL)
Norway	(NO)
Poland	(PL)
Portugal	(PT)
Romania	(RO)
Serbia	(RS)
Sweden	(SE)
Slovenia	(SI)
Slovakia	(SK)
Türkiye	(TR)
Ukraine	(UA)
United Kingdom	(UK)



## 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

--

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]**

Date	Signature

**for AIT:**

Project Number	Date	Signature



### Overview of the distribution costs

Type	Number (Amount)	Costs (EUR)	Max. Cost (EUR) (SC contribution)
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*

