

OPPORTUNITIES FOR EXCHANGES OF EXPERIENCES AND KNOWLEDGE



FUNCTIONAL AREAS IN THE EU

Crossing administrative boundaries for green transition and sustainable development

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The exchange of knowledge plays a vital role in the development and growth of functional urban areas (FUAs). By sharing know-how, experiences, and good practices, functional urban areas can learn from each other and find innovative solutions to address common challenges. Such collaboration can also facilitate the co-creation of new knowledge and the development of new approaches and tools.

Knowledge exchange can take various forms, including policy dialogues, thematic workshops, study visits, and joint projects. It can also be supported by digital tools and platforms. This approach is crucial for functional urban areas to enhance their competitiveness, attractiveness, and resilience, and to achieve sustainable and inclusive growth:

- ▶ **Exchanging best practices:** FUAs can learn from each other and share their best practices, successes, and failures. This can help them to identify new approaches and solutions to address common challenges and enhance their performance. Peer learning can be also used to identify successful policies and initiatives that can be adapted and applied to their own context.
- ▶ **Resource sharing:** Collaborating FUAs can share resources, such as expertise or networks, to jointly address common challenges and achieve shared goals. Sharing inputs can also help to enhance cooperation and coordination, fostering a culture of knowledge-sharing and collaboration.
- ▶ **Joint planning:** FUAs can collaborate to develop joint plans and strategies to address regional or global challenges, such as climate change, migration, or economic development.
- ▶ **Innovation and experimentation:** FUAs' collaboration can create opportunities for innovation and experimentation, as they can test and pilot new approaches and solutions in a collaborative setting. By sharing experiences, FUAs can also stimulate creativity, as they can identify new and innovative approaches to address common challenges.

Overall, FUAs' collaboration can enhance the effectiveness, efficiency, and impact of policies and initiatives, and contribute to the sustainable development of cities and their functional areas.

EUROPEAN URBAN INITIATIVE

The European Urban Initiative is an essential tool to support cities of all sizes, to build capacity and knowledge, to support innovation and develop transferable and scalable innovative solutions to urban challenges of EU relevance. EU platform offers: funding opportunities, capacity building activities and knowledge sources.

The capacity-building component of EUI seeks to improve and increase the capacities of cities in the design of sustainable urban development policies, strategies and practices in an integrated and participative way. It also contributes to the design and implementation of these policies and action plans on a local, regional and national level. This element encompasses the cooperation with URBACT IV networks of cities, as well as peer learning activities and Urban Development Network-type capacity building.

Building on previous Urban Development Network activities, the European Commission Joint Research Centre (JRC) knowledge and TAEIX mechanism as well as UIA capitalisation work, these activities aim to:

- ▶ Improve the capacities of cities to design and implement sustainable urban development strategies, policies and practices in an integrated and participative way
- ▶ Improve the quality of the design and overall implementation of sustainable urban development strategies, policies and practices

Objectives:

- ▶ Improve the capacities of cities to design and implement SUD strategies, policies and practices in an integrated and participative way
- ▶ Improve the quality of the design and overall implementation of SUD strategies, policies and practices

The capacity-building activities are available for cities and managing authorities involved in sustainable development strategies under the Article 11 of the ERDF/CF Regulation and Cohesion policy programmes, involved in UIA and EUI-Innovative Actions, URBACT IV cities and cities part of UAEU partnerships, as well as other EU cities.



Source: DALL E 2

PEER-LEARNING ACTIVITIES

Peer-learning activities are organised to provide targeted, short-term support and to facilitate the exchange of knowledge, good practices and solutions. They consist in CITY2CITY EXCHANGES and PEER-REVIEWS.

These will build on previous methodologies (TAIEX-REGIO peer to peer and UDN peer reviews). The activities will be demand-driven to be as close as possible to cities' needs.

PEER REVIEW ACTIVITIES

Peer reviews take the form of workshops in which cities are peer reviewed by other cities and relevant stakeholders in order to benchmark their Sustainable Urban Development strategies.

Cities under review benefit by improving their capacities to design and implement sustainable urban development strategies and practices in an integrated and participative way. Peer reviews may be country-specific or bring together cities from different EU Member States.

Call for applications

- ▶ Call for Cities under Review: 3 April to 29 May (8 weeks)
- ▶ Call for Peers for peer review in Thessaloniki, end-June: 3 April to 30 April (4 weeks)

Who can participate?

Applications may be submitted by urban authorities of any size from EU Member States that are involved in the design and implementation of a Sustainable Urban Development Strategy (in line with Article 11 of the ERDF Regulation).

Who may participate as a peer?

As above, plus:

- ▶ Must have expertise and experience needed to address the identified challenges
- ▶ Must come from other EU Member State to city under review
- ▶ Must be ready to personally participate in event (apply as individual)

Looking for thematic capacity building?

EUI will organise two events in Spring 2023:

- ▶ End-May: Delivering high-quality urban CLLD, Timisoara, Romania
- ▶ End-June: Supporting an integrated approach to urban innovation, location TBC

What is a peer review?

- ▶ 3-5 cities under review benchmark their SUD strategies and get peer recommendations
- ▶ 2-day event with structured preparation
- ▶ Aims to improve capacity of cities under review in designing/implementing SUD strategy
- ▶ A fixed methodology and implementation process of 4 to 6 months
- ▶ 3 guiding questions defined by cities under review, building on:
 - ▶ Six building blocks of Handbook for SUD Strategies

- ▶ Weaknesses identified by SAT4SUD results
- ▶ Validated through stakeholder consultation
- ▶ 3 sessions each addressing one question:
 - ▶ Reframe the question
 - ▶ Share relevant experiences
 - ▶ Provide insights & recommendations
 - ▶ Documented in expert report, completed by city under review

What support is available?

- ▶ **Expertise:** EUI will appoint two experts per City under Review to guide the process, facilitate exchange & learning and draft the expert report
- ▶ **Peer identification:** EUI experts identify relevant peers to support each City under Review
- ▶ **Funding:** to support Cities under Review and Peers

TYPE OF COST	CITY UNDER REVIEW	PEER
Travel, accommodation & subsistence	Up to 4 people	Up to 2 people
Daily rate covering staff time	No	Up to 2 people

CITY2CITY EXCHANGES

City-to-city exchanges are in-person visits or online exchanges carried out between an applicant city and a one or two peer cities. Peer cities share new working methods and innovative approaches on specific implementation challenges identified by the applicant city.

The challenges relate to the design and implementation of sustainable urban development strategies. Thus, the activities consist in arrangements between a ‘host city’ and a ‘requesting city’, where civil servants visit and learn on new working methods and innovative approaches on a specific topic linked to sustainable urban development.

Call for applications

- ▶ 3 April to 17 November (7.5 months)

What is a city-to-city exchange?

- ▶ Brings together an urban authority facing a specific implementation challenge related to SUD (‘the applicant’) and another urban authority from a different EU Member State with expertise to help tackle this challenge (‘the peer’)
- ▶ Short, quickly implemented visit
- ▶ Designed by the applicant according to their needs
- ▶ Aims to improve capacity of the applicant to tackle the identified SUD challenge through peer learning

Who can participate?

Applications may be submitted by urban authorities of any size from EU Member States that are interested in the design and implementation of sustainable urban development strategies. Other stakeholders may participate in the exchange if justified by the urban authority.

Who may participate as a peer?

As above, plus:

- ▶ Must have expertise and experience needed to address the applicant's challenge
- ▶ Must come from other EU Member State to the applicant

Flexible, bottom-up activity:

- ▶ Peers: 1-2 cities from other EU Member States with expertise needed to address challenge
- ▶ Number of events: 1-3 events per application
- ▶ Format: In-person visits between applicant city and peers
 - ▶ 1. Incoming visit - peer(s) travels to applicant city
 - ▶ 2. Outgoing visit - applicant travels to peer city If justified, possibility for online exchange following in-person visit
- ▶ Duration: 2-5 days per event
- ▶ Timing: Start as soon as possible, all exchanges completed within 5 months of approval.

What support is available?

- ▶ **Expertise:** EUI can appoint a moderator to facilitate exchange and learning process
- ▶ **Peer identification:** EUI can facilitate contact with urban authorities involved in UIA / EUI – Innovative Actions and the Urban Agenda for the EU. A peer search platform will be developed on Portico in the long-term
- ▶ **Funding:** to support applicants and peers

TYPE OF COST	APPLICANT CITY	PEER CITY
Travel, accommodation & subsistence	Up to 4 people	Up to 2 people
Daily rate covering staff time	No	Up to 2 people

Applicants webinars:

Interested in applying for a city-to-city exchange? We are here to answer all your questions. A first applicants webinar will be organised by EUI, on 5 April. During this webinar, the EUI capacity building team will present the framework and methodology of city-to-city exchanges and peer reviews and will answer questions from potential applicants in a Q&A session. The recording of the presentation will be available [on this page](#), shortly after the first session.

UDN TYPE ACTIVITIES

UDN-type activities comprise of a wide range of events, seminars, as well as a compilation of toolkits on good practices, enabling cities to improve their capacity to design and implement sustainable urban development strategies. As a follow-up of the Urban Development Network, EUI will create a community of cities, fostering exchanges on topics linked to sustainable urban development and an easier access to knowledge.

Capacity building events:

- ▶ Bring together urban authorities and managing authorities to exchange information with each other and with the European Commission on horizontal and thematic policy issues related to SUD
- ▶ Top-down and bottom-up approach to initiation

Objectives:

- ▶ Provide a 'space' for exchange
- ▶ Facilitate the creation of a growing community of cities
- ▶ Provide easier access to knowledge and capacity building

Geographical scope:

EU-Level, Cluster of Member States, Country-Specific

Target groups:

Open to local, regional and national practitioners and policymakers interested or directly involved in Sustainable Urban Development within Cohesion Policy

Methodology and formats:

In-person and online seminars, workshops, conferences, webinars, matchmaking activities, site visits or training sessions mixing peer learning and expert-driven modules

EUI and URBACT will work together to ensure the coordination and complementarity of the capacity building offers:

- ▶ Improved access to knowledge on integrated & participatory approaches
 - ▶ URBACT cities as source of potential peers for EUI activities
 - ▶ Complementary activities for non-URBACT cities next to URBACT events (e.g. national schemes)
- ▶ Improved support for developing & sustaining partnerships
 - ▶ Supporting exchanges among cities before creation and after closure of URBACT networks
- ▶ A wider selection of intensity and methodological approaches for capacity building
 - ▶ Short-term activities (EUI) vs longer-term activities (URBACT), and three new methodologies
- ▶ Capacity building opportunities with a lower administrative burden
 - ▶ Simplified processes (application, reporting) facilitating first steps in EU networking for newcomers

Why to engage in Peer learning?

- ▶ Build your own capacity by learning how other cities tackle and solve similar challenges that you've faced or may face in the future

- ▶ Multiply your impact by exporting your solutions to other urban contexts and promoting these transfers happening at EU level
- ▶ Develop your profile as a front-runner on Sustainable Urban Development
- ▶ Build your EU network and foster new partnerships with other EU cities
- ▶ Enjoy promotional opportunities for the most active and impactful peers

USEFUL LINKS: [PORTICO](#); [EUI NEWS AND EVENTS](#);



Source: DALL E 2

TAIEX-REGIO PEER2PEER

TAIEX-REGIO Peer2Peer helps organise short-term exchanges with one or more peers from other EU countries to meet specific learning needs. The TAIEX-REGIO Peer 2 Peer was created in cooperation with Directorate General for Regional and Urban Policy.

It facilitates short-term exchange of know-how between cohesion policy experts and administrations involved in the management of the European Regional Development Fund (ERDF) and Cohesion Fund in all Member States. These exchanges can be organised as either one-off meetings or a series of events. They help staff from eligible bodies get answers to their questions on thematic aspects of the EU Regional and Urban Policy or on cross-cutting issues related to the management and control of the programmes. TAIEX-REGIO Peer2Peer is open to staff working for programme authorities or other bodies involved in the management of ERDF, CF and JTF programmes in all EU countries.

All institutions that are part of the management and control system are eligible to request an exchange, namely:

- ▶ Managing Authorities
- ▶ Intermediate Bodies
- ▶ Audit Authorities
- ▶ National Coordinating Bodies
- ▶ Joint Technical Secretariats Of European Territorial Cooperation Programmes
- ▶ Other Bodies That Are Directly Involved In Performing Certain Tasks Associated With The Management And Control Of ERDF/CF/JTF Programmes May Also Be Eligible (E.G. Public Procurement Offices)

The steps to be followed to submit a TAIEX-REGIO Peer2Peer application include:

- ▶ APPLICATION: A Member State administration submits online an electronic application.
- ▶ EVALUATION: The Commission examines the application and takes a decision on whether the request is eligible and justified.
- ▶ PREPARATION: Once the application is approved, the Member State administration which applied is requested to draft the agenda of the exchange.
- ▶ EXCHANGE: The exchange takes place and the related presentations are published online.
- ▶ EVALUATION: The participants are requested to provide short feedback: directly after the event and also after 6 months, in order to assess the impact.

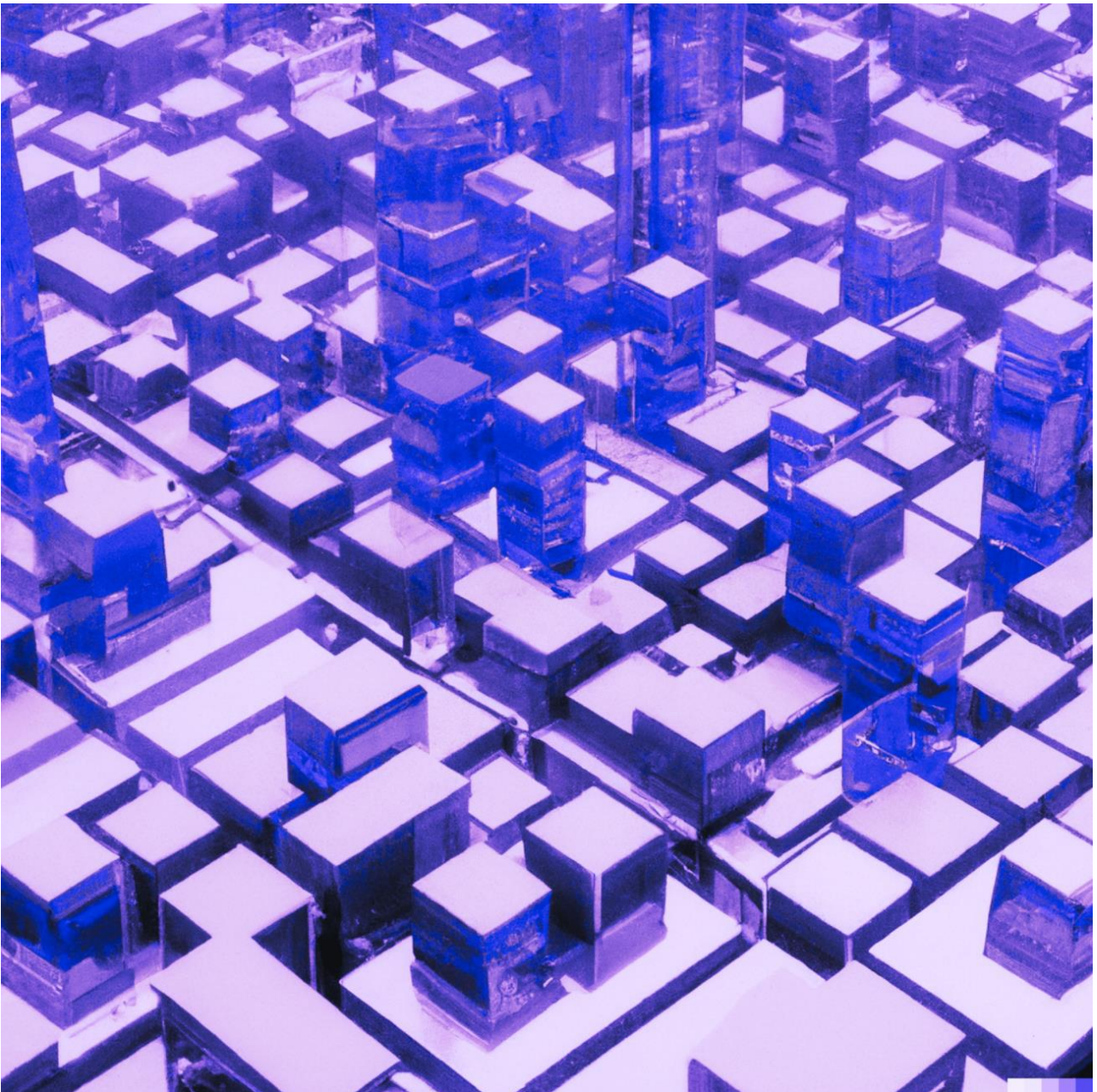
There is no limit to the number of exchanges that a single institution can request. As far as they are linked to clear learning needs, and supported by positive past experiences, programme authorities or other bodies can request as many exchanges as they deem useful. These can focus on different aspects of the same topic or different topics. The exchanges can be requested separately through different applications or together in a single application as “series of events”. This last option is particularly recommended to develop coherent capacity building programmes complementing different learning modes.

The costs covered by TAIEX-REGIO Peer2Peer for the study visits include:

- ▶ Travel and accommodation for up to 3 eligible participants.
- ▶ Fixed daily allowance of EUR 350 to the host institution, upon request.

It is not necessary to know already the peer expert you would like to exchange with. It is sufficient to indicate your learning needs and we will help you find the right expert/s for you. TAIEX owns an extensive database of more than 6,500 experts from all EU countries on almost any field related to the EU Regional and Urban Policy and funds management; whatever the topic you are interested in, we can certainly find the right expert for you. However, if you already know a peer, an institution, or a region/country you would like to exchange with, you can indicate it in your application form. This will help speed up the organisation of the event.

USEFUL LINKS: [TAIEX WEBSITE](#), [TAIEX REGIO PEER2PEER](#), [TAIEX INFORMATIVE MATERIAL](#)



Source: DALL E 2

INTERREG EUROPE

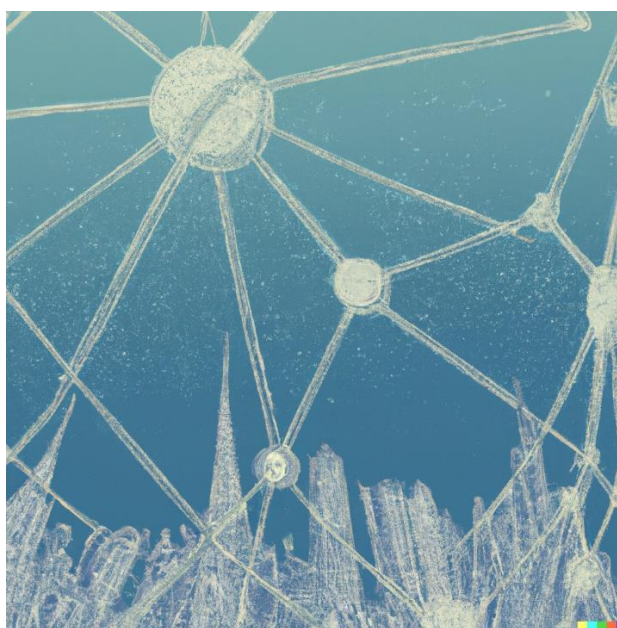
Interreg Europe is an interregional cooperation programme, co-funded by the European Union. Through this programme, the European Union strives to reduce disparities in the levels of development, growth and quality of life in and across Europe's regions. The programme offers funding opportunities and policy support (peer review, matchmaking and helpdesk), together with best practice examples and learning events.

As the second pillar of the Interreg Europe programme, the Policy Learning Platform provides access to the wealth of knowledge and expertise generated by these projects, thus offering shortcuts to smart policy solutions without the need to reinvent the wheel. Ranging from thematic publications and an online good practice database to an interactive community of peers and individualised expert services, the platform services for continuous policy learning are implemented by a European team of thematic experts covering the four thematic priorities of Interreg Europe:

- ▶ Research and innovation
- ▶ SME competitiveness
- ▶ Low-carbon economy
- ▶ Environment and resource efficiency

The Policy Learning Platform explicitly encourages the participation of regions and managing authorities which, for different reasons, do not have the possibility to participate in Interreg Europe projects.

Hence, the ad-hoc services provided by the platform complement the opportunities for project funding offered by the programme, thus underlining Interreg Europe's ambition to be at the disposal of all regions in the EU, Norway and Switzerland.



Source: DALL E 2

PEER REVIEW

A peer review is a two-day meeting in which you look at your regional policy challenge together with a group of carefully selected peers with relevant experience and our Platform experts. Relevant local stakeholders can also be involved. The objective is to give you advice, recommendations and an action plan to resolve your challenge.

Interregional peer reviews supported by the Policy Learning Platform allow managing authorities and public bodies in charge of local or regional development policies to receive hands-on feedback and advice from other European regions (peers) on the implementation of their policies and programmes.

Peers from a selected number of regions are invited to your region – the host region – to examine the specific territorial and thematic context, and make recommendations based on their experience and expertise. An interregional peer review is usually carried out onsite over two full days in the region calling for peer support. However, following the current sanitary situation in Europe, the Policy Learning Platform can also propose an online format to its beneficiaries. Whether onsite or online, the peers analyse the regional situation, discuss approaches, solutions and recommendations, draft a “to-do list” for follow-up action and provide immediate feedback to the beneficiary of the peer review. Some preparation is required on all sides to ensure the selected peers are well matched to the needs of the host region.

Eligible beneficiaries:

- ▶ As the key target group of Interreg Europe, managing authorities and intermediate bodies responsible for the management of structural funds (both mainstream programmes at national/regional levels and ETC programmes) are strongly encouraged to submit their requests for peer review support under the present call.
- ▶ To be eligible for a peer review, the applying organisation has to be the competent body in charge of regulating the policy sector tackled by the peer review request at local or regional level. Usually, these are local or regional (or national) public authorities having the competence to design and implement a policy instrument.
- ▶ Other public bodies responsible for local or regional development policies are equally welcome to submit an application for peer review support. However, for peer reviews targeting other local or regional development policies (not related to the management of structural funds), solely applications submitted by the local or regional authorities directly responsible for the addressed policies can be considered.

Can the beneficiary choose peers to work with, if it has already identified the needed partners?

Yes. The applicant can list up to 3 potential peers. The possibility to open the search for further peers can be discussed with the Policy Learning Platform experts once the application is approved.

As stipulated in the strategic documents for Interreg Europe 2014-2020, the Policy Learning Platform shall support ongoing EU-wide regional policy learning in the four thematic priorities of the programme, mainly with regard to the implementation of the Growth and Jobs and, where relevant, ETC goals.

Apart from the four thematic priorities of Interreg Europe, can other discussion topics be included?

At the moment, all topics following under “Smarter Europe”, “Greener Europe” and “Governance” can be tackled. For further details on what policy areas are included under these priorities, please check the Interreg Europe website [at this page](#).

During the peer review, you will get:

- ▶ An in-depth analysis of your policy challenge
- ▶ An exchange of experience with relevant policymakers
- ▶ A presentation of potential solutions
- ▶ You will benefit from specific recommendations and knowledge to make better-informed decisions.

Interreg looks for peers with relevant thematic experience and expertise according to the information you provide in your application form. First, through a “call for interest”, Interreg conducts a list of selected European policymakers from the Interreg Europe community who are best suited to understand your specific territorial and policy context, and who can give you concrete and useful advice. Then, Interreg consults with you the list of selected peers who agreed to participate to make the final selection. Interreg offers the possibility to cover catering and interpretation costs both for on-site or online peer review. You can find additional details in the [Terms of Reference](#).

Steps to be followed:

- ▶ Start by consulting the [Terms of Reference](#) to make sure you are eligible
- ▶ Download the [template](#) to prepare your application.
- ▶ Submit your application by filling in the [online form](#).

The call for interregional peer reviews is launched on 9 October 2019 and remains open permanently. Applicants can submit their application at their earliest convenience. Applications are subject to the evaluation process on a rolling basis.

MATCHMAKING

A matchmaking session is a two-hour in-depth discussion with a selected group of peers about your regional policy challenge, moderated by Interreg’s Platform experts.

The discussion is tailored to your policy needs and questions. Interreg invites relevant policymakers to share their experiences. These meetings can be organised in person or online. The matchmaking sessions are a great opportunity to meet relevant peers from other parts of Europe and find inspiration in their good practices.

USEFUL LINKS: [Information about Peer reviews](#); [Information about Matchmaking sessions](#); [Information about Policy Helpdesk](#); [The member network](#);

NET ZERO CITIES LEARNING PROGRAMME FOR TWIN CITIES

The NZC City Learning Programme is a multi-month programme that aims to transfer knowledge and build capacities across Pilot and Twin Cities [Twins] engaged in the programme. At its core stands the strategy of impact through peer learning.

Peer learning is an educational approach that couples two or more learners with a similar background and allows them to actively shape each other's development through knowledge exchange and collaborative problem-solving.

NetZeroCities Initiative deploys this principle by pairing each Pilot City (or in the case of multi-city application, the group of cities) with two or three Twins. Those Twins will be cities with a similar background as the Pilot Cities and might face similar challenges. These could be based on geography, national context, socio-economic or similar.

For the duration of the programme, NZC will guide those cities through a series of online and in-person meetings. These meetings aim to create a clear understanding of each other's challenges and exchange or generate potential solutions. It is foreseen that each Pilot City visits their Twins once with a small delegation, and the Twins will also visit the Pilot City once. The programme team will approach Pilot Cities to develop tailored city profiles to ensure a high-quality match in the selection of the Twins.

The current timeline foresees the Call for Twins for June 2023 and the programme's start for September 2023.

More information will be made available to the Pilot Cities at a later date.

NET ZERO CITIES COMMUNITY OF PRACTICE

Researchers, corporates, startups, NGOs, civil society organisations can contribute to NetZeroCities and become a part of a European community dedicated to carbon neutrality.

Joining the community is an opportunity to understand cities & citizens issues linked to net zero, to scout innovation, and to explore new opportunities.

NetZeroCities Initiative is currently building the Community of Practice.

[Subscribe](#) to the Community of Practice distribution list to be updated on the next steps and receive information on how to join.

USEFUL LINKS: [NETZEROCITIES WEBSITE](#), [NZC NEWS](#), [NZC RESOURCES](#)

SCALABLE CITIES PEER-TO-PEER (P2P) LEARNING PROGRAMME

The Peer-to-Peer Learning programme is part of the activities that the Scalable Cities (SC) Secretariat offers to cities, which targets to build capacity in public administrations and build knowledge. The Secretariat is responsible for the facilitation and promotion of a collaborative peer-to-peer environment and encourages cities and experts within the Scalable Cities Group.

Scalable Cities represents 120 cities who are involved in 18 Smart Cities and Communities projects funded by Horizon 2020 with around EUR 345 million. 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, experiences and provide expert support to overcome barriers and challenges related to the implementation of smart city solutions. Participants can take 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.

The design of the Peer-to-Peer (P2P) Learning programme is aiming on one the hand to accelerate the knowledge exchange between cities on good and bad practices including the lessons learnt and on the other hand supporting cities with specific experts to replicate successful demonstrators and create more impact. Providing peer-to-peer support by cities and experts involved in the Scalable Cities projects is one of the main objectives of this programme.

SITE VISITS

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 on a concrete domain. For visitor cities, the programme 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 mind set to innovative and sustainable solutions, promote networking between cities, and facilitate the exchange of best practices.

Site Visits are organised around one shared challenge between cities or an inspiring project led by the Host City. During the Site Visit, the Host City will be sharing with peers information about how a concrete project or a focused initiative was designed and implemented. Site visits can involve a series of visits in the field and interactions with public officers involved in the project or initiative. Site Visits can also include workshops promoting exchange of practices between participants, and other activities that promote networking among cities as well as the experts involved in the initiative or solution providers.

Cities with particular experience on a topic or having implemented an innovative idea can host a Site Visit to showcase their experience and solution. Visitor cities with interest in the topic can be selected to participate in the Site Visit. Exchange of best practices, challenges and technical sessions can take place during a 2-to-3 day Site Visit.

The topics for the Site Visits in the P2P Site Visit Cycles during 2022/2023 are:

- ▶ Positive Energy Building to Positive Energy District
- ▶ Upscaling of pilot projects within the own city/Governance Innovation
- ▶ Funding and New Business Models
- ▶ Transition from a Fellow to a Lighthouse city
- ▶ Digital Transformation
- ▶ Monitoring and Evaluation

Who can benefit?

- ▶ Lighthouse and Fellow Cities from ongoing and completed [Smart Cities and Communities \(SCC\) projects](#).
- ▶ Other cities from other smart city related EU initiatives (can only apply as Visitor City for Site Visits).
- ▶ Priority will be given to small cities (50 000 – 100 000 inhabitants) and mid-size cities (100 000 – 500 000 inhabitants).

Eligible entities:

- ▶ Host Cities: Lighthouse and Fellow cities participating in ongoing or ended SCCLighthouse projects.
- ▶ Visitor Cities: Lighthouse and Fellow cities participating in ongoing or ended SCC Lighthouse projects and Cities from other initiatives.

Proposed calendar:

Activity	Overall target	No. calls	Average awarded/call	Call opening	Execution of activity
Site visits	20 activities 20 host cities 100 visitor cities	4 calls	5 site visits per call	2022 Call 1 : Winter 2022 (Sept & Nov) 2023 Call 2 : Spring 2023 (Feb & April) Call 3 : Winter 2023 (Sept & Nov) 2023 Call 4 : Spring 2024 (Feb & April)	2023 February – March 2023 2023 May – June 2023 2024 February – March 2024 May – June 2024
Expert Mission	15 expert missions 15 beneficiary cities 4 – 8 experts	3 to 4 cut-off dates	5 expert missions per cut-off	2022 Cut-off 1 : Autumn 2022 (Oct) 2023 Cut-off 2 : Spring 2023 (March) Cut-off 3 : Autumn 2023 (Sept) 2024 Cut-off 4 : Spring 2024*	2022 December – April 2022 2023 April – July 2023 November – December 2023 2024 April – May 2024*
Expert Review (online)	16 expert reviews 16 beneficiary cities 16 experts	4 to 6 cut-off dates	2 to 4 reviews per cut-off	2022 Cut-off 1 : Oct 2022 Cut-off 2 : Dec 2022 2023 Cut-off 3 : March 2023 Cut off 4 : May 2023 Cut off 5 : Sept 2023* Cut off 6 : Jan 2024*	2022 December 2022 -February 2023 2023 February - April 2023 April - June 2023 June -July 2023 October-December 2023* February-April 2024*

Source: P2P Public Guidelines

During the 2022-2025 period, there will be 4 calls (Winter, Spring) and 5 site visits organised per call.

TIMING	TASKS	PARTIES INVOLVED
Week 1 3 weeks before the exchange activities	<ul style="list-style-type: none"> ▶ Inception meeting ▶ Presenting challenges and next steps 	<ul style="list-style-type: none"> ▶ All parties (Secretariat and Host Cities)
Week 1 or week 2	<ul style="list-style-type: none"> ▶ Letter of Commitment between Cities and the Secretariat 	<ul style="list-style-type: none"> ▶ All parties (Secretariat and Cities)
Week 2 3 weeks before the exchange days	<ul style="list-style-type: none"> ▶ Preparation meeting ▶ Preparation of the visit by the Host city (Agenda, Location, rooms) ▶ Booking flights and accommodation etc. 	<ul style="list-style-type: none"> ▶ Host City & Secretariat ▶ Host City ▶ Visitor Cities
Week 3 2–3 days	<ul style="list-style-type: none"> ▶ Three-day visit Documentation 	<ul style="list-style-type: none"> ▶ Host City and Visitor Cities Host City
Week 4 One week after the exchange days	<ul style="list-style-type: none"> ▶ Submission of the resumé (report) and testimonials ▶ Submission of reflection report and testimonials 	<ul style="list-style-type: none"> ▶ Host City ▶ Visitor Cities
Week 5 Two weeks after the exchange days	<ul style="list-style-type: none"> ▶ First evaluation of the report 	<ul style="list-style-type: none"> ▶ Secretariat
One year after the activities	<ul style="list-style-type: none"> ▶ Evaluation of impact 	<ul style="list-style-type: none"> ▶ Secretariat/Cities

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 visitor cities that want to learn from their Experience. The SC Secretariat entirely covers the cost of matching Host and Visitor cities depending on interests and expectations of the visit.

The following list includes costs that will be reimbursed by the Secretariat for the activities. The rules are based on the rules on the reimbursement of expenses incurred by people from outside the Commission invited to attend meetings in an expert capacity (2007). The following is a list of what will be reimbursed by the Secretariat for the activities.

- ▶ Reimbursement of costs for Host cities (Site Visits): Meeting rooms, Catering, and local transport: The Secretariat will reimburse costs incurred by host cities up to €700.
- ▶ Reimbursement of costs for Visitor cities (Site Visits): Travel expenses: up to €500; Accommodation: €100 per night; Meals/local transport: €92 per day.

List of Lighthouse and Follow Cities of Scalable Cities:

Closed projects (as of May 2022)

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

	Pamplona (ES)	Derry (UK)
	Trento (IT)	Kozani (GR)
		Litoměřice (CZ)
IRIS	Göteborg (SE)	Alexandroupolis (GR)
	Utrecht (NL)	Focşani (RO)
	Nice (FR)	Santa Cruz de Tenerife (ES)
		Vaasa (FL)
+CityxChange	Trondheim (NO)	Alba Iulia (RO)
	Limerick (IE)	Pisek (CZ)
		Sestao (ES)
		Smolyan (BG)
		Võru (EE)
MAKING-CITY	Oulu (FL)	Bassano del Gappa (IT)
	Groningen (NL)	León (ES)
		Kadiköy (TR)
		Trencin (SK)
		Vidin (BG)
		Lublin (PL)
SPARCS	Espoo (FL)	Lviv (UKR)
	Leipzig (DE)	Maia (PT)
		Kifissia (GR)
		Kladno (CZ)
POCITYF	Alkmaar (NL)	Bari (IT)
	Évora (PT)	Celje (SL)
		Granada (ES)
		Hvidovre (DK)
		Ioannina (GR)
Atelier		Ujpest (HU)
	Amsterdam (NL)	Bratislava (SK)
	Bilbao (ES)	Budapest (HU)
		Copenhagen (DK)
		Krakow (PL)
		Matosinhos (PT)
	Riga (LV)	
RESPONSE	Dijon (FR)	Brussels (BE)
	Turku (FL)	Zaragoza (ES)

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