



**CiViTAS**  
Cleaner and better transport in cities

**CAPITAL**



## Terms of Reference for the 3rd call for proposals of the CIVITAS Activity Fund

This document is one of three documents supporting the 3rd call for proposals of the CIVITAS Activity Fund. The two other documents are:

- The catalogue of inspiring CIVITAS cities and measures.
- The Frequently Asked Questions document.

The application form is available [online](#).



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THE CIVITAS INITIATIVE  
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# Terms of Reference for the 3rd call for proposals of the CIVITAS Activity Fund

## 1. Capitalising on CIVITAS

Over the last twelve years CIVITAS has supported more than 700 measures in 58 cities across Europe. CIVITAS is one of the most successful EU programmes in promoting innovative solutions for sustainable development. The public and private sector partners in these 19 projects have invested one billion Euros – considerably leveraging the Community support of over 180 million Euros. However, the goals of the EU Transport White Paper can only be achieved through a strategy of capitalising on the experiences and the network of CIVITAS stakeholders and by mainstreaming its principles. The CAPITAL project proposes an effective mechanism to achieve these goals built on the know-how and support of some of the most experienced actors in the "CIVITAS family".

The mission of the CAPITAL project is to contribute significantly to the goals of the European Union's Transport White Paper by capitalising systematically on the results of CIVITAS and creating an effective "value chain" for urban mobility innovation. CAPITAL will help to mainstream CIVITAS into other policy fields by identifying the capacity of sustainable transport measures to contribute to high-level goals.

## 2. The CIVITAS Activity Fund

CIVITAS CAPITAL is supporting the take-up of sustainable urban mobility measures in Europe. It will issue four calls for take-up activities over the next two years. These Terms of Reference for the third call of the Activity Fund provide details on the purpose, the background, the tools, the different take-up levels (call lines), the eligibility criteria, budget and funding conditions, submission and selection procedures, as well as call timing and deadlines.

The CIVITAS Activity Fund is a co-financing mechanism within the CIVITAS Initiative which aims to support take-up activities in the field of sustainable urban mobility in order to encourage the transfer of successful measures from 'leading' CIVITAS cities to 'learning' cities. In four competitive calls between 2014 and 2015, co-funding (up to 50%) take-up activities set up by individual or teamed-up organisations from 38 European countries<sup>1</sup>.

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<sup>1</sup> Legal entities applying for funding need to be established in an EU Member State or Albania, the Former Yugoslav Republic of Macedonia, Iceland, Israel, Kosovo, Montenegro, Norway, Serbia, Switzerland or Turkey.

## 2.1 Focus of the CIVITAS Activity Fund third call for proposals

The mission of the CAPITAL project is to contribute significantly to the goals of the European Union's Transport White Paper by capitalising systematically on the results of CIVITAS and creating an effective "value chain" for urban mobility innovation.

This third call of the CAPITAL Activity Fund focuses mainly on interesting, practical and relevant tools that have been developed, applied, tested and/or evaluated during the 4 phases of the CIVITAS initiative so far. Tools can cover any of the CIVITAS themes and can also address topics such as planning, evaluation, business models and exploitation. Three other opportunities are also available via this call. Individual selection criteria, co-funding amounts and application processes are applicable for these opportunities

The catalogue of tools is online. This will help you to get a good idea of the types of partners and activities that you could include in your proposal. Look at the mobility situation in your city and see if the catalogue gives you some inspiration on how to address the challenges that you are facing. The tools have been divided into Thematic tools, Horizontal tools and CAPITAL tools.

### **Thematic tools**

#### **1. Assessing options for more efficient road pavement markings**

Municipalities usually undertake road surface markings maintenance through the combined use of their internal staff and outside contractors. The evaluation of the work of external contractors is often done only in a qualitative manner: this does not allow assessing if the budget allocated for road surface markings is spent properly.

Within the framework of the EU FP7 funded project CIVITAS Plus RENAISSANCE, CIRIAF (an Interuniversity Research Centre based at the University of Perugia) developed a tool to verify and judge the quality of road surface markings by means of a scientific and experimental approach.

This approach - based on the measurement procedures defined by the European standard EN 1436 - considers many parameters affecting the quality of road surface markings, such as texture and condition of road surface, traffic flow, weather conditions, road lighting. Two full experimental campaigns were performed in Perugia (Italy) and one in Bath (UK), allowing to refine the algorithms and to develop a robust procedure.

The definition of two new synthetic indicators, CIS-Q (CIVITAS Indicator for Stripes – Quality) and CIS-C (CIVITAS Indicator for Stripes – Cost) allows to rate the global efficiency in terms of technical performance and cost of the management system of road surface markings of a municipality road network.

The methodology can be applied all over Europe, since it can consider several types of materials, road surface conditions, traffic flows and weather conditions without restrictions.

#### **2. Sustainable freight logistics**

This portal is a long-term communication and information platform for stakeholders through which knowledge can be transferred. It supports stakeholders for performing logistics activities better (routing tool, parking places, physical barriers, electric charging stations). They can express their opinion and submit proposals for improvements.

The tool/portal includes:

- Basic information about deliveries in Ljubljana
- Interactive maps including parking places for delivery vehicles, charging stations for electric vehicles, physical barriers, etc.
- Information on good practices in Europe
- Navigation tool for delivery drivers
- Questionnaires for stakeholders, information on events, etc.

Further there was also a transport computer model for city logistic in Ljubljana developed; demonstrating possible scenarios of sustainable logistic measures that the city can implement (e.g. consolidated delivery, deliveries with electric vehicles). The model demonstrated reduction of delivery trips to the city centre and reduction of fuel consumption, emission savings and noise reductions in different areas of the city. The results were presented on the web portal. The web address of the web portal is [www.dostave.si](http://www.dostave.si) (»dostave« means »deliveries«).

This kind of promotion of sustainable freight logistics could be applied also in other cities, particular with a strong emphasis on environmental benefits that sustainable freight logistics measures can bring to cities.

### **3. CONDUITS Decision Support Tool**

With the aim of achieving a common and more holistic approach to the assessment of ITS and traffic management measures, the EU-funded CONDUITS project (2009-2011) defined a set of key performance indicators (KPIs). With the input of some 30 cities from Europe and beyond, a total of 13 KPIs were defined across the main policy areas of traffic efficiency, pollution reduction, road safety, social inclusion and land use. Selected KPIs were then tested in Paris, Rome, Munich, Tel Aviv and Ingoldstadt.

Building on these KPIs, a Decision Support Tool (DST) has been developed with support from Kapsch TrafficCom. CONDUITS\_DST is designed to help decision makers understand what will be the expected wider impact(s) of a particular measure prior to a potential system decision or deployment. The tool has been developed in several stages: a first version covering pollution reduction was developed in 2012 and expanded in 2013 to encompass two traffic efficiency KPIs: reliability and mobility. In 2015 the tool was extended even further with the integration of the CONDUITS direct and indirect safety KPIs, estimated by means of predictive traffic safety models.

CONDUITS\_DST was evaluated in a preliminary case study in Brussels on part of a bus line, before and after the implementation of a system granting priority at traffic lights. As a result,

the city of Brussels is now considering mainstreaming the use of CONDUITS\_DST for the evaluation of all new traffic management measures. The tool was further used in Tel Aviv, where it assisted the local authority in its evaluation of different traffic signal strategies to providing public transport priority and their corresponding impact on crossing pedestrians within the framework of the CIVITAS 2MOVE2 project. Within the same project the tool was also used by the city of Stuttgart to evaluate a priori the benefits that could be gained by a traffic control measure aimed to minimise emissions.

## **Horizontal tools**

### **4. Using Behavioural Change Principles**

In the Netherlands there were many experiments with behaviour change during the Optimising Use (Beter Benutten) programme. This programme included measures like rush hour avoidance which provided incentives to change modality, route or time of travel or work at home. These measures now have been evaluated and for the next phase of the Optimizing Use programme, they are enriched with new insights in behavioural change, like the theories of Kahneman, Ariely and Cialdini. Furthermore, we now have more insight in the behaviour we are trying to change.

When designing new measures CIVITAS cities can profit from this experience and these tools to make the behaviour change more effectively.

In CIVITAS we used this method during our master class in the forum in Casablanca, which was rated highly by the participants. See <http://www.faciliteeratelier.nl/?p=1646> for more details.

### **5. Business Model Canvas in Sustainable Mobility**

The Business Model Canvas is a strategic management and lean startup template for developing new or documenting existing business models. It is a visual chart with elements describing a firm's value proposition, infrastructure, customers, and finances. It assists firms in aligning their activities by illustrating potential trade-offs. The Business Model Canvas was initially proposed by Alexander Osterwalder based on his earlier work on Business Model Ontology.

In 2012 we adapted this for use in the field of sustainable mobility with success in the end conference of the Cyclo Project in Ancona. This allowed over 50 City policy makers to take a new look at their work, and they discovered interesting new concept to develop new sustainable mobility services, and partners to develop them with.

In 2013 we used this at the CIVITAS Forum in Brest, to help cities discoverer a model to sustain services after CIVITAS funding ran out, therefore enabling CIVITAS PLUS cities to continue with the lessons they learned during CIVITAS.

### **6. Toolkit on Organising Successful Consultations**

This stakeholder consultation toolkit provides guidelines, tips and checklists to help you with the planning and execution of a range of consultation activities.

Besides the fact that stakeholder consultation is increasingly becoming a legal requirement there are many ways in which decision makers and practitioners can benefit from it.

Stakeholder consultation:

- Improves the quality of decision making, since those with a vested interest contribute from the initial stages
- Identifies controversial issues and difficulties before a decision is made
- Brings together different stakeholders with different opinions, enabling an agreement to be reached together and preventing opposition at a later stage, which can slow down the decision-making process
- Eliminates delays and reduces costs in the implementation phase
- Gives stakeholders a better understanding of the objectives of decisions and the issues surrounding them
- Creates a sense of ownership of decisions and measures, thus improving their acceptance
- Renders the decision-making process more democratic, giving citizens and local communities the power to influence decisions and, as a result, a greater sense of responsibility
- Builds local capacity
- Enhances public confidence in decision makers; and
- Creates opportunities for stakeholders and decision makers to learn from each other by exchanging information and experiences

This toolkit has been written primarily for those working in local mobility departments within the CIVITAS network, but can be useful to anyone interested in achieving sustainable urban mobility. It is aimed at those who are involved in planning and implementing transport measures and explains how stakeholder engagement can be achieved and how it can help them in their work.

Click [here](#) for the full toolkit.

## **7. Toolkit on Effective Communications and Marketing**

The Communications and Marketing Toolkit provides guidelines on communicating with citizens about sustainable urban mobility options. Reaching citizens effectively requires specific approaches. Communicating directly and indirectly with them through various means helps ensure the success of sustainable urban measures, while demonstrating transparency and willingness to engage citizens in dialogue and involve them. This in turn can help public authorities achieve more effective policy and progress. The information and advice contained in this toolkit is designed to assist local, regional and national authorities with various communication considerations.

Primarily created for cities that are part of the CIVITAS family, the principles are equally applicable in other cities that are keen to promote sustainable urban mobility measures. The toolkit contains materials that will help you to create a strategic communications plan, organise events, and develop and distribute traditional and online media materials. It also provides general advice on reaching consumers directly, including the use of branding and

promotional products.

Surveys, workshops and training events concerned with urban mobility repeatedly emphasise the importance of communication and collaboration with citizens. According to the 2009 study *Aiming for Sustainable Urban Mobility: A Survey of European Cities' Interests towards CIVITAS, Training Programmes and Information Resources*(1), for instance, 31 percent of local mobility departments (transport practitioners) and decision makers recognised this as a critical factor in the successful implementation of mobility measures.

The toolkit comprises 10 core sections:

- Communicating Effectively with Citizens
- Forming Effective Messages
- Analysing and Creating Brands
- Using Promotional Products
- Organising Successful Events
- Working with the Media
- Maximising Media Relations: Making News
- Essential Tools for Citizen Communications
- Using Social Media/Web 2.0
- Working with External Bodies

Click [here](#) for the full toolkit.

### **Other opportunities**

**Other selection criteria, co-funding amounts and application processes are applicable for the Other opportunities. See each opportunity for terms of reference.**

### **8. Long-term evaluation of CIVITAS Measures**

CIVITAS is all about cleaner and better transport in cities. In order to know whether transport has become cleaner or better, it is essential to have solid evaluation data. Within previous CIVITAS – actions and projects big efforts were already made to standardize evaluation processes and methods to make sure the CIVITAS Community learns from its experiences. CIVITAS CAPITAL wants to put this to practical use by offering 9 cities the chance to gain greater insight into the long-term results of measures that they implemented during their participation in previous CIVITAS city projects.

CIVITAS CAPITAL and specifically partner Transport Research Institute at Edinburgh Napier University is currently looking for candidate cities who have good quality evaluation data from one or more previous CIVITAS measures and who would like to explore how this measure has developed since the project within which it was implemented, and its long term impacts. The main goal is to establish the long-term effects of CIVITAS measures. CAPITAL is particularly interested in measures undertaken in the fields of mobility management, public

transport and demand management. This list is however not exclusive. Should you be interested in evaluating any other measure within a CIVITAS-project, please let us know.

As a city you will receive support in designing the methodology and in the analysis of the evaluation data. Cities that are already planning an after-study on CIVITAS-measures or have done so in the recent past, are especially invited to apply. Candidates can get additional funding for this after-study through the application for the third Call of the CIVITAS Activity Fund. It is anticipated that the long-term evaluation of up to eight different measures will be funded through this call.

As well as measuring long term impacts, the activities related to this call will help cities to examine how well the measures they select have functioned over time, how they have been spread to other parts of the city and to other cities, how they have had to be modified, and how easy or problematic it has been to keep them functioning, and why. These experiences will be shared in a half-day workshop at the CIVITAS Forum in Ljubljana in October 2015. Funds are available for cities to attend.

#### **Criteria for candidates and bids**

- Involvement in a previous CIVITAS-project and implementation of at least 1 CIVITAS-measure
- Solid and well-documented evaluation data should be available on both before- and after-measurements (summarised in a good quality Measure Evaluation Result Template (MERT)).
- Willingness to repeat the after evaluation in your city
- Willingness to share the results with TRI and the wider CIVITAS community.

#### **Timing**

Ideally, the after-study is carried out in exactly the same period as it was done within your CIVITAS-project that should normally be a “neutral” month.

#### **Contact:**

For applications: Jan Christiaens, [jan.christiaens@mobi21.be](mailto:jan.christiaens@mobi21.be), +32 16 31 77 02

For questions about long-term evaluation: Tom Rye, [t.rye@napier.ac.uk](mailto:t.rye@napier.ac.uk)

### **9. CIVITAS Placement program**

CIVITAS supports the continuous development of expertise of urban mobility practitioners. In the CIVITAS Learning Centre, you can be guided to a higher level of knowledge and/or skills. The CIVITAS Learning Centre is built around 3 ‘types’ of learning: in-person training, e-courses and placements.

Where e-courses and training are merely meant to learn about the content of topics, a placement is meant to bring theory into practice, working on a concrete local challenge in another environment.

The emphasis during the placement is on practical knowledge. Developing new skills is important in a placement, with an emphasis on 'do and experience'. You will be encouraged to reflect on your own learning process. Within the year 2015 and 2016 CIVITAS gives 30 persons from 30 different cities the possibility to work in another city.

The cities of Koprivnica (Croatia), Donostia-San Sebastian (Spain), Bristol (United Kingdom), Madeira (Funchal, Portugal), Graz (Austria) and Brno (Czech Republic) already expressed that they are willing to host placement participants from other cities.

Interested to take part in this placement program? Please read all the information below (or on [the placement page on civitas.eu](http://the_placement_page_on_civitas.eu)) and fill in the application form!

### Who can apply?

An application must satisfy the 3 following eligibility criteria in order to be retained for evaluation:

1. It involves a 'CIVITAS city' either as "lead city" or as "learning city";
2. It is complete in all elements required in the application form;
3. It is submitted in English (official language of the CAPITAL project).
4. Submissions that meet all formal requirements are forwarded to the Quality Board for evaluation.

The Quality Board uses the following criteria to decide about approval:

- The application meets all three eligibility criteria
- A concrete assignment is written down, with clear reference to the learners' own local context and local challenges
- The assignment is done for one of the CIVITAS themes
- The applicant describes the skills he/she wants to develop
- Placement is planned to be finished within a year after approval

### How to apply?

#### *Learning cities:*

Transport professionals who want to take part in a placement fill in the [online registration form](https://nl.surveymonkey.com/s/VB3J67R). <https://nl.surveymonkey.com/s/VB3J67R>

#### *Host cities:*

Cities that want to be a host need to meet certain requirements as well:

- The host city will be asked to approve the assignment of the trainee who is placed there. Therefore, before the placement starts the lead city and the learning cities will establish a placement agreement.
- The lead city need to ensure there is a tutor who is available before and after during the length of the placement to guide and coach the participant.

### How much funding is available and what is covered?

- A total of € 1950 is available as to support leading and learning cities.
- Per year approximately 15 placements are expected to be co-funded.
- The maximum amounts of funding per placement
  - o Learning city: travel and subsistence € 800

- Host city: meeting costs (room rental and catering costs) € 250 - eligible costs exclude staff time
- Host city: fee for supporting the learning city € 900

In case of any questions, don't hesitate to contact us via [placement@civitas.eu](mailto:placement@civitas.eu) or +32 16 31 77 02

## 10. Setting up new national networks

Organisations interested in setting up new CIVITAS national networks in countries not yet covered by the CIVINETs are called to apply to the CAPITAL Activity Fund for a maximum funding of 6.000€ (i.e. 75% of total costs of 8.000€ including time) aimed at:

- Preparing the scene for launching a network (launch event, communication with potential interested cities)
- Setting up a structure (formal or informal) and registering it on the CIVITAS website
- Helping the structure to prepare its first annual activity plan.

Further funding for these activity plans would be accessible, once the network has been set up, through further AF calls. Proposals should include:

- A plan for a launch event (provisional date, content, expected outcome)
- A provisional plan of activities for one year, possibly inspired by existing networks (workshops, study tours, communication and networking activities, links with other projects or national initiatives) which can give an overview of the potential effectiveness of the network existence once set up
- A list of both 1/cities having expressed their interest in forming such a network and 2/potential member cities considering the target public of members
- Possible structure and membership (cities only, others stakeholders... how the network could be functioning in your country to be addressing the best the objective

The CIVINET Secretariat, at EPC – [marie.launay@europrojectconsult.eu](mailto:marie.launay@europrojectconsult.eu) or TTR - [fiona.mclean@ttr-ltd.com](mailto:fiona.mclean@ttr-ltd.com) is available to respond to questions related to the nature of activities and the governance put in place in the CIVINETs.

## 2.2 Take-up levels

The CAPITAL Activity Fund Calls are structured according to four take-up levels, which range from inspirational and small-scale activities such as workshops and study tours, to more systematic transfer activities from a pioneer to a take-up city. Take-up levels therefore differ in terms of scale (inspirational, structural, investigative and implementation-preparatory).

One proposal may include more than one activity within a chosen take-up level (for example a workshop and a study tour), but it needs to be limited to one take-up level only. Since take-

up levels build on each other, successful applicants are encouraged to propose activities from a higher take-up level in a later Activity Fund call.

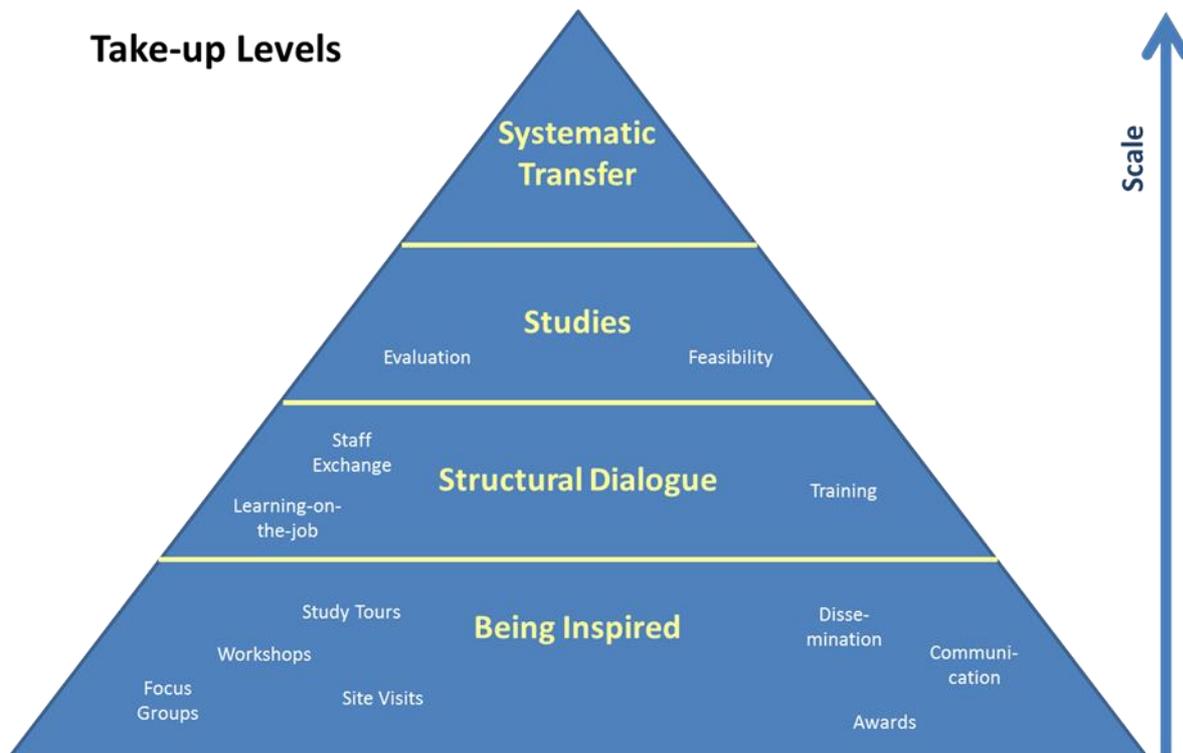


Figure 1: Take-up levels

Activities envisaged in proposals to the Activity Fund Call are described for each take-up level below.

### 2.2.1 Take-up level 1: 'Being Inspired'

At the initial phase of the take-up process, inspirational and small-scale activities are useful to explore a specific sustainable urban mobility topic or measure a city may want to take-up. Typical examples of such inspirational and small-scale activities include (list not exhaustive):

- **Workshops or focus group meetings** on a specific topic (see paragraph 2.2 on the focus of this call) in either the pioneer or take-up city: These events are typically targeted at planners, implementers and decision makers from local or regional authorities. Focus group meetings should have a maximum of 15 participants. Workshops could be larger, but should not have the character of a conference. Eligible costs include staff time, meeting room rental, catering (food and beverages), travel and subsistence costs, remunerations of experts. Workshops or focus group meetings may be combined with a site visit. Proposals will be evaluated according to best value-for-money. The upper limit for co-funding via the CAPITAL Activity Fund is €2,500 per workshop or focus group meeting.

- **Study tour or site visit** to cities having demonstrated outstanding sustainable urban mobility solutions. This may be an activity proposed individually or in combination with a workshop or focus group meeting. Study tours or site visits are typically targeted at planners, implementers and decision makers from local or regional authorities. They should be guided by a dedicated person from the leading city who is also been made aware of the specific challenges and requirements of the learning city. Eligible costs typically include staff time as well as travel and subsistence costs. The upper limit for co-funding via the CAPITAL Activity Fund is €2,500 per study tour or site visit.
- **Awards**, for example for young transport professionals or for university students. This activity could seek papers on take-up methodologies or take-up processes in practice. Eligible costs include staff time to prepare the award and to evaluate proposals as well as a monetary award (fixed amount) for example to pay for travel cost and registration fees to a CIVITAS Forum. The upper limit for co-funding via the CAPITAL Activity Fund is €2,500 per award.
- **Dissemination and communication** activities such as the production, distribution and translation of dissemination material communicating urban policies (publications, flyers, posters, etc.). Production, translation and dissemination costs are eligible costs. The upper limit for co-funding via the CAPITAL Activity Fund is €1,000 per activity.

- **Take-up level 2: 'Structural Dialogue'**

In a more mature take-up phase, where concrete relations between the providing and the receiving side of the take-up process have been established, it may be useful to engage in a structural dialogue and carry out one or more of the following activities (list not exhaustive):

- **Staff exchange** between a pioneer city and a take-up city offers individuals a chance to experience the working environment and understand the framework conditions for implementing sustainable urban mobility measures in the counterpart city. The individuals selected for the staff exchange function as multipliers of knowledge and experiences gained (via the staff exchange) in their own working context. Staff exchange implies that one or more training sessions for fellow staff members at the home base will be carried out. Eligible costs include travel and subsistence costs of the respective staff members engaged in the staff exchange. Staff exchanges should not exceed ten working days. Staff members engaged should remain employed and insured at their original employer during the time of the staff exchange. The upper limit for co-funding via the CAPITAL Activity Fund is €5,000 per staff member engaged in the exchange.
- **Learning-on-the-job** is understood as placement of a learning city staff member at a leading city. As within a staff exchange, one or more training sessions for fellow staff members at the home base need to be organised in which the staff member shares his/her experiences. The same framework conditions apply as for staff exchange.

- **Training** events are organised for a group of representatives from one or more learning/take-up cities. They can take the form of physical meetings, but they can also be organised as site visits. In the case of presence-trainings, these may be combined with a site visit (see paragraph 2.3.1). Eligible costs include staff time for the organisation, moderation and follow-up (reporting) of training events, meeting room rental, catering (food and beverages), travel and subsistence costs and remunerations of trainers. The upper limit for co-funding via the CAPITAL Activity Fund is €5,000 per training.

- **Take-up level 3: 'Studies'**

Take-up of sustainable urban mobility measures necessitates good knowledge about a particular transfer measure (or measure package), its technical, legal and financial requirements as well as potential impact. The CAPITAL Activity Fund therefore co-funds studies to fulfil these requirements in order to prepare the implementation of sustainable urban measures in a (take-up) city, including (list not exhaustive):

- **Evaluation studies** to support fact finding on potential take-up measures. This can include long-term evaluation studies or impact and process evaluations of recent measures or measure package implementations in one or more of the Call topics. The results of the evaluation study are expected to be prepared in an evaluation report, a fact file (maximum two pages) and a presentation (PowerPoint, Prezi or similar). Eligible costs include staff time. Data gathering tools and instruments are non-eligible costs. The upper limit for co-funding via the CAPITAL Activity Fund is €7,500 per evaluation study.
- **Feasibility studies** investigating the potential for measure take-up and/or leading towards pilot demonstrations and implementations. Eligible costs include staff time. The upper limit for co-funding via the CAPITAL Activity Fund is €7,500 per feasibility study.

- **Take-up level 4: 'Systematic Transfer'**

The CAPITAL Activity Fund supports the systematic transfer of sustainable urban mobility measures from a pioneer city where it has been successfully implemented to a take-up city that has already positively assessed the take-up potential of this mere measure. Systematic transfer activities following the TIDE methodology (<http://www.tide-innovation.eu/en/Wiki/TIDE-Systematic-transfer-methodology/>) always involve one pioneer city and one take-up city. Activities are geared at the development of an implementation scenario for integrating one innovative measure into the local transport policy of the take-up city. Eligible costs for systematic transfer activities include staff time and travel and subsistence cost for city representatives taking part in take-up supporting experience and knowledge exchanges between the pioneer city and the take-up city. The upper limit for co-funding via the CAPITAL Activity Fund is €10,000 per systematic transfer.

It is planned to maintain the same call structure and hence same identical take-up levels for all Activity Fund calls.

## 2.3 Eligibility

An application must satisfy all of the following eligibility criteria in order to be retained for evaluation:

- It is submitted before the deadline stated in the call text, i.e. for the third call 6 May 2015;
- It involves at least one legal entity established in a Member State of the European Union, Albania, the Former Yugoslav Republic of Macedonia, Iceland, Israel, Kosovo, Montenegro, Norway, Serbia, Switzerland or Turkey;
- Legal entities involved in previous demonstration or support projects co-funded by the CIVITAS Initiative are eligible to apply. However, activities that have been previously (co-) funded by CIVITAS cannot be co-funded again;
- It involves a 'CIVITAS city' either as a pioneer city or a take-up city for the process towards take-up of successful sustainable urban mobility measures (see box below);
- It is complete in all elements required in the application form;
- It is submitted in English (official language of the CAPITAL project).

The application form includes an eligibility checklist.

Only proposals that satisfy the above eligibility criteria are acceptable and will be evaluated by the Selection Committee.

A '**CIVITAS city**' is considered to be either CIVITAS demonstration city, a CIVITAS Forum Network city or a member city of a regional or national CIVITAS Network (CIVINET):

- A '**CIVITAS demonstration city**', i.e. one of the so far 64 cities from all over Europe that have implemented measures co-funded in the context of one or more CIVITAS demonstration projects (<http://www.civitas.eu/demo-cities>). These cities have implemented close to 1,000 measures – a large number of them may potentially be taken-up by other cities. (Every pioneer city is also a demonstration city). Some demonstration cities are considered CATALIST pioneer cities. Pioneer cities have particular knowledge and experience in certain focus areas and are able to provide support to potential take-up cities.
- A '**CIVITAS Forum Network city**' (<http://www.civitas.eu/content/forum-network-cities>). These are cities that have signed the CIVITAS Declaration and thereby declared their commitment to a) Introduce an ambitious sustainable urban transport policy, integrating innovative measures, technologies and infrastructure, b) Support and contribute to the achievement of the aims of the CIVITAS Initiative, and c) Share

experiences and learn about other cities' progress and achievements by actively participating in the CIVITAS Forum. Every demonstration city is also a CIVITAS Forum Network city.

- A '**CIVINET city**', i.e. a member city of one of the regional or national CIVITAS networks (<http://www.civitas.eu/content/what-civitas-forum-network>, CIVITAS national and regional networks). Many, but not all CIVINET cities are also 'CIVITAS Forum Network cities'.

## 2.4 Budget and funding rules

The Activity Fund budget for the third call is €60,000. Per take-up level, 2-3 projects are expected to be co-funded. The maximum amounts of co-funding per take-up level and proposal are €5,000 (being inspired), €5,000 (structural dialogue), €7,500 (studies) and €10,000 (systematic transfer).

Eligible costs include staff time, travel and subsistence costs, meeting costs (room rental and catering costs), remunerations of trainers and registration fees for conferences or workshops.

Edit 20-04-2015: measurement equipment is not an eligible cost

- Resources have to be provided in Euros. If not in Euros, the official conversion rate at the date of requesting cost reimbursement could be used.
- VAT is not eligible.
- Please provide time in hours and based on realistic average hourly rates for the staff involved.

## 2.5 Procedures

### 2.5.1 Submission

Proposals must utilise the online application form available [on the CIVITAS Website](#) and follow the procedures detailed in the Terms of Reference. Applications submitted past the deadline or incomplete applications will not be retained for evaluation. Applicants will receive a confirmation e-mail.

### 2.5.2 Eligibility check / pre-selection:

The eligibility of all received proposals will be assessed, rejecting those not meeting all formal eligibility criteria. In the case of a rejected proposal, applicants are duly informed as to the ineligible criterion and are encouraged to re-apply.

Proposals meeting all formal requirements are forwarded to a Selection Committee, composed of the Management Committee members of CIVITAS CAPITAL and the European Commission.

### **2.5.3 Proposal evaluation and approval**

Evaluators give marks from 0-20 (evaluation criteria 1 and 2) and 0-10 (evaluation criterion 3), respectively, for each proposal.

**Evaluation Criterion 1: Proposal idea and the proposed workplan (maximum 20 points)**

**Evaluation Criterion 2: Take-up potential (maximum 20 points) (i.e. the anticipated impact of the proposed activity).**

**Evaluation Criterion 3: Resource allocation (maximum 10 points)**

The results are consolidated into an average mark per proposal and per criterion. Proposals need to pass two thresholds to move up to the second step of the evaluation:

- At least 50% of the point score per evaluation criterion
- At least 70% (35 Points) of the maximum point score (50).

The proposals will be ranked on the basis of the evaluation scores. A set of best-rated proposals is put forward to the members of the CIVITAS Advisory Board who will provide feedback for the prioritisation to the Management Committee. In a final step, the European Commission reviews the suggestions for co-funding and provides its final decision on the selection of the Activity Fund beneficiaries to the Project Coordinator.

Proposal evaluations will be completed within seven weeks (30 working days) of the closing date of the respective calls.

### **2.5.4 Negotiations**

The Coordinator notifies the intention to negotiate with the successful applicants and the motivations of rejection to unsuccessful applicants. In the latter case, the notification will include an explanation why the application was turned down and how it could be improved. The letter of notification to the awarded party will mark the beginning of the negotiation phase between the awarded applicants and the Coordinator, aiming to conclude a Grant Agreement.

This phase takes the recommendations made by the Management Committee and the CIVITAS Advisory Board into account so as to apply the necessary adjustments or modifications to the work plan and/or budget.

Upon agreement on a work and financial plan, and written approval by the EC, the Coordinator and the awarded party sign a Grant Agreement, which will include the technical and financial terms of reference.

Negotiations between the Coordinator and applicants are expected to be concluded within 10 working days.

### **2.5.5 Implementation and reporting**

Once the Grant Agreement has entered into force, the awarded party can kick off the take-up activities. Projects are expected to start within two months of the closing date, i.e. in the case of the third Activity Fund call in early July 2015 and finalised within six months after their commencement.

A Final Activity Report (including a financial report and receipts) must be submitted by e-mail within 30 working days after the end of the activities to the Coordinator who has ten working days to approve it. The Final Activity Report needs to include a one- to two-page publishable summary intended for the public. Reimbursement will be made by IBAN transfer within 10 working days of approval of the Final Activity Report. The European Commission will review the Final Activity Reports within the frame of the CAPITAL interim reports.

### **2.5.6 Measures to assure confidentiality and detect/avoid conflict of interest**

Conflicts of interest arise when an evaluator's personal situation, goals, and biases inappropriately influence a judgment or decision. Existing and potential conflicts of interest in the evaluation phase of the proposals should be identified by the Management Committee members and communicate to the Coordinator and dealt with openly and honestly.

Appropriate measures will be implemented to address potential conflicts of interest and to assure confidentiality during all stages of the selection and implementation of activities funded by the CIVITAS Activity Fund.

## **2.6 Timing and deadlines**

The third call for proposals of the Activity Fund opened on **30 March 2015** and will close on **6 May 2015**.

<p>For all questions and information, please contact <a href="mailto:activityfund@civitas.eu">activityfund@civitas.eu</a></p>
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