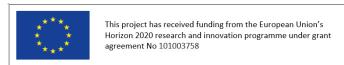# Guidelines for BTC-ENUTC projects

Welcome to the ERA-NET Cofund Urban Transformation Capacities (BTC-ENUTC)!

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 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.

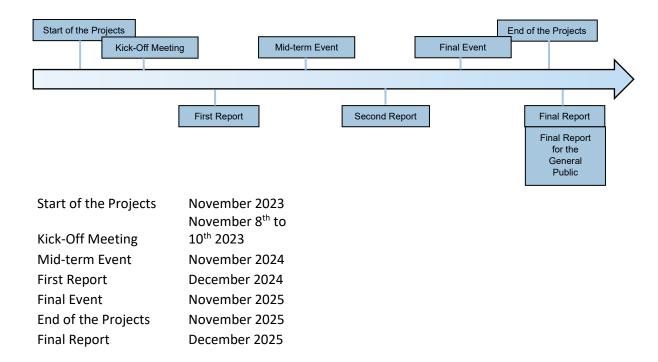*The JPI Urban Europe BTC-ENUTC team*

Content

Overview and Timeline

BTC-ENUTC projects start in November 2023 and will run for two years until 2025. This chapter gives an overview of activities and requirements in the different phases of projects' lifetime.

Start of the Projects	November 2023
Kick-Off Meeting	November 8th to 10th 2023
Mid-term Event	November 2024
First Report	December 2024
Final Event	November 2025
End of the Projects	November 2025
Final Report	December 2025

The BTC-ENUTC timeline can be divided into three phases: call promotion phase (2023), projects phase (2023-2025) and the post-projects phase when BTC-ENUTC is officially finished (2025 onwards). Guidelines to BTC-ENUTC projects mainly focus on the projects phase (2023-2025). The projects phase is roughly subdivided into three phases: projects' starting phase (2023), midterm (2023/24) and final phase (2024/25). Project durations vary, but the majority of the projects has a duration of 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 https://jpi-urbaneurope.eu/calls/enutc/ and https://jpi-urbaneurope.eu/projects/, the hub of communication, with links to projects' own websites.

Midterm phase

In the midterm phase, when projects are up and running, the BTC-ENUTC 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, BTC-ENUTC 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, Monitoring 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 BTC-ENUTC consortia have different funding agencies for the respective project parts carried out in the different countries.
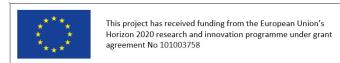
Data management

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.

The JPI Urban Europe considers that the production and implementation of a project-specific data management plan is an essential requirement to enable the sharing of research data. Research data includes:

- digital information created directly from research activities such as experiments, analysis, surveys, measurements, instrumentation and observations;
- data resulting from automated or manual data reduction and analysis including the inputs and outputs of simulations and models.

Project-specific data management plans should be in accordance with relevant standards and community best practice, and which may vary by subject and disciplinary area. Research data should normally be open by default, unless there are legitimate reasons to constrain access, and the data must be made available with minimum time delay, including being discoverable through catalogues and search engines. Data with acknowledged long-term

value should be preserved, protected from loss and remain accessible and usable for future research in sustainable and trustworthy repositories.

To enable research data to be discoverable and effectively re-used by others, including those outside the discipline of origin, sufficient metadata should be recorded and made openly available to enable other researchers to understand the research and re-use potential of the data. Published results should always include information on how to access the supporting data and other research materials. Researchers should ensure that metadata created to support research datasets retained for the long-term is sufficient to allow other researchers a reasonable understanding of those datasets and thereby minimise unintentional misuse, misinterpretation or confusion.

Data Management Plan Requirements

A Data Management Plan (DMP) describes the data management life cycle for the data to be collected, processed and/or generated by a research project funded within this call. As part of making research data findable, accessible, interoperable and re-usable (FAIR), a DMP should include information on:

- the handling of research data during and after the end of the project;
- the types of data, samples, physical collections, software, curriculum materials, and other materials to be collected, processed and/or generated in the course of the project;
- the standards to be used for data and metadata format and content (where existing standards are absent or deemed inadequate, this should be documented along with proposed solutions or remedies);
- policies for broad access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements;
- policies and provisions for re-use, re-distribution, and the production of derivatives;
- plans for archiving data, samples, and other research products, and for preservation of access to them via an institutionally-supported repository.
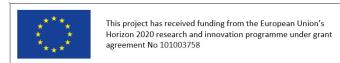
Annual progress reports

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. 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.

Final Report for the General Public

Additionally, after 24 months a final report for the general public must be submitted and will be published on the JPI Urban Europe website, websites of national/regional funding agencies and funding bodies and websites of the European Commission.

Support Activities

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

Support activities

BTC-ENUTC 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 BTC-ENUTC, 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-UTC. 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-UTC 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, identifies together with the projects 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. The PCP also acts as your primary contact concerning changes in the consortium and project extensions.

Contact: projects@jpi-urbaneurope.eu

Communication

The JPI Urban Europe communication team will support projects in all possible ways to communicate results and findings, providing visibility in diferent 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 BTC-ENUTC projects in their daily business or future projects. In this context translating research findings into compelling narratives and guidelines is important. Since BTC-ENUTC 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 BTC-ENUTC 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.

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 BTC-ENUTC.

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:

Acknowledgements

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

- Display the JPI Urban Europe logo
- Must respect requirements of the Funding Agencies involved

Guidelines and templates to download

- Guidelines on JPI Urban Europe corporate design and logos
- Guidelines for European Commission funding information and logos
- EN-UTC ppt-template
- European Commission Communication guidelines and good practice examples

Contact Information

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Projects' contact point

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Contact information to all national funding agencies involved in BTC-ENUTC and their contact persons are available at https://jpi-urbaneurope.eu/calls/building-transformation-capacity-through-arts-and-design-unlocking-the-full-potential-for-urban-transitions-btc-enutc/