

NET ZERO CITIES



EU MISSION PLATFORM

CLIMATE NEUTRAL AND SMART CITIES



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the European Union



Call for Pilot Cities: Eligibility, Assessment Criteria & Submission platform

14 September 2023



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Welcome back after summer

Call launched:

- Call Guidelines published – **NB:** an updated version (A1.1) was published today, 14 September, containing minor corrections to typos, updates to consistency of language, and clarity around assessment criteria. **Please check the website to download this new version.**
- Submission platform open
- Supporting documents published (Call Guidelines, Financial Guidelines; Guidebook; Application templates and pro formas)

Scheduled webinars:

- **Thursday 7 September (1500 CEST): Ambition & Approach, technical information**
- Thursday 14 September (1500 CEST): Eligibility and Assessment Criteria
- Tuesday 19 September (1500 CEST): Monitoring, Evaluation, Learning & Sensemaking
- Tuesday 26 September (1500 CEST): Inspirational session with existing Pilot Cities
- Thursday 5 October (1500 CEST): Boot Camp & Twinning Cities Learning Programme

Register for all at the NZC website: www.netzerocities.eu ([Pilot Cities Programme](#) page)





This webinar...

Is addressed to Mission Cities who **are not** yet a Pilot City within the Pilot City Programme and wish to undertake two-year, systems innovation-oriented pilot activities.

We will cover:

- **Call for Pilot Cities – Call Timeline**
- **Call for Pilot Cities – Eligibility & Assessment Criteria**
 - Stage 1 – Eligibility
 - Stage 2 – Assessment
 - Stage 3 – Strategic Selection
 - Decision Communication
- **Call for Pilot Cities Submission of the proposal in the Plaza platform**

Questions should be relevant to the content of the given webinar





Overview

- Welcome
- 30 mins presentation
- Q&A (20 mins)
- 10 mins presentation
- Q&A (remaining time as required)



This event is being recorded



Use the Q&A functionality to ask questions



Re/Name yourself and include your city and department



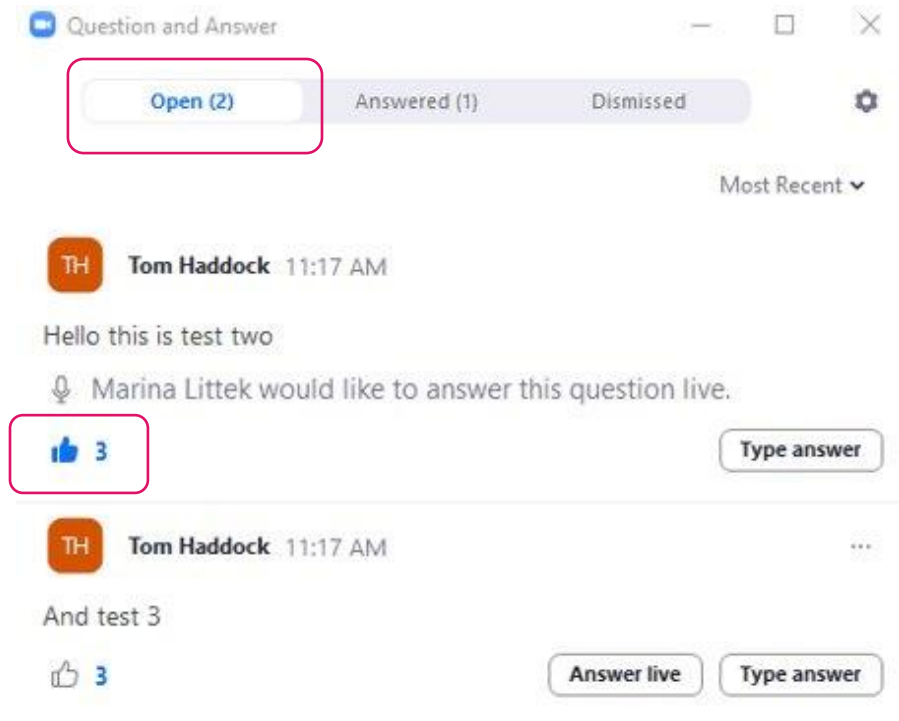


How to use the Q&A

1) Type down your questions



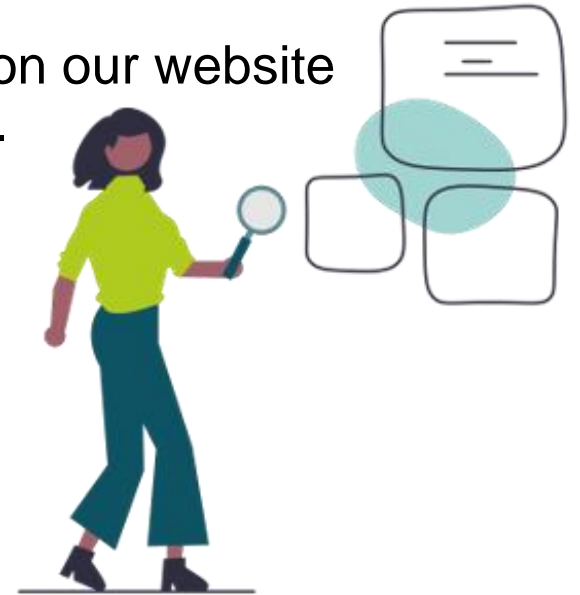
2) Vote up the questions





Disclaimer

- Please note that the following slides are non-binding and for reference only. The NetZeroCities Pilot Cities Call Guidelines as available on the NetZeroCities website remain the definite official document.
- Make sure you read the most up-to-date Call Guidelines available on our website including all associated documents before starting your application.





Pilot Cities Programme Team



**Joanna
Kiernicka-Allavena**
*Lead Orchestrator -
Cities Mission / NZC
Pilot Cities
Programme Lead*



Claire Oblinger
*NZC Project Officer
for Pilot Cities
Programme*



Will Wade
*NZC Pilot Cities
Programme
Orchestrator*



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Programme*



Teodora Virban
*NZC Pilot Cities
Programme
Programme Manager*



**Roxane Choiseau-
Gabory**
*Grants Management
Business Partner*



Nikhil Chaudhary
*Strategic Learning
Lead*



Ilenia Piergallini
*Monitoring, Evaluation
& Learning (MEL)
Officer*



Elisa Abrantes
Communications Lead

Pilot Cities and Twinning Learning Programme – **EIT Urban Mobility**: Sigrid Ehrmann and Jehan Bhikoo
Overarching communication – **LGI** – Clea Prieto

[E: pilotcities@netzerocities.eu](mailto:pilotcities@netzerocities.eu)



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the European Union



Key speakers



Sigrid Ehrmann

EU Project Deliver Officer

EIT Urban Mobility



Will Wade

NZC Pilot Cities

Programme

Orchestrator

EIT Climate-KIC



Lisa Schumacher

Business Analyst

EIT Climate-KIC





Call for Pilot Cities

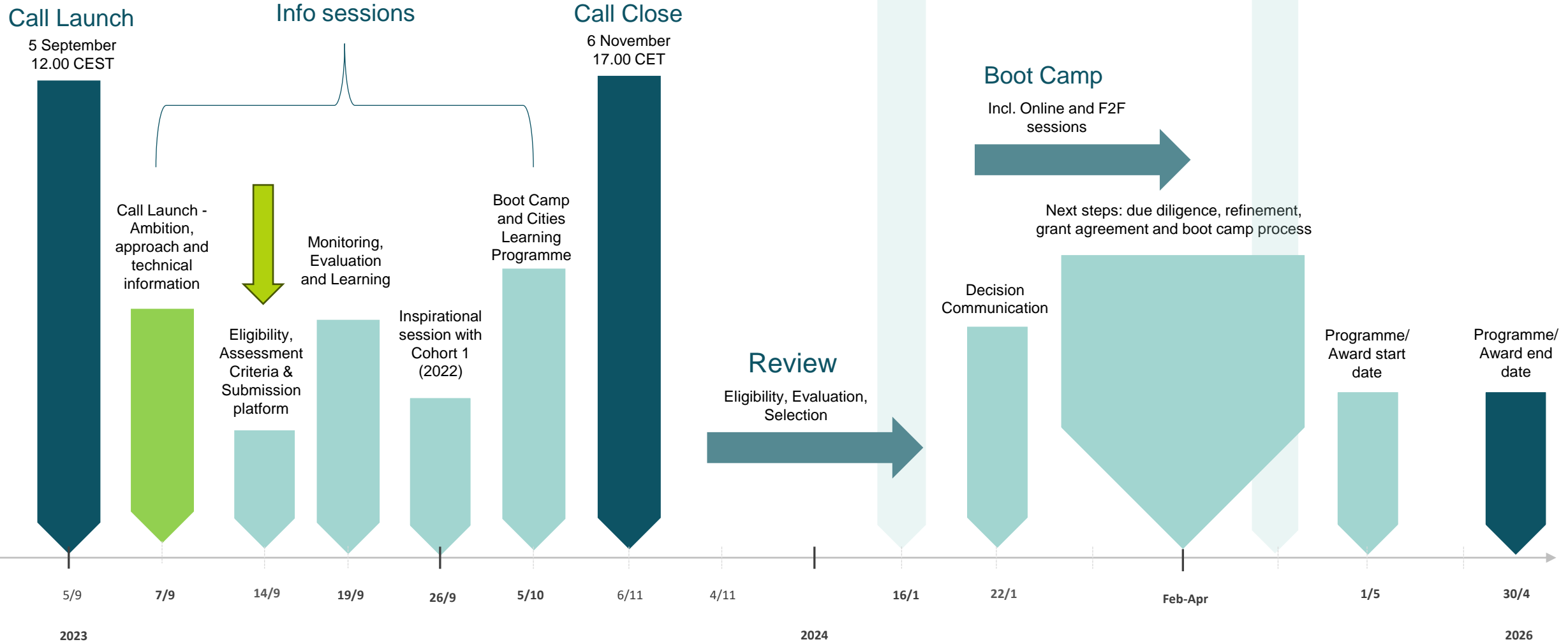
Call Timeline



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Call timeline





Call for Pilot Cities

Eligibility & Assessment Criteria



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Overview

Three-stage process



- **Stage 1: Eligibility**
Assessment of 5 pass/fail requirements related to the conditions of the call. Proposals must pass all eligibility criteria.
- **Stage 2: Assessment of quality**
Score against individual assessment criteria by at least two independent external reviewers. Specific threshold of points for **each** of the criteria groups (and some individual criteria)
- **Stage 3: Strategic selection**
Selection committee selects proposals as a portfolio of Pilot Cities with a funding range between 12 and 20M EUR, based on a range of contextual selection criteria





Eligibility Criteria – Key changes from Pilot Cities Programme Cohort 1 (2022)

- Funding only available to Mission Cities who are **not yet part of the Pilot Cities Programme portfolio** (i.e. part of Cohort 1)
- **Removed:** criterion related to minimum number of city/district inhabitants
- **Removed:** criterion specifying cities/districts must be located in EU Member States or H2020 Associated countries – now covered by virtue of the Call being targeted to Mission Cities only.
- Minor changes in wording / description to retained eligibility criteria.
Nevertheless, we encourage a close read of these criteria!





Stage 1 Eligibility Criteria

1. **Only one proposal may be submitted by an eligible Mission City / District*** (also in case of multi-city applications).

*Only one proposal may be submitted by an eligible city/district. In the case of multi-city/district proposals, each city/district may appear in only one proposal. There shall be **no territorial double-funding**; therefore, a higher level of administration should not appear in a separate proposal to that of a constituent, lower-level administration (e.g., district). Applicants are advised to coordinate at the relevant city/district administrative levels before applying.*

2. The **consortium** must contain **at least two legal entities** (one of which must be the local authority or city administration).

The consortium must contain at least two partnering organisations, one of which must be the city / district administration, and any others must be separate, independent (from the city) legal entities.

3. The proposal must be **led by one of the city administrations**

The proposal must be led by the city administration; in case of a district submission, it must be led by an authorised administration from within the specified district.

* *City = defined as a Local Administrative Unit (LAU), or a “greater city” or metropolitan region
District = administrative sub-division of a city, with the authority to act on behalf of the local community*





Stage 1 Eligibility Criteria

4. **A letter of support from the city mayor (or equivalent) must be provided. In the case of a multi-city proposal, one letter must be provided for each city.**

Letter of support from the city mayor (or equivalent) and/or any city official mandated to sign on the city/mayor/city council's behalf, for the NZC Pilot City Programme. In the case of a multi-city proposal, one letter must be provided for each city.

The letter must include:

- *Applicant's official document header/template.*
- *Signed and dated by a city/district official mandated to signed on the city/mayor/city council's behalf.*
- *The name and code of the Call.*
- *Unambiguous commitment of the city/district authority to the NZC Pilot Cities Programme and declaration of learning exploitation.*

Please see pro forma template that has been provided with the launch of this Call

5. **List of stakeholders** engaged/to be engaged provided
A list of stakeholders engaged/to be engaged are provided





Demo – Eligibility

- **1. *CONTACTS*** tab





Stage 2 Assessment

Assessment Criteria

- Each criterion is scored, on a scale of **0 to 5**, by at least two independent external experts.
- The score across all categories is totalled to produce a ranked list of proposals. The maximum available score is **115 points**.
- **Minimum threshold score in each of the three areas** to proceed to Stage 3

Criteria grouping	Points available / number of criteria	Threshold required*
Mandate to Act	35pts / 7 criteria	21 (including at least 6 pts score against “Understanding the problem” and at least 6 pts score against “Orienting to solutions”)
Capacity to Act	35pts / 7 criteria	21 (including at least 3 pts score against “Cross-cutting considerations”)
Impact	45pts / 9 criteria	27





Mandate to Act

- Working on **system transformation** requires a strong political and public mandate.
- Importance of having **strong political backing and mandate**, links to and integration **with city programming/budget**, and an approach that emphasises **collaboration, participation, and experimentation**
- **Understanding the problem(s)** both in terms of GHG emissions and in terms of the structural, technical, institutional, socioeconomic, and cultural barriers to change
- Beyond single-point solutions towards more **integrated and holistic ‘portfolio’ approaches, combination of multiple interventions**
- **System change / transformation:** Pilot activities that open pathways towards breakthroughs in emission reduction triggering dynamics across technology, governance and policy, finance and business models





Mandate to Act

Criterion	Description
Mandate to Act (15 points)	<ul style="list-style-type: none">• Political: The pilot activities have a high level of political support and endorsement from the city, with a strong mandate for continued support through political will (5 points),• Strategic: The pilot activities are well connected to the city's overarching vision for climate neutrality and existing activities that will support this. (5 points)• Operational: The pilot activities are well connected to, and supported by, city budgeting and city programming. (5 points)
Understanding the problem(s) (10 points) Individual Threshold 6 points	<ul style="list-style-type: none">• City emissions domain(s): The pilot activities are focussed on relevant and important emissions domain(s) for the city, and the city's understanding of the emission domains' status quo is credible and - where available/applicable - backed up with data. (5 points)• Barriers to change: The city has identified systemic barriers and/or opportunities relevant to the concerned emissions domains. (5 points)
Orienting to innovative and systemic solutions (10 points) Individual Threshold 6 points	<ul style="list-style-type: none">• Levers: The pilot activities identify multiple, connected levers of/for change relevant to the concerned emissions domain(s), considering and exploiting relevant R&I solutions (and where relevant, inspired by and building upon existing European best practices and available solutions) and the city's overarching carbon neutrality ambition. (5 points)• Entry points: Relevant entry / intervention points for the pilot activities to exploit the levers of change are identified (i.e., where and how, practically, the levers will be used in the two-year programme), and the proposal explains how their interaction will target a system change / transformation, towards climate-neutrality. (5 points)





Demo –Mandate to Act

- **3. *MANDATE TO ACT*** tab





Capacity to Act

- Climate crisis requires becoming **more democratic, collaborative, and collectively action-oriented**
- Building a **coalition for change** according to pilot activities - key stakeholders, affected community and citizen groups, key ecosystems actors and delivery/implementation partners
- **Engaging citizens and urban stakeholders** in meaningful and inclusive participation for a **just transition**
- Addressing **capacity and capability gaps/needs** in the city and key stakeholders
- Ensuring the **financial sustainability** and potential **scalability** of the work that will be implemented through pilot activities





Capacity to Act

Criterion	Description
Collaboration and engagement (10 points)	<ul style="list-style-type: none">• Stakeholder engagement: The pilot activities engage/aims to engage stakeholders that are relevant to these activities and emissions domain(s) concerned and representing a broad spectrum of expertise and experience. Roles of stakeholders are elaborated and an understanding of how the city will collaborate with them to implement pilot activities. (5 points)• Citizen engagement: Citizens are engaged at relevant stages of the pilot activities, and it is clear how their engagement will contribute to garner collective narrative and understanding of climate actions. Where relevant, the pilot activities describe how citizen engagement will contribute to the design and implementation of the pilot activities. (5 points)
Cross-cutting considerations (5 points) <i>Individual Threshold</i> 3 points	<ul style="list-style-type: none">• Cross-cutting considerations: The Pilot City proposal demonstrates awareness of how its activities and/or outcomes relate to and cater for cross-cutting themes such as diversity, inclusion, gender dimension, accessibility, and a just transition. The pilot activities outline a practical and proportionate approach to how it will approach how such considerations are treated in the implementation of the pilot activities. (5 points)
Capacity and capability (10 points)	<ul style="list-style-type: none">• Leading implementation: The proposal details how the pilot activities will be led and coordinated by the city, with representation from relevant city departments, roles, and capabilities, as they relate to the pilot activities and their implementation. (5 points)• Learning assessment plan: The proposal identifies, through a learning plan, how it intends to address capability and capacity needs of the city administration throughout implementation and then retain these beyond the life of the Programme. (5 points)
Soundness of work plan (10 points)	<ul style="list-style-type: none">• Sound work plan: The proposed work plan to implement the pilot activities, within the allocated timeframe and budget, is sound and coherent with a systemic approach. Where a pilot cannot be fully implemented with the provided subgrant, a coherent plan is demonstrated for identifying and securing additional resources (by the city or co-financers) to fully implement the pilot within 24 months. (5 points)• Sound budget: The proposed budget is clearly outlined and justified and reflects value for money. (5 points)





Demo – Capacity to Act

- **4. CAPACITY TO ACT** tab
- **7. BUDGET** tab





Impact

- **Multi-level governance approach that fosters transparency, inclusion, accountability** as integral to implementation to **drive development and improvement** of pilot activities
- **Learnings from interventions** are continuously captured, measured, and fed into pilot activities, policies and new actions
- Promoting and **systemising learning outputs** to make them scalable and transferable
- Envisioning **multi-dimensional and systemic impacts** from pilot activities at an early stage
- **Co-benefits** as additional impacts or positive side-effects of climate mitigation or adaptation interventions - a meaningful integration of co-benefits can help **build interdepartmental collaboration** and support for direct climate action by highlighting **impacts on the everyday lives of citizens**



Impact



Criterion	Description
Pilot activities' (learning / reflexive) governance (10 points)	<ul style="list-style-type: none"> • Reflexive governance: The proposed governance model fosters transparency and accountability, actively contributes to the implementation of the pilot activities, and engages a diverse range of relevant participants with appropriate roles. (5 points) • Governance for learning: Governance activities support and enable learning and reflection, to drive development and improvement of pilot activities. (5 points)
Pilot activities' outcomes and direct/indirect impact (20 points)	<ul style="list-style-type: none"> • Direct impact: The proposal outlines substantive, direct impact it aims to have on city-level GHG emissions across one or more emission domains, as a proportion of the city's overall emissions profile. (5 points) • Indirect impact or co-benefits: A wide range of co-benefits of the pilot activities is identified (from a provided catalogue and/or, where applicable, bespoke 'non-standard' co-benefits) and the link demonstrated, with relevant indicators to measure outcomes and impact beyond the scope of direct implementation. (5 points) • Indicator selection: Relevant and balanced set of indicators have been selected from a provided catalogue (and/or, where required, bespoke 'customised' indicators elaborated) for the pilot activities' intended direct impact and co-benefits, with appropriate proposed monitoring of indicators (including how to measure). (5 points) • Pathways to climate-neutrality: The city outlines how they would expect their pilot activities to unlock pathways (i.e., create enabling conditions for long-term change beyond the direct scope of the project) by achieving short-term or medium-term outcomes to transition towards climate-neutrality. (5 points)
Pilot activities' scalability, replication, and risk management (15 points)	<ul style="list-style-type: none"> • Scalability of impact: The proposal outlines how the pilot activities could be expanded, and the impact this expansion (scaling) would have (at intervals/over time) upon city-wide GHG emissions. (5 points) • Replication and transferability: The proposal presents detailed assumptions for how learning in and through the pilot activities will be captured and disseminated to support potential transferability and/or replication to other cities across the EU. (5 points) • Risk management: The proposal identifies risks related to both the practical implementation of the pilot activities and the potential indirect impacts and outcomes (such as related to co-benefit factors), with adequate mitigation and appropriate contingency measures. (5 points)





Demo – Impact

- **5. *IMPACT*** tab
- MEL & Impact Framework (document - upload)





Stage 3 Strategic Selection

- **Selection Committee** composed of two members of the Executive Committee, the Coordinator, and the potential addition of (an) external independent observer(s)
- **Contextual judgement** that considers and prioritises a **portfolio of Pilots Cities**
- **Strategic selection** takes consideration of (in order):
 - **Geographic diversity** - based on data gathered at application stage (highest possible representation of EU MS & HE AC)
 - **Diversity of city size & typology** - based on data gathered at application stage (best possible representation of cities' size and typology)
 - **Diversity of focus on emissions domains/barriers and of intended levers of/for change to be tested** - based on data gathered at application stage (highest representation of combined emissions domains and levers of change)
 - **Score in Stage 2.**

During the portfolio selection, in the event of proposals with similar characteristics with equal scoring in Stage 2, the following parameters will be used to define the final ranking:

- Priority will be given to those scoring highest in the grouped Impact criteria.
- When the scores are still equal, priority will be given to those scoring highest in the grouped Capacity to Act criteria.
- When the scores are still equal, priority will be given to those scoring highest in the grouped Mandate to Act criteria.
- When the scores are still equal, priority will be given to those scoring highest on cross-cutting considerations (sub-criterion under Capacity to Act).
- **Budget availability**

“EU Dimension” refers to the relevance and synergies of City Pilots for EU policy and directives implementation (such as the EGD, the Climate Pact, the New European Bauhaus and the Horizon Europe climate-neutral cities Mission) and geographic diversity to ensure a proper balance between EU Member States (and H2020 Associated Countries).





Decision Communication

- EIT Climate-KIC will aim to communicate final outcomes to applicants by **22 January 2024**
- Final communication will indicate the grant allocation and state the cost eligibility period.
- A **list of selected projects** with a description of the action, grant amounts and legal names of selected applicants and their country, date of the award and duration will be **published on the NetZeroCities Platform**.
- Contract development and signing processes are expected to proceed between **February and April 2024**





Q&A

Eligibility and Assessment Criteria





Submission system

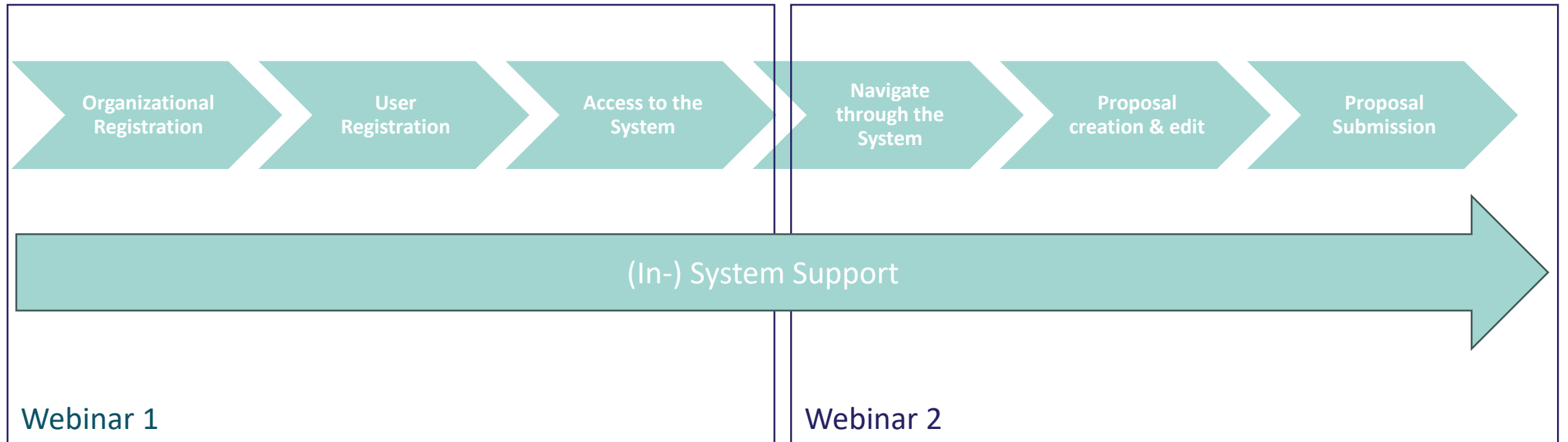
Submission of the proposal in the system



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Submission System Introduction



Step-by-step technical guide can be found [HERE](#)





(In-) System Support

2 Ways to access System Support

1. [Login Page](#)
(no successful registration needed)
2. Home Page
(successful registration needed)

EIT Plaza Climate-KIC

Username

Password / Code

[FORGOT PASSWORD](#) [LOGON](#)

1

USER REGISTRATION? Click [HERE](#) to register as a User.
SUPPORT NEEDED? Click [HERE](#) to raise a Support Ticket.

NET ZERO CITIES

eit Climate-KIC
Co-funded by the European Union



search for

HOME

FAQs

2 **SUPPORT**

GENERAL TERMS AND CONDITIONS

NZC Call for Pilot Cities

EU CITIES MISSION
Call for Pilot Cities

Call Opening: **5 September 2023**

Call Deadline: **6 November 2023**



(In-) System Support

Please fill in the [Plaza Online Support Request](#) for any system related queries.

Any content or call related questions can be directly sent to pilotcities@netzerocities.eu.

Plaza Online Support Request

You are about to create a Support Ticket.

You can access the [Technical Guidance Document](#) and our in-system [FAQs](#) (necessary to have successfully logged in) for answers to your enquiries. For further assistance on business and system issues please feel free to use this form.

Please note that any NZC-Content related question can be directly sent to pilotcities@netzerocities.eu.

First Name *

Please enter your First Name for us to be able to align it to any possible User Profile within the system.

Last Name *

Please enter your Last Name for us to be able to align it to any possible User Profile within the system.

Email *

Please enter an e-mail address that is possibly aligned to your login information.

Proposal / Project ID

In case you are already leading or part of a Proposal or Project, please enter the ID here. The format of the ID is YYYYXX.

Please select...

- Systemic Technical Issue
- Initial Plaza registration/Password reset request
- Access projects/Add members
- Update/Assign master or finance contacts
- General Question on Call & Submitting Proposals
- Performance reporting questions
- Cost reporting questions

Please select...

Please select one of the below Categories that fits best to your request. Please note that any NZC-content related question can be directly





Navigate System - Home Page



11 Logged in as Adam, (Smith) - Log Off

search for

HOME **9** SUPPORT **10** GENERAL TERMS AND CONDITIONS

NZC Call for Pilot Cities

EU CITIES MISSION Call for Pilot Cities

Call Opening: 5 September 2023
Call Deadline: 6 November 2023

1 SUBMIT

GENERAL TOOLS

2 System Guidance

3 Partner Information Form PIF

NEWS AND UPDATES

4 Open Calls

PERSONAL

5 Contact Data

6 Change Password

7 My Plaza Spaces

PROJECT MANAGEMENT

8 Project Editor

1: Creation of Proposal
2: Technical Step-by-Step Guidance Document
3: Partner Registration (not relevant for NZC)

4: Overview of all Open Calls
5: Your Account Contact Data
6: In-system Password Change
7: Any open tasks related to Account

8: Projects you are involved in
9: Technical FAQs
10: CKIC General Terms & Conditions
11: Log out of the System



Proposal – NZC Call for Pilot Cities

1. Direct yourself to the NZC Call for Pilot Cities
2. Press “submit” to open the Proposal Creation page

European Union 

HOME

FAQs

SUPPORT

GENERAL TERMS AND CONDITIONS

NZC Call for Pilot Cities

 **EU CITIES MISSION**
Call for Pilot Cities

Call Opening: 5 September 2023

Call Deadline: 6 November 2023



1

SUBMIT

2

GENERAL TOOLS

NEWS AND UPDATES

PERSONAL

PROJECT MANAGEMENT



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Proposal – Creation of Proposal



1 Add New 2024 Proposal +

Edit	Final Submit	Code	Period	EIT Reference	PDF Export	All Tabs Completed	Full Proposal	Existing Project Code	Project Name	Proposal Responsible	Project Leader	Locked	Submitted	Submitted By	Submitted On
						<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>		

- 1: Add a New 2024 Proposal for NZC Call for Pilot Cities
- 2: Confirm the Creation

CREATE NEW PROPOSAL

You are about to CREATE a new proposal. Do you want to continue?



Proposal – Creation / Edit



Proposal ID: 240001

Back to List

- 1 0. START HERE
- 1. CONTACTS
- 2. PROJECT OVERVIEW
- 3. MANDATE TO ACT
- 4. CAPACITY TO ACT
- 5. IMPACT
- 6. KEYWORDS
- 7. BUDGETS
- 8. DECLARATIONS
- FEEDBACK FROM CKIC

Save

2 Programme Type ★ NetZeroCities Pilot Cities , Cohort 2 (2023)

3 Project Title ★ TEST RECORD 1

Project Acronym ★ ST

Please insert a short acronym for your proposed Pilot City project.

Subgrant allocation request ★ EUR 500,000 - 600,000

500,000 - 600,000 EUR: proposals with a minimum of one city/district plus at least one additional consortium partner (NB: the additional consortium partner may be a city/district).

1,000,000 EUR: proposals with a minimum of two cities/districts, plus any additional consortium partners.

1,500,000 EUR: proposals with a minimum of three cities/districts

1: Tabs / Areas of Input of Proposal
2: Choose the Programme Type “Pilot Cities, Cohort 2 (2023)”
3: Enter the rest of the *0.Start Here* Tab
4: Check & Save the *0.Start Here* Tab

Please note:

a) Unless the first tab is “Check and Save” successfully no other tabs are editable
b) All Fields marked with ★ are mandatory fields.



Proposal – Creation / Edit

Every Tab that has been successfully checked & saved is marked with an



Back to List

Proposal ID: 240001

0. START HERE 1. CONTACTS 2. PROJECT OVERVIEW 3. MANDATE TO ACT 4. CAPACITY TO ACT 5. IMPACT 6. KEYWORDS 7. BUDGETS 8. DECLARATIONS FEEDBACK FROM CKIC

Edit

Programme Type NetZeroCities Pilot Cities , Cohort 2 (2023)

Project Title TEST RECORD 1

Project Acronym TST

Please insert a short acronym for your proposed Pilot City project.

Subgrant allocation request EUR 500,000 - 600,000

500,000 - 600,000 EUR: proposals with a minimum of one city/district plus at least one additional consortium partner (NB: the additional consortium partner may be a city/district).
1,000,000 EUR: proposals with a minimum of two cities/districts, plus any additional consortium partners.
1,500,000 EUR: proposals with a minimum of three cities/districts plus any additional consortium partners

Data on Tab 0 Saved and Checked.

Please note that other tabs are now enabled.

Confirmation of Tab 0 being Saved and Checked and the opening of all other Tabs



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Proposal – Edit Partners and Editors



Proposal ID: 240001

[Back to List](#)

- 0. START HERE
- 1. CONTACTS**
- 2. PROJECT OVERVIEW
- 3. MANDATE TO ACT
- 4. CAPACITY TO ACT
- 5. IMPACT
- 6. KEYWORDS
- 7. BUDGETS
- 8. DECLARATIONS
- FEEDBACK FROM CKIC

Save Check and Save

Project Title TEST RECORD 1

2 Lead Partner ★ P999 Dummy Partner #1 FOR TESTING

The consortium Lead Partner **must be a Mission City**. As per the Call Guidelines, one of the Mission Cities will have to be designated as the consortium leader for all administrative and process-related activities.

3 Project Leader (Person name) ★ Adam, (Smith) | Dummy Partner #1 FOR TESTING |

PLEASE NOTE: The Project Leader must be a registered user with the system. Please identify the proposal Lead. This person must be drawn from the consortium Lead Partner.

Email Project Leader ...@...

Auto-populated

4 Consortium Partners & Roles ★

Please add consortium partners to the adjacent table. The consortium Lead Partner will already appear in the list. Please ensure to add a role for each consortium partner, using the edit and save buttons.

Edit	Partner Description	Role of partner org
	P998 - Dummy Partner #2 FOR TESTING	
	P999 - Dummy Partner #1 FOR TESTING	
	Climate-KIC Partner to add to your list of involved partners	

The consortium must contain at least two partnering organisations, one of which must be the city/ city administration within the specified district, and any others must be separate independent legal entity(ies). Please identify consortium members.

5 Assign Co Editors

Use the table to add co-editors for your proposal. Please note that, in order to add co-editors from consortium partner organisations, they must first be registered with the system, and the organisation they are registered to must be listed in the Consortium Partners table above.

Edit	Editor Name
	Select a person from this dropdown list to add it to your list of editors of this proposal

1: Direct to the 1. Contacts Tab
 2: Enter the Lead Partner from the Drop Down
 3: Select the Project Leader that is part of the Lead Organization
 4: Please enter all Consortium Partners and their Roles in the Proposal. The Lead Partner will be automatically entered
 5: Add any Co-Editors from the Consortium Partner Organizations

Please note:
 Only successfully registered Organization and Users can be selected for Organizational Roles or Co-Editors.



Proposal – Edit Workplan



Proposal ID: 240001

1

- 0. START HERE
- 1. CONTACTS
- 2. PROJECT OVERVIEW
- 3. MANDATE TO ACT
- 4. CAPACITY TO ACT
- 5. IMPACT
- 6. KEYWORDS
- 7. BUDGETS
- 8. DECLARATIONS
- FEEDBACK FROM CKIC

SOUNDNESS OF WORK PLAN

Work Packages

Please use the table to add Work Packages.

Please note: the Work Packages, Deliverables, and Activities tables are all interdependent, starting with Work Packages, to which you associate Deliverables, that have Activities undertaken to deliver them.

Edit	Code	Title	Description
	A-2401	WP 1 Pilot activities management and coordination	TEST
	A-2402	WP 2 Community Centre	Description

Edit	Related WP	Code	Title	Description	Expected Start Date	Expected End Date
	2401	DEL01	DEL 1	DEL1	02 May 2024	16 May 2024
	2401	DEL03	DEL 1.2	ewcew	10 May 2024	16 Aug 2025
	2402	DEL02	DEL 2	DEL 2	04 May 2024	14 Nov 2024

Activities

See above guidance under Work Packages for instructions on how to build your work plan.

Activities: in the Pilot Cities Programme, "Activities" refer to actions undertaken that executive against and achieve the Deliverables specified under the Work Package. Essentially, these are the "Tasks", or what you will do aspects of the work plan.

Edit	Related WP	Related DEL	Code	Title	Description	Expected Start Date	Expected End Date
	A-2401	DEL01	ACT01	Pivot 1	eee	31 Jul 2024	01 Nov 2024
	A-2401	DEL01	ACT02	Act 2.4			22 Aug 2024
	A-2401	DEL03	ACT03	Act 1.2			15 Aug 2024

- 1: Direct yourself to the Capacity to Act Tab
- 2: Add Work Packages
- 3: Add linked Deliverables to already created WPs
- 4: Add linked Activities to already created DELs



Proposal – Workplan Overview / Gantt

Workplan Pivot		
<p>★ Refresh</p> <p>▼ A2401 WP 1 Pilot activities management and coordination</p>	<p>▼ DEL01 Title: DEL 1 Start Date: 02-May-24 End Date: 16-May-24</p> <p>▼ DEL03 Title: DEL 1.2 Start Date: 10-May-24 End Date: 16-Aug-25</p>	<p>ACT03 Title: ACt 2.4 Start Date: 02-May-24 End Date: 22-Aug-24</p> <p>ACT01 Title: Pivot 1 Start Date: 31-Jul-24 End Date: 01-Nov-24</p> <p>ACT05 Title: Act 1.2 Start Date: 03-May-24 End Date: 07-Feb-25</p> <p>ACT04 Title: Act 1.2 Start Date: 09-May-24 End Date: 15-Aug-24</p>
<p>▼ A2402 WP 2 Community Centre</p>	<p>▼ DEL02 Title: DEL 2 Start Date: 04-May-24 End Date: 14-Nov-24</p>	<p>ACT02 Title: ACt 2 Start Date: 07-Aug-24 End Date: 28-Aug-24</p>

You will be able to view an overview of your Workplan in the below Workplan Pivot.

Please note: Immediate changes in WPs, DELs and ACTs are not reflected until the Pivot Table is *Refreshed*.



General Technical Proposal Tips 1/3

eit Climate-KIC
Proposal ID: 240001

0. START HERE | 1. CONTACTS | **2. PROJECT OVERVIEW** | 3. MANDATE TO ACT | 4. CAPACITY TO ACT | 5.

Title

2

Pilot City summary and objectives (max 2500 characters)

Please briefly outline the issues you aim to address, and how. What is your vision for the outcomes of this work? How will it help your city in its journey towards carbon neutrality?

1 This will be used publicly to profile and describe the submissions received under this Call.

PLEASE IDENTIFY WHERE YOUR PILOT ACTIVITIES ALIGN AND LINK TO THE NZC PILOT CITIES PROGRAMME'S ELIGIBLE AC

Deploying technology, product, process, service, solution, policy, governance model ★ YES

Pioneering activities to support climate-neutrality, including the deployment of innovative (new or improved) technology, product, process, service, solution, policy, or governance model at city level, explored in a cross-sectoral and systemic manner.

Please briefly describe the above selected ★

Consult the in-system **Help Notes (1)** and **Additional Information (2)** for specific Fields

Be aware that fields with a **maximum character** limit will be truncated when the maximum is reached

When **working simultaneously** on the same tab don't work on the same text field / grid line at the same time





General Technical Proposal Tips 2/3

When you “Check and Save” a tab the system notifies you of all the missing mandatory (marked with ★) fields to successfully save the tab for submission.



Proposal ID: 240001

[Back to List](#)

- 0. START HERE
- 1. CONTACTS
- 2. PROJECT OVERVIEW
- 3. MANDATE TO ACT
- 4. CAPACITY TO ACT
- 5. IMPACT
- 6. KEYWORDS
- 7. BUDGETS
- 8. DECLARATIONS
- FEEDBACK FROM CKIC

Please indicate [Establishing new knowledge, building capacity and capabilities]

Please indicate [Building more collaborative communities]

PILOT CITY OVERVIEW AND ALIGNMENT

Pilot City summary and objectives



Proposal - Submission



Proposal ID: 240005

- 0. START HERE
- 1. CONTACTS
- 2. PROJECT OVERVIEW
- 3. MANDATE TO ACT
- 4. CAPACITY TO ACT
- 5. IMPACT
- 6. KEYWORDS
- 7. BUDGETS
- 8. DECLARATIONS
- FEEDBACK FROM CKIC

2 [Back to List](#)

Programme Type: NetZeroCities Pilot Cities , Cohort 2 (2023)
Project Title: TEST RECORD 3 FULL



Add New 2024 Proposal +

Edit	Final Submit	Code	Period	EIT Reference	PDF Export	All Tabs Completed	Full Proposal	Existing Project Code	Project Name
		05							
		240005	1			<input type="checkbox"/>	<input type="checkbox"/>		TEST RECORD 3 FULL

- 1: Ensure that ALL editable TABS are Checked & Saved
- 2: Direct *Back to List* view
- 3: Press the Submit Icon
- 4: Confirm the Final Submission
- 5: Vision of Final Submitted Proposal

Final Submit

You are about to submit the final version of the selected proposal. After final submit it is no longer possible to edit this proposal.

Press [SUBMIT FINAL] to submit the final version of your proposal or press [CANCEL] to leave your proposal open for editing.

4



Add New 2024 Proposal +

Edit	Final Submit	Code	Period	EIT Reference	PDF Export	All Tabs Completed	Full Proposal	Existing Project Code	Project Name
		05							
		240005	1			<input type="checkbox"/>	<input type="checkbox"/>		TEST RECORD 3 FULL



General Technical Proposal Tips 3/3

Server Error in '/' Application.

Runtime Error

Description: An application error occurred on the server. The current custom error settings for this application prevent the details of the application error from being viewed remotely (for security reasons). It could, however, be viewed by browsers running on the local server machine.

Details: To enable the details of this specific error message to be viewable on remote machines, please create a <customErrors> tag within a "web.config" configuration file located in the root directory of the current web application. This <customErrors> tag should then have its "mode" attribute set to "Off".

```
<!-- Web.Config Configuration File -->

<configuration>
  <system.web>
    <customErrors mode="Off"/>
  </system.web>
</configuration>
```

Notes: The current error page you are seeing can be replaced by a custom error page by modifying the "defaultRedirect" attribute of the application's <customErrors> configuration tag to point to a custom error page URL.

```
<!-- Web.Config Configuration File -->

<configuration>
  <system.web>
    <customErrors mode="RemoteOnly" defaultRedirect="mycustompage.htm"/>
  </system.web>
</configuration>
```

Runtime Error – result of 5min inactivity
Please re-fresh your browser page.





Proposal – Unlocking of Submitted Proposal



Proposal ID: 240005

This proposal is closed and locked for changes. Only call managers can unlock or apply changes to this proposal.

✓ 0. START HERE	✓ 1. CONTACTS	✓ 2. PROJECT OVERVIEW	✓ 3. MANDATE TO ACT	✓ 4. CAPACITY TO ACT	✓ 5. IMPACT	✓ 6. KEYWORDS	✓ 7. BUDGETS	✓ 8. DECLARATIONS	📄 FEEDBACK FROM CKIC
Programme Type	★	NetZeroCities Pilot Cities , Cohort 2 (2023)							
Project Title	★	TEST RECORD 3 FULL							

To **un-lock for editing any submitted Proposals** that are locked due to submission prior to the Call Deadline (6th November 17CET) reach out to through the **technical Support functionality** (see above) so we can support you in un-locking your proposal for editing.



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Potential Demo

Short pass through the system



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Summary

- Prepare / navigate (recommendations):
 - **Register** with the Submission system – familiarise yourself with the set-up and invite collaborators. Read the guidance. Ask questions!
 - **Attend** the webinars
 - Download the **templates** and share with colleagues / collaborators.
- Support:
- pilotcities@netzerocities.eu
 - Feel free to consult the [Technical Guidance Document here](#) or use the system's ticketing system if you have any technical issues/questions

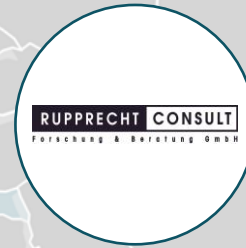
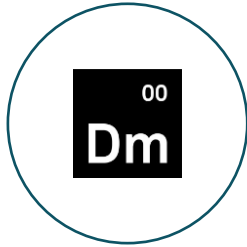




Q&A

The Call & System





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Get in touch with NetZeroCities!



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