



European Innovation Partnership on Smart Cities and Communities  
**Building a Market for Smart Cities and Communities**  
Integrated Planning, Policy and Regulation  
Action Cluster Meeting

**Market Place**  
of the European Innovation Partnership  
on  
**Smart Cities and  
Communities**



Minutes of the AC Meeting - 27/6/2018

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**Integrated Planning, Policy and Regulation**

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LOCATION	Hotel Marinela, Sofia



# European Innovation Partnership on Smart Cities and Communities Building a Market for Smart Cities and Communities Integrated Planning, Policy and Regulation Action Cluster Meeting

## TABLE OF CONTENTS

1. WELCOME REMARKS .....	2
2. RETROFIT STANDARDS IN THE ‘SMARTER TOGETHER’ ROADMAP FOR SOFIA.....	2
3. RETROFIT MANAGEMENT STANDARDS IN ‘SMARTER TOGETHER’ .....	3
4. STANDARDISATION WORK IN SUPPORT OF SMART CITIES.....	3
5. THE SMART CITY GUIDANCE PACKAGE .....	3
6. BRAINSTORMING .....	4
ANNEX I – AGENDA OF THE MEETING .....	5

## MINUTES

The Integrated Planning, Policy & Regulation Action Cluster meeting was organised in partnership with the Smarter Together project: members met in Sofia on June 27 with the purpose of sharing knowledge and best practices for supporting cities in the implementation of smart city projects.

- The proposed agenda of the meeting is attached in Annex 1

### 1. WELCOME REMARKS

The meeting was opened by representatives from DG-ENERGY and Costa&Partners.

With respect to the latest achievements, participants were updated on the Smart City Guidance Package’s current status and introduced to the currently on-going testing phase which involves approaching Lighthouse projects in order to get their inputs and feedback for finalising the manual in view of its launch, planned for Autumn 2018.

### 2. RETROFIT STANDARDS IN THE ‘SMARTER TOGETHER’ ROADMAP FOR SOFIA

The Fraunhofer Institute for Building Physics presented the retrofit roadmap for the ‘[Smarter Together](#)’ follower city of Sofia. Renovating the existing building stock remains a challenge due to various obstacles that still hinder the full deployment of this process, among which the lack of a specific common standard for retrofitting activities despite the various EU Directives and Regulations covering the improvement of the energy performance of Europe’s building stock.

The two main levers of this process were identified in the quantity of improved buildings and the quality, referred to the intensity of energy reduction per building.



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### 3. RETROFIT MANAGEMENT STANDARDS IN 'SMARTER TOGETHER'

A representative from DIN explained the European Standardisation Organisations, namely: CEN, CENELEC and ETSI. Participants were introduced to CEN workshop agreements (CWA) that qualify as voluntary temporary reference documents and guided through the process of initiating a CWA. The meeting, [officially announced on the CEN website](#), was presented and 'Smarter Together' representatives, together with DIN representatives and IPPR AC Leaders have initiated discussions on how to proceed. AC meeting participants preferred not committing to the project, whose registration deadline was set for July 11.

### 4. STANDARDISATION WORK IN SUPPORT OF SMART CITIES

IPPR AC Leader introduced the main drivers that guided the development of the Smart City Guidance Package. On a global standardisation level, one of the greatest challenges remains that of developing comprehensive policies to be applied over different municipal areas, with a dedicated focus on citizens through new governance models. Participants were also introduced to the Sector Forum SSCC and the speaker explained it provides a platform for the exchange of information among cities and all concerned stakeholders, while also providing support and guidance to relevant standardisation technical bodies.

### 5. THE SMART CITY GUIDANCE PACKAGE

NTNU representative explained the most important elements that urban stakeholders must address in order to create a common understanding of the required steps for implementing a smart city model. These efforts have been bundled into the Smart City Guidance Package, a tool that seeks to provide support and guidance to cities interested in implementing their own smart city project while highlighting both best practices and common pitfalls.

As a result of the work that has been conducted throughout this year, a roadmap for integrated planning and management of smart cities was developed, envisaging the main steps for steering such a process. The Guide is going to be tested in a couple of cities throughout the summer in view of the official launch, planned for Autumn 2018. Testing will contribute to creating long term visions and tangible examples of integrated planning.



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## 6. BRAINSTORMING

The main points discussed over the brainstorming session were:

- The importance of testing the Smart City Guidance Package through on-site workshops and field visits, in addition to sharing ideas on potential locations for hosting the launching event in Autumn 2018;
- Looking into findings of projects that have already been implemented, such as the 'Grow Smarter' and 'Remourban' projects, so as to include a summary reference of their best practices and lessons learned;
- Ensuring that collected data for the Smart City Guidance Package goes into the SCIS system so as to provide Lighthouse follower cities with the required information;
- Taking into consideration the age of population, given that this is a recurring and important element. AGE platform is developing a guidance tool as well and it was agreed that their inputs would contribute to further enriching the SCGP;
- Marketing of the SCGP should begin, given that the structure and contents have been outlined;
- Uploading an online version of the Guidance Package and opening a consultation process so as to include suggestions and feedback from stakeholders;
- Translating the Smart City Guidance Package to various languages in order to reach wider audiences;
- Drafting an electronic version of the Smart City Guidance Package for easy and continuous updating;
- Sharing information related to events that might be of interest for the IPPR context of work;
- Sharing an initial draft of the Smart City Guidance Package among IPPR AC meeting so as to collect input and feedback that might not be inserted in the Autumn 2018 version but will most certainly feed future updates;
- EURAC managed projects, [Stardust H2020](#) and [SINFONIA FP7](#) expressed their interest to collaborate with the AC activities;
- Sofia Knowledge City Cluster confirmed its availability to host a SCGP testbed in October.



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**ANNEX I – AGENDA OF THE MEETING**

<b>9:00 – 9:15</b>	<p><b>Welcome and Introduction</b>  <b>Georg Houben</b>, European Commission, DG-ENERGY  <b>Simona Costa</b>, “Integrated Planning, Policy and Regulation” AC Leader  <b>Georgi Georgiev</b>, Fraunhofer Institute for Building Physics</p>
<b>9:15 – 10:45</b>	<p><b>Retrofit Management Standards in SmarterTogether</b>  <b>Joachim Lonien</b>, DIN</p>
<b>10:45 – 11:00</b>	<p><b>Coffee Break</b></p>
<b>11:00 – 11:30</b>	<p><b>Energy Efficiency – Roadmap for Sofia</b>  <b>Georgi Georgiev</b>, Fraunhofer Institute for Building Physics</p>
<b>11:30 – 12:00</b>	<p><b>The Smart City Guidance Package</b>  <i>Brief introduction, roadmap and integrated planning, management and replication of Smart City projects</i>  <b>Bernard Gindroz</b> – CEN-CENELEC  <b>Judith Borsboom-van Beurden</b> – NTNU</p>
<b>12:00 – 12:50</b>	<p><b>Interactive brainstorming session, moderated by Bernard Gindroz</b>  <b>Joachim Lonien</b> – DIN</p> <p>a) What has so far been developed in terms of smart city and energy efficiency standards and roadmaps? How do the Retrofit Management standards aim to expand the field?  b) What should the starting point for cities seeking to implement a smart project be? What type of information is required? Can the Smart City Guidance Package and Energy Efficiency Roadmap address such questions?  c) Which replication issues would be addressable through a wider application of standards and roadmaps?</p>
<b>12:50 – 13:00</b>	<p><b>Wrap up and next steps</b>  <b>Simona Costa</b>  <b>Georgi Georgiev</b></p> <p>a) Collaboration with both the IPPR Action Cluster and the Smarter Together project  b) Next steps, definition of “to-do’s” until next meeting  c) Conclusions</p>