



# 1 WELCOME TO MAKING CITIES WORK!

The JPI Urban Europe programme management strives for an active involvement of all projects through the entire projects' duration and even after the projects have been finalised. As a project coordinator or project partner you will be invited to many activities to meet other partners to share knowledge and results with stakeholders and policy makers.

We strive to cooperate with you and to support you to succeed. There are also some formal requirements on reports, providing data for monitoring and reporting progress and results that you need to be aware of. To give you a head start we have compiled a few guidelines and links to useful documents.

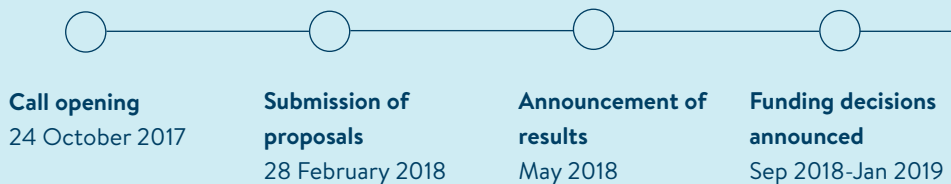
*The JPI Urban Europe Making Cities Work team*

## CONTENT

1. Welcome to Making Cities Work
2. Overview and Making Cities Work Timeline
3. Formalities and Reports
4. Monitoring and Support Activities
5. Communication
6. Corporate design
7. Contact

# 2 OVERVIEW AND MAKING CITIES WORK TIMELINE

**Making Cities Work projects started in winter 2018/19 and will run for three years until 2021/22. This chapter gives an overview of activities and requirements in the different phases of projects' lifetime.**



The Making Cities Work timeline can be divided into three phases: call promotion phase (2017–2018), projects phase (2018/19–2021/22) and the post-projects phase when Making Cities Work is officially finished (2021/22 onwards). Guidelines to Making Cities Work projects mainly focus on the projects phase (2018/19–2021/22). The projects phase is roughly subdivided into three phases: projects' starting phase (2018/19), midterm (2019–2020) and final phase (2021/22). Project durations vary, but the majority of the projects has a duration of 30 to 36 months.

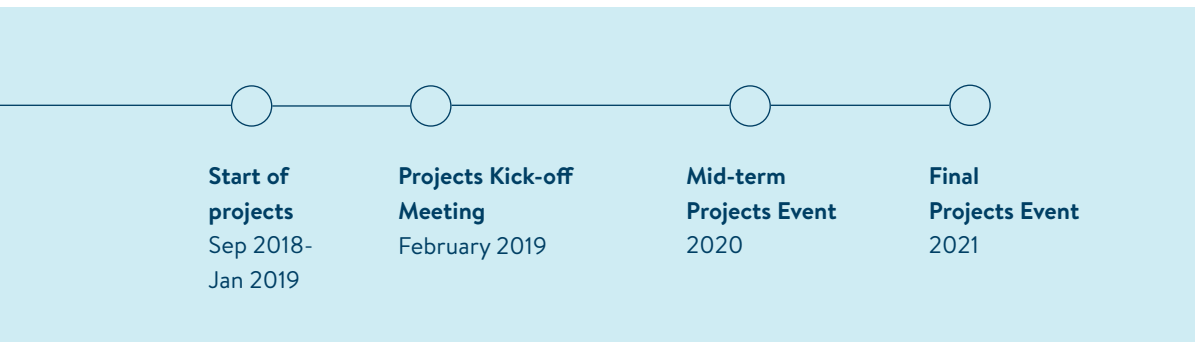
## **Projects' starting phase**

In the starting phase there are quite a few administrative issues and formalities to be sorted out with your consortium partners and the national/regional funding agencies. A general recommendation is to contact your national/regional funding agency on formal matters while the JPI Urban Europe communication team can answer questions regarding communication and programme activities.

Subpages are set up for each project at the website [www.jpi-urbaneurope.eu](http://www.jpi-urbaneurope.eu), the hub of communication, with links to projects' own websites.

### Midterm phase

In the midterm phase, when projects are up and running, the Making Cities Work team encourages and supports knowledge sharing among projects and invite projects to be active in various scientific and practitioner-oriented forums and networks, amongst others the projects' midterm event. Projects are encouraged to stay in the loop with the JPI Urban Europe communication team that is ready to post latest results and findings on the website and



in newsletters. The Call Secretariat will request annual transnational project progress reports.

### Final phase

In the final phase, Making Cities Work communication activities strive to engage researchers to take part in knowledge sharing that involves researchers in other fields, and in dialogue with practitioners and policy makers. Projects will typically be grouped for coordinated outreach activities. Publishable reports and results will be published on the JPI Urban Europe website. Results will also be distributed through interviews, policy briefs, fact sheets, and in the Projects Catalogue. Projects will be involved in dedicated activities to implement and exploit results and outcomes. A final report is to be delivered to the Call Secretariat.

# 3 FORMALITIES AND REPORTS

**In the starting phase there are a few formalities to be sorted out among project partners and in relation to the Call Secretariat and national/regional funding agencies.**

Projects are expected to deliver short progress and status reports, written in English, to the Call Secretariat on an annual basis. All project coordinators will be informed in due time of upcoming activities and specific requirements.

## **Funding contracts**

The funding contracts are established by the project coordinator and project partners with their respective national/regional funding agencies.

## **Consortium Agreement**


A Consortium Agreement (CA) is obligatory for all projects. We recommend using as an example the DESCA model CA. Please note that the DESCA model CA is foreseen for H2020 projects with the EC as the only funder. Thus, several of the paragraphs have to be adapted as the Making Cities Work consortia have different funding agencies for the respective project parts carried out in the different countries.

## **Annual progress reports**

Projects are expected to deliver annual transnational progress reports to the Call Secretariat, after 12 months, 24 months and 36 months (depending on the project duration).

Annual transnational project progress reports have to be submitted by the project coordinator to the Call Secretariat via the JPI Urban Europe Online Project Monitoring System (under development). Details about the system and login credentials will be announced in due time. The transnational reporting is independent from the national/regional reporting requirements for each project partner. The reports are mainly used to monitor the progress of the project.

### Documents to download

 [Guidelines and templates to download](#)

### Other resources

 [The DESCAs model Consortium Agreement](#)

# 4 MONITORING AND SUPPORT ACTIVITIES

**The Making Cities Work team has set up dedicated activities to monitor project progress and to support the projects through their lifetime.**

## **Support activities**

Making Cities Work projects will benefit from JPI Urban Europe programme support activities. JPI Urban Europe has developed a typology of events that target different groups.

## **Projects meetings**

Within Making Cities Work, three project meetings are planned. Project meetings provide important occasions for projects to meet, to share knowledge and engage in strategic discussions. The kick-off meeting serves to give important information about programme requirements and support activities and to establish a sense of community from the start. The mid-term event serves as an important opportunity to monitor the progress of projects while the final event will mainly focus on dissemination of research results and partner search for future activities.

## **Guidelines and templates**

- Annual progress report (to be published in 2019)

# 5 COMMUNICATION

**The JPI Urban Europe communication team will support projects in all possible ways to communicate results and findings, providing visibility in different channels, producing fact sheets, translating and synthesize material and building narratives.**

Project results will be easily accessible from the JPI Urban Europe website. On the website, there will be subpages provided for each project with information on the project, contact details and links to external websites and reports. Projects are encouraged to provide material for these pages.

The main responsibility of communicating results remains, however, with the projects. Projects should therefore make their own communication plans and take care to produce their own publicly available material. Guidelines and good practice examples are available at [www.jpi-urbaneurope.eu](http://www.jpi-urbaneurope.eu).

## **Important Target Groups**

In all communication we strive to connect with researchers, urban policy makers and urban practitioners active in relevant fields who can benefit from and implement results from Making Cities Work projects in their daily business or future projects. In this context translating research findings into compelling narratives and guidelines is important. Since Making Cities Work aims to deliver useful knowledge that can influence and support policy making and policy makers on different levels, from global to European, national, regional and local level we try to stay in tune with policy development at the EU level, being prepared to bring results from Making Cities Work to the table.



JPI Urban Europe main communication channels are the JPI Urban Europe website and newsletter, conferences and seminars, policy briefs, synthesis reports, factsheets, social media, press and professional media, online media and broadcasted events.

## Guidelines and templates to download

-  [Guidelines on JPI Urban Europe corporate design and logos](#)
-  [Making Cities Work powerpoint template](#)

# 6 CORPORATE DESIGN

**To strengthen the JPI Urban Europe brand and to support a coherent communication, we provide projects with guidelines, PowerPoint templates and logotypes.**

Projects are encouraged to act as ambassadors and to share their results at conferences. Please make sure to use the logotypes of JPI Urban Europe and the involved funding bodies and to mention Making Cities Work.

## Further information

 [Making Cities Work powerpoint template](#)

## How to describe information on funding

Any dissemination and/or communication activity related to your JPI Urban Europe project (including electronic publishing, social media, etc.) must both

- display the JPI Urban Europe logo, and
- include the following text:

”This project has received funding in the framework of the Joint Programming Initiative Urban Europe.”

- Also the requirements of the Funding Agencies involved have to be respected.

# Logotypes

## Urban Europe



*Regular version*



*Black version*

### Use of the logo

**Minimum spacing:** The logo essentially has a white background. The protected area around it, where no other element may be placed, is equal to two times the variable  $x$  on all four sides:



# 7 CONTACT US

## Funding Agencies National contact points

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