

Guidelines to Projects of the *Positive Energy Districts and Neighbourhoods* Pilot Call



June 2021

1 WELCOME TO THE *POSITIVE ENERGY DISTRICTS AND NEIGHBOURHOODS* PROGRAMME!

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 Positive Energy Districts and Neighbourhoods team

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2 OVERVIEW AND POSITIVE ENERGY DISTRICTS AND NEIGHBOURHOODS PILOT CALL TIMELINE

Projects of the *Positive Energy Districts and Neighbourhoods* Pilot Call start in late 2020 or spring 2021 and will run for a maximum of two years until 2022/23. This chapter gives an overview of activities and requirements in the different phases of projects' lifetime.



The Positive Energy Districts and Neighbourhoods Pilot Call timeline can be divided into three phases: call promotion phase (2020), projects phase (2020/21-2022/23) and the post-projects phase when the Positive Energy Districts and Neighbourhoods Pilot Call is officially finished (2022/23 onwards). Guidelines to projects of the Positive Energy Districts and Neighbourhoods Pilot Call projects mainly focus on the projects phase (2020/21-2022/23). The projects phase is roughly subdivided into two phases: projects' starting phase (2020/21), midterm phase (2021/22) and final phase (2022/23). Project durations vary, but the majority of the projects has a duration of 18 to 24 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 *Positive Energy Districts and Neighbourhoods* team encourages and supports knowledge sharing among projects and invites projects to be active in various scientific and practitioner-oriented forums and networks. 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 an annual transnational project progress report.

Final phase

In the final phase, communication activities regarding the *Positive Energy Districts and Neighbourhoods* Pilot Call 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 technical and publishable 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, plus a final publishable report. 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 *Positive Energy Districts and Neighbourhoods* Pilot Call consortia have different funding agencies for the respective project parts carried out in the different countries.

Data management

The JPI Urban Europe wishes 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 believes 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 recognizes 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 and 24 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 DESCAs model Consortium Agreement](#)

4 MONITORING AND SUPPORT ACTIVITIES

The *Positive Energy Districts and Neighbourhoods* team has set up dedicated activities to monitor project progress and to support the projects through their lifetime.

Support activities

Positive Energy Districts and Neighbourhoods Pilot Call 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 the *Positive Energy Districts and Neighbourhoods* Pilot Call, two 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 final event will mainly focus on dissemination of research results and partner search for future activities.

Guidelines and templates

- Templates for annual project progress report and final publishable report (to be published later in 2021)

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 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 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 *Positive Energy Districts and Neighbourhoods* Pilot Call projects in their daily business or future projects. In this context translating research findings into compelling narratives and guidelines is important. Since the *Positive Energy Districts and Neighbourhoods* programme 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 the *Positive Energy Districts and Neighbourhoods* programme 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
- *Positive Energy Districts and Neighbourhoods* .ppt 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 the *Positive Energy Districts and Neighbourhoods* Pilot Call.

Official call illustration

Projects can use the *Positive Energy Districts and Neighbourhoods* official call illustration (see front page) in their communication if the aim is to strengthen the context of the *Positive Energy Districts and Neighbourhoods* Pilot Call. It should be clear that the illustration belongs to the *Positive Energy Districts and Neighbourhoods* Pilot 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. #PED
2. #PositiveEnergyDistricts
3. #EnergyTransition
4. #UrbanTransformation

Mentions:

@jpiurbaneurope

Logotypes

Urban Europe logotype



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 logo or to change the dimensions to an asymmetrical form.
- It is not allowed to modify the logo or to create new images from the logo.
- It is not allowed to place text or other elements in or on top of the logo.

[Download logo package](#)

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.

7 CONTACT US

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