



Sustainable
Urban
Global
Initiative
(SUGI)

FOOD-WATER-ENERGY NEXUS

GUIDELINES TO SUGI PROJECTS





This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 730254

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WELCOME TO SUGI!

The SUGI team strives for an active involvement of all projects through the entire projects duration and even after the projects have finalized. 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 SUGI team

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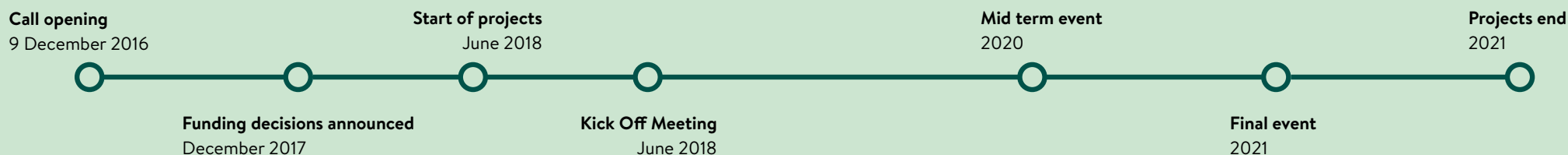
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2 OVERVIEW SUGI TIMELINE

SUGI projects starts in Spring 2018 and will run for three years until 2021. This chapter gives an overview of activities and requirement in the different phases of projects' lifetime.



The SUGI timeline can be divided into three phases: call promotion phase (2016–2017), projects phase (2018–2021) and the post projects phase when SUGI is officially finished (2021 onwards).

Guidelines to SUGI projects mainly focus on the projects phase (2018–2021). The projects phase is roughly subdivided into three phases: projects starting phase (2018), midterm (2019-2020) and final phase (2021).

Projects' starting phase

In the starting phase there are quite a few administrative issues and formalities to sort out with your consortium partners and the national funding agencies. A general recommendation is to contact your national funding agency on formal matters while the SUGI communication team can answer questions regarding communication and programme activities. The SUGI communication team invites the projects coordinator to nominate repre-

sentatives from the project to take part in a projects kick-off meeting and to provide material for the Projects Catalogue. Subpages are set up for each project at the website www.jpi_urbaneurope.se, the hub of communication, with links to projects own websites.

Midterm phase

In the midterm phase when projects are up and running the SUGI team encourages and supports knowledge sharing among projects and invite projects to be active in various scientific and practitioner oriented forums and networks, amongst other projects' midterm event and Urban Transitions

pathways symposium. Projects are encouraged to stay in the loop with the SUGI communication team that are ready to post latest results and findings on the website and in newsletters. The call secretariat will request annual progress reports that an expert committee gives feedback on.

Final phase

In the final phase SUGI 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 to be published at the website. Results will also be distributed through interviews, policy briefs, fact sheets and in the projects catalogue. Projects to be involved in dedicated activities to implement and exploit results and outcomes. A final report to be delivered to the call secretariat.

3 FORMALITIES AND REPORTS

In the starting phase there are a few formalities to sort out among project partners and in relation to the call secretariat and national funding agencies.

Projects are expected to deliver short progress and status reports, written in English, to the call secretariat on an annual basis. In relevant cases projects will be asked to write policy briefs and innovation briefs. 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 DESCAs model CA. Please note that the DESCAs 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 SUGI consortia have different funding agencies for the respective project parts carried out in the different countries.

Data management

Data management plans are obligatory in the SUGI call. In the case this is relevant you can receive valuable information at the European Commission website.

In 2015, the Belmont Forum adopted open Data Policy and Principles, a step widely recognized as essential to making informed decisions in the face of rapid changes affecting the Earth's environment.

Data management plans are not meant to be static but rather evolve along with the project.

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 projects duration).

Reports will be assessed by an expert committee that will come up with recommendations for further improvements. The transnational reporting is independent from the national 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](#)

 [Belmont Forum adopted open Data Policy and Principles](#)

4 MONITORING AND SUPPORT ACTIVITIES

The SUGI team has set up dedicated activities to monitor progress and to support the projects through the SUGI lifetime.

Expert committee on innovation and impact delivery

An expert committee on innovation and impact delivery is to be established to induce a proactive approach to innovation and impact delivery at programme level as well as project level. The expert committee will compile and provide material into a project assessment reports on innovation and impact delivery with recommendations to projects for the next period of funding.

The expert committee will further present annual summary reports that assess SUGI on a programme level and benchmark the level of innovation and impact towards specific objectives in the SUGI call as well as the JPI Urban Europe Strategic Research and Innovation Agenda and the objectives of the UN Sustainable Development Goals and the Future Earth's 2025 vision.

For this purpose, a toolkit with definitions and indicators and benchmarks to measure innovation and impact from projects on an annual basis will be developed together with templates for projects to use, i.e. policy briefs templates and innovation briefs templates.

Support activities

SUGI projects will benefit from Belmont Forum and JPI Urban Europe program support activities. Belmont Forum support activities include the Global Sustainability Scholars, Future Earth Coordination activities to foster and facilitate cross-project synthesis. The Belmont Forum e-Infrastructure and Data Management team can provide data skills training. JPI Urban Europe has developed a typology of events that target different groups.

Events

A series of SUGI tailored seminars are planned for towards the mid- and end term of SUGI. This includes a series of web-streamed seminars gathering SUGI projects for coordinated outreach to specific targeted publics, building upon clustering and cross-cutting analysis and the innovation and policy

briefs as well as two exploitation workshops targeted towards stakeholders in business/industry and cities. Events are free of charge but travelcosts typical will have to be covered within the project budget.

Projects meetings

Three project meetings are organised during SUGI. 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 an important opportunity to monitor the progress of projects while the final event will mainly focus on disseminating of research results and partner search for future activities.

Project Coordinators Group

All SUGI project coordinators will be invited to workshops or will meet back-to-back with other relevant events twice a year to share state of play of individual projects, to share knowledge, avoid duplications and discuss the feed-back and recommendations from the expert committee.

Guidelines and templates

- Annual progress report (to be published in 2019)
- Policy Briefs templates (to be published in 2019)
- Innovation Briefs templates (to be published 2019)
- Toolkit with definitions of innovation and impact, indicators and benchmarks to monitor innovation and impact from projects (to be published in 2019).

5 COMMUNICATION

The SUGI communication team will support projects in all possible ways to communicate results and findings, providing visibility in in different channels, producing factsheets, translating and synthesize material and building narratives.

Projects results will be easily accessible from the JPI Urban Europe website as well as the Belmont Forum website. Subpages are 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 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 SUGI projects in their daily business or future projects. In this context translating research findings into compelling narratives and guidelines is important. Since SUGI aims to deliver useful knowledge that can influence and support policy making and policy makers on different levels, from global to European, national and regional and local level we try to stay in tune with policy development at the EU level, being prepared to bring results from SUGI to the table.

SUGI main communication channels are newsletters, JPI Urban Europe and Belmont Forum websites, conferences and seminars, policy briefs, synthesis reports, factsheets, social media, press and professional media, online media and broadcasted events.

Online stakeholder involvement platform

SUGI connect


The initiative offers access to a global network of researchers, practitioners, stakeholders and experts in urban development.

SUGI projects will begin in Spring 2018 and run for three years. From the very beginning we will strive to facilitate an on-going debate, which will include researchers and stakeholders, and to provide results, knowledge and opportunities to get involved via different channels.







SUGI connect is a virtual network of stable dissemination nodes consisting of organisations and networks interested in future food, water and energy solutions in cities that can help facilitate the communication with stakeholders around the globe interested in the outcomes and results from the SUGI research projects.

Everyone can become a part of the SUGI nexus worldwide community and stay in tune with the initiative via the JPI Urban Europe and Belmont Forum websites, newsletters and twitter.

Sign up for the SUGI newsletter via jpi-urbaneurope.eu

 **Twitter hashtag**
#suginexus

Guidelines and templates to download

-  [SUGI Communication Plan](#)
-  [Guidelines for European Commission funding information and logos](#)
-  [Policy brief guidelines](#)
-  [Video guidelines](#) (to follow)
-  [SUGI powerpoint template](#)
-  [Links to material form other parties](#)

6 CORPORATE DESIGN

To strengthen the SUGI brand and to support a coherent communication we provide projects with guidelines, powerpoint templates and logotypes.

The material is available at the JPI Urban Europe website. Projects are encouraged to act as ambassadors and to share their results at conferences. Please make sure to use the logotypes of SUGI and the funding bodies, i.e. Belmont Forum, JPI Urban Europe and European Commission and to mention SUGI.

SUGI logotypes

Green



Horizontal



Square



Further information

-  [European Commission Communication guidelines](#)
-  [SUGI powerpoint template](#)

Logotypes

Urban Europe



Regular version



Black version



Download logo Package

Belmont Forum



European Commission



How to describe information on funding

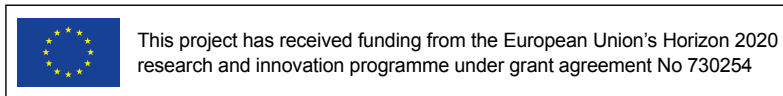
1. For programmes co-funded by the European Commission

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, the European flag, and
- include the following text:

”This project has received funding in the framework of the Joint Programming Initiative Urban Europe, with support from the European Union’s Horizon 2020 Research and Innovation Programme under grant agreement No 730254.”

Visual example:



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

7 CONTACT US

The SUGI initiative is operated on a daily basis by an international management team. Many operational issues are dealt by national funding agency contact points.

Coordination and public relations

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National funding agencies

Contact information to all national funding agencies involved in SUGI and their contact persons are available at www.jpi-urbaneurope.eu



Sustainable Urbanisation Global Initiative (SUGI)

F O O D - W A T E R - E N E R G Y N E X U S



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