Guidelines to *EN-UAC* projects

WELCOME TO ERA-NET Cofund Urban Accessibility and Connectivity (EN-UAC)!

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 ERA-NET Cofund Urban Accessibility and Connectivity team

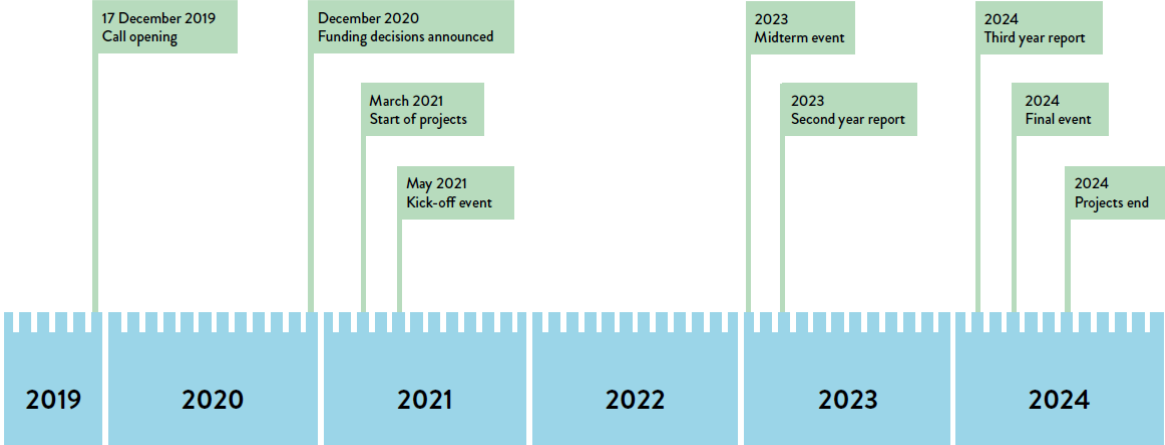# Content

OVERVIEW AND ERA-NET Cofund Urban Accessibility and Connectivity TIMELINE

ERA-NET Cofund Urban Accessibility and Connectivity (EN-UAC) projects start in winter-spring 2021 and will run for three years until 2024. This chapter gives an overview of activities and requirements in the different phases of projects' lifetime.

17 December 2019 Call opening	December 2020 Funding decisions announced		2023 Midterm event	2024 Third year report
	March 2021 Start of projects		2023 Second year report	2024 Final event
	May 2021 Kick-off event			2024 Projects end

| 2019 | 2020 | 2021 | 2022 | 2023 | 2024 |

The EN-UAC timeline can be divided into three phases: call promotion phase (2019–2020), projects phase (2021-2024) and the post-projects phase when EN-UAC is officially finished (2024 and onwards). Guidelines to EN-UAC projects mainly focus on the projects phase (2021-2024). The projects phase is roughly subdivided into three phases: projects' starting phase (2021/22), midterm (2022-2023) and final phase (2023/24). Project durations vary, but the majority of the projects has a duration of 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. The JPI Urban Europe communication team invites the projects' coordinators to nominate representatives from the projects 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.eu, the hub of communication, with links to projects' own websites.

Midterm phase

In the midterm phase, when projects are up and running, the EN-UAC 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, EN-UAC 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.

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. 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 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 *EN-UAC* consortia have different funding agencies for the respective project parts carried out in the different countries.

Data management

The JPI Urban Europe wish to promote open, transparent and robust urban and global change research by encouraging more open sharing of research data, leading to wider data analysis, more data re-use, and the combination of datasets from multiple sources. The JPI Urban Europe believe that an increased emphasis on the open sharing of research data has the potential to stimulate new approaches to the collection, analysis, validation and management of data, and to the transparency of the research process. However, the JPI Urban Europe also recognize that not all research data can be shared openly, and that there will be legitimate reasons to constrain access, for example the risks to the privacy of individuals must always be considered where data arise from, or are derived from, personally identifiable data.

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**. Details about the system and login credentials will be sent individually to each project coordinator. 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.

Other resources

The DESCA model Consortium Agreement

MONITORING AND SUPPORT ACTIVITIES

The EN-UAC team has set up dedicated activities to monitor project progress and to support the projects through their lifetime.

Support activities

EN-UAC projects will benefit from JPI Urban Europe programme support activities. JPI Urban Europe has developed a typology of events that target different groups.

Project meetings

Within EN-UAC, 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.

Projects' Contact Point (PCP)

The projects contact point will be part of the monitoring activities of EN-UAC. The aim of this Projects Contact Point (PCP) is to find out what type of questions arise from the transnational projects and to provide a support linking the projects to the members of the EN-UAC consortium as well as with the other activities running at the level of the JPI Urban Europe Programme. With the collection of questions, a FAQ list will be established.

During the runtime of the projects, the projects contact point observes the projects' progress, together with the projects identifies relevant results and helps communicating and disseminating these.
Several brief informal meetings will be held every 4-5 months with members of the transnational projects to also strengthen cross-project relations.

Contact: projects@jpi-urbaneurope.eu

Guidelines and templates

- Annual progress report template (to be published in 2021)

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 factsheets, 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 https://jpi-urbaneurope.eu/guidelines-to-projects/.

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 EN-UAC projects in their daily business or future projects. In this context translating research findings into compelling narratives and guidelines is important. Since EN-UAC 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 EN-AUC 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. Information about the activities addressing and involving the EN-UAC are described in the EN-UAC Communication plan.

Guidelines and templates to download

- Guidelines on JPI Urban Europe corporate design and logos
- Guidelines for European Commission funding information and logos
- EN-UAC ppt-template

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 *ERA-NET Cofund Urban Accessibility and Connectivity*.

Official Call Illustration

Projects can use the EN-UAC official call illustration in their communication if the aim is to strengthen the context of the EN-UAC call. It should be clear that the illustration belongs to the EN-UAC call and not the funded project.

- It is not allowed to crop the illustration or to change the dimensions to an asymmetrical form

- It is not allowed to modify the illustration or to create new images from the illustration

- It is not allowed to place text or other elements in or on top of the illustration

Hashtags to use

Hashtags in order of priority:

1. #EN-UAC
2. #UrbanMobility
3. #15mincities
4. #15MC

Mentions:

@jpiurbaneurope

Logotypes

Urban Europe logotype

Logotype

Logo black

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:

- It is not allowed to crop the logos or to change the dimensions to an asymmetrical form

- It is not allowed to modify the logos or to create new images from the logos

- It is not allowed to place text or other elements in or on top of the logos

European Commission logotype

European Commission Communication guidelines and good practice examples:
https://ec.europa.eu/info/resources-partners/european-commission-visual-identity_en

Download EC logo package

Urban Europe logos

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 the European Commission logo
- include the following text:

    "This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 875022."

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

CONTACT US

Communication and events

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Projects' contact point

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Call secretariat

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Vincent van Doninck, NWO Netherlands: v.vandoninck@nwo.nl

Aniek van der Eersten, NWO Netherlands: a.vandereersten@nwo.nl

National funding agencies

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