

# CIVITAS

Sustainable and smart mobility for all

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## Call for a CIVINET Annual Plan 2024

### Call information

This call has been launched by CIVITAS MUSE, the current CIVITAS Initiative Coordination & Support Action (CSA). CIVITAS MUSE has received funding from the European Union. Views expressed in this document are however those of the authors only and do not necessarily reflect those of the European Union.

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# 1 Introduction

## 1.1 About the CIVITAS Initiative

The CIVITAS Initiative is one of the flagship programmes helping the European Commission achieve its ambitious mobility and transport goals, and in turn those in the European Green Deal. It does this by acting as a network of cities, for cities, dedicated to sustainable urban mobility.

Through peer exchange, networking and training, CIVITAS fosters political commitment and boosts collective expertise, equipping cities to put mobility at the heart of local decarbonisation efforts. It also offers local authorities and practitioners opportunities to develop, test, and roll out innovative sustainable urban mobility measures.

Co-funded by the European Commission, CIVITAS is supporting cities to reduce harmful emissions and ensure smart and sustainable urban mobility is a reality for all. In doing so, it is making mobility a driving force behind the creation of the climate-neutral and resilient cities Europe and its citizens need.

Furthermore, the CIVITAS Community gathers actors united in their desire for sustainable and smart urban mobility. Next to cities, policymakers and the European Commission, the CIVITAS National Networks (CIVINETs) are an important member of this Community.

The CIVITAS Initiative is currently coordinated by CIVITAS MUSE.

## 1.2 About CIVITAS MUSE

CIVITAS MUSE supports the CIVITAS Community to increase its impact on urban mobility policy making and advance it to a higher level of knowledge, exchange, and sustainability.

As the current Coordination and Support Action for the CIVITAS Initiative, CIVITAS MUSE also supports the CIVITAS National Networks (CIVINETs) and to embrace an increased role for them in sharing knowledge at a national and regional level by

1. Incentivised operational support: Providing targeted, plan-based support for regional and national outreach and collaboration activities in local languages, whilst in balance to encourage local support and efficient resource use.
2. Fusing regional linkages with CIVITAS: Welding the operation of CIVINETs to their wider CIVITAS Community, helping to support the change and outcomes delivered centrally by the CIVITAS MUSE consortium on behalf of the European Commission.
3. Mutual understanding of replication contexts: Greater awareness of CIVITAS results and EU policy by CIVINETs accompanied by greater understanding within the CIVITAS Community of CIVINETs' requirements for effective replication at the regional and Member State level.

### 1.3 About the CIVITAS National Networks

The CIVITAS National Networks (CIVINETs) are networks of cities and relevant institutions promoting the CIVITAS approach at the local level, overcoming language and contextual barriers for local authorities and organisations interested in sustainable urban mobility.

Differentiated by region and clustered by language, CIVINET members work together to engage at both European and national levels on transport policy, legislation and funding. CIVINETs work independently but also cooperate with each other to share learning and experiences on sustainable urban mobility.

The main aim of the CIVINETs is to strengthen the local, regional and national capacity around sustainable urban mobility. In this regard, the CIVINETs

1. Act as ambassadors of the European mobility policy and convey the EU and EC messages, or translate the EU policy at and for local, regional and national stakeholders.
2. Collect inputs from their members on the challenges that they face when putting in practice EU urban mobility policy or programmes.
3. Bridge with the CIVITAS Research and Innovation projects and their results and facilitate the take-up and replication of these project results in the language-based area of the respective CIVINET.

### 1.4 About the Annual Plan

The format of the CIVINET Activity Fund, administrated by the former CIVITAS Coordination and Support Action CIVITAS ELEVATE, is converted into an annual budget for the CIVINETs, responsive to an Annual Plan.

Such an Annual Plan takes into account the overall vision of a CIVINET and the specific mission for the year to come, including proposed activities in order to reach both. This plan-based budgeting allows the CIVINETs to focus on their work in creating more impactful positive results whilst controlling administrative and organisational requirements.

## 2 Call information

### 2.1 Invitation

Eligible CIVINET Secretariats are invited to answer this call for a CIVINET Annual Plan 2024 for the period February 2024 – December 2024.

Applications have to be submitted by **Tuesday, 05 December 2023, 17:00 Brussels time** via email to [civinet@mobi21.be](mailto:civinet@mobi21.be).

### 2.2 Eligible applicants

CIVINET Secretariats fulfilling the following conditions are eligible for funding:

1. The hosting organisation of the respective CIVINET Secretariat signed the Memorandum of Understanding 2023, and
2. The hosting organisation of the respective CIVINET Secretariat is not a beneficiary of CIVITAS MUSE, the CIVITAS Coordination and Support Action.

Non-eligible CIVINET Secretariats are, however, encouraged to also submit an application in order to get the full picture of all plans.

### 2.3 Types of activities to be funded

Activities funded via this call have to add value to the main assets of the CIVITAS Initiative, and take into account their main aim and roles as described above.

Proposed activities have to take into account all of the following four types:

1. Capacity building activities: Delivery of capacity building events for mobility practitioners and policymakers from cities, such as the organisation of workshops, seminars or webinars to provide expert advice to members.
2. Transfer and take-up activities: Organisation of transfer and uptake activities, such as hosting fellow cities for peer-to-peer exchanges on specific measures via site visits, study tours, work placements, feasibility studies etc.
3. Communication and dissemination activities: Production and distribution of CIVINET dissemination material or the development and maintenance of new or existing communication channels or other activities related to communication.
4. Other activities: Other activities that do not correspond to one of the three above mentioned types, but would support to fulfill the role of the CIVINET and to reach their vision, such as (re)presentation at third party events, supporting the growth of the CIVITAS Network of Cities or the CIVITAS Educational Network.

## 2.4 Available funding

The funding per CIVINET Secretariat for 2024 amounts to a maximum of EUR 15,000.00.

## 2.5 Timeline

Launch	06 November 2023
Submission deadline	05 December 2023
Evaluation	06-12 December 2023
Evaluation results to European Commission	13 December 2023
Evaluation results communicated to CIVINETs	20 December 2023
Negotiations	08-19 January 2024
Signature of subcontract	26 January 2024
Advance payment	After receiving invoice for advance payment
Period of activities	01 February 2024 - 31 December 2024
Last day of activities	31 December 2024
Submission of an activity and financial report	31 January 2025
Final payment	After receiving invoice for final payment

## 2.6 Application process and submission

It is mandatory to use the application form, which is made available as MS Word document (*CIVINET Annual Plan 2024 – application form.docx*) to all CIVINET Secretariats via a public call on the CIVITAS website and via the internal CIVITAS Exchange Hub.

The application form has been submitted as MS Word document with the following title: *CIVINET Annual Plan 2024 – application form – CIVINET [name].docx* via email to [civinet@mobi21.be](mailto:civinet@mobi21.be).

During the period of the application process, which is 06 November – 05 December 2023, a CIVINET Secretariat can communicate with the administrator of this call, Mobi21, in two different ways:

1. If a communication would be interesting and important also for other CIVINET Secretariats, it can take place via the CIVITAS Exchange Hub's folder, where also the call is published.
2. If a communication is confidential or neither interesting nor important also for other CIVINET Secretariats, the communication should take place only via email to [civinet@mobi21.be](mailto:civinet@mobi21.be).

## 2.7 Evaluation

Evaluations will be undertaken independently by Mobiel 21 and ICLEI, based on an evaluation procedure and followed by an endorsement provided by the European Commission.

Only if an application reaches all thresholds as mentioned below, the applicant will be invited for further negotiations. Next to this, please note that in case of

1. An application is submitted after the deadline, or
2. Substantial information about the applicant is missing, or
3. The declaration has not been provided, or
4. The application process hasn't been followed,

the application will be rejected.

The following evaluation criteria, maximum points and thresholds are taken into account.

Criteria	Maximum points	Threshold
Argumentation	15	11
Vision statement	15	11
Mission statement 2024	20	15
Proposed capacity building activities	15	11
Proposed transfer and take-up activities	15	11
Proposed communication and dissemination activities	10	8
Proposed other activities	10	8
<b>Total</b>	<b>100</b>	<b>75</b>

## 2.8 Award of funding

### Subcontract

Upon positive evaluation of the Annual Plan 2024, followed by negotiations, and after endorsement provided by the European Commission, Mobiel 21 as administrator of the fund on behalf of CIVITAS MUSE, and, on the other hand, the organisation that hosts the respective CIVINET Secretariat, agree to enter into a subcontract under the terms and conditions provided in therein.

By signing the subcontract, both parties accept on its content and the organisation that hosts the CIVINET Secretariat agrees to implement the accepted activities under their own responsibility and in accordance with this respective subcontract and with all the obligations and conditions it sets out.

### Payment

Awarded funds will be paid in two instalments:

1. After signing the subcontract, and after receiving the first invoice, an advance payment in the amount of EUR 7,500.00 will be done.
2. After approval of an activity and financial report, and after receiving the second, final, invoice, the final payment will be done. This final payment takes into account the balance between the total reported costs and the advance payment.

### Reporting

Within one month of the completion of the last funded activity, but not later than by Friday, 31 January 2025, a concise assessment of the main activities and achievements has to be provided by all CIVINET Secretariats that applied for funding under this call. Here, all the activities, how they were executed, and what impacts they have or had, have to be explained in English language. A template for this report will be made available in due time.

As soon as the fully completed activity and financial report has been approved, the CIVINET Secretariat has to provide the second, final, invoice. The final payment will be done latest within one month after approval of the report.

All, or parts of, the information provided in this activity and financial report, except those that are classified as confidential, will be used as input for further communication and dissemination purposes on behalf of CIVITAS MUSE.



### 3 Legal Disclaimer

None of the funded CIVINETs, who must base their proposals on the principles for best value for money and ensure the absence of any conflict of interest, will themselves serve as 'contracting authorities' or 'contracting entities' when utilising the funding. This Call for a CIVINET Annual Plan 2024 is organised according to the internal procurement principles and rules of Mobiel 21, which are in line with the EU legislation in public procurement (Directives 2004/18/EC and 2004/17/EC or any EU legislation that replaces these directives). The organisation that hosts a CIVINET Secretariat will be treated as qualified subcontractor.

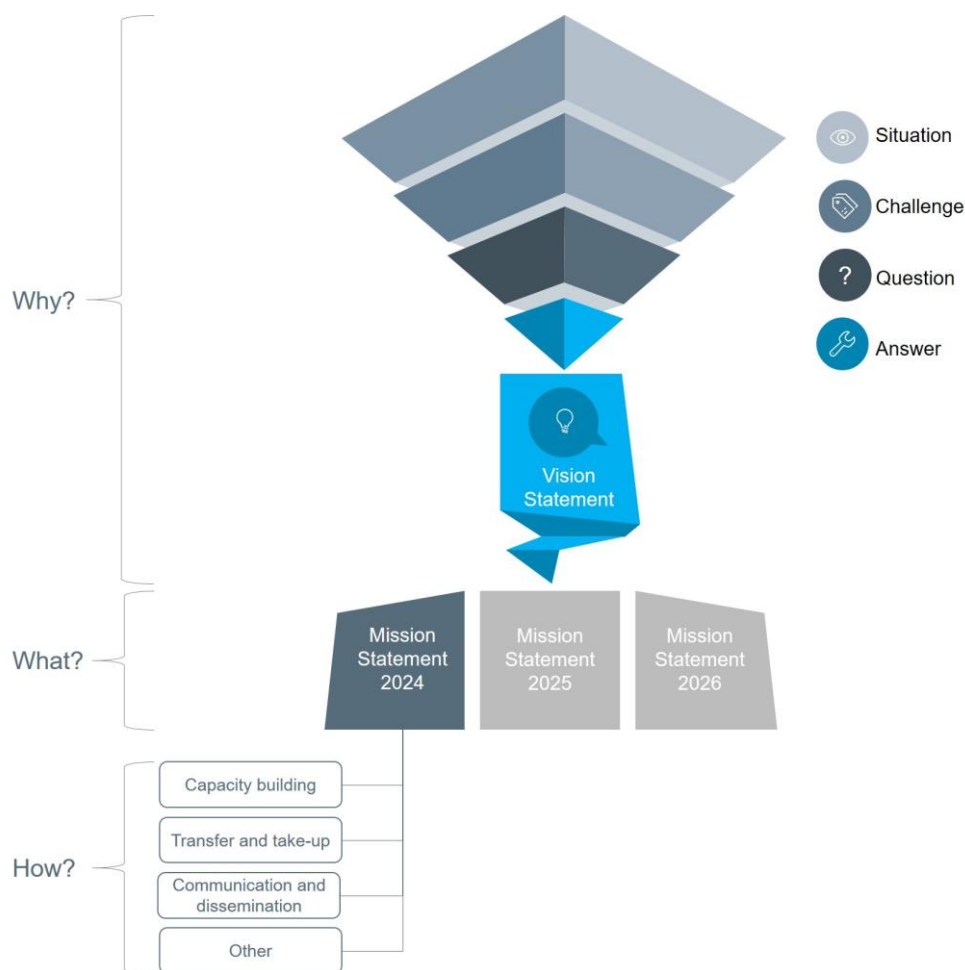
### 4 Helpdesk

For further information or enquiries, please contact Mobiel 21 via the Exchange Hub or via [civinet@mobiel21.be](mailto:civinet@mobiel21.be).

# Annex | Application form guidelines

## 1 Technical part

First of all, the applicant has to provide the reason why there is a need for the respective CIVINET. Afterwards, and taking into account the outcomes, a vision statement for the CIVINET has to be provided. Following this, the applicant has to provide a mission statement for 2024 and base its proposed activities on it.



### 1.1 Argumentation

The applicant is asked to provide the reason for being an active CIVINET. This line of argumentation follows the SCQA framework, which stands for "Situation – Challenge – Question – Answer". It serves as a method to convey complex information in more understandable ways, and, in this context, also supports the formulation of a vision statement.

In the following all four components are explained by detailing what has to be provided. In order to support providing this information, the CIVITAS Initiative is used as an example.

### Situation

Provide an overview of the situation in terms of sustainable urban mobility in the area that is covered by the CIVINET (100-150 words).

Example: Europe is one of the most urbanised regions in the world, with a huge variety of towns and cities that are important hubs of economic and social activity. When it comes to urban planning and urban quality of life, European cities are often looked up to by the rest of the world as attractive places to visit, live, study, work and do business in, with mobility and transport as key enablers. As main connection points, cities are key components of the trans-European transport network (TEN-T), the backbone of the Single European Transport Area and essential for a well-functioning single market. Many European cities are global frontrunners when it comes to transport innovation, sustainable urban mobility planning and the implementation of ambitious climate and road safety targets.

### Challenge

Provide the most important challenge(s) or aspect(s) to be covered in terms of sustainable urban mobility in the area that is covered by the CIVINET (80-100 words).

Example: However, cities are still facing major challenges to further improve their mobility and transport system. At the same time, they still have to fully tackle the negative consequences of transport for society, health and environment. The urgency of such solutions is clear. Nearly 70% of EU citizens live in urban areas, where the effects of transport-produced greenhouse gas emissions - which account for a quarter of the EU's total emissions - air and noise pollution as well as congestion and road fatalities are felt most severely.

### Question

Provide a real question for which the CIVINET has to find an answer if it wants to solve the challenge(s) or aspect(s) (10-30 words).

Example: How can we reduce these harmful emissions and ensure smart and sustainable urban mobility is a reality for all?

### Answer

Provide an answer to the question(s) above and explain how your CIVINET will support solving the above mentioned challenge(s) (80-100 words).

Example: By joining the CIVITAS Initiative. The CIVITAS Initiative is one of the flagship programmes helping the European Commission achieve its ambitious mobility and transport goals, and in turn those in the European Green Deal. It does this by acting as a network of cities, for cities, dedicated to sustainable urban mobility. Through peer exchange, networking and training, CIVITAS fosters political commitment and boosts collective expertise, equipping cities to put mobility at the heart of local decarbonisation efforts. It also offers local authorities and practitioners opportunities to develop, test, and roll out innovative sustainable urban mobility measures.

## 1.2 Vision Statement

Despite the importance of a vision statement, many CIVINETs choose to operate without one. This is a missed opportunity. A vision statement can be a highly effective tool to keep a CIVINET on track, and unite the team - from the CIVINET Secretariat to the members of the CIVINET, and even the whole CIVINET Community - toward a shared purpose.

The vision statement is an answer to the “Why?”. It is a short description of a CIVINETs’ aspirations and the wider impact it aims to create. While it should be specific, it shouldn’t be overly detailed. It should be concise, and you should aim for clarity. A great vision statement works best when it’s simple, memorable, and inspirational. It should be a guiding beacon and something which underpins internal decision-making and determines the intended direction of the CIVINET.

As it is planned to launch a call for a CIVINET Annual Plan also for 2025 and 2026, the vision statement should take into account the period 2024-2026.

## 1.3 Mission Statement 2024

While the vision statement answers where the CIVINET wants to go, the mission statement answers what the CIVINET will do daily to get there. Therefore, the mission statement is a short description of the CIVINET’s core purpose, focus, and aims in 2024, and it finds an answer to the „What?“.

## 1.4 Proposed activities

The proposed activities answer the question “How?” and they should take into account all the four types as mentioned in Chapter 2.3:

1. Capacity building activities
2. Transfer and take-up activities
3. Communication and dissemination activities
4. Other activities

For each type of activity, the applicant has to provide a narrative by specifying the aim (max 50 words), expected impact(s) (max 50 words) and a description (max 100 words). If, for example, the applicant plans for three capacity building activities, the narrative should cover all three of them in one go as a summary.

Although the narrative for each type of activity should be specific, it shouldn’t be overly detailed. It should be concise and cover the main tasks within the type of activity.

For example, there is no need to provide a date or place for a thematic workshop, but to mention that it is planned to organise one on a specific theme and how it supports the CIVINET to reach its vision and mission for 2024, how such a workshop would add value to the main assets of the CIVITAS Initiative, and to what extent such a workshop supports the CIVINETs’ main role.

Please also note that proposed capacity building and transfer and take-up activities have a higher weight than communication and dissemination activities, as well as other activities (see also Chapter 2.7 above).

Next to that, the applicant has to provide an estimation of budget per type of activity, but has to take into consideration that the maximum fund will not exceed EUR 15,000.00. On the other hand, the applicant does not need to specify, whether these costs cover personnel costs or other direct costs, as these will have to be reported after the period of activities by providing also an evidence of the costs.

## 2 Administrative part

### 2.1 Information about the applicant

Applications should only be submitted by the respective CIVINET Secretariat, and on behalf of the respective CIVINET. Applicants have to provide all the requested information via this table.

### 2.2 Declaration

The applicant has to provide the requested information, which is marked in grey (firstname, surname, name of the CIVINET and day and month of the submission), and agree on the terms by ticking the box.

There is no need to sign the declaration.

-End of the document-