



Peer-to-Peer Learning

Call for Visitor Cities No 13

Site Visit in Dijon, 22-23 May 2025

Written by Scalable Cities Secretariat |
Austrian Institute of Technology
April 2025



Funded by
the European Union

LEGAL NOTICE

This document has been prepared for the European Commission. It reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Table of Contents

Open call P2P Learning – Site Visit	2
1. Purpose and background.....	2
2. What is a Site Visit?	3
2.1. Methodology	3
2.2. Deliverables.....	4
3. Site Visit – Open applications	5
4. Eligibility and selection criteria.....	8
5. Application procedure and deadline	8
6. Evaluation.....	8
7. Reimbursement of costs	9
8. Data policy & privacy statement	10
Annexes	11



Open call P2P Learning – Site Visit

Call for Visitor Cities

1. Purpose and background

What is Scalable Cities

Scalable Cities represents **142 cities** that are involved in **28 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

¹ Remourban, Triangulum, Growsmarter, SmartEnCity, Replicate, Smarter Together, SharingCities, Ruggedised, MySmartLife, MatchUp, Stardust, IRIS, +CityChange, Making-City, SPARCS, POCITYF, ATELIER, RESPONSE, ASCEND, NEUTRALPATH, INTERPED, oPEN Lab, ARV, Communitas, PEDvolution, Tips4PED, exPEDite, BIPED



helping cities adapt scale solutions by facilitating expert advice on key topics and overcoming challenges.

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 City (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](https://smart-cities-marketplace.ec.europa.eu/scalablecitiesp2learningprogramme)².

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.

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



3. Site Visit – Open applications

Call for Visitor Cities No 13 – Site Visit in Dijon, 22-23 May 2025

Project/initiative showcased:

The RESPONSE³ project is organising an event on the 22-23 of May in Dijon, France. The whole event, including dedicated site visits, has the following objectives:

- Learn about the two **Positive Energy Blocks (PEBs)** in the **Fontaine d'Ouche district**
- Gain insights into **Dijon's innovative technological** and **energy solutions**
- Share experiences as a pilot city in **mobilising** and **engaging citizens** and **local stakeholders**
- Connect with **RESPONSE partners** and **stakeholders** from European and national institutions
- Engage with **experts in energy, technology, and urban planning**
- Participate in debates on **Dijon's decarbonization strategies**
- Attend **political discussions** with **elected officials** and **local decision-makers**
- Exchange knowledge with other **European cities in the network**
- Take part in site visits to demonstration areas, including **the Orvitis building, GDH building, Buffon and Anjou schools**, as well as the **Valendons power plant** and **the Usine de Valorisation Énergétique**
- Connect with **experts in research and urban planning** as they share their vision for decarbonizing cities
- Explore **best practices** for digital solutions in Dijon, such as the **OnDijon platform**

The organisers expect the participation of cities that are part of the 28 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 [RESPONSE – integRatEd Solutions for POSitive eNergy and reSilient CitiEs](#)



Draft agenda⁴:

DAY 1: Thursday, May 22nd

Venue: Dijon Métropole offices - 40 avenue du Drapeau, 21000 Dijon

Time	Session	Moderator/lead
17:30 – 18:00	Political introduction with opening speeches by Dijon Métropole elected officials and local decision-makers, highlighting the event's objectives and the importance of decarbonization for Dijon, as well as the territorial dynamic now in place: RESPONSE – 100 Climate Neutral Cities – FAASST	Dijon Métropole, Dijon coordination team
18:00 – 19:00	Panel discussion – RESPONSE meets other projects – P2P exchange Technical presentations on RESPONSE deployment in partner cities (Turku, Brussels, Saragossa, Gabrovo) and other Smart City projects (Lyon, Munich, TBD)	Dijon métropole, EDF and local RESPONSE partners
19:00 – 20:30	Networking and buffet Participants will have the opportunity to ask questions and learn more about each city's initiatives	Dijon Métropole

DAY 2: Friday, May 23rd

Venue: Fontaine d'Ouche district (Dijon PEBs), Dijon Métropole offices - 40 avenue du Drapeau, 21000 Dijon

Time	Session	Moderator/lead
09.00 – 11.00	Technical site visits with five possible itineraries: <ul style="list-style-type: none">• Track 1: Bus/shuttle tour of the PEBs, followed by a stop at the Orvitis building to explore the implemented solutions• Track 2: Bus/shuttle tour of the PEBs, followed by a stop at the GDH building to learn about the implemented solutions• Track 3: Bus/shuttle tour of the PEBs, followed by stops at Buffon School and Anjou School to explore the implemented solutions	Dijon métropole, EDF and local RESPONSE partners

⁴ The agenda will be updated once it is finalized.



	<ul style="list-style-type: none"> • Track 4: Bus/shuttle tour of the PEBs, followed by a stop at OnDijon to discover the digital solutions implemented in Dijon (Plateforme NRJ Climat/ Datanuima/ Datalake) • Track 5: Bus/shuttle tour of the PEBs, followed by a visit to the Valendons power plant and the Usine de Valorisation Énergétique to focus on the solutions implemented as part of the RCU 	
11.00 – 11.15	Inaugural event attended by VIPs All participants will be able to take part in the inauguration	Dijon métropole coordination team, Dijon communication department
11:00 – 14.00	Reception and buffet lunch	
14.30 – 15.30	Panel discussion chaired by Mr. Rebsamen and Mrs. Koenders: European cities' climate transition: <ul style="list-style-type: none"> • The challenges of decarbonising European cities • The implementation of effective ecological transition actions • The implementation of their Climate City Contract • Feedback from RESPONSE in Dijon • Initiative and example of decarbonization actions by other invited cities 	Mr. Rebsamen, Mrs Koenders, RESPONSE
18.15 – 18.45	Panel discussion 2: Decarbonization cities – perspectives by high-level speakers with their vision of the city (tbc): <ul style="list-style-type: none"> • Jean Philippe Buisson, Deputy Director of Research and Development at EDF (or Jean Philippe Laurent, Director of Strategy for EDF's CST division), who will shed light on electricity as a vector for decarbonization by 2050 • Carlos Moreno, specialist in smart cities, to discuss smart city innovations and their role in the energy transition • Jacques Attali, author and city expert, to present his vision of how cities will evolve by 2050 and how they will adapt to climate challenges 	Moderator: Dijon métropole Speakers : (tbc) Jean Philippe Buisson, Carlos Moreno, Jacques Attali, RESPONSE
From 16.00	Cocktail reception	



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 **24 April 2025 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 January 2025		
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) Burgas (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) Focșani (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



