



CIVITAS-Plus

Guidance document for proposers on the contents of proposals



Energy and Transport Directorate-General, European Commission

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NOTICE

This guidance document on the contents of proposals complements the Commission's guidance documents on funding schemes as well as the call passports, work programmes and call fiches. It is important that prospective proposers carefully consider the contents of all these documents.

This is a working document prepared by the services of the European Commission and does not replace in any form the official text of the call for proposals and the work programmes for the first call of the "Cooperation" Specific Programme of the Seventh Research Framework Programme (FP7).

The sole purpose of this working document is to offer guidance and additional background information to proposers that are preparing proposals for the CIVITAS-Plus call for proposals, which is launched as part of the first call of the "Cooperation" Specific Programme of the Seventh Research Framework Programme (FP7). CIVITAS-Plus is co-financed jointly by the Energy and Transport themes of FP7.

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Innovative strategies for clean urban transport

The objective of CIVITAS-Plus is to test and increase the understanding of the frameworks, processes and packaging required to successfully introduce bold, integrated and innovative strategies for clean and sustainable urban transport that address concerns related to energy-efficiency, transport policy and road safety, alternative fuels and the environment. This work will build upon the latest research results and incorporate past experiences of the CIVITAS Initiative. Special attention will be paid to the specific requirements of clean and sustainable urban transport in Europe's countries and regions under rapid development, aiming at economic convergence in the context of Cohesion Policy.

Expected impact

1. Increased energy efficiency in urban transport in line with EU policy.
2. Contribute to improving road safety in urban areas.
3. Increased share of bio-fuels and other alternative road transportation fuels in compliance with EU legislation.
4. Reduction of CO₂, pollutant emissions and noise in compliance with EU legislation.
5. Contribute to improving efficiency and effectiveness of urban transport and increasing modal share towards sustainable modes.

Topics

1. Testing innovative strategies for clean urban transport

Objective

To achieve policy objectives in the fields of energy, transport, and in other relevant fields, innovative, integrated and bold strategies for clean, energy-efficient sustainable urban transport need to be introduced. The barriers towards change remain significant, which leads to failures in the acceptance of new and improved policies, services and technologies. Experimental testing, combined with targeted research, can help to better understand the frameworks, processes and packaging required to successfully introduce these strategies. But to have a visible and measurable impact the projects need to have a sufficient size.

Europe's leading cities have ambitious policy objectives in place on energy consumption and alternative fuels, modal split, road safety, pollution, health, noise, and social inclusion. Starting point for proposals is the existence of an ambitious local transport plan that is based upon these objectives together with clear intentions, political commitment and stakeholder support. Through CIVITAS-Plus, these cities will test, demonstrate and evaluate the key elements of the plan in an innovation area, i.e. in one specific zone or corridor.

CIVITAS-Plus builds upon and adds value to the earlier experiences of the CIVITAS Initiative. Besides the objective of learning about impacts, the necessary frameworks and the process of preparing and implementing policy change, CIVITAS-Plus introduces an even stronger focus on a package approach and integration, i.e. exploring the synergetic effects

between different tools and measures in a well-defined innovation area. In case of highly innovative measures their impacts and individual contribution to the overall policy objectives will be assessed. The categories of tools and measures have been re-defined. Energy efficiency, road safety and well functioning urban – peri-urban links receive greater attention.

Scope

Leading cities

In each leading city, the existence of an ambitious local transport plan together with clear intentions, political commitment and stakeholder support are absolutely needed. The cities will test, demonstrate and evaluate the key elements of the plan in an innovation area, i.e. in one specific zone or corridor. An ambitious mix of bold tools and measures should be implemented in that aims at an increased energy-efficiency in transport, better and safer transport conditions for all, a higher share of alternative fuels and a cleaner environment (including noise reduction).

Each city-proposal should address energy and transport issues on an equal and well-balanced basis and should combine, in an integrated way, tools and measures from as many as possible (but only where relevant) of the following categories that contribute to:

- Increasing the use of alternative fuels and of clean and energy efficient vehicles, and enhancing their integration into the urban transport system¹;
- Stimulating high quality and innovative energy-efficient collective passenger transport services, including intermodal integration with other transport modes;
- Implementing demand management strategies based upon economic (dis)incentives, regulatory measures (including zoning and spatial planning), and tele-services;
- Influencing travel behaviour and modal choice through mobility management plans, marketing, communication, education and information campaigns;
- Developing safe and secure road-infrastructure and means of travel for all users;
- Introducing mobility services that promote new forms of more energy-efficient vehicle use and/or ownership and a less car-dependent lifestyle;
- Promoting energy-efficient freight logistics services and new concepts for goods distribution;
- Enhancing the use of innovative transport telematics systems for traffic management and traveller support, including solutions based upon satellite applications/GALILEO.

A justification should be provided of the integrated package that is proposed, of each of the categories/measures are part of the package, and of the categories/measures that have not been proposed.

¹ Key elements of this integration are innovative energy-efficient, cost-effective and clean public and/or private vehicle fleets for passenger and/or freight transport (minimum IV standard) that use alternative fuels, and the necessary infrastructure, in particular for the storage of the alternative fuels and the specific fuelling equipment. The focus should be put on short/medium term alternatives, i.e. innovative bio-fuels and natural gas, including hybrid vehicles that use these fuels, and electric transport. A vehicle fleet is a coherent group of vehicles operated by a single operator in a single urban area.

Learning Cities

A learning city is a city that is developing a policy package and wants to learn from the leading cities involved in the project. The existence of an outline plan together with clear political commitment and stakeholder support are absolutely needed. Learning cities, at the end of the project, should aim at having an ambitious integrated transport plan in place that is adapted to their local circumstances and ready for city-wide implementation. In line with the approach outlined for leading cities, small elements of this plan can be tested, demonstrated and evaluated in an innovation area as part of the plan-making process. Learning Cities should fully participate in the project.

Consortia

In this call, CIVITAS-Plus pays special attention to cities in Europe's countries and regions under rapid development, aiming at economic convergence in the context of Cohesion Policy. Particular emphasis is put on small and medium-sized cities² that face serious problems. The cities involved in each proposal should demonstrate comparability between them in terms of problems, political objectives, solutions and/or typology. Each participating city and each partner should offer a clear added value. Clear evidence of political consensus and support should be provided, as well as of the necessary collaborative frameworks and partnerships. In view of the importance of the urban – peri-urban link, the involvement of regional stakeholders should be considered.

Proposals should be prepared by clearly committed groups of city-led³ consortia, with each city being located in a different country. Proposals should consist of at least three leading cities that implement the fully integrated and ambitious approach outlined before. At least one of them should be from one of Europe's countries and regions under rapid development, aiming at economic convergence in the context of Cohesion Policy. Besides three leading cities a proposal may include up to two learning cities. The comparability and cooperation between the cities, the level and scope of the integration of the measures and the levels of ambition are elements that can demonstrate the quality of the proposal.

In order to add value to previous experiences, this call focuses on cities that have not been involved in previous demonstration projects under the CIVITAS Initiative except for "follower cities" from previous CIVITAS projects that now want to play to a leading role. Large scale infrastructure investments will not be co-financed. The Commission may decide to cluster and/or merge successful proposals. Proposers are requested to provide a detailed breakdown of budgets per work package, per partner and per cost category. Proposers should take into account the information given under the two support actions that are part of this call.

² Indicatively, based upon the identified problems, conditions, boundaries as well as the defined innovation area, one could consider that urbanised areas with up to half a million inhabitants fall within this category.

³ This means project co-ordination by a city authority or by the competent local or regional transport authority.

Expected results

For each city, conclusions and recommendations should be developed that also pay attention to indirect effects and that cover different sectorial policies, including energy policy and transport policy. This should lead to a better understanding of the difficult choices and questions that face policy makers and politicians, as well as increased knowledge on the frameworks, processes and packaging required to successfully introduce innovative, integrated and bold strategies for clean, energy-efficient sustainable urban transport.

Participating cities will need to implement a robust ex ante impact assessment and evaluation plan, based upon a do-nothing scenario, and an own local dissemination plan. These plans should fit within a common approach that will be developed and coordinated by the support actions. Active participation of all cities in the activities organised by the CIVITAS Initiative and the support actions is expected. Cities will co-operate with each other and with the support actions in managing dissemination activities and in co-ordinating training activities.

Funding scheme: Collaborative projects (Integrating projects)

2. Support action for evaluation and monitoring

Objective

As part of this CIVITAS-Plus call, one separate support action is envisaged to develop and undertake an independent evaluation and monitoring programme⁴ that takes into account both transport and energy indicators.

Scope

This support action should cover the following tasks:

1. The development and implementation of a European cross-site evaluation programme, which will consist of an impact evaluation and a process evaluation. This will be managed in full independence but in close co-operation with the demonstration cities and projects, on the basis of before and after data as well as of regular process information that will be provided by the demonstration cities.

The cities will be responsible for evaluating their package approach and, in case of highly innovative measures, individual measures whose applicability and individual contribution to the overall policy objectives will be assessed. The support action will look at the integrative aspects within the package, focussing on causation and lessons learned, will develop a cross-city comparison and will assess the transferability of results from participating cities to other cities.

Evaluation-related activities will also include providing the technical and practical support to cities for the development and modelling of a do-nothing baseline scenario for each innovation area, against which the impacts will be assessed by the cities. A high quality control and support structure for the city-level evaluations will be established at city or project-level by the demonstration projects. The aim is to ensure comparability between the evaluation work undertaken under CIVITAS-Plus and the previous CIVITAS projects.

2. In support of the European Commission, taking care of independent project implementation of the demonstrations based upon a review of the regular technical and management reports provided by the demonstration cities to the Commission. This task might also include site visits and technical audits. This task should be undertaken in strict separation from any other activities inside or outside the support action.

Expected results

It is expected that the project will deliver the following specific results:

- an independent cross-site evaluation programme;
- independent monitoring of the implementation of the projects;
- ensuring comparable city-results and identification of causal connections;
- clear European-level policy recommendations;

⁴ Neither the partners of the consortium nor the sub-contractors should have a direct or indirect involvement in the work of the demonstration sites. Full confidentiality in the relationship with the demonstration cities should be respected.

- dissemination of best practice experience in project monitoring and evaluation;
- contribution to the development of European expertise on the evaluation of large projects;
- the provision of specialist and independent advice to the Commission.

Funding scheme: Support action

3. Support action for coordination and dissemination

Objective

As part of this CIVITAS-Plus call, one separate support action is envisaged to develop and implement a programme of European-level coordination, dissemination and awareness raising activities that targets both the transport and energy communities.

Scope

This support action should cover the following tasks:

1. The development and implementation of a European programme for dissemination and awareness raising activities, in close co-operation with the cities. This includes providing information on contents and results of the city-projects as well as promoting the CIVITAS Initiative as a whole. It should be noted that the demonstrators will manage their own dissemination programmes at the local level. In addition, cities will co-operate with each other in managing national dissemination activities. The proposed dissemination programme should focus on Europe. However, proposers may suggest a separately budgeted and managed set of non-European activities as option.
2. The coordination and facilitation of certain activities that are common for all cities and demonstration projects and that will be decided after a user needs assessment. This might include dissemination/evaluation liaison groups and technical working groups looking at one specific tool or measure area. Also the training activities of the demonstration projects will be brought together, co-ordinated and marketed in a coherent way. If necessary additional training activities will be organised, frameworks developed or specific modules provided.
3. Providing the secretariat of the CIVITAS Political Committee (PAC) as well as the organisation of the annual CIVITAS Forum meetings for CIVITAS cities are currently arranged by the CIVITAS GUARD project. This support action should foresee to take over the secretariat of the PAC as well as the organisation of the annual CIVITAS Forum meetings after the end of the existing contract. In addition, the support action should maintain the CIVITAS website, external and internal newsletters, and the general CIVITAS secretariat after the end of the existing contract. The current CIVITAS corporate identity should be (largely) maintained.

Expected results

It is expected that the project will deliver the following specific results:

- a programme for European-level dissemination and awareness raising activities, in order to support acceptance and normalisation and to maximise policy impacts;
- coordination and facilitation of certain common activities;
- providing the secretariat of the PAC and the organisation of the annual CIVITAS Forum.

Funding scheme: Support action

Common information for the CIVITAS-Plus demonstration projects and support actions

Proposals should always address energy and transport issues on an equal and well-balanced basis. All proposers should foresee an assessment of past and ongoing CIVITAS activities⁵ and plan for setting the necessary structures to establish links with the different parts of the CIVITAS Initiative, including the allocation of appropriate resources. They should take into account the information given under the different parts of this CIVITAS-Plus call. Proposers should provide a detailed breakdown of budgets per work package, per partner and per cost category.

Participating cities will need to implement an ambitious set of evaluation and dissemination activities and it is expected a significant budget, roughly at least 10% of the project resources, will be allocated to these activities. Dissemination and training activities will be co-ordinated and will be based upon the harmonised CIVITAS corporate identity. It is recommended to the demonstration cities to outsource a significant part of the scientific evaluation work to an organisation that has experience in this field.

It is anticipated that a single Memorandum of Understanding will be signed between the two support actions and the demonstration projects/cities to formalise the co-operation and co-ordination between them as well as to formalise agreements on data-provision, dissemination and information exchange.

The performance of the evaluation, coordination and dissemination tasks that are part of this call will be supported and monitored by an independent board consisting of three independent experts (the CAC) who each work 10 days per year on this task. They will be appointed by the European Commission and contractually linked to the support action for evaluation and monitoring.

⁵ Information about the projects can be found on the CIVITAS website, www.civitas-initiative.eu