



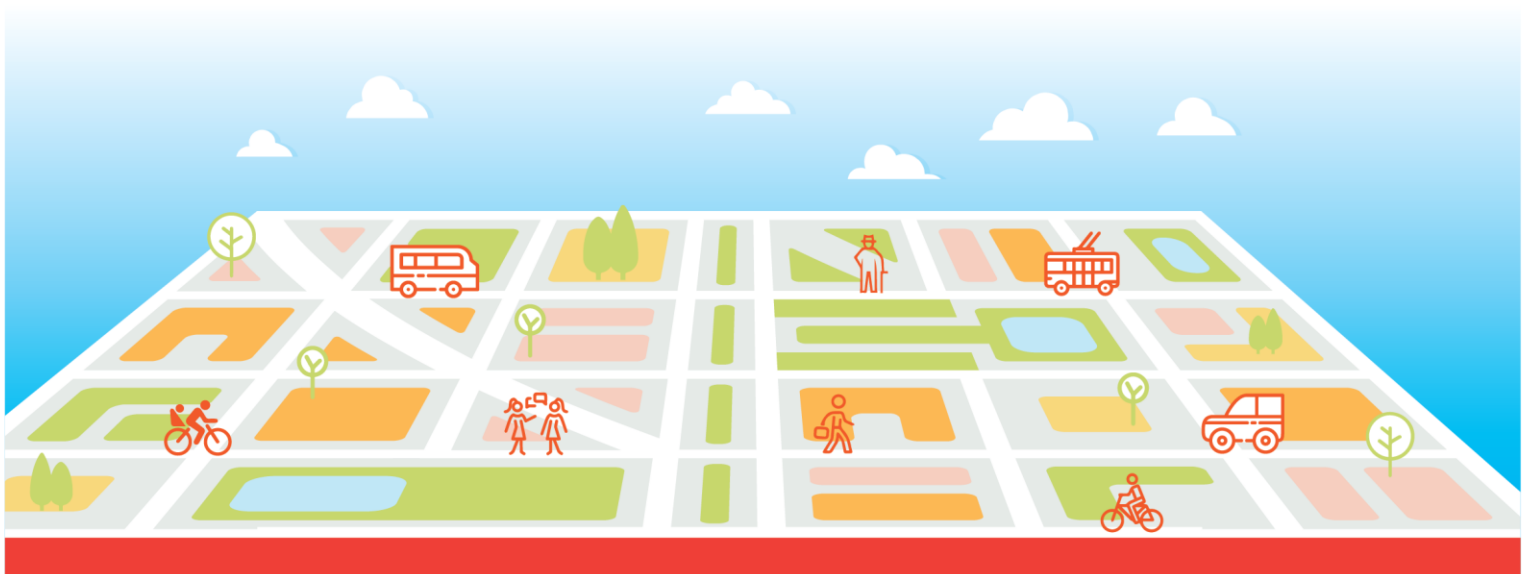
SUNRISE

*Sustainable Urban Neighbourhoods
Research and Implementation
Support in Europe*

Terms of Reference

SUNRISE Take-Up Cities Group

Background information for cities and
neighbourhood representatives interested in
joining the SUNRISE TUC Group



This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 723365

About the SUNRISE Take-Up Cities (TUC) Group

SUNRISE aims to inspire, inform, and activate neighbourhoods beyond the project's partnership and especially the SUNRISE TUC. Take-up neighbourhoods are located across the EU and are not part of the formal partnership.

SUNRISE foresees a programme of peer visits and mentoring and will organise study tours to inspiring neighbourhoods (that could be chosen from the six action neighbourhoods but also from the other neighbourhood projects or CIVITAS wider community) for the take-up group of neighbourhoods. Take-Up Cities will be involved in the co-creation process. They will be able to provide input based on their needs and their local situations.

In this sense SUNRISE is planning the following for the group of Take-Up Cities to be selected:

- Three workshops: throughout the project's lifetime, including site-visits (travel expenses covered). These one day workshops will be linked to SUNRISE consortium meetings to enable synergies between meetings. The workshops will include a half day site visit, and a working session linked to the elaboration of the co-creation plans.
- Two webinars per year: access to online discussions with tailored advice from SUNRISE experts.
- Bilateral peer-to-peer advice: the possibility to actively solicit advice for a specific neighbourhood mobility issue, related to the Co-creation Scenarios. Expert advice will be provided by Polis, Rupprecht, Koucky, TRI, TUW, ZLC and Urbanista.
- e-Learning course: a brief, interactive course will be developed by Rupprecht Consult to support representatives of Take-Up Cities to develop co-creation scenarios. The course will also be made available to the general public through the Neighbourhood Mobility Pathfinder in month 22 of the project.

Establishing the SUNRISE Take-Up Cities Group

What is the target membership of the SUNRISE TUC Group?

SUNRISE welcomes local public stakeholders involved in neighbourhood mobility schemes into its TUC Group. These stakeholders should be representing the local authority, or be mandated by them. The indication of the representative will be part of the admission form to the TUC Group.

Cities that are part of the CIVITAS 2020 neighbourhood projects cluster (METAMORPHISIS, MUV, MOBILITY4PEOPLE) are not eligible for funding, but will be invited to the SUNRISE TUC group events.

The focus is on funding local authorities in EU countries. Eligibility of involvement of cities outside the EU or European Research Area should be confirmed with the INEA.

Selecting the SUNRISE TUC Group members

From the initial project proposal phase group of 29 LoS signatories, 11 reconfirmed within the given deadlines. SUNRISE will select another 9 take up cities through an open process.



- The cities are asked to apply by means of the TUC Group admission form. The admission form will collect facts and figures about the applicant and neighbourhood, as well as an indication of local challenges and solutions areas (cluster topics) of preference. Applicants will also be asked to indicate what they have to offer in terms of local experiences (learning experiences as well as best practices).
- The deadline for resending the admission form will be 9 February 2018.
- Based upon the collected admission forms, Polis, RC and Bremen¹ will develop a proposal for selection. next steps and this by means of a concall on the 23rd of January. These next steps could entail: selected applicants will be informed before the end of February 2018.
- These will be asked to sign a concise TUC agreement ('MoU') by 15 March February 2018. This document will create mutual understanding about expectations, create a safe working atmosphere and define practical and financial agreements. It clarifies the respective contributions from the SUNRISE consortium (offer in terms of workshops and webinars, technical support, and reimbursement of costs) and the TUC member (presence at events, documents to complete, timelines to adhere to etc.).

SUNRISE TUC Group activities and outputs

The Purpose of the SUNRISE TUC Group

The Take-Up Cities group will act as a Community of Practice. Communities of Practice are formed by people who engage in a process of collective learning in a shared domain of human endeavour. Communities of practice are groups of people who share a concern or a passion for something they do and learn how to do it better as they interact regularly, and aim at solving problems and creating long lasting knowledge, in this case co-creation of mobility solutions at neighbourhood level.

The TUC Group activities will support its members in the development of a co-creation scenario for a neighbourhood-level mobility solution (see section 3.2), following the SUNRISE principles and process, including: co-identification of problems, co-design of solutions, co-implementation of solutions and co-evaluation of measures. The actual execution of the implementation plan is not part of the TUC process.

The Group activities aim at creating capacity amongst the TUC Group members to replicate the SUNRISE approach in their cities and beyond. In addition, with its first-hand exposure to the SUNRISE co-creation process, the Group can provide feedback to the SUNRISE consortium on SUNRISE tools and methodologies, before they are finalised and published to a wider audience.

The main output: the Co-Creation Scenario

The TUC Group members will produce along the process of the project an individual Co-Creation Scenario. This is a living document that will be drafted in different phases and steps including these elements:

- Facts and figures about the neighbourhood

¹ Bremen is in this context the representative of the 6 SUNRISE partner neighbourhoods, and understands best the interest of cities and neighbourhood representatives.



- Co-definition of problems
- Co-design of solutions
- Co-evaluation
- Long-term perspectives for co-creation in the TUC

Each section will be about 4 pages long, leading to a concise, sharp and challenging scenario of 20 pages, presenting a process towards co-creation within a specific SUNRISE cluster topic. The TUC Group members will be asked to select one SUNRISE cluster topic (as indicated in the admission form mentioned above). For each section, templates and guidelines will be provided well in advance of preparing the inputs. The documents will be stored centrally, and published online if agreed by the TUC Group member.

Achieve the Co-Creation Scenario: activities to provide conceptual support

The TUC Group members are not alone in preparing the Co-Creation Scenario. They will be supported through three types of activities: meetings, online discussions and consultancy.

1. Workshops: There will be three workshops throughout the project's lifetime, including site-visits (travel expenses covered). These one day workshops will be linked to SUNRISE consortium meetings to enable synergies between meetings. The workshops will include a half day site visit, and a working session linked to the elaboration of the co-creation plans. These events present opportunities to discuss the different phases of co-creation and to exchange technical insight on neighbourhood mobility issues. The approach will be lively and practical, starting from obvious challenges and day-to-day problems.
2. Online discussions: the meetings (travel budget included) will be prepared and followed up by webinars involving the technical support partners as well as the SUNRISE neighbourhoods. These (two webinars per year) with tailored advice from SUNRISE experts.
3. Consultancy: TUC cities can actively solicit for bilateral peer-to-peer advice for a specific neighbourhood mobility issue, related to the Co-creation Scenarios. The expert advice will be provided by Polis, Rupprecht, Koucky, TRI, TUW, ZLC and Urbanista.

Sequence of activities

The activities mentioned above will be sequenced in a logical manner so that a high quality output of the Group members is ensured, and so that all TUC Group members are confident and informed about what they should contribute. For each of the phases in the process, we follow a three step approach:

1. An Initiating webinar informs the TUC Group members about the topic and approach by means of guidelines and templates. In this webinar, the Group members receive an assignment for homework, to be completed by the workshop.
2. The workshop is the moment where peer to peer exchange is organised and best practices are experienced. First feedback on the homework assignment is provided.
3. A concluding webinar summarises the expert feedback on the assignment, and digests the lessons learned from the workshop. The Group members is then able to finalise the section of the Co-Creation Scenario.



Sequence of activities

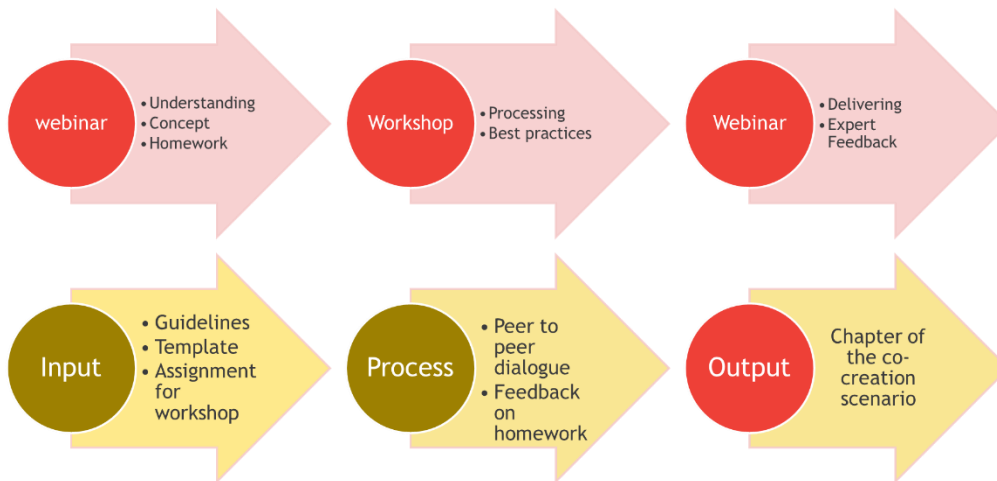


Figure 1 - Sequence of Activities

This sequence will be managed three times, for three of the process related work packages in SUNRISE: co-definition of problems, co-design of solutions and co-assessing impact/co-evaluation. As described above, the implementation is part of the activities of the SUNRISE partner neighbourhoods, but not of the SUNRISE TUC Group member neighbourhoods.

Throughout these three phases, direct support from the technical support partners is provided.



Timeline

This sequence can be project in time in the following timeline.

Table 1 - timeline TUC Group activities

Establishing the TUC group	Take up cities ToR (D5.5)	December 2017	Thematic consultancy
	Take up cities reconfirmation	December 2017 - January 2018	
	Establishment of group	February 2018	
	TUC webinar 1	March 2018	
	TUC needs assessment	March - April 2018	
	(meeting at CIVITAS Forum 2018	September 2018)	
Co-definition of problems	TUC webinar 2	November 2018	Thematic consultancy
	TUC workshop 1	February 2019	
	TUC webinar 3	June 2019	
	(meeting at CIVITAS Forum 2019	September 2019)	
Co-design of solutions	TUC webinar 4	November 2019	Thematic consultancy
	TUC workshop 2	February 2020	
	TUC webinar 5	June 2020	
Co-assessing impact/co-evaluation	TUC webinar 6	September	Thematic consultancy
	TUC workshop 3	February 2021	
Presentation of results: co-creation scenarios	SUNRISE final conference	May 2021	Thematic consultancy

Partners

