

# Guidelines to *Urban Migration* projects



## Welcome to *Urban Migration!*

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 Urban Migration team*

# Content

Overview and *Urban Migration* Timeline

Formalities and Reports

Monitoring and Support Activities

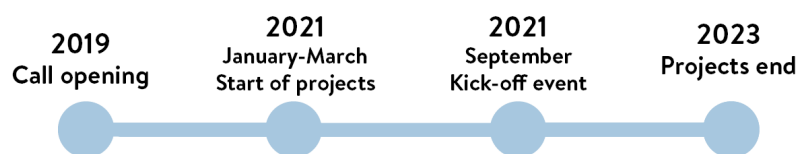
Communication

Corporate Design

Contact Us

## OVERVIEW AND *URBAN MIGRATION* TIMELINE

*Urban Migration* projects start in winter/spring 2021 and will run for a maximum of 18 months until 2022/23. This chapter gives an overview of activities and requirements in the different phases of projects' lifetime.



*The Urban Migration call timeline can be divided into three phases: call promotion phase (2020), projects phase (2021-2022) and the post-projects phase when the Urban Migration call is officially finished (2022/23 onwards). Guidelines to Urban Migration projects mainly focus on the projects phase (2021-2022). The projects phase is roughly subdivided into three phases: projects' starting phase (2021), midterm (2021/22) and final phase (2022/23). Project durations vary, but the majority of the projects has a duration of 18 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, the hub of communication, with links to projects' own websites.

### **Midterm phase**

In the midterm phase, when projects are up and running, the *Urban Migration* 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, *Urban Migration* 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, and fact sheets. 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 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 *Urban Migration* 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 18 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.

## MONITORING AND SUPPORT ACTIVITIES

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

### Support activities

*Urban Migration* 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 *Urban Migration*, 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 (organised back-to-back to a projects meeting of another call) will mainly focus on dissemination of research results and partner search for future activities.

### Guidelines and templates

- Annual progress report template (to be published later 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 [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 *Urban Migration* projects in their daily business or future projects. In this context, translating research findings into compelling narratives and guidelines is important.

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
- *Urban Migration* .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 the *Urban Migration* call.

### Official Call Illustration

Projects can use the *Urban Migration* official call illustration (see front page) in their communication if the aim is to strengthen the context of the *Urban Migration* call. It should be clear that the illustration belongs to the *Urban Migration* 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. #UrbanMigration
2. #UrbanGovernance

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.

## CONTACT US

### Communication and events

Amanda Ritzman, IQS, Sweden: [amanda.ritzman@iqs.se](mailto:amanda.ritzman@iqs.se)

### Call Secretariat

Johannes Bockstefl, Austrian Research Promotion Agency (FFG): [johannes.bockstefl@ffg.at](mailto:johannes.bockstefl@ffg.at)

### National funding agencies

Contact information to all national funding agencies involved in *Urban Migration* and their contact persons are available at: [www.jpi-urbaneurope.eu](http://www.jpi-urbaneurope.eu)