

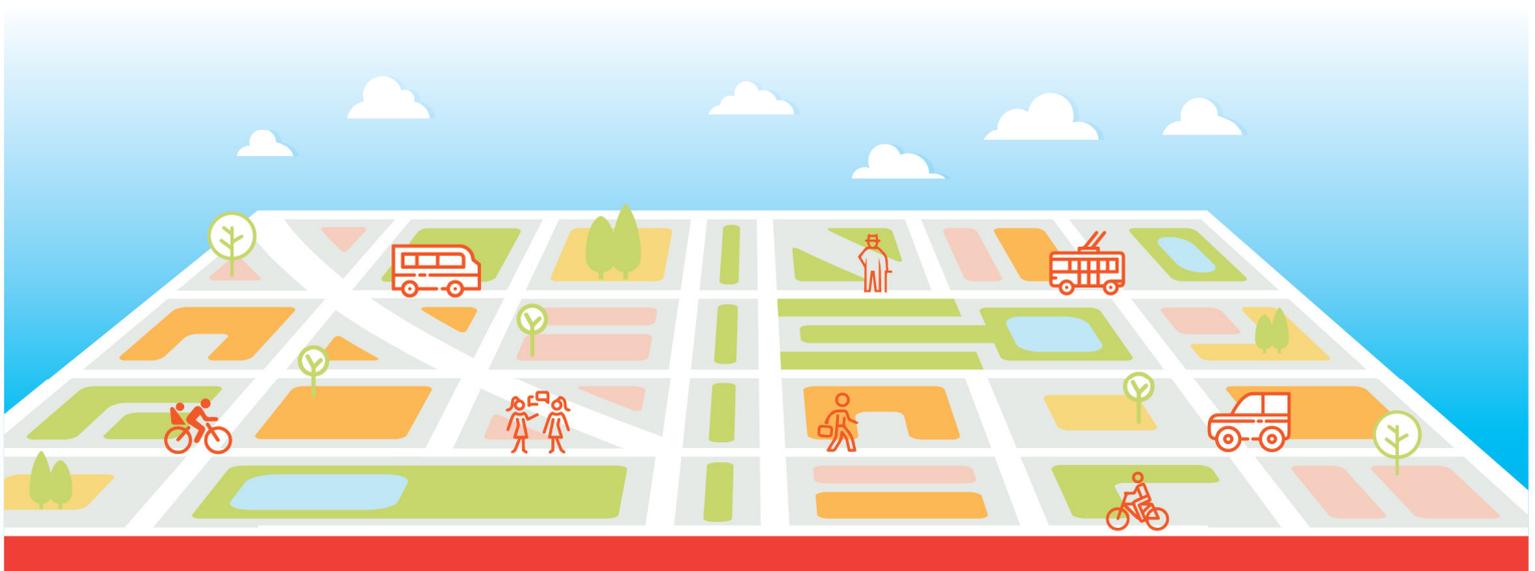


SUNRISE

Sustainable Urban Neighbourhoods
Research and Implementation
Support in Europe

Shared definition of key terms

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Brief Description	This document provides definitions of key terms of the Horizon 2020 project SUNRISE (www.civitas-sunrise.eu). It is intended to facilitate effective and precise communication within the SUNRISE consortium but also to ensure a clear and unambiguous understanding of SUNRISE's outputs to the wider communities of researchers and practitioners and of course the general public.
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Shared definition of key terms

This is a living document that defines terms that are integral to the work being done in the CIVITAS SUNRISE project. Though this document is a project Deliverable, first submitted on 31 July 2017, it is regarded as a work in progress, as the consortium may agree that new terms or new definitions of terms need to be considered in order to maximise the effectiveness of project-internal and -external communication.

Action plan

→ Neighbourhood Mobility Action Plan

Car Pooling

→ Car Sharing

Car Sharing

A system that gives people access to a (small or large) fleet of cars so that they can use an automobile individually in sequence, i.e. not simultaneously. In essence, Car Sharing is a form of short-term rental, even by the hour. This meaning of Car Sharing is widely used in continental Europe - in the UK it is often the expression “car club” that describes this form of sequential sharing.

Significantly different is what is typically called Car Pooling (in North America also Ride Sharing) where users share (part of) a journey with others in the same car at the same time. In the UK, this model is often referred to as Car Sharing.

There are two types of sharing organisation - station-based and free floating. The success of car sharing within the context of ‘sharing than owning’ is based on the latter model.

In short: For SUNRISE-internal communication:

Car Sharing = sharing a car in sequence (one user after the other)

Car Pooling = sharing (part of) a journey with several users in the same car at the same time.

Citizen (vs. resident)

In colloquial use, citizen and → resident can be used synonymously. However, SUNRISE strives to differentiate between them where such a distinction carries substantial meaning. A citizen, in such a precise interpretation, is a person who has the citizenship of a specific country whereas a resident is any person (regardless of citizenship) who resides in a certain area. This can be



particularly important in the case of Jerusalem where semantic clarity is required to differentiate between religious, administrative, ethnic, linguistic and other categories of people.

Citizen science

Citizen science¹ is a new method of integrating people with their everyday experiences in processes of research - ideally from the very beginning (definition of the problems/challenges). The term was implemented in medicine and biological science, followed by some other natural and technological science. Within the research policies of the EU and some of the member states citizen science is strongly connected with the attempt of (urban) living labs.

Citizen science refers to specific forms of the involvement of organised and non-organised citizens, making intensive and innovative use of ICT media and web 2.0. In SUNRISE, this refers to the involvement of citizens in problem co-definition and co-solution.

SUNRISE will contribute to developing this method as a scientific tool which is really open for a broad diversity of actors and benefit from the experiences gained over a longer time of neighbourhood participation processes.

Co-

The pre-fix “co-” stands for anything that is to be done “together”. In the context of SUNRISE, the parties that are supposed to act together in collaborative ways comprise, as a minimum, residents and, more broadly speaking, all local → stakeholders, experts of various disciplines and the public administration.

Co-creation

Within the SUNRISE context can be used interchangeably with → Co-production. The combination of the following two definitions from the literature describe SUNRISE’s notion of co-creation:

- Co-creation refers to a process that brings together different parties, e.g. a company and a group of customers, to jointly produce a mutually valued outcome (Prahalad & Ramaswamy, 2004).
- In a co-creation approach, heterogeneous actors collaborate to produce knowledge, instruments, technology, artefacts, policy, know-how, etc. (ERA-NET Cofund Smart Urban Futures).

¹ Following our distinction between ‘citizen’ and ‘resident’ we correctly must say ‘resident science’ as it distinguishes from formal forms of participation which are related to citizenship.



Co-implementation

The term co-implementation stressed the fact that novel solutions are not only to be planned and developed in a collaborative way across public administration and residents but that also their implementation should be a joint venture between them. In its

Co-production

Within the SUNRISE context can be used interchangeably with → Co-creation.

“Co-production provides an alternative service model in the light of reduced budgets which harnesses the strengths of both communities and staff. ... co-production is about professionals and citizens making better use of each other’s assets, resources and contributions to achieve better outcomes or improved efficiency.” (Governance International; 2016)

Core Group (precisely: Co-Creation Forum Core Group)

Each → CCF should be assisted and supported by a Core Group in the sense of a steering committee and administrative secretariat. The Core Group should consist of a stable group of 5-10 committed people, some of which might operate on an honorary basis while others can be members of the city administration. The latter can typically be members of the SUNRISE consortium; they can charge their time to the SUNRISE budget and thus ensure the longevity of the CCF at least for the duration of SUNRISE. The actual composition of the Core Group depends on the local context. Its members can, but do not necessarily have to be, formally elected.

The Core Group provides data flow and facilitates communication between projects partners, the CCF, and the general public and guarantees transparency for project processes and contents. The group ensures that the CCF can be reached by mail, telephone and email. The Core Group meets regularly and prepares meetings of the CCF, documents their results (e.g. takes minutes) and communicates about them to the media and the wider public through press releases, social media and a dedicated website (PR responsibility). The Core Group will help feed the local experience into the SUNRISE “Dashboard” (see WP5 in DoA). It also responds to questions, information requests, comments from the general public or the local stakeholders regarding the local SUNRISE activities and contents.

The Core Group cannot take legally binding decisions of any sort and it does not have its own implementation budget - apart from modest monies to cover stationaries, heating, telephone fees etc.

District

District is at first a term used by public administration and denotes the smallest urban unit for administration activities. → ‘Neighbourhood’ is a similar term but often used with a stronger societal connotation.



Innovation

Innovation is anything new in given context - it might be new at all or even 'imported' from other contexts. 'Innovation' recently is used in research policy tightly connected with technology and mainly is oriented at economic efficiency. Parallel to this the term 'social innovation' reached some importance as it come clear that sustainable development cannot be reached by technological innovation alone and must be sided by social innovation.

Due to its communicative and process orientated character SUNRISE aims to bring forward aspects of social innovation (including new governance forms, participation methods and implementation strategies and evaluation methods) by improving → citizen science methods and → 'urban living lab' experiences.

(Living) Lab

Following Bergvall-Kåreborn et al. (2003: 1)² a (Living) Lab is "... a gathering of public-private partnerships in which businesses, researchers, authorities, and citizens work together for the creation, validation, and test of new services, business ideas, markets, and technologies in real-life contexts. The purpose of a Living Lab is to create a shared arena in which digital services, processes, and new ways of working can be developed and tested with user representatives and researchers. Hence, a Living Lab is an environment in which people and technology are gathered and in which the everyday context and user needs stimulate and challenge both research and development, since authorities and citizens take active part in the innovation process."

'Labs' are part of the methodological discussions about 'open innovation', 'crowdsourcing' and 'involving lead users'. Meanwhile, different forms of 'labs' are seen as innovative management tools to come up with (mainly social) innovations and is strongly related to the method of → 'citizen science'.

The term 'lab' (laboratory) for new forms of the integration (→ co-working) of different types of actors first was implemented at MIT, Department of Architecture and Urban Design, for integrating local people in decision making within urban planning. Their attempt was not successful at that time, but was taken over later on from enterprises to fulfil individual needs for designing lifestyle products (addidas, Freitag etc.) → co-production. These people are seen as 'prosumers' (producers and consumers in one). Much later, about 15 years ago, 'labs' were reinvented by urban development processes under economically and socially difficult conditions. One of the first had been implemented in Malmö and the experience was condensed in the first handbook about 'living labs' (cf. Ståhlbröst & Holst 2012)³.

'Labs' are flexible forms of organising processes of interest exchange, goal finding, process organisation and preparing of decisions to be made by the local/regional administration and

² Bergvall-Kåreborn, Birgitta; Ihlström Eriksson, Carina; Ståhlbröst, Anna & Lund, Jesper 2009: A Milieu for Innovation – Defining Living Labs. in The 2nd ISPIIM Innovation Symposium - Stimulating Recovery - The Role of Innovation Management. New York.

³ Ståhlbröst, Anna & Holst, Marita 2012: The Living Lab Methodology Handbook. Luleå University of Technology, CDT – Centre for Distance-spanning Technology. Mimeo. <http://www.ltu.se/cms_fs/1.101555!/file/LivingLabsMethodologyBook_web.pdf>



Politicians. To implement a ‘lab’ either a political decision is needed (important for practical results) or research money is awarded (important for scientific research). Due to its organisation SUNRISE aims to follow both goals.

A ‘lab’ consists of a core group of a handful of persons being responsible for the roadmap, process organisation, dissemination, evaluation.

Learning lab

Learning lab is a specific form of a → Lab that explicitly is oriented on learning theories and practises. This attempt agrees that persons are in different positions against the final goals and that there are individual ‘good reasons’ for that.

Mobility lab

Mobility lab is a → Lab which concentrates on impacting the existing mobility behaviour of people/social groups in a particular way. Due to the tremendous need to reduce the negative outputs of traffic, SUNRISE aims to support sustainable forms of mobility: lesser use of private cars in favour of public transport and/or active forms of mobility (walking, biking), the use of post-fossil motorising. The aim is to use different mobility modes either in general (→ multi-modality) or within one trip (inter-modality).

Living lab

Living lab is a synonymous of → Lab

Memorandum of Understanding (MoU)

The SUNRISE DoA mentions two separate MoUs:

1) As part of SUNRISE’s Task 1.3 a Memorandum of Understanding of all participating stakeholders will be developed, primarily to manage mutual expectations and to clarify the basis of everyone's participation. Among many other aspects, the MoU will contain a clear expression of the respective action cities and / or the local administration to pay for the measures and project developed during the SUNRISE process and it will spell out the conditions under which the payment will occur.

2) A different MoU will be exchanged between the SUNRISE consortium and its Take-Up cities to articulate clearly what Take-Up cities can expect from their role within SUNRISE.



Mobility

Refers to the movement of people, goods, information, and data. This recognises pedestrian, bicycle, public transportation, and automobile modes. In connection with physical mobility (weekday mobility, weekend mobility, holiday mobility, professional mobility - not migration) it stands for the ability to organise the respective daily life in space. The measurable outcome of mobility is ‘mobility behaviour’, which can be analysed as result of interests, needs, means and coping strategies of individuals/social groups and/or infrastructural aspects and accessibility factors of the region

Neighbourhood (also neighbourhood level)

The term ‘neighbourhood’ is used either synonymous to → district or → quarter. In an extensive understanding the term ‘neighbourhood’ is used to highlight the societal aspects like identification, belonging, networking, trust and agreement about the way to live including social control.

In methodological way ‘neighbourhood’ ever is an individual term which defines borders, size and belonging of infrastructure and/or social groups.

In SUNRISE the term is used as a clearly defined territory which - not at least by our processes - is uploaded by the debate about the mobility future of it.

Neighbourhood Dissemination Managers (NDM)

Prepares and executes neighbourhood communication plan in cooperation with Polis. NDMs will ensure regular communication to and with their neighbourhood’s citizens and stakeholders, they will be responsible for feeding updates to the Dashboard and they will extract from the Dashboard and disseminate internally relevant experience from other neighbourhoods.

Neighbourhood Evaluation Manager (NEM)

Organisations and individuals who will run the evaluation processes in the six neighbourhoods. They will cooperate with their respective CCF to develop the local evaluation plan, they will oversee the local data collection, analyse the Before and After data of their own site, feed these results into CCF discussions and write relevant reports. TRI and TUW will provide appropriate guidelines and assistance.

Neighbourhood Learning Retreat (NLR)

Concrete, relatively small but intensive whole-day face-to-face event for its core members to discuss and think critically about the experience so far. The meeting format is flexible. Organised by Neighbourhood Coordinators and CCF to compile and produce Neighbourhood Mobility Dossier (D1.2).



Neighbourhood Mobility Action Plan (NMAP)

Describe, for each action neighbourhood, the collectively developed and selected measures and instruments with which the challenges co-identified throughout WP1 should be tackled. An NMAP also contains very specific information about required resources (time, personnel, finances), responsibilities, processes and timelines. Serves as roadmap for the co-implementation processes in WP3.

Neighbourhood Mobility Lab (NML)

A NML is a → Mobility Lab with a narrow outreach of a defined territory. As a couple of mobility labs are directed to greater territories (like regions) SUNRISE is concentrated on → neighbourhoods not at least to support as well social cohesion (as an idea of positive impacts on mobility behaviour and its social control).

Neighbourhood Mobility Pathfinder (NMP)

SUNRISE's online toolbox to enable exploitation of SUNRISE results beyond the project's lifetime. The NMP will be a structured and easy to navigate resource that provides process guidance, case studies and fact sheets on tools and methods for each of the four SUNRISE co-creation phases. Interested professionals in urban mobility, but also governance, political sciences, urban design, social cohesion, geography or gerontology will be able to find information that is close to their needs by means of key-words, the current phase of activity, thematic area etc. Over 120 resource sheets will be available - synergies with ELTIS and CIVITAS will be explicitly sought for this purpose. The Pathfinder will be available through the SUNRISE website.

Project Evaluation Manager (PEM)

TRI

Project Management Group (PMG)

SUNRISE's main body for internal communication and decision making for all issues of medium relevance, which do not need a formal decision of the General Assembly. The PMG is chaired by the project coordinator and consists of all WP leaders and all Neighbourhood Coordinators. It is the main body for monitoring project progress and the use of resources, for all short-term decisions related to the organisational and technical management of the project. The PMG will hold regular online meetings about one per month, which are open to all other consortium members as well. If needed, its members will also meet physically, if possible in conjunction with other project activities.



Project Process Evaluation Manager (PPEM)

The PPEM supports PEM in the coordination and facilitation the overall evaluation process, setting its principles and assisting the NEMs in designing and carrying out monitoring. TUW (Technical University of Vienna) plays the role of PPEM in SUNRISE.

Ride Sharing

→ Car Sharing

Smart mobility

No universally accepted definition exists of the adjective “smart” as in smart city or smart mobility. Its mainstream interpretation revolves around the real-time exchange of digital data about the status of various parameters. This coupling is expected to achieve a better “match” between the supply and demand side (e.g. of electricity, heat, mobility services etc.) in a way that triggers radical efficiency gains and reduces idle spare capacities. Whereas this interpretation tends to rely primarily on technical measures - without, for example, questioning the perception of mobility needs - the adjective “wise” is sometimes used to highlight the importance of a systematic reflection about the necessity of travel, trip qualities etc.

Stakeholder

In its most literal sense, a stakeholder holds a legitimate “stake” in a certain issue and therefore has a vested interest in specific topic, proposal, property etc.

Research Data and IP Management Plan (DIPMP)

Describes what data and what Intellectual Property (IP) all partners bring to the project and keep track of what they generate over the course of the project. As a cornerstone of the project’s knowledge management, the DIPMP articulates how these resources will be analysed, exploited, disseminated and preserved. To ensure maximum internal trust and transparency, this document will also make explicit the management principles to handle those datasets and IP resources. It will include information on the handling of research data during and after the end of the project, what types of data will be collected, processed and/ or generated, which methodology and standards will be applied, whether data will be shared/ made open access and how data will be curated and preserved (including after the end of the project).

The structure of the DIPMP will be based on, but elaborated beyond, the Data Management template provided by the EC. It will be a living document, the latest version of which will always be available to all partners. A first version is to be completed by project month 6 (D6.4), an interim version in time for the mid-term review (D6.5; month 22) and a final deliverable (D6.6; month 48) to be submitted as confidential document by the end of the project. During the project, the Coordinator with the support of the Management Group will be in charge of the



DIPMP and all innovation protection aspects. In addition, every project partner will appoint a person responsible for all their data management and IPR related issues.

Resident

→ Citizen

Sustainable Neighbourhood Mobility Plan (SNMP)

A planning concept to complement SUMP; the local neighbourhood counterpart to the broader SUMP concept.

Sustainable Urban Mobility Plan (SUMP)

A planning concept applied by local and regional authorities for strategic mobility planning that promotes participatory approaches to planning at the city scale. SUMP encourages a shift towards more sustainable transport modes and supports the integration and balanced development of all modes. A SUMP is instrumental in solving urban transport problems and reaching local and higher-level environmental, social, and economic objectives.

Take-Up Cities (TUC)

Will be presented with a summative evaluation of the results achieved by SUNRISE at various stages of the project and will be given the opportunity to provide feedback that will be taken into account in the further assessment and evaluation process.



Partners

