



Peer-to-Peer Learning

Call for Visitor Cities No 10

SPARCS final event in Espoo, 11-12 September 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 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 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) projects¹*
- *Mentor cities to build capacity*
- *Identify and promote future collaborations for projects and joint initiatives between cities and their partners*
- *Support cities to become frontrunners*

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.

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



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 site visit and state their objectives for their participation in the Site Visit. A few weeks before the Site Visit, a final agenda of 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](#)².

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



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 with a:

- 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 they face in implementing particular solutions in their local context, and to describe the key learnings from the site visit, including those with relevance for the deployment of similar solutions in their city.



3. Site Visit – Open applications

Call for Visitor Cities No 10 – SPARCS final event in Espoo, 11-12 September 2024

Project/initiative showcased:

The SPARCS³ project is organising a final event on the 12-13 of September in Espoo, Finland. The whole event, including dedicated site visits, has the following objectives:

- Learn about the main achievements and results of the SPARCS interventions
- Dive deeper into the results and innovative solutions tested in Espoo
- Connect with SPARCS partners and stakeholders to learn about their activities and experiences within the project
- Explore on-site visits of demonstration areas in Sello (Leppävaara district) or Lippulaiva (Espoonlahti district)
- Share best practices, lessons learned, and recommendations for replication in visitor cities to catalyse their sustainable energy transformations
- Learn about the business and governance models developed by the SPARCS project
- Exchange with Espoo representatives and partners on their development of the new districts, Kera and Finno
- Participate in insightful and interactive workshops from Task Groups of the Scalable Cities Communities focusing on monitoring and evaluation, energy communities, business models and finance, and replication

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.

³ [Sustainable energy Positive & zero cARbon Communities - Sparcs](#)



Draft agenda⁴:

Agenda for Wednesday 11th September 2024	
Time	What
08:30	<i>Registration</i>
09:00	Welcome and practicalities
09:05	Welcome to Espoo
09:15	Foreword from Project Officer / EC CINEA
09:25	SPARCS in a nutshell and key achievements with SPARCS city introductions
10:00	Panel discussion on selected SPARCS topics
10:45	<i>Coffee break and posters</i>
11:30	Panel discussion on selected SPARCS topics continues
12:15	<i>Lunch</i>
13:15	Stage Takeover: Smart and sustainable cities sharing their stories
14:15	Replication and upscaling in SPARCS
14:45	Monitoring: showcasing real data
15:00	<i>Coffee break</i>
15:45	Towards climate neutral and smart cities –panel discussion
16:30	Peer-to-peer session between host and visitor cities
18:00	<i>Networking dinner</i>

⁴ The agenda will be updated once it is finalized.



Agenda for Thursday 12th September 2024			
Time	What		
09:00	Welcome for the 2nd day		
09:10	Parallel sessions:		
	09:10 Plenary session–Scalable cities	09:10 Joint workshop between tasks groups for City Coordinators Group, Replication, and Business Models and Financing	
	09:45 Parallel meetings for Scalable cities task groups: <ul style="list-style-type: none"> ■ Monitoring and evaluation – workshop ■ Energy Communities - workshop 		
<i>11:30 Lunch</i>	<i>11:45 Lunch</i>		
12:45	Parallel sessions:		
	City data governance and platforms, digital twins	Climate neutral cities	New European Bauhaus
<i>13:45</i>	<i>Coffee break</i>		
14:15	Closing session: Scalable Cities SPARCS Introduction to site visits		
15:00-17:15	Site visit to Sello OR Lippulaiva		
<i>19:00</i>	<i>Dinner</i>		



4. Eligibility and selection criteria

Eligible Visitor Cities:

- Lighthouse and Fellow Cities participating in ongoing or closed SCC-Lighthouse projects.
- Cities outside the SCC-Community, 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

Site visits are managed by Austrian Institute of Technology (AIT) on behalf of Scalable Cities.

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 **26 July 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"**.

After the deadline referred to above, **AIT will inform Visitor Cities** whether their application was successful. Applicants should not make any travel arrangements for the Site Visit before they have received confirmation that their application was successful, as no travel costs are reimbursed in case that their applications was unsuccessful.

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 their interests and expectations.

Up to **five 5 Visitor Cities** will be supported to participate in each Site Visit.

Up to two representatives⁵ 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** of the physical meeting (including meeting days + 1 additional night) for a maximum of 3 days: 100€ per night
- **Daily allowance:** 92€ per day for meals and public transportation

The participation of more than two representatives 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).
- Reimbursements of the costs of the site visit shall be paid into an account in the name of the public body. All reimbursements will be made to one and the same bank account per city representative and trip. 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 Scalable Cities Secretariat and the AIT shall not be liable for any material, non-material, or physical damage or loss suffered by city representatives or those responsible for accompanying a disabled city representative during or as a consequence of participating in the site visit.

⁵ The second representative needs to be indicated in the application form.



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 June 2024

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



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



