



Innovation Action

H2020-LC-SC3-SCC-1-2018

# D9.1 Kick-off Meeting Result Report, Financial and Technical Agreements

**WP9, T9.3**

January 2019 [M2]

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## Abbreviations and Acronyms

Acronym	Description
C&D	Communication and Dissemination
DIT	Dissemination and Innovation Secretariat
DoA	Description of Action
EC	European Commission
FWC	Follower city
GA	Grant Agreement
KoM	Kick off Meeting
LHC	Lighthouse city
LT	Long Term
MT	Medium Term
PED	Positive Energy Districts
PM	Persons Month
RES	Renewable Energy Sources
RM	Review Meetings
SCC	Smart Cities and Communities
ToC	Table of Content
WBS	Work Breakdown Structure
WPL	Work Package Leader
WPs	Work Packages





## Executive Summary

This document includes the minutes of the MAKING-CITY Kick-off meeting held in Boecillo (Valladolid - Spain) at Fundación CARTIF premises. According to the DoA, a summary of the meeting, the financial and administrative agreements and the consortium structure are presented in this document.

It has been structured according to the Kick-off meeting structure, including a specific section to the presentation of the Lighthouse Cities (section 5) and the Follower Cities (section 6), other for the Work Packages planning sessions (section 7), and a specific section summarising the Parallel Sessions held during the meeting (section 9). Furthermore, a summary of the Project Overview and the presentation introduced by the Project Officer are included within this document in the corresponding sections. A separated section (section 8) has been included for the WP9 where administrative, legal and financial aspects have been summarized. Finally, the conclusions section includes all commitments and main remarks arisen during the Kick-off meeting, establishing also the basis for the work to be carried out during the following months.



# Kick-of Meeting Summary

On December 2018, 13th to 14th, the partners of the MAKING-CITY project, funded by the European Commission through the H2020 Programme, met in Valladolid (Spain) to have the kick-off meeting of the project.

The representatives of the different partners attending the meeting were:

**Table 1: List of attendees**

Partner	Name	Partner	Name
[01] CAR	Cecilia SANZ	[18] JET	Jussi PARVIAINEN
	Cristina DE TORRE		Jari KARHU
	Daniel MARTÍN	[19] ARI	-
	Sergio SANZ	[20] VTT	Klaus KANSALA
	Fredy VÉLEZ		Tuomas PAASO
	Alvaro CORREDERA	[21] BAS	Angelo VERNILLO
	Rubén GARCÍA		Riccardo POLETTTO
	César Valmaseda		Giorgio STRAPPAZZON
	Andrés MACIA	[22] UNI	Stefano CAROSIO
[02] TEC	Eduardo MIERA	[23] LEO	Mónica PRADA
	Sergio SAIZ		Enery ACEVEDO
[03] GRO	Jasper TONEN	[24] KM	Damla MUHCU
	Anna TAHAPARIJ		Burcu Sari BASMAN
[03a] WAR	Joep DE BOER		Zerrin KARAMUKLUOGLU
	Bart VAN LOON		Eren SAYGILI
[04] TNO	Jeroen VAN DEN BERG	[25] DEM	Beril ALPAGUT
	Marc HAMBURG		Caner DEMIR
[05] GPO	Els STRUIVING		Baha KUBAN
	Steven VOLKERS		Ömer AKYÜREK
[06] SEV	Mark DE LA VIETER	[26] POP	-
[07] WAM	-	[27] STU	Vladimir ONDREJIČKA
[08] NIJ	-		Maroš FINKA
[09] CGI	Henk ENSING	[28] VID	Vladislava TSVETANOVA



Partner	Name	Partner	Name
[10] SB	Tuan Anh NGUYEN		Veneta STEFANOVA
[11] RUG	Christian ZUIDEMA		Tsvetan ILIEV
[12] HUAS	Tineke van der SCHOOR	[29] GSC	Ina KAROVA
[13] OUK	Sari MATINHEIKKI		Daniela KOSTOVA
	Simo TUPPURAINEN	[30] LUB	Robert ŽYSKO
	Mervi UUSIMÄKI	[30a] LPEC	-
	Kari NYKÄNEN	[31] LGI	Esti SANVICENTE
[14] UOU	Hanna KOSUNEN		Mathilde BAZIN-RETOURS
	Sari HIRVONEN-KANTOLA	[32] R2M	Sophie DOURLENS-QUARANTA
	Eva PONGRACZ	[33] GBCE	Emilio MITRE
	Yueqiang XU		Raquel DÍEZ
[15] OEN	Reijo PANTSAR	[34] CAP	Manuela PORTIER
[16] SIV	Heikki POHJOLA		Marion VIOLA
	Kari PUOTINIEMI		Johanna CASTEL
[17] YIT	Mari JÄRVELÄ		
	Mira KONTIO		





**Figure 1: MAKING-CITY Consortium during the kick-off meeting**

The Kick-off-meeting (KoM), as the first consortium meeting of the MAKING-CITY project, has the aim to meet face to face all of the partners, allowing to have deep discussions about the different activities to implement on it, and understand the project background, objectives, expected results and what has each partner to do to achieve all of them.

The kick off meeting was structured in two days of proper KoM (13th and 14th of December) mandatory for all the project parnters, and Pre-meeting sessions on the day before (on 12th December) focused on the cities of the project. During the three days the consortium tried to give an answer to the following questions:

- *Scope* – what are we doing?
- *Approach* – how are we going to make this happen?
- *Roles* – who is doing what? who's responsible for what?
- *Teamwork* – how are we going to work together?
- *DoA Review* – what are we doing, when, how, and what will we produce?
- *Legal & financial*- Which are the legal and financial issues that we need to take in consideration?
- *To-do list*. Which are next steps?
- *AOB* – anything else that we need to discuss?

All partners had the opportunity to present the main objectives of MAKING-CITY, understand the roll of each partner and responsibilities, analyse the status of the demo-sites in the two Lighthouses cities (Oulu and Groningen) and the expectations about follower cities, set-up the work plan and interactions between WP, task, actions and deliverables, present the project management guidelines and ethical, legal and financial issues and hold the first General Assembly of the project.

In the following tables the agenda of the periodic meeting can be seen.



**Table 2: First day agenda (13<sup>th</sup> of December, 2018)**

MAKING-CITY – Kick-off meeting	
<b>Date:</b>	Thursday 13 <sup>th</sup> of December, 2018
<b>Venue:</b>	Fundación CARTIF
09h00 – 09h30	Registration and Welcome Coffee
09h30 – 10h00	<b>Welcome (CAR)</b> Sergio SANZ (R&D Programmes Manager ) Rubén GARCÍA (Head of Smart City Area )
10h00 – 10h30	Introduction of attendees and <b>Project Overview (CAR)</b> Cecilia SANZ (Project coordinator)
10h30 – 11h00	
11h00 – 11h20	Coffee break
11h20 – 12h00	Presentation by the Project Officer ( <b>INEA</b> ) Eleni KONTONASIOU (Project Officer)
12h00 – 12h45	Presentation of <b>LIGHTHOUSE CITY: OULU</b> . Demonstration of Positive Energy District Concept in Oulu: <b>WP2 (OUK / VTT)</b> Sari MATINHEIKKI (Development Manager-OUK) Klaus KÄNSÄLÄ (Senior Scientist-VTT)
12h45 – 13h30	Presentation of <b>LIGHTHOUSE CITY: GRONINGEN</b> . Demonstration of Positive Energy District Concept in Groningen: <b>WP3 (GRO)</b> Jasper TONEN (Project Manager)
13h30 – 14h30	Lunch Break
14h30 – 15h30	Presentation of <b>FOLLOWER Cities</b> : <ul style="list-style-type: none"> <li>Bassano del Grappa (<b>BAS</b>) Angelo VERNILLO (City Councilor)</li> <li>León (<b>LEO</b>) Enery ACEVEDO (Architect)</li> <li>Kadiköy (<b>KM</b>) Burcu SARI BASMAN (Coordinator of spatial strategic plan for Kadiköy district)</li> <li>Poprad (<b>POP</b>)</li> <li>Vidin (<b>VID</b>) Tsvetan ASENOV (Deputy mayor “Spatial planning and infrastructure development)</li> </ul>



	<ul style="list-style-type: none"> <li>Lublin (<b>LUB</b>) Robert ZYSKO (Head of Division for Strategy and socio-economic analysis at the strategy and investorrekatuibs department of the Lublin City Office)</li> </ul>
15h30 – 17h00	<b>WP9 Administrative, Legal and Financial Aspects - 1st General Assembly (CAR)</b> Daniel MARTÍN (R&D Programmes. Administrative Manager)
17h00 – 19h00	Visit to demo sites of other European Projects <ul style="list-style-type: none"> <li>CITYfiED Project: Visit to Torrelagao district. <a href="http://www.cityfied.eu/">http://www.cityfied.eu/</a></li> <li>REMOURBAN Project: Visit to FASA district. <a href="http://www.remourban.eu/">http://www.remourban.eu/</a></li> <li>R2Cities Project: Visit to “4 de Marzo” district. <a href="http://r2cities.eu/">http://r2cities.eu/</a></li> </ul>

**Table 3: Second day Agenda (14th of December 2018)**

MAKING-CITY – Kick-off meeting		
<b>Date:</b>	Friday 14 <sup>th</sup> of December, 2018	
<b>Venue:</b>	Fundación CARTIF	
09h00 – 09h30	<b>WP1 Session: New Long-Term Urban Planning Towards 2050 (TEC)</b> Eduardo MIERA (Head of Energy Planning in energy efficiency área)	
09h30 – 10h00	<b>WP4 Session: Positive Energy Districts concept early replication. (DEM)</b> Beril ALPAGUT (Smart City Consultant)	
10h00 – 10h30	<b>WP5 Session: Evaluation Framework and Social Innovation (VTT)</b> Klaus KÄNSÄLÄ (Senior Scientist)	
10h30 – 11h00	<b>WP6 Session: Exploitation and Business Models (R2M)</b> Sophie DOURLENS-QUARANTA (Managing Partner French Branch)	
11h00 – 11h20	Coffee break	
11h20 – 12h00	<b>Parallel Session #1: Urban Planning</b>	<b>Parallel Session #2: Possitive Energy Districts</b>
12h00 – 12h30	Eduardo MIERA (Head of Energy Planning in energy efficiency área - TEC)	Sergio SANZ (R&D Programmes Manager - CAR )



12h30 – 13h00	<b>WP7 Session: Dissemination and Communication. (CAP/LGI)</b> Joana CASTEL and Marion VIOLA (CAP Digital) Mathilde BAZIN-RETOURS (LGI)
13h00 – 13h30	<b>WP8 Session: Collaboration with other SCC-1 projects and networks (GBCE)</b> Emilio MIGUEL MITRE (Director of International Affairs of GBC)
13h30 – 14h00	<b>Conclusions and Commitments (CAR)</b> Cecilia SANZ (Project Coordinator)
14h00 – 15h00	Lunch





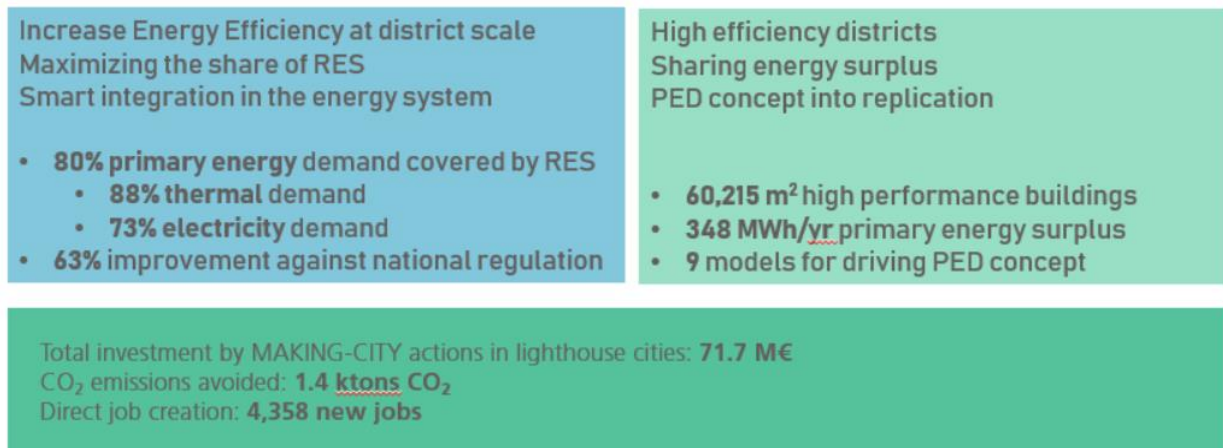
## 2 Project Overview



**Figure 2: Introduction and Project Overview by Cecilia Sanz**

After introducing the attendees and agenda that will be followed during the meeting, Cecilia made the overview of the project. How MAKING-CITY will face its challenges as lighthouse project, what are the main objectives to achieved, the methodology for getting them and the different actions to be implemented in the demosites will focus this general presentation of the project.

Starting with the main figures of the project, there were remarked the main impacts (Figure 3) to be achieved in the next five year of work.



**Figure 3: Expected project impacts**

MAKING-CITY is one of the 14 lighthouse projects approved under the H2020 initiative. 12 of them are focused on nearly zero districts and as MAKING-CITY focus the attention on Positive Energy Districts (PEDs) the challenge is quite different to them. Now we have to develop of new integrated strategies to address the urban energy system transformation towards low carbon cities, as the other projects would have. However, in our case with the PED approach, instead Nearly Zero, as the core of the urban energy transition pathway. The demo districts that will have the project, are pioneers in PED implementation and should help others (mainly the FWC of the project but also other cities to replicate the solutions





selected. Oulu and Groningen are the two LHC of the project and they will demonstrate that PED concept is realistic and replicable through larger scale demonstrations.



**Figure 4: Lighthouse cities (LHC) and Follower ones (FWC) of MAKING-CITY project**

At city level, one very important objective of the project is to develop strategies for long term energy transformation that will support the cities for implementing long-term plans for 2050 (Figure 5). This city vision is also a challenge for the project. Until this moment, only medium term plans were considering in the city planning strategies. SEAPs and SECAPs were updated in previous projects, but in this one, the Long-term city plans for each of our participant cities will be developed in the project.



**Figure 5: Long-term planning towards 2050**

Exploitation and Market deployment procedure will deploy inside the project considering business models associated to the PED deployment for fostering the creation of a business ecosystem behind the PED concept. Also social innovation activities for the market leverage of technological solutions will be implemented and an exploitation and market deployment strategy will deploy for supporting industry partners in the definition of their pathway towards exploitation of the innovative results.

The importance of the communication and dissemination activities was remarked also in the overview. Face to face events combined with webinars and other communication activities will disseminate among the different stakeholders the knowledge get working in the project.

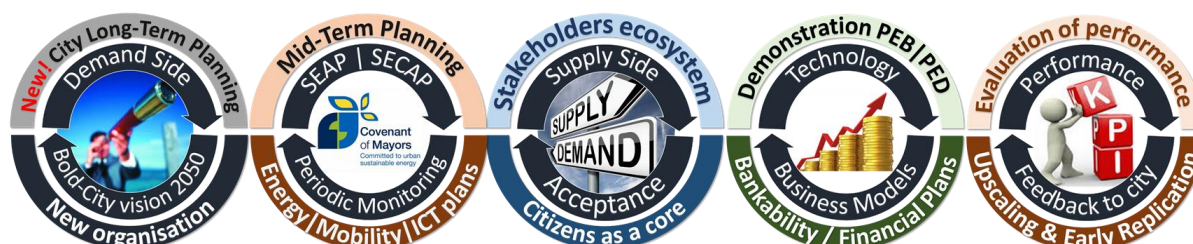


The participation in the different networks will help the collaboration of the project for enriching the technical achievements at the same time as help other in the replication implementation (Figure 6).



**Figure 6: Collaboration pathways**

For achieving all the objectives and the impacts expected to be reached, the MAKING-CITY methodology (Figure 7) will cover different stages. New procedures and tools will be developed to support long-term planning, estimating the demand from the cities and helping to create the 2050 city vision for each city meanwhile new organisational structures in the cities will be promoted, creating a real and executive city planning office in the eight cities involved in MAKING-CITY. A continuous alignment of existing planning initiatives will allow to analyse the available action plans, like Sustainable Energy (and Climate) Action Plans, Sustainable Urban Mobility Plans or Digital Agendas, and will be monitored in the cities and its feedback will impact on further planning. The city challenges with a long-term or mid-term city perspective will be aligned, in both ways, and will be reflected in the action plans.



**Figure 7: MAKING-CITY methodology**

The implementation and Evaluation of PEDs in 3 real projects will be implemented as seed of a long term energy transformation strategy following a new concept of PED. Technologies performance and also their accompanying business models will be evaluated to assess both the technical and economical sustainability of the proposed technologies, to assess the bankability of the technologies proposed. Performance through MAKING-CITY actions will be evaluated and Followers will develop their execution plans towards early replication with the experiences acquired in LHC. This replication plan will follow the whole procedure, aligning the long-term vision, the standard mid-term planning plans and real execution plans.

All stakeholders will be considered, specially the citizens as main force for the changes. Industrial partners for bringing innovation and citizens as core of any cities' transformation strategy, are the pillars for enhancing the involvement of all types of entities. Jointly with policy makers, the adequate ecosystem to engage all stakeholders will be fostered, including business models incubation programmes and co-design and co-creation strategies to create a city shared global vision.

A short introduction of the demo PEDs was done also in this overview. The technical and non-technology actions that will be implemented in the two lighthouse cities was shown. One PED in Oulu, "Kaukovainio" and two PEDs in Groningen (north and southeast one) was presented and compared by the coordinator (Figure 8).



## Actions



OULU

KAUKOVAINIO  
district

GRONINGEN

Groningen  
NORTHGroningen  
SOUTHEAST

BUILDINGS	RES onsite	Others	Non-TECH
Residential Retrofitting	Solar PV	Building Connectivity	Policy Innovation
1 2 -	3 3 3	4 1	5 4
Residential NEW	Solar Thermal	Impact on grids of EV charging	Business models
2 - 1	1 3 3		
	Geothermal		
	1 1	2 2	5 3
Tertiary Retrofitting	Heat pumps	ICT urban platforms	Regulations & Standards
- - 1	2 3 1	- 1	2 2
Tertiary NEW	Energy storage	Monitoring	Social Awareness
1 1 1	5 2 1	2 3	5 2
Smart Building & Controllers	Waste Recovery	DH&C facilities	Capacity building
7 4	5 - 1	1 1 1	3 3

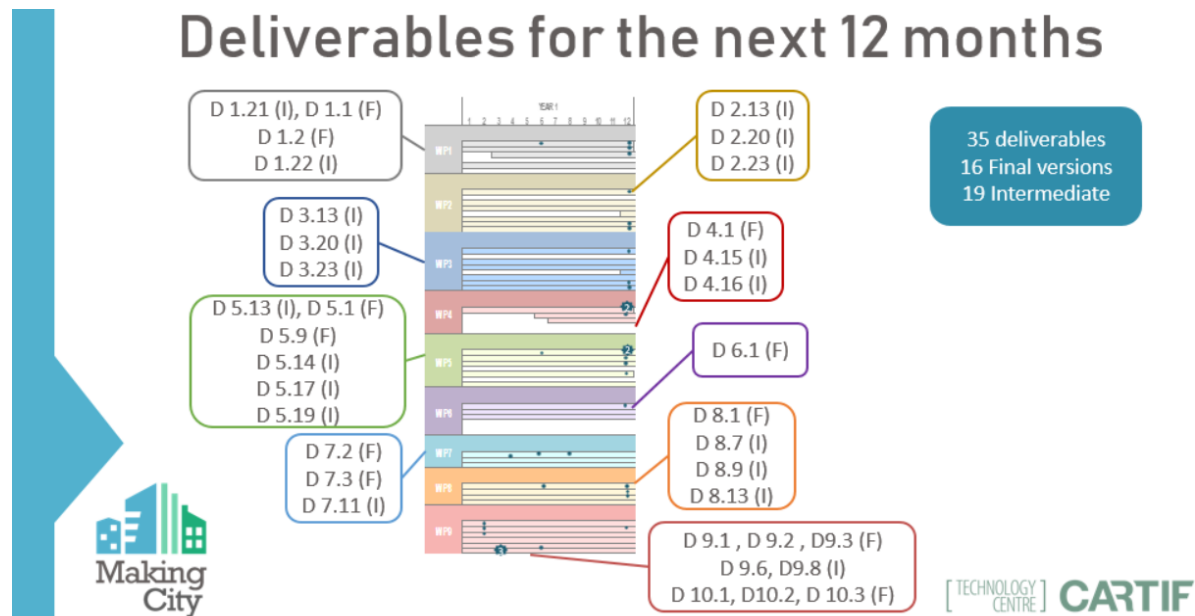
110  
actions

**Figure 8: Actions to be implemented in the MAKING-CITY demo PEDs**

The future work on the followers was also presented. All of them have identified the technologies that would like to implement and also the possible locations for the futures PEDs.

Work plan was split and explained in the different workpackages. The leaderships, efforts allocated, task and deliverables were introduced also by the coordinator. An analysis of all of the project deliverables was explained, taking into account the ones corresponding to the first year as critical to be taken into account.

## Deliverables for the next 12 months



**Figure 9: Deliverables for next 12 months**



### 3 Presentation by the Project Officer

After the Introduction and Project Overview, Cecilia Sanz gave the floor to the Project Officer, Mrs Eleni Kontonasiou, from the Innovation and Networks Executive Agency (INEA).

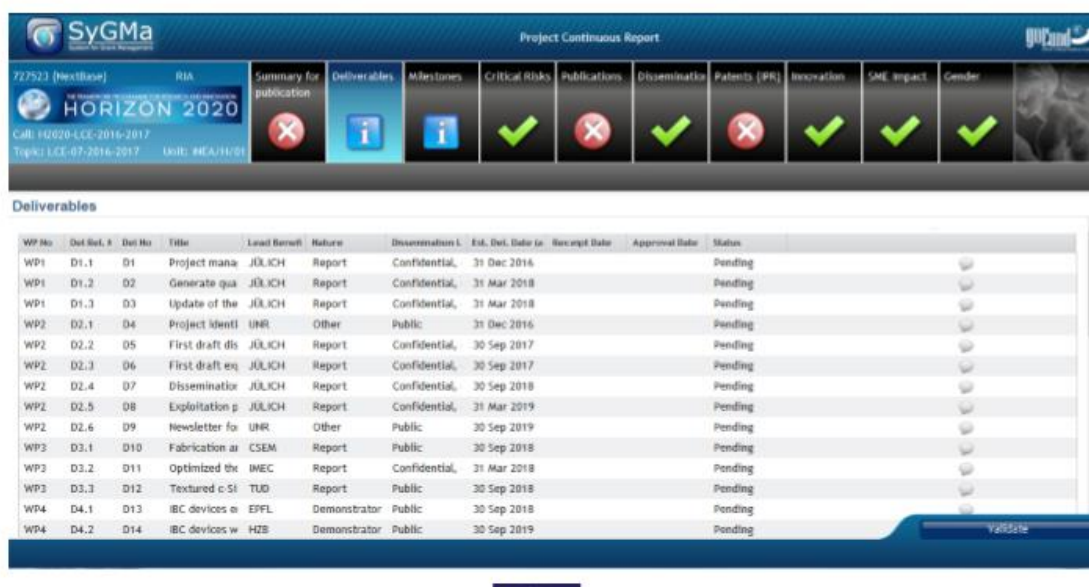
Eleni Kontoniasou connected on-line through web conference with the kick-off meeting. After introducing herself as the new Project Officer for Making-City project, she explained the roles of the European Commission and INEA, been the first in charge of the call publications and strategic guidance and the latter, the agency in charge of managing, reviewing and assessing the correct execution of projects. The project officer also highlighted the different programmes they manage, as INEA is not only managing Smart Cities in the Horizon 2020 programme, also other parts under the Smart, green and integrated transport + Secure, clean and efficient energy, the Connecting Europe Facility (CEF) programme and other programmes like TEN-T and Marco Polo 2007-2013.

She also explained the general rules for the management and the communication between INEA and the project participants, highlighting that the unique contact point in between the consortium and INEA is the project coordinator. Of course one of the most important documents, in which Eleni emphasised is the Grant Agreement. This document is the document that regulates the contractual relationship of the European Commission and the beneficiaries of the project and it is the basic document for guiding the whole evolution of the project. Eleni explained the different chapters in detail. Also, the consortium agreement was mentioned as the document that regulates the internal relationship of project partners inside the consortium. This is a mandatory document, but the EC is not part of it.

The execution of the project activities are followed up through a continuous reporting. A tool for uploading the corresponding deliverables was shown during the presentation (Figure 10), there the status of each of them can be check by all the partners of the project.

## Continuous Reporting – Tool

Deliverables must be uploaded into SyGma at their expected dates



WP No	Del Ref	Del No	Title	Lead Benef	Nature	Dissemination L	Est. Del. Date (a)	Receipt Date	Approval Date	Status
WP1	D1.1	D1	Project mana	JULICH	Report	Confidential	31 Dec 2016			Pending
WP1	D1.2	D2	Generate qua	JULICH	Report	Confidential	31 Mar 2018			Pending
WP1	D1.3	D3	Update of the	JULICH	Report	Confidential	31 Mar 2018			Pending
WP2	D2.1	D4	Project Ident	UNR	Other	Public	31 Dec 2016			Pending
WP2	D2.2	D5	First draft dis	JULICH	Report	Confidential	30 Sep 2017			Pending
WP2	D2.3	D6	First draft eq	JULICH	Report	Confidential	30 Sep 2017			Pending
WP2	D2.4	D7	Dissemination	JULICH	Report	Confidential	30 Sep 2018			Pending
WP2	D2.5	D8	Exploitation p	JULICH	Report	Confidential	31 Mar 2019			Pending
WP2	D2.6	D9	Newsletter fo	UNR	Other	Public	30 Sep 2019			Pending
WP3	D3.1	D10	Fabrication ar	CSEM	Report	Public	30 Sep 2018			Pending
WP3	D3.2	D11	Optimized the	INEC	Report	Confidential	31 Mar 2018			Pending
WP3	D3.3	D12	Textured c Si	TUD	Report	Public	30 Sep 2018			Pending
WP4	D4.1	D13	IBC devices e	EPFL	Demonstrator	Public	30 Sep 2018			Pending
WP4	D4.2	D14	IBC devices w	HZB	Demonstrator	Public	30 Sep 2019			Pending

Figure 10: Continuous reporting tool

She talked also about the payments: pre-financing, interim and payment of the balance. The project cost should be reasonable compared to the work, actual, during and in relation to the project, no profit, and following accounting practices and be recorded in accounts.



The dissemination and communication of the project is obligatory and always has to appear the acknowledge for the EU funding. The exploitation of the project results is also obligatory, and partners are encouraged to review the different mechanisms available in INEA for implementing it.

Eleni continued explaining the procedure for requesting amendments, as a possibility to amend parts of the grant agreement. Although this is an exception, in large demonstration projects like Making-City, Amendments are usual.

Finally, Eleni concluded her presentation providing some guidance about the reporting process, explaining how the project will be reviewed by a pool of experts directly recruited by the Agency. Both a financial and technical evaluation will be done in each of the reporting periods.

Eleni committed to share the reference documentation for consultation with all partners.





## 4 Lighthouse cities session

Cities of Groningen (Netherlands) and Oulu (Finland) act as lighthouse cities in MAKING-CITY project. These cities are currently working intensively in ambitious transformation planning and both have committed to deploy positive energy districts. During this session lighthouse cities were presented by representatives of the municipality and they also presented the actions that will carry out for the deployment of the PEDs and the activities that will be developed within the work packages 2 and 3.

### Lighthouse Cities



Figure 11: MAKING-CITY Lighthouse Cities

The table that can be seen in Figure 12 is being used for the demo team leaders to collect useful information related to each action in order to identify deviations, problems or delays that may affect the development of the project.

	category	subcategory	Action n°	name	Other action linked	details	responsible partner	other partners involved	other entities involved	starting date	duration	ending date (monitoring)	€ budgeted	other financing (€)
Intervention I: retrofitting of a rental house	BUILDINGS	Residential buildings retrofitting	1	Residential building 1 (new insulation windows)			SIV							
	RES ONSITE	Waste recovery	2	Heat recovery system from AC and sewage water in building 1			SIV							
	RES ONSITE	Thermal storage systems	3	Phase transfer liquid heat tank in B. 1 – 200 kWh			SIV							
	OTHER TECH. ACTIONS	Building energy connectivity sharing	4	Connection of building 1 to the DH			SIV							
	BUILDINGS	Smart building/home energy controllers	5	smart control in building 1			VTT							
	OTHER TECH. ACTIONS	Impact on grids of EV charging points	6	eCar parking in building 1			SIV							
	BUILDINGS	Smart building/home energy controllers	7	visualisation units to study human behavior in building 1			UOU							
Intervention II: New rental house	BUILDINGS	New high performance residential buildings	8	Residential building 2			SIV							
	RES ONSITE	Solar PV panels	9	10 kWp in building 2			SIV							
	RES ONSITE	Waste recovery	10	Heat recovery system from AC and sewage water in building 2			SIV							
	RES ONSITE	Thermal storage systems	11	Phase transfer liquid heat tank in B. 2 – 200 kWh			SIV							
	OTHER TECH. ACTIONS	Building energy connectivity sharing	12	Connection of building 2 to the DH			SIV							
	BUILDINGS	Smart building/home energy controllers	13	smart control in building 2			VTT							
	BUILDINGS	Smart building/home energy controllers	14	visualisation units to study human behavior in building 2			UOU							

Figure 12: excel sheet with information each action



## 4.1 Presentation of Lighthouse city: Oulu



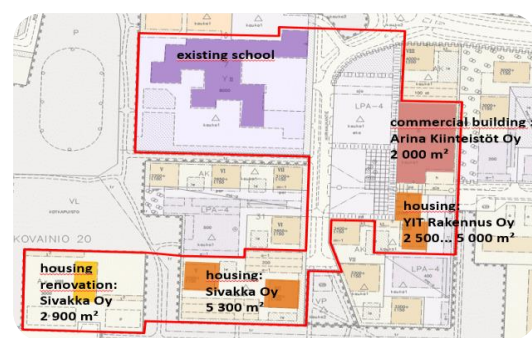
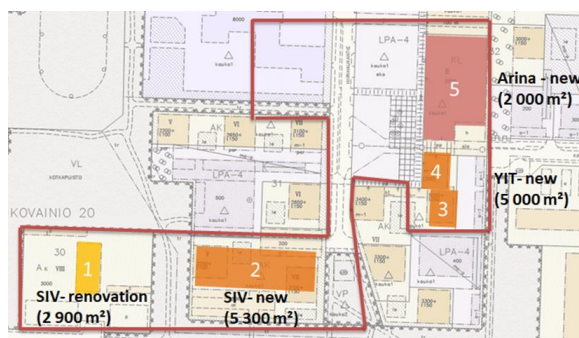
**Figure 13: Kari Nykänen (OUK) presenting Oulu, one of the lighthouse cities of the project.**

Kari Kykänen from city of Oulu was in charge of presenting his city. The city of Oulu is located in the region of Northern Ostrobothnia, Finland. With a population of 201,124 inhabitants (2017), it is the most populous city in Northern Finland and the fifth most populous city in the country. Oulu was founded 412 years ago and historically, the region was known as an important centre for commerce, salmon, tar, and seafaring. Today, Oulu is one of the fastest growing regions of European high north. The population of Oulu is one of the youngest in Europe with an average age of about 38 years. A video of how is now the city and their main challenges to reach was shown during the session.

Klaus Käsälä, from VTT Technical Research Centre of Finland, presented the technical aspects of the demo site. The plan of this lighthouse city within MAKING-CITY project and those interventions and actions that will be carried out along the project considering its main pillars.

The PED of Kaukovainio was described jointly with the intervention and actions that will be implemented. The district is located 3 km from the city centre and was built in 1965-1975. It counts with 4.700 residents and presents risk of social segregation.

It is necessary to remark that although 5 building will be involved in MAKING-CITY project: Existing school, Commercial building, New housing, Rental housing, Housing renovation, some of them have changed from the proposal stage (Figure 14 and Figure 15) and others would be changed.



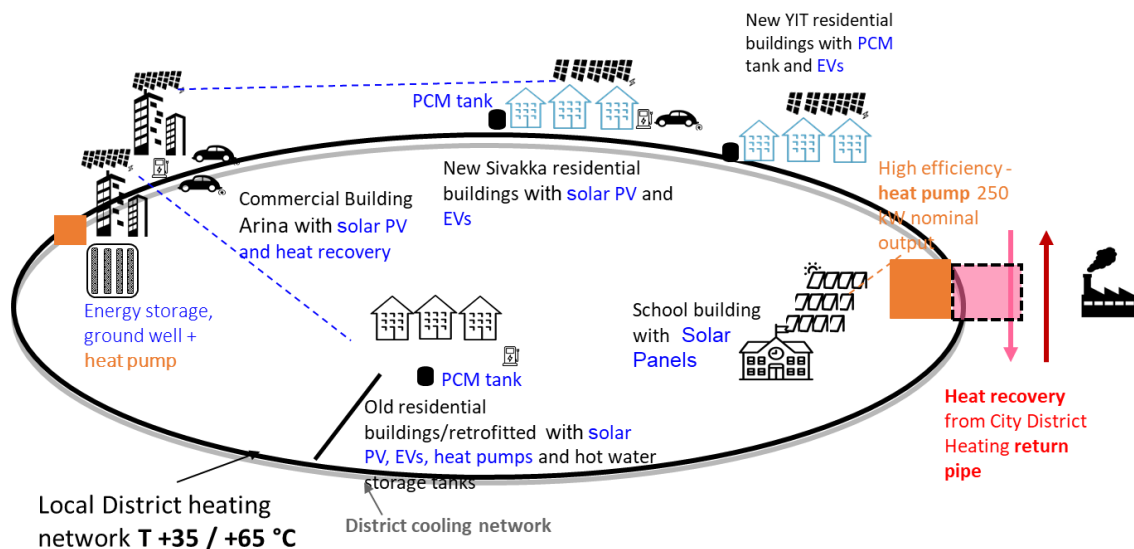
**Figure 14: Buildings in Oulu at proposal stage      Figure 15: Buildings in Oulu starting the project**



For following these changes and checking them, the template circulated for the two demo leaders (Figure 12) will be used during the project execution.

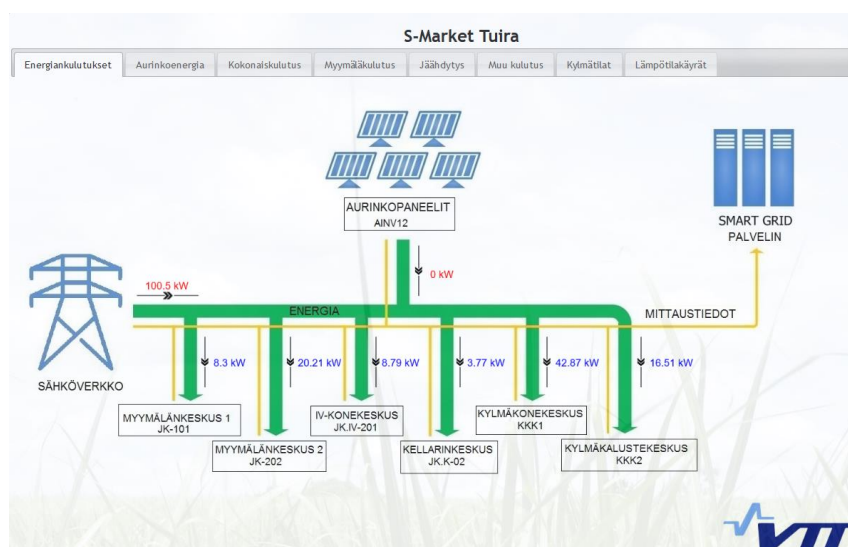
In a second step, Mr. Käsälä introduced the actions and interventions to be taken in Oulu during the project in (Figure 16):

- Heat distribution between the buildings on site (Local LT Pipeline)
- Solar thermal plant (270 kW nominal output) with very low carbon footprint
- High efficiency - Heat pump systems with CO<sub>2</sub>
- Retrofitting of old building. Low temperature distribution
- Decentralized PV system
- Energy storages (wells, PCM tanks)
- Heat recovery from buildings and from regional heating pipeline



**Figure 16: Main actions in Oulu demo-site**

Finally the actual SCADA of Arina shopping mall was shown (Figure 17) and there was provided the link for connecting to it: <http://smartgrid.vtt.fi/s-market/tuira/>



**Figure 17: SCADA Arina shopping mall**





## 4.2 Presentation of Lighthouse city: Groningen

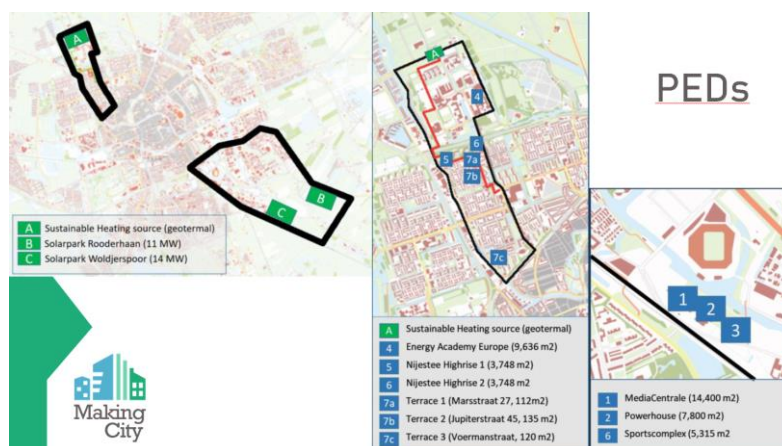


**Figure 18: Jasper Tonen (GRO) during the presentation of Groningen and WP3**

On behalf of Groningen municipality, Jasper Tonen showed some stats of the city as its location, students population, average age, etc. Groningen is located 475 km from Copenhagen, 466 km from Berlin, 231 km from Hamburg and 304 km from Brussels. It is the youngest city population in the Netherlands (50% younger than 35 years), 50% of the workforce has a university degree, 57% of all journeys within city are by bike, and also is a vibrant, happy and innovative city.

Apart of this, Mr. Tonen showed a video where we could see the main objective of the city by 2035 (energy neutral city) and how they think will achieve this goal (through District Energy Plans). Different solutions in each district (improving house insulation, generating thermal and electrical energy by RES, and so on).

After that introductory part, Mr. Tonen gave us a detail description of the districts demosite from Groninger in MAKING-CITY project. Basically, they have two districts: North and Southeast ones (Figure 19). The current status of the actions to achieve a Positive Energy District were presented.

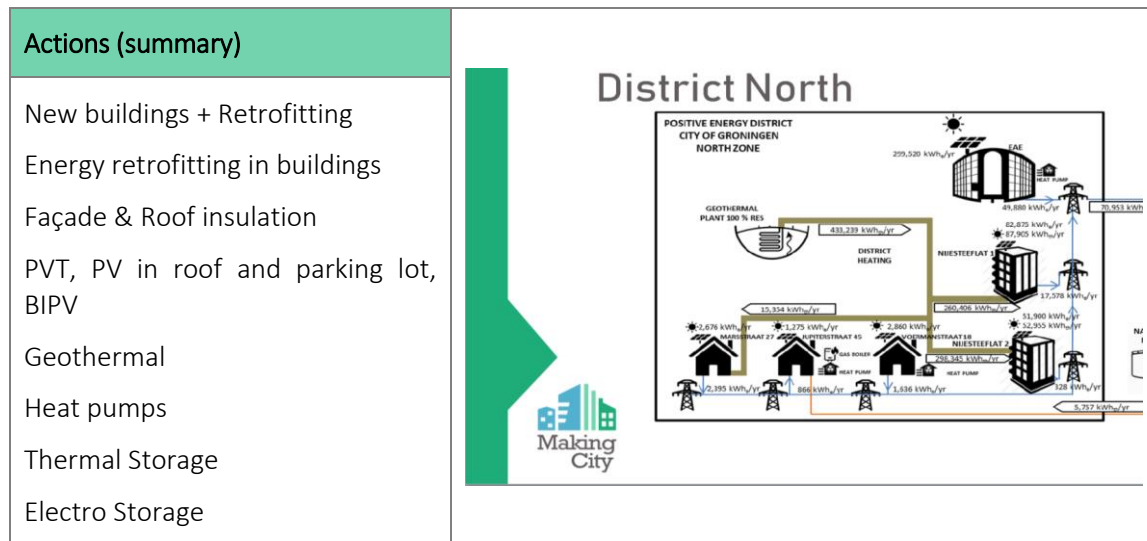


**Figure 19: Positive Energy Districts in Groningen**

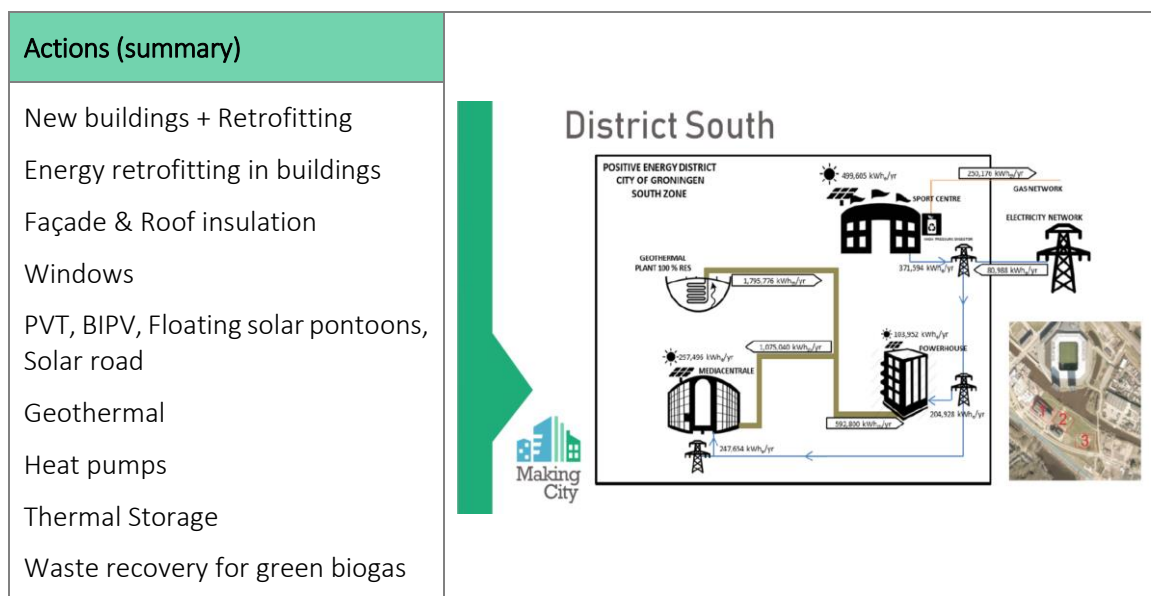
Both districts are located in separate areas of the city, are not connected and work independently for achieving their positive energy balance.



North and south districts follow the next schemes and actions (Figure 20 and Figure 21):



**Figure 20: Actions and energy flows for Groningen North PED**



**Figure 21: Actions and energy flows for Groningen South PED**

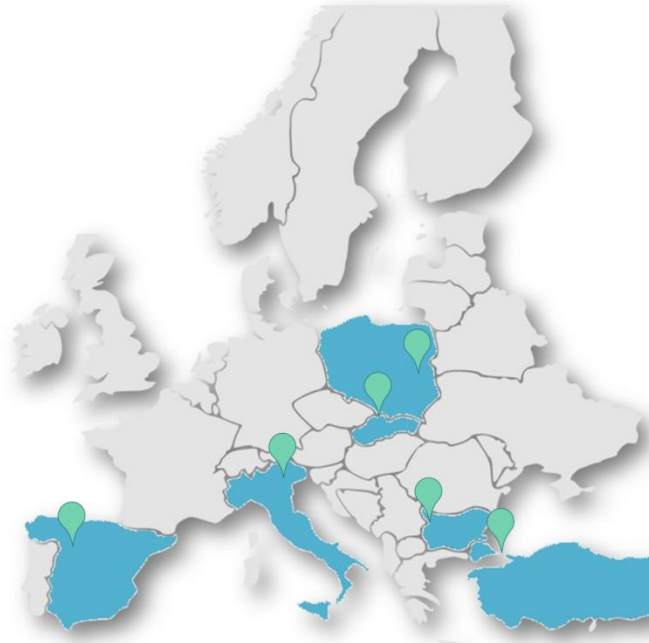
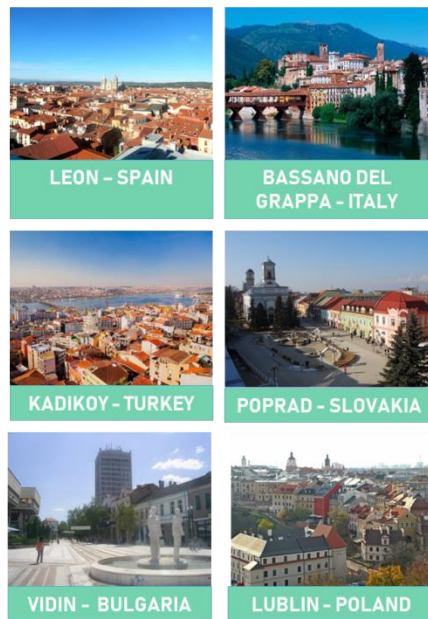
After discussing the actions planned, the attention was focused in those that would change due to any problem in their implementation. This is the case of the geothermal district heating. An alternative for this RES is being studied due to some recent restrictions for its use.

Finally, Mr. Jasper presented the Groningen investment plan, interventions and related actions (including some numbers and partner responsible), date for deliverables, etc. All this according to MAKING-CITY DoA.

## 5 Follower cities session

Six are the follower cities of MAKING-CITY project. As is shown in Figure 22, they are distributed among central and south Europe and during this session the most relevant aspects for each of them were discussed. Each city presented their main interest in the project, how they plan to work in PED concept and the technologies that would be interested for being implemented.

### Follower Cities



**Figure 22: MAKING-CITY Follower Cities**

One relevant issue was put on the table by the coordinator before starting with the presentation of each city. Poprad, one of the followers that is located in Slovakia, has Municipality elections in November, and the new major has decided to not being involved in the MAKING-CITY project. This situation has been put on the knowledge of the project officer and the possibilities of the substitution of Poprad by any other city is being studied.

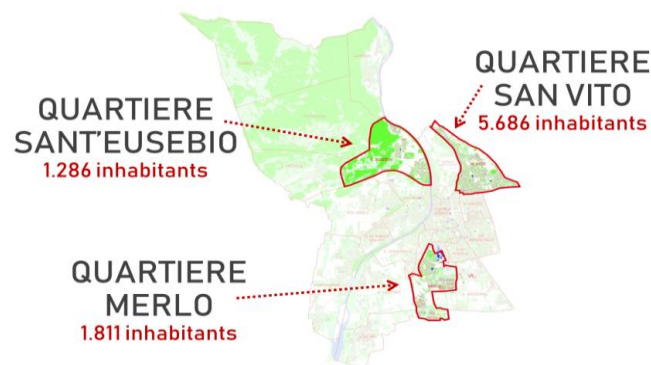
## 5.1 Presentation of Follower city: Bassano del Grappa



**Figure 23: Angelo Vernillo during Bassano del Grappa presentation**

Angelo Vernillo on behalf of Bassano del Grappa city, made a presentation of this follower city. The presentation started with brief introduction, Bassano is located in Veneto, has 43.395 inhabitants where 11,3% are foreign residents, 19 primary schools and 31 schools, finally there are 5836 companies located in the city. The city has participated in several European project such as Plus (energy consumption for public and private building), ENIGMA (improve the public lighting with ICT solutions) and SUNSHINE (Smart energy, supply intelligent energy)

Angelo presented three possible PED with some energy innovation solutions implemented, those district are:



**Figure 24: Proposed PED by Bassano del Grappa**

- Quatire sant Eusebio, this district is located in the northwest of the center, it has 1.286 inhabitants and it has implemented a wind microgeneration and hydraulic is the most common energy generation.
- Quartiere San vito. This district is located in the northeast of the center, it has 5.686 inhabitant. There are implemented smart lighting solutions, those sensors measure, acustic pollution, PM 10, parking information, elettrosmog, waste control, web info.
- Quartiere Merlo, This district is located in the south of the city, it has 1.811 inhabitants. Currently there are installed PV system in the roof of shopping center and industrial building.





## 5.2 Presentation of Follower city: León



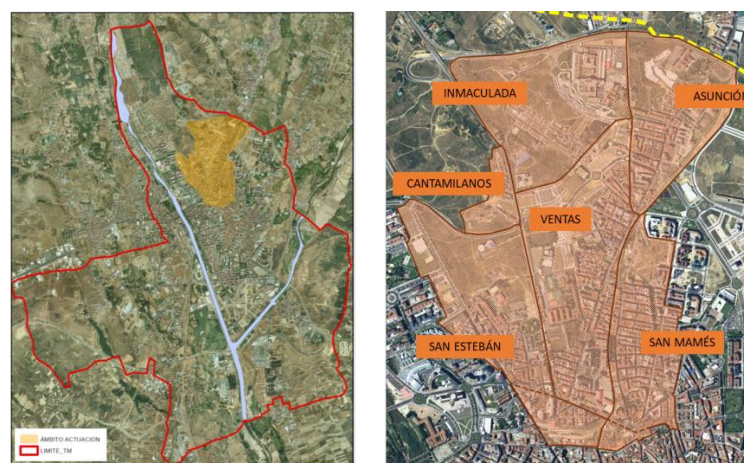
**Figure 25: Energy Acevedo presenting León, one of the follower cities of the project**

Energy Acevedo was in charge of presenting the city of León. It is a medium-sized city with a population close to 125,000 inhabitants and it is located in Castilla y León (Spain), the 3<sup>rd</sup> largest region of the EU. León has a low density compared with the European standards and the population is highly concentrated in urban areas (74%). There is a big difference between urban and rural areas.

León has a great potential for using RES, with a special focus on the forest resources (biomass), solar and wind energy. On the other hand, buildings in León are old and their energy demand is very high, with extreme weather in summer and winter.

The Entrevías neighbourhoods at the northern part of the city, addressee under the EDUSI strategy - sustainable and integrated urban development strategy- has been selected for the location of the potential intervention areas in order to design a PED during the project.

The area of Entrevías involves 5 neighbourhoods: La Inmaculada, Cantamitanos, Asunción, San Esteban, Las Ventas y San Mamés. Those are the most populated and popular neighborhoods of the city, characterized by high densities, a clearly working class origin, population of social humble extraction and with problems of physical and also social segregation.



**Figure 26: Proposed PED in León**



The number of inhabitants in Entrevías neighborhoods reaches 27,142 inhabitants representing 21.2 % of the population of León. The relative density is higher than the average in León since the area is only 5.8 % of León's city.

The stock of houses of Entrevías neighborhoods amounts to 14,445 dwellings (principal and second residence), this represents 18.34 % of the total of León's housings. The building stock consists of very old and energy-inefficient dwellings, with serious accessibility problems. In addition, throughout this time the level of housing renovation has been very low.

- La Inmaculada: Isolated neighbourhood with very poor quality housing and marginalization. The León's University Hospital lies north of the neighbourhood. There is a majority of row houses.
- Cantamilanos: Neighborhood conceived as urban island which is residual and obsolete, lacking facilities and services.
- Asunción: It has a very high percentage of sub-standard housing. The difficult geography on which the area is, impairs the accessibility.
- San Esteban: The aging of the population is above the city average, as well as the percentage of immigrants.
- Las Ventas: "Not planned" urban development area, where some huge (military and religious) buildings that aggravate the informality of the area. The presence of uncultivated lands stands out close to zones of high population density.
- San Mamés: Most of the university students who come from outside the city reside in San Mamés. The population density is above the city average, as well as the percentage of empty and secondary residences.



## 5.3 Presentation of Follower city: Kadıköy



**Figure 27: Damla Muhcu from Kadıköy Municipality presenting her city**

Ms. Damla MUHCU did the presentation of Kadıköy Municipality. Kadıköy is one of the main districts of the metropolitan city of Istanbul. It is located on the southwest of the city. Some municipality data as following:

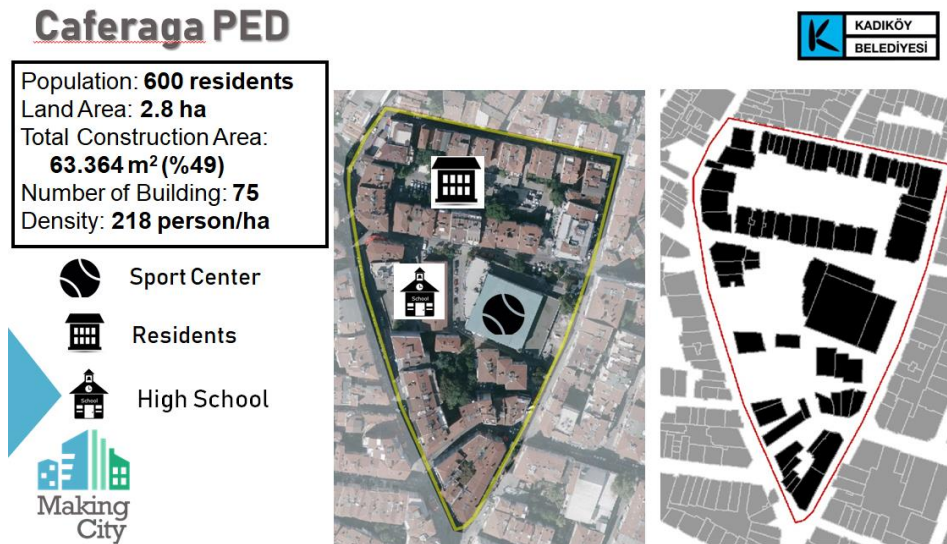
- Population: 451.453 (2017)
- Number of Neighbourhoods: 21
- Square Land area : 25,2 km<sup>2</sup>
- Green Land Area: 15 ha

The municipality initiated its efforts on climate change by signing “Climate-Friendly Cities Declaration” of REC Turkey and ICLEI in 2010. It developed policies to struggle against climate change and made a calculation of Institutional Greenhouse Gas Emission. Between 2013 and 2015 the municipality prepared a SEAP as a signatory of Covenant of Mayors with a commitment of 20% reduction in carbon emission and energy consumption by 2020. In 2016 carried out the project “Integrated and Participatory Climate Action” in order to develop a Sustainable Energy and Climate Change Plan align to Paris agreement for 2030, which consider 40% reduction in carbon emissions.

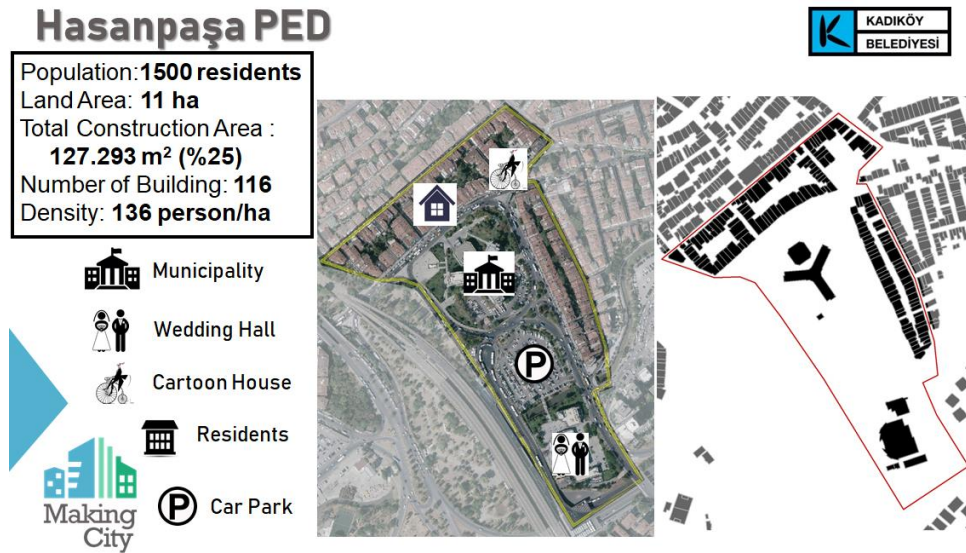
Kadıköy has proposed two districts in order to evaluate how they can be a positive energy districts. The first one is the Caferağa Neighbourhood where 600 people reside (Figure 28). It is a mixed use area with a large cultural-sport complex in the middle and a large number of commercial outlets and shops. Second one is the Hasanağa neighbourhood with 1500 residents (Figure 29). Headquarters of Kadıköy Municipality, a public wedding hall and parking area are also in this district.







**Figure 28: First PED proposed by Kadiköy Municipality**



**Figure 29: Second PED proposed by Kadiköy Municipality**

Also were presented some of the pre-identified actions to be evaluated in the PED context that can be showed in Table 4. Kadiköy Municipality wants with MAKING-CITY project:

- To develop a Replication Plan by learning from the innovative systems and practices
- To integrate PED design to our plans
- To reach financial Resources & Fund for future Implementations
- To create new partnerships & networks



**Table 4: Pre-identified actions by Kadiköy municipality to be evaluated in the PED context**

Proposed Actions	
<b>Retrofitting of buildings</b> (high efficient insulation, windows, ...) (residential and tertiary)	Internet of Things solutions for <b>facility management</b>
<b>Smart building/home energy controllers</b>	<b>EV chargers</b> renewable energy based
<b>PV panels distributed or centralized</b> within the Positive energy district boundaries	Solutions for <b>building connectivity</b>
<b>Solar thermal panels</b>	<b>District heating and cooling</b> facilities
<b>Heat pumps</b> for heating/ cooling (even geothermal heat pumps)	<b>Smart Lighting</b>
<b>Energy storage systems</b> , batteries	



## 5.4 Presentation of Follower city: Vidin

Vidin municipality was presented by Ina Karova (CSG). Vidin is a Bulgarian city located in the north-western part of the country with a 501 sq. km and a population of 72919. The city has an EE and RES Strategy and Action Plan, which is equivalent to the SEAPs, defining its baseline year energy consumption and CO<sub>2</sub> emissions and projects its aims beyond 2020. In 2016, the total energy consumption of the city was 297 GWh (75% due to Residential sector, 17% to Industry and 8% to the Public buildings and facilities). Most buildings need in-depth renovation, self-sufficient production capacities or prosuming capacities, intelligent energy monitoring and management.

Vidin has proposed two districts in order to evaluate how they can be a positive energy districts. The first one is located in the city centre and covers a variety of buildings – three kindergartens, one public school, a train station, and 15 single- and 6 multi- family buildings. The second one is located at the north of the city centre, but close to it. This includes buildings with lower energy efficiency readiness to accommodate new measures (it is compose of two kindergartens, one public school, a sports hall, and 60 single- and 11 multi- family buildings). Following slides summarize both districts:



**Figure 30: First PED proposed by Vidin**

In PED1 all buildings have energy efficiency measures introduced and have significantly reduced their energy consumption. However, they need additional interventions to bring their energy performance to energy neutral or energy positive. The aim of PED 1 is to review the energy demands of the buildings post their renovation and determine their potential to further upgrade their energy status to better heating systems and self-sufficient production of energy, especially solar thermal. PED2 will be as a replication area, with greater freedom to plan and design advanced energy efficiency and RES measures. The aim of PED2 will be to replicate and scale up solutions from the other LHC and PED 1 so that it is designed as a positive energy area and be embedded into the investment plans of the municipality as such.



**Figure 31: Second PED proposed by Vidin**



They preidentified actions to be evaluated in the PED context. In PED1 they identified the change or upgrade of the heating system (equipment and fuel), introduction of smart energy management solutions and integration of RES (including PV and solar thermal) to self-sufficient and/or prosuming capacities. PED2 need to have replication in line with smart, innovative and attractive vision for the city development. This includes integrated renovation planning (insulation, windows, heating installation), renewed energy certification, planning and introduction of smart energy management and monitoring, prosuming facilities instalment. The city integrated infrastructural and investment plan has foreseen actions and measures to be realised in the PED1 and PED2 buildings in the coming years. These measures have been defined according to the current perspectives for the city development, but could be updated and improved to accommodate advanced energy measures. Financial resources envisaged and allocated for these buildings come from municipal budget, national operational programmes, European initiatives and projects, EEA grants, Interreg Programme, etc



## 5.5 Presentation of Follower city: Lublin

Rober Zysko as responsible of Lublin City Office, made the presentation of the Lublin follower city. The presentation started with introduction of the city and some fact of the city such as, the area of Lublin is around 147 km<sup>2</sup>, the population in 2017 was 339.850 habitants, 24% of the populations is under age of 25, 60% working age population, the rate of unemployment in October of 2018 was 5,5%, the average gross salary is 1039 € and it is the fifth most sustainable Polish city. From the education point of view, Lublin has nine universities, 62 977 (18,5%) students, 18,5% of the populations has higher level education, 9,96% of the students are foreign and in 2017/2018 and 18.203 students were graduated.



**Figure 32: Robert Zysko (LUB) during Lublin presentation**

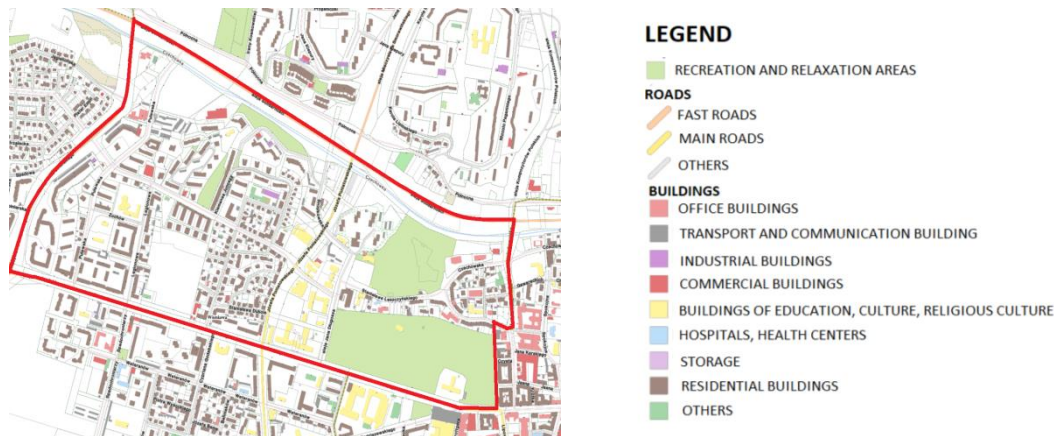
The Lublin city presented two possible areas where it is possible to implement the PED, those areas are part of the Wieniawa district, the population of this area is 11983 habitants. Below is explained both areas:

- **Area 1**

The PED 1 is located in the central part of Lublin in the **Wieniawa District**. Its total area is 1.2 km<sup>2</sup>. The east part of the district is used as a recreation and relaxation area – Saski's Garden on the south and undeveloped land on the north. In the west part are mostly located residential buildings – blocks of flats. In the centre are located service buildings as the Medical University of Lublin, secondary schools, culture house "Labirynt", dormitory and City's of Lublin offices. In 2018-2020 are planned modernization of sections of the heating network in the areas of Popiełuski Street and Długosza Street, residential building at Leszczyńskiego Street.







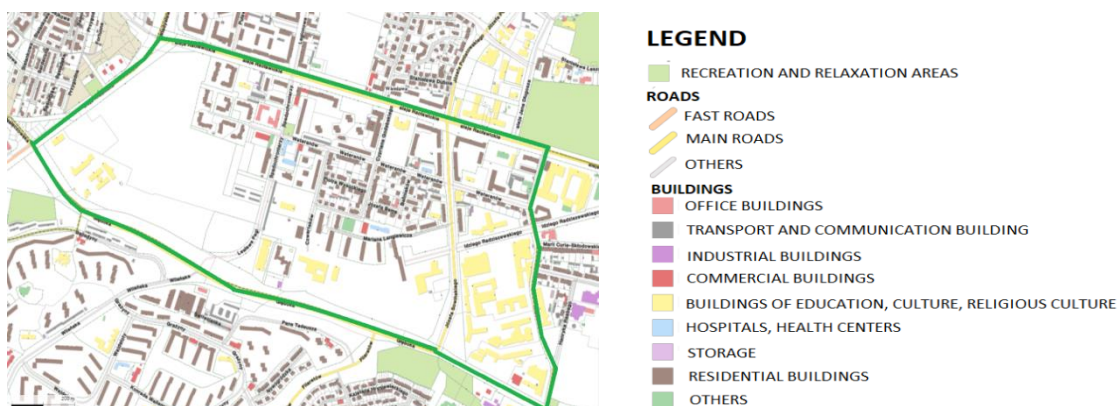
**Figure 33: First PED proposed by Lublin**

- **Area 2**

The PED 2 – known as an academic town – is located in the central part of Lublin in the **Wieniawa District** as well – on the south of the first PED. Its total area is 1 km<sup>2</sup>. Two types of buildings can be designated in this district: residential and public (dormitory and universities). In open space on west site is planned to build new buildings of Maria Skłodowska-Curie University. For 2018-2020 is planned the modernization of sections of the heating network in the areas of Sowińskiego Street, dormitory at Pagi Street, residential building at Spadochroniarzy Street 11A, residential and commercial building at Weteranów Street 40.

The actions of interest for Lublin are:

- Improving energy efficiency in buildings
- Developing sustainable multimodal urban mobility and low emission transport
- Improve the efficiency of heat transfer and reduce energy losses
- To raise the awareness of residents
- Raising the life quality in the city, implementing the European Union's energy and climate policy and improving air quality in the city (Low Carbon Economy Plan for Lublin)
- Implementing 55 recommendation which received a positive evaluation (citizens panel)



**Figure 34: second PED proposed by Lublin**

Rober Zysko explained that the main reason for selecting these areas was the different typologies of buildings, residential, public, office... This zone that will be refurbishment in short time.

## 6 Work Packages Planning Sessions

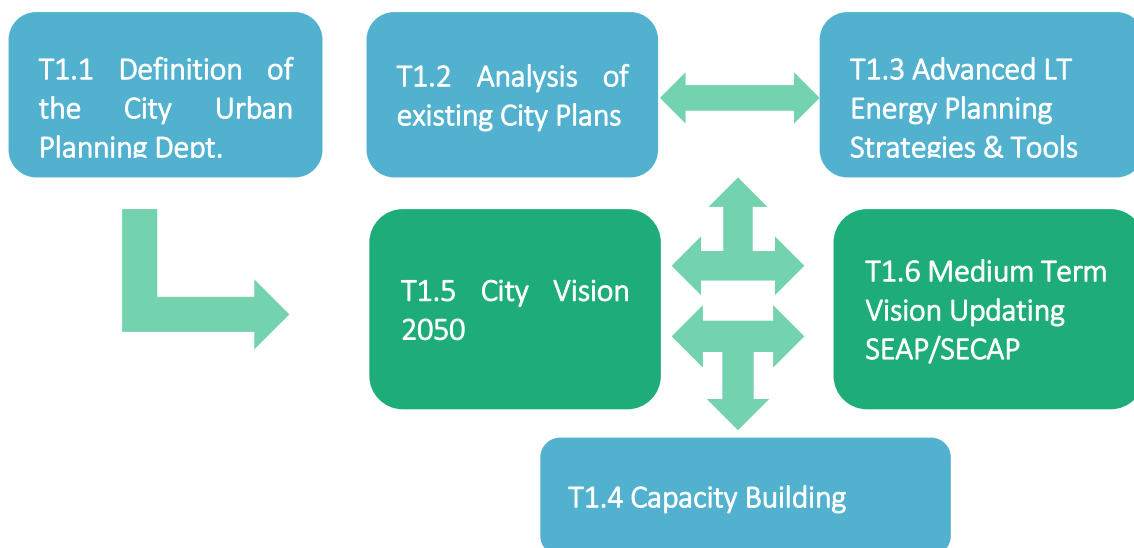
### 6.1 WP1 Session: New Long-Term Urban Planning



**Figure 35: Eduardo Miera (TEC) presenting WP1**

Eduardo Miera (TEC), as WP1 leader, was in charge of presenting the objectives, tasks, deliverables, partners' roles and next steps of the WP1.

This work package aims at the development of methodologies, procedures and integrated tools to support advanced long term planning for reaching a new 2050 city vision approach. The objective is guiding the urban energy transition according to a long term approach properly combined with the already existing medium term plans and short term roadmaps, formulated as implementation projects to reach an effective and viable set of actions, fostering a consolidated and impact-based energy transition.

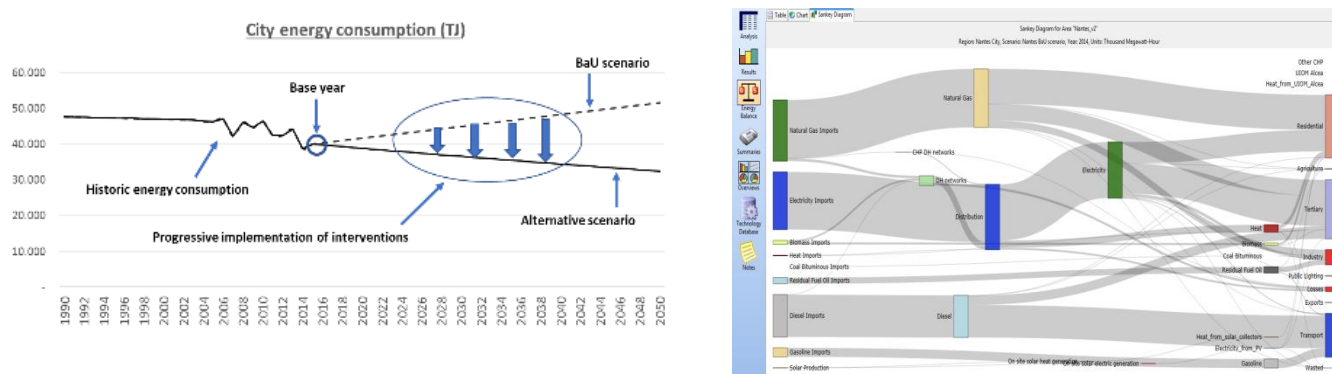


**Figure 36: links among the different tasks of the WP1**



Eduardo introduced the work that will be carried out in each task of the work package. A summary including the deliverables associated to each task can be seen in the following bullets:

- **Task 1.1. Definition of the City Urban planning department (D1.21 and D1.1)** Description about how are being organized and how work city urban planning departments setup in each of the cities of the project. All MAKING-CITY cities will work in this task and the starting point was established during the parallel session that was held after this presentation.
- **Task 1.2. Analysis of the existing city plans (D1.2)** Report that collects the information obtained from the city diagnosis about the existing city plans that will be used for further selection of candidate areas for interventions.
- **Task 1.3. Advanced Long Term energy planning strategies and tools (D1.22 and D1.3)** Description of the methodology for supporting the LT planning considering new tools that will be proposed for, operating at 30 years ahead, modelling and simulate energy demand and supply sides



**Figure 37: City energy scenario analysis scheme and Base year energy analysis at city scale (Sankey diagram)**

- **Task 1.4. Capacity building, coaching and mentoring for energy planning deployment (D1.23, D1.24, D1.4).** Report about the capacity building, coaching and mentoring activities for the understanding of the foundation and mentoring activities for the understanding of the foundation about LT planning developments by all the policy makers
- **Task 1.5. Development of a City Vision 2050 for each city (D1.5 to D1.12).** In this task all cities will develop their city vision 2050
- **Task 1.6 Medium term planning SEAP/SECAP updating (D1.13 to D1.20).** This task is focused in the development or updating of the SECAP of each city.

**Table 5: Next steps within WP1**

Deliverable	Partner in charge	Deadline
D1.21. City urban planning departments: structure and functions – Initial Version	GRO	M6
D1.1. City urban planning departments: structure and functions	GRO	M12
D1.2. City Diagnosis: analysis of existing plans	CAR	M12
D1.22. Tools for modelling energy demand, supply side, simulation of scenarios and estimation of impacts – Initial Version	TEC	M12



## 6.2 WP4 Session: Positive Energy Districts concept early replication

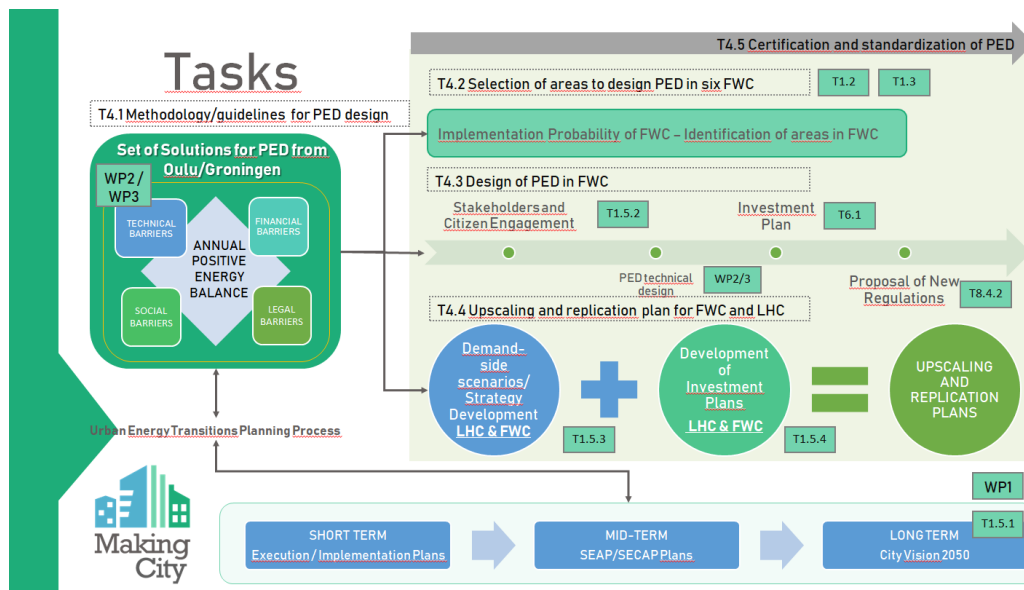
Beril Alpagut (DEM) as WP leader gave us a global overview presentation of this work package 4 (Objectives, partners' roles, tasks & deliverables, next steps & commitments).



**Figure 38: Beril Alpagut (DEM) during the presentation of WP4**

According Mrs. Alpagut presentation, this WP has three main objectives:

- Development and validation of a systematic procedure to support the definition of positive energy districts
- Develop at least a PED execution project for each follower city
- Models to foster upscaling & replication from the results of Lighthouse cities.

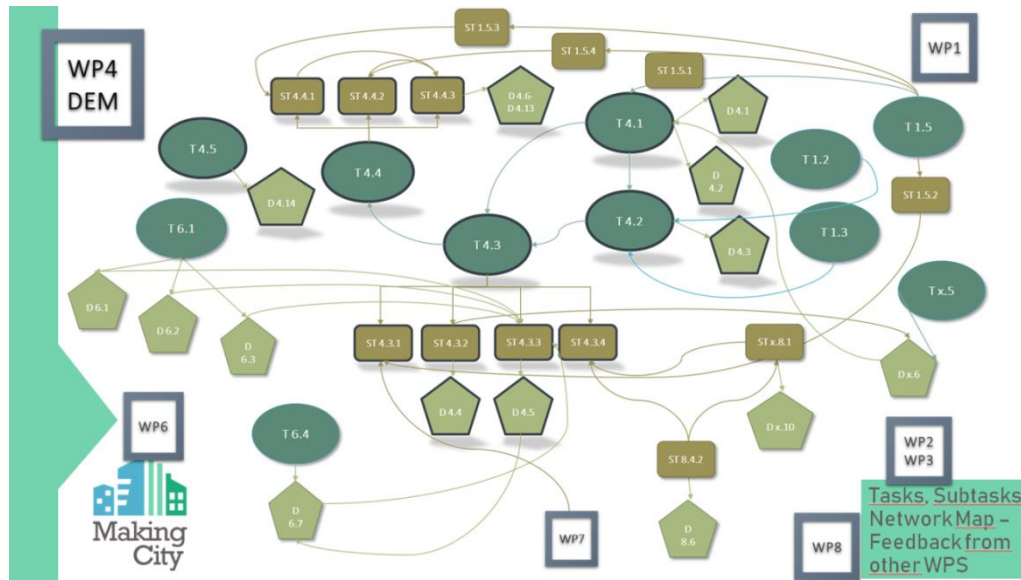


**Figure 39: Scheme of the WP4 and its tasks**





Beril introduced and summarized the tasks of the WP4 and, as can be seen in Figure 39 and Figure 40, she showed the links among these tasks and other work packages. This WP is highly integrated with most of the others WPs and therefore, most partners have to contribute at different levels.



**Figure 40: Links between package 4 and other tasks and deliverables**

After that, Mrs. Alpagut showed some slides with the tasks, subtasks (and task leader and each partner's role), deliverables related (including partner responsible and due date), work schedule, etc. T4.1 Methodology/guidelines for PED design will be the first task to start to work.

In general terms, partner commitments within this WP could be summarize as following:

#### Technical Partners:

- Calculation of Annual Positive Energy Balance
- Alignment of Urban Transition Planning Process

#### Follower Cities:

- Technical Design of PED
- Financial Plan of PED
- Development of Replication Plans

#### Lighthouse Cities:

- District Energy Flow Calculation for PED guidelines
- Development of Upscaling Plans

## 6.3 WP5 Session: Evaluation Framework and Social Innovation

Presentation began with review of main objective which is: To monitor and evaluate the effectiveness of the project actions and interventions, compared to the initial situation, initial objectives and expected results, following with an example of the intervention to achieve a Positive Energy District (PED) and definition of district boundaries.



**Figure 41: Klaus Käsälä from VTT presenting WP5**

This WP has 7 subtasks; the objective of each subtask was explained:

- **T5.1 Evaluation framework (VTT):** Definition of evaluation framework to measure the project activities in PED will do in two levels, city and project from. is the main objective of this subtask.
- **T5.2 Definition of the data sets and requirements (VTT):** The objective of this subtask is the identification of data requirements to calculate the KPI defined in T5.1, taking into account the reliability, privacy, security and GDPR.
- **T5.3 Monitoring program definition (CAR).** The objective is to develop a robust and complete procedure to define the monitoring programme for two lighthouse cities taking into account the framework defined in T5.1.
- **T5.4 Monitoring programmes in Oulu and Groningen (VTT, TNO).** Aligned with the activities of WP2 and WP3, this subtask has as objective; deploy the monitoring systems defined in Task T5.3 by each lighthouse city and selection the necessary equipment to ensure at least 2 year of monitoring data.
- **T5.5 ICT urban platform (CGI, VTT).** The objective is the definition a common and open ICT framework to ensure the monitoring data integration.
- **T5.6 Assessment at project level (PED) and city level.** Performance, technical, social and economic evaluation (VTT). This task has two main activities; reporting the indicators for city and project level, after the implementations; second activity is evaluate the performance of project actions from technical, social and economic point of view.
- **T5.7 Social innovation – increase citizen ownership of the solutions (CAP).** Evaluate the performance of project actions from the social and economic point of view.



## Expected results

The expected results of WP5 by each task and the task timing at the end of the project are listed in next table:

**Table 6: Expected results of WP5**

Task	Task timing	Outcomes
T5.1	M6	D5.13
	M12	D5.14
	M12	D5.1
	M18	D5.15
	M18	D5.16
	M18	D5.2
	M24	D5.3 D5.4
T5.2	M12	D5.17
	M24	D5.18
	M36	D5.5
T5.3	M12	D5.19
	M24	D5.6
T5.4	M24	D5.20 D5.21
	M36	D5.7 D5.8
T5.5	M12	D5.9
T5.6	M36	D5.23
	M48	D5.24
	M48	D5.22
	M60	D5.10
	M60	D5.11
T5.7	M60	D5.12

## Next work from M1 to M12.

The activities during the next 12 months in WP5 will be focused in the following points:

- Start with the list of city level indicators for the different issues, energy, social, economic.
- Start with the preliminary list of project indicators for Groningen and Oulu



## 6.4 WP6 Session: Exploitation and Business Models

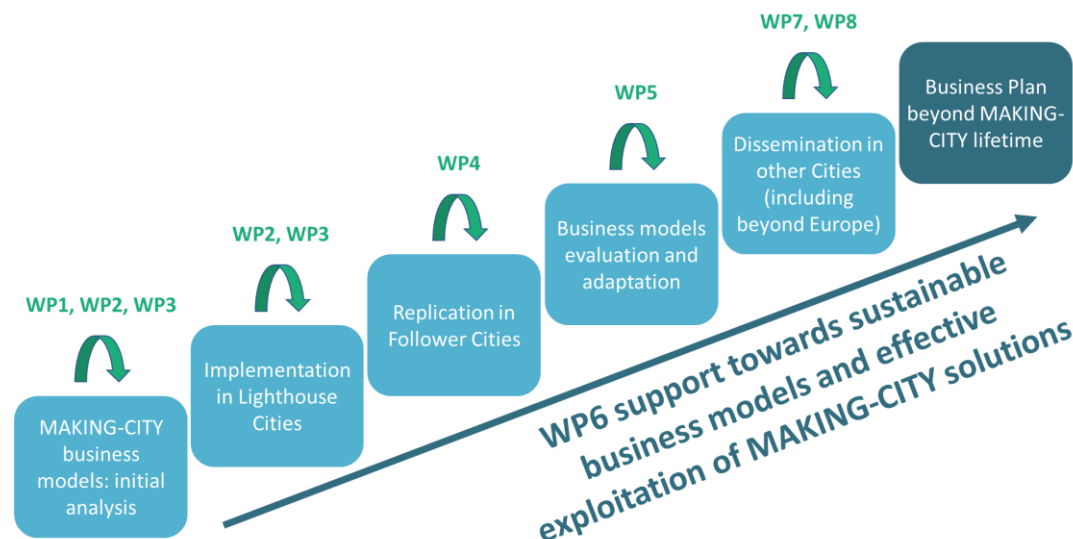
Sophie Dourlens-Quaranta, as WP6 leader, was in charge of presenting the WP6. This WP supports two expected impacts:

- Put in practice bankable solutions of MAKING-CITY urban energy transition pathway
- Reduce the technical and financial risks in order to give confidence to investors for investing in large-scale replication of Positive Energy Districts.

WP6 will demonstrate, in collaboration with the other work packages, that both technical and financial risks in the innovative business models are low enough for large scale investments in other EU cities with similar characteristics.

Sophie presented the specific objectives of this work package that can be seen in the following bullets:

- Enable bankable/investment solutions in practice, during and beyond project:
  - Develop and exploit around 20 new Business models for MAKING-CITY Smart City solutions
  - Ensure that at least 5 are bankable solutions
  - Putting into practice around 15 novel ideas incubated.
- Enhance existing business models, increasing replication potential, innovation management performance of LHC and FWC to enhance replication capabilities of cross-sector innovative solutions.
- Support efficiently exploitation of European services, solutions and knowledge, developed in MAKING-CITY, to a strong growth market.



**Figure 42: WP6 support and interactions with other WPs**

Task 6.1 (Adapting innovative business models to the PED specific concept) is the first task of this work package and the deliverable D6.1, associated to this task, will be developed during this first period of the project as can be seen in Table 7.

These are the activities that will be carried out in the framework of the task 6.1:

- Analysis of innovation ecosystems and development of a strategy for improving them



- Facilitation of the exchange of ideas between demonstrators on how to prioritise and strengthen system functions (in cooperation with WPs 1,2 & 3)
- Frame of MAKING-CITY sustainable business models
- Market analysis, indicators to identify European cities and districts with high replication potential

**Table 7: Tasks and deliverables of the WP6**

Tasks	S1 2019	S2 2019	S1 2020	S2 2020	S1 2021	S2 2021	S1 2022	S2 2022	S1 2023	S2 2023
6.1	• Mapping of stakeholders and interactions in PED • Exchanges between demonstrators	◆ D6.1	• Mapping of technologies, assessment of innovations, TRL, etc. • Indicators for replication potential			◆ D6.2 D6.3				
6.2		• Identification of exploitable results including market analysis, definition of ownership/intellectual property							◆ D6.4 D6.5	
6.3						• Innovation management performance • Development of impact roadmaps for each city				◆ D6.6
6.4						• Financial pathways for replication of bankable MAKING-CITY solutions for large scale replication • For cities and for suppliers				◆ D6.7
6.5		• Matching of the MAKING-CITY consortium with an external network of +100 cities that are dedicated to implement smart city solutions • Facilitation for MAKING-CITY solutions to pitch to cities outside Europe				◆ D6.8	• Establishment of official replication/deployment agreements • Start of installations of MAKING-CITY activities in external cities			◆ D6.8
6.6				• Development of a 'MAKING-CITY and beyond' strategy • Initial terms for governance		◆ D6.9	• Business models, profit and loss calculations • Final terms for governance and operations			◆ D6.9





## 6.5 WP7 Session: Dissemination and Communication

The objective of WP7 Dissemination and Communication is to implement an action plan for effective communication aimed at promoting, informing and engaging MAKING-CITY's target audiences. It includes an effectively communicating and disseminating the results of the project, informing and engaging stakeholders and the general public and providing a toolkit to help the project's cities and other cities to implement Positive Energy Districts through best practices and recommendations based on the outcomes of the innovation camps in the project's lighthouse cities.

Cap Digital (Ms Johanna Castel and Ms Marion Viola) as WP7 leader, and LGI (Ms Mathilde Bazin-Retours and Ms Esti Sanvicente) as WP7 co-leader, made the presentation of the Work Package 7. An overview of the WP7 together with the description of the tasks was presented.



**Figure 43: WP7 presentation from CAP and LGI**

They pointed the need for all the deliverables to be connected to WP7 because all the things that are done must be communicated to the WP7 responsible, so they can publish and disclose it. Also they must know if something has been published in a scientific magazine or similar. So there is a need to get inputs of the partners and report to the WP7 responsible the project's progress.

Soon there will be an agreement to decide in what way each partner is going to communicate with WP7 and to whom should give the information, etc.

It was presented the advances that have been already achieved in WP7, like the logo, the PPT Template, the first roll-up, the Website, the Twitter account and the press release about project launching.

- **Task 7.1: Communication [LGI].** A Communication and Dissemination Plan will be developed and will be updated through the project based on the evaluations of its impacts. It will include key messages, actions and target audiences. A project brand will be defined, including a logo and deliverables and PPT Templates, and other promotional materials as a flyer and a roll-up, and the launching of the Website and social media.  
In this task 5 project videos will also be produced, as well as a series of factsheets (8 at least) and a series of success stories and testimonials.

- **Task 7.2: Dissemination [Cap Digital].** Cap Digital will identify relevant events and coordinate the consortium's participation in submitting papers, presenting, promoting and disseminating the



project's results at conferences, fairs, forums, etc. They will also coordinate publications and partner's repositories to be used to achieve and make publications accessible.

A yearly electronic newsletter will be draft and distributed to inform stakeholders of the project's progress and Webinars will be organized during the course of the project to disseminate the results of the project.

- **Task 7.3: Events** [LGI]. Two open European-side dissemination workshops will be organised in this task. A mid-term event at Month 30 and a final event at Month 60.  
Two Innovation Camps in the lighthouse cities, Groningen and Oulu, during the last six months of the project to boost engagement, raise awareness and help solve the challenges that European cities are experiencing when implementing Positive Energy Districts. This will comprise knowledge and experience sharing sessions, hands-on workshops using innovative methodologies, such as the LEGO Serious and Play Method and design-thinking.

Those deliverables that will be submitted during next year can be seen in the following table:

**Table 8: First results of the WP7**

Deliverable	Partner in charge	Deadline
D7.2: Project Website and social media accounts	LGI	M6
D7.3: Project brand, flyer and roll up	LGI	M8
D7.11: Detailed Communication and Dissemination Plan – Initial Version	LGI	M4

### 6.5.1 Digital workplace

A tool for internal communication will be developed. This will make collaborative project management efficient, dynamic and innovative. It will be hosted in Europe and GDPR compliant.

More than 20 European projects use this platform, with more than 3000 user accounts.

To handle this tool, tutorials will be provided. It will be necessary to register to ensure the confidentiality of the project results.

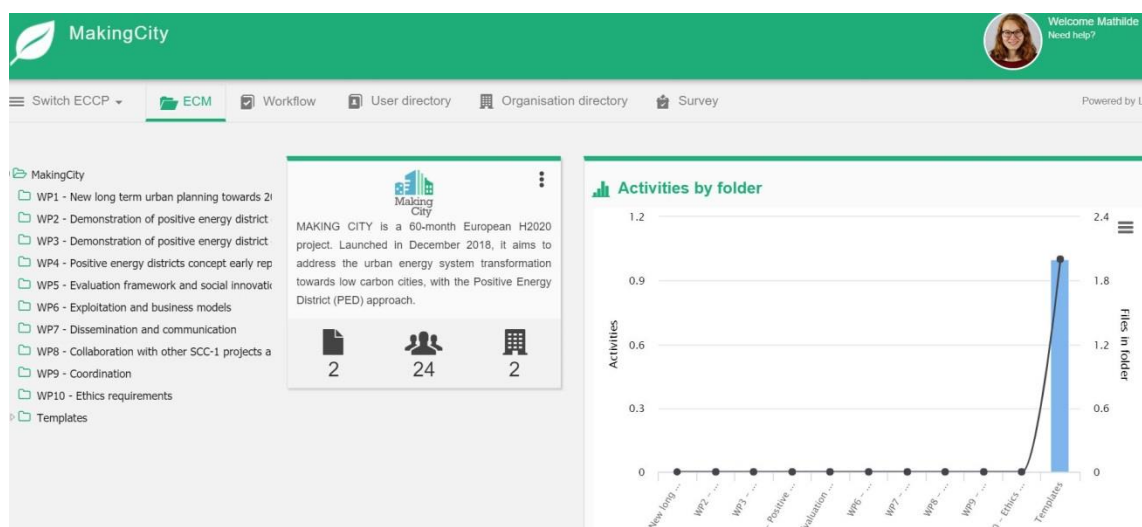
There are already some folders with the different Work Packages of the project, but everything is flexible and can be changed according to the needs. It will also be all the templates.

Cartif will be and administrator of this platform, all invitations will be sent to all the partners.

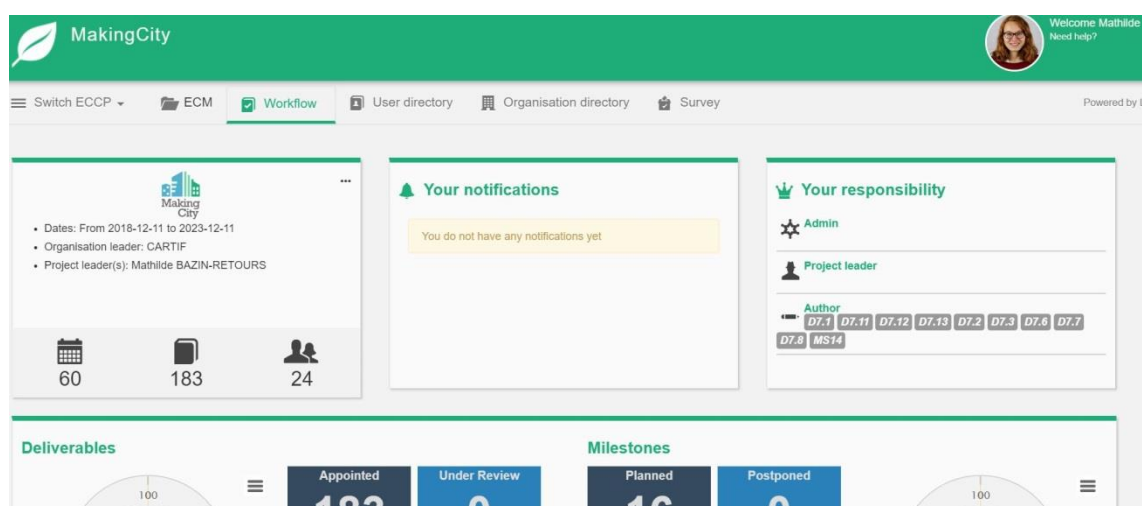
This tool will make very easy to send an email, organize a Skype, etc. among the partners.

The tool has also a Calendar with the dates of the meetings, the due date of the deliverables, etc.





**Figure 44: User interface of the Digital workplace. Folders with the WP, description and activities.**



**Figure 45: User interface of the Digital Workplace. Calendar, notifications and responsibility.**

## 6.6 WP8 Session: Collaboration with other SCC-1 projects and networks



**Figure 46: Emilio Mitre (GBCE) presenting WP8**

Emilio Mitre from Green Building Council España, as WP8 leader, was in charge of presenting the WP8 related to the collaboration with other SCC-1 projects and networks.

The main goal of this work package is to ensure the appropriate collaboration of MAKING-CITY with other relevant Smart City Initiatives, projects and networks to maximise knowledge exchange, impact and replication.

GBCe will be in charge of coordinating the activities within this work package but also they, as liaison with WorldGBC, will add value to the SCC framework. Emilio presented the partners' role and the tasks of this work package.

- **Task 8.1. Collaboration Secretariat** (D8.1 and D8.2). This secretariat will be created for the definition of the roadmap for the collaborative activities of the project with other projects and initiatives.
- **Task 8.2. Collaboration with Lighthouse Cooperation Network and other Smart City Projects.** (D8.3). MAKING CITY project will be part of the Lighthouse projects cooperation framework and project coordinator will sign the Collaboration Framework Manifesto. MAKING-CITY will participate in the management group and the task groups that are active in this moment.  
MAKING CITY is interested in promoting two new task groups aligned with the main objective of the project: Long Term Planning and PED concept and standardization.
- **Task 8.3. Collaboration with other EU initiatives** (D8.4). The Collaboration Secretariat created in the first task will be in charge of establishing a solid cooperation channel with other initiatives that are working in the SCC domain: SCIS, JPI urban Europe, EIP-SCC, CITYkeys, ESPRESSO.
- **Task 8.4. Collaboration with stakeholders, task groups on Smart Cities and political positioning** (D8.5 and D8.6) In this task, added value actions towards a maximisation of the impact at professional experts and political level will be foreseen.
  - Stakeholders' dialogue and MAKING-CITY think tank: collaboration with WP7, Think Tank, 2 workshops per Country, 2 Webinars per year



- Political positioning: opinion platform, EU's 2050 city vision, PED concept reinforcement in Urban Agenda



**Figure 47: Lighthouse initiative in H2020**

Emilio established a list of next steps which can be seen below:

- MAP of all the related projects and initiatives, how they are connected and how to complement it
- WP leaders and cities connection
- MAKING CITY outside in and inside out info structure; interpretation and knowledge sharing instruments
- Secretariat structuring
- Collaboration roadmap draft
- Workshops and webinars initial planning
- Principles for the EU Mediterranean 2050 city vision and urban design discipline

**Table 9: Deliverables and deadlines for the first year of the project**

Deliverable	Partner in charge	Deadline
D8.1 Collaboration secretariat	GBCE	M6
D8.7 Collaboration roadmap	GBCE	M12
D8.9 Collaboration with other EU projects	CAR	M12
D8.13 Collaboration with other EU initiatives, month 12	GBCE	M12





## 7 Administrative, Legal and Financial Aspects (WP9 and WP10)



**Figure 48: Daniel Martín from Cartif presenting WP9**

As WP leader, CARTIF (Daniel Martín) made the presentation of the WP9 with an overview of the WP and description of tasks, including responsibilities, relation to other WPs, expected results and planned efforts for each partner involved in this work package.

The main objective of this work package is to coordinate and supervise all project activities among the partners, to monitor quality and timing of project results and to ensure an adequate administrative and financial management of the project. Daniel also presented WP10 related to ethics requirements.

**Table 10: Task and deliverables of the WP9**

Task	Title	TIMING	TASK LEADER	OUTCOMES
T9.1	Overall legal and contractual management	M1-M60	CAR	Contact PO, Amendments, etc.
T9.2	Financial and administrative management	M1-M60	CAR	D9.2
T9.3	Organization of kick-off and periodic meetings	M1-M60	CAR	D9.1, D9.4
T9.4	Monitoring of project activities and work progress	M1-M60	CAR	D9.3, D9.6, D9.7 + Periodic Reports
T9.5	Knowledge management and other innovation-related activities	M1-M60	CAR	D9.5, D9.8 + WP6
T9.6	Ethical issues management	M1-M60	CAR	WP10



The expected results of these work packages for the next months can be seen in Table 11 below:

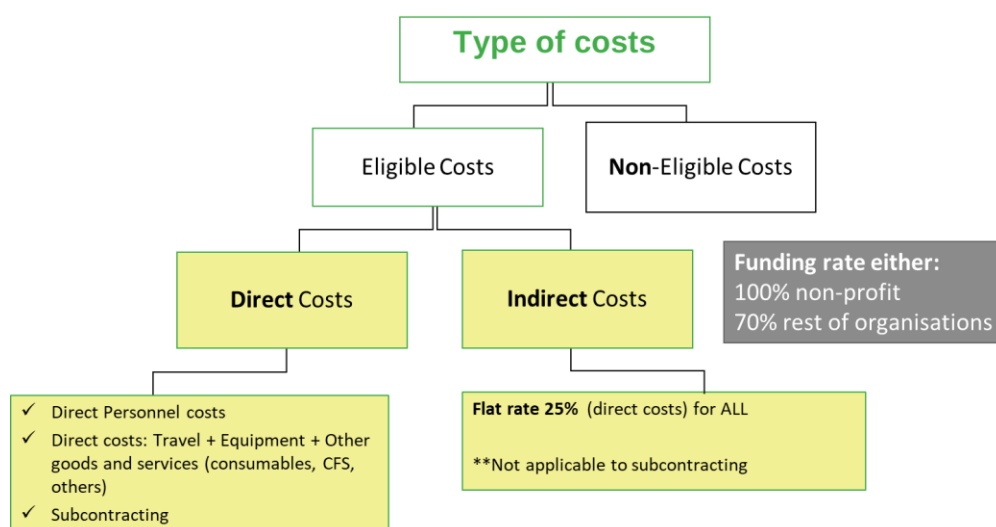
**Table 11: Expected results of the WP9 and WP10**

Deliverables	Partner in charge	Deadline
D9.1. Kick off meeting result report, financial and technical agreements	CAR	M2
D9.2 - Project Management Guidelines	CAR	M2
D9.3 - Project Management Plan & WBS	CAR	M2
D.9.8 - Data management plan – Initial Version - M6	CAR	M6
D10.1 - H - Requirement No. 1– M3	CAR	M3
D10.2 - POPD - Requirement No. 2 - M3	CAR	M3
D10.3 - NEC - Requirement No. 3 - M3	CAR	M3

After the presentation of WP9 and WP10, Daniel Martín made a presentation of administrative, legal and financial issues, including roles, management structure and committees, communication mechanisms, financial issues (budget, eligible costs, EC rules), project reporting, current status (GA, CA, Pre-financing payments and amendments).

Main comments to highlight from this presentation can be found in the following bullets:

- **Eligibility of costs** (non-exhaustive list):
  - Always in line with DoA (Annex 1 and 2)
  - Supported by evidence and clearly linked to the project
  - As general rule, VAT is not eligible.



**Figure 49: type of costs within the project**

- **Project reporting**
  - Interim report each 6 months



- Official reporting to the EC periodically
- Deliverables
- **Time recording mandatory**
  - Template by the EC available.
  - Use of other internal templates possible, but make sure they comply with all minimum requirements
- **Exchange rate for partners not using Euro in their countries:**
  - One single system possible in H2020
  - Use ECB (European Central Bank) to check the using the average of the daily exchange rates published over the corresponding reporting period.
- **Communication/Dissemination**
  - Promoting the Action & Visibility of EU Funding MANDATORY.
  - Remember to include standard text, EU emblem, etc.
  - Open Access is an obligation for all scientific publications.



**Figure 50: Examples of standard text, EU emblem... mandatory for those actions funded within the project**

There is an automatic sticker creator in the EC website:

[http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/acknowledge-funding\\_en.htm](http://ec.europa.eu/research/participants/docs/h2020-funding-guide/grants/grant-management/acknowledge-funding_en.htm) (by end of page).

Then just input the project GA number (824418) and an automatic sticker will be created.

**Choose format:** A7 (74x105 mm) A6 (105x148 mm) A5 (148x210 mm) A4 (290x210 mm) A3 (297x420 mm) **Print stickers**



This equipment is part of a project that has received funding from the **European Union's Horizon 2020** research and innovation programme under grant agreement N°824418



This equipment is part of a project that has received funding from the **European Union's Horizon 2020** research and innovation programme under grant agreement N°824418

**Figure 51: Automatic sticker creator in the EC website**

- **Gender balance is a best-effort obligation**
- **For further reference:**
  - Check the whole presentation
  - Check the DoA of the project (specially Annex 1 and 2)
  - Check the [H2020 AMGA](#)
  - **Contact CARTIF for any question/doubt or potential deviation from the DoA.**



This project has received funding from the European Union's Horizon 2020 research and innovation programme under Grant Agreement n°824418

## 8 Parallel Sessions

### 8.1 Parallel Session #1: Urban Planning

The objective of this session was to work around the first tasks of the long-term urban planning towards 2050 that will be defined with the cities during the project. City Urban Planning Departments creation and functionalities were the focus of the working activities that guided this parallel session.

For a properly execution of the activity unless one representative of each city and the partners involved in WP1 attended this parallel session.



**Figure 52: Parallel Session #1: Urban Planning**

During the workshop representatives of all MAKING-CITY cities introduced the current situation of their energy planning departments. Each city was requested to prepare a short presentation about the situation. A brief summary of each has been included below.

- **Groningen**

Jasper Tonen and Geert Kamminga from Gemeente Groningen were in charge of presenting the planning department of their city.

The city of Groningen has a planning department that is connected with different departments. The urban development goes across several sections through what they called transversal programmes. There is a specific programme in the energy topic and several experts from different departments participate.

In this programme several stakeholders also participate providing the point of view of the market, industry, etc. This is a good point to enrich the planning process.

They face problems in the citizen engagement activities. Sometimes it is not clear the advantage of some measures and citizens are reluctant to changes. This is something that they are working on to improve their relationship with citizens.

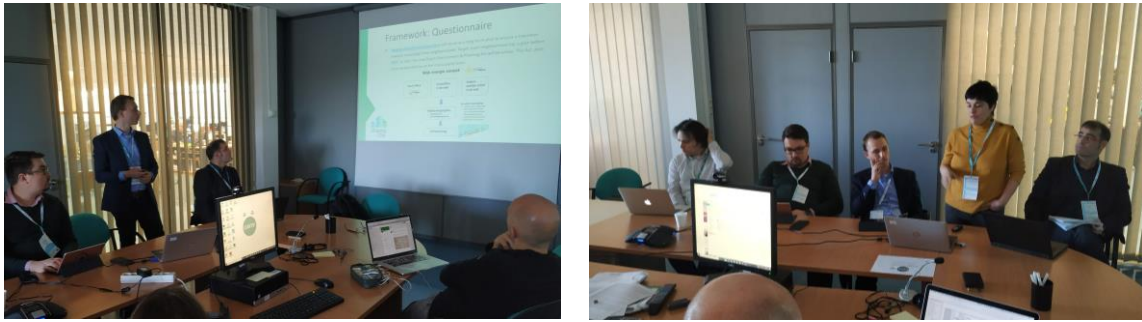
They are not owners of the energy infrastructure but in the case of the gas system charges need approval from the municipality.

The city of Leon asked about how transversal are programmes. As long as there is a participation from different departments no significant problems occurred.





They are also working on setting an urban platform with all data from the energy sector.



**Figure 53: Jasper Tonen (GRO) and Mónica Prada (LEO) during their presentations**

- **Oulu**

Sari Matinheikki presented the situation in Oulu. In this city, there is an Urban Committee that produces general Master Plans. These are the basis for preparing the specific City Plans in each topic and they try to connect it with citizen engagement strategies. In their case also, this is an important aspect and they pay quite a lot effort in collaborative approaches.

There is a strong connection between the City Council and the Regional Environmental Department. Most of strategies are, therefore, very well aligned and no significant problems have been detected. All work in the same direction.

- **León**

Mónica Prada from León City Council was in charge of presenting León organization. In this case there is a division of responsibilities between the Regional Authority and the City level. For instance, the Regional Government is responsible for the spatial and energy planning but the implementation is done, mostly, at local level. This is something that establishes the way of working within the City Council

Nowadays no programme or specific department is devoted to energy planning. There is a Built Environment & Development department that among other responsibilities they also produce energy interventions and some planning. In fact, at present there is a public procurement on going for the preparation of the SECAP for the city. However the limitation of responsibilities makes the city to focus on specific fields: public lighting, and some municipal energy installations.

For instance, in the North of Leon there is a municipal District Heating. And the city council has some energy installations that sell energy to the grid.

They mentioned that they also had problems with citizens. For instance, in making them connected to the District Heating.

- **Kadiköy**

Baha Kuban from Demir Enerji presented Kadiköy. In this city there is a specific planning department in the city council but responsibilities are distributed in several departments. When there is a strong demand for something then it helps pushing regulatory framework beyond current state. In the meantime novelties are seen as risky. In the field of energy no significant infrastructures belong to the city council.

Important to point out that Major is a visionary who is very conscious about citizen's problems and the need to listen to them. This is an important asset as things can move faster with his support.

In summary, low capacity although human resources are prepared. There are a number of legal barriers that prevent from more developments.





- **Bassano del Grappa**

This city was presented by Angelo Vernillo. After introducing shortly the features of the city he commented that for planning issues there are mostly two departments working together. Collaboration is sought. This is activated by hiring external experts to lead the team during the project or process. The expert plays a role between the departments.

- **Lublin**

Robert Zysko was in charge of this presentation. The city council has two main departments: There is an specific planning department but also there are a number of actions from the Energy Management Office. Collaboration works. Many times cross-departmental or multi-departmental projects are led by special teams with their respective experts.

In terms of infrastructure the city council owns LPEC (energy and heating company Ltd.) who provides heat to the city. Electricity, on the other hand, is private.

- **Vidin**

Vladislava Tsekova from CSG presented the current situation of Vidin. In this city there is an Energy Efficiency department which is mostly related to build environment (buildings). However, the cadaster of the city is out of the municipality. The main work at the energy efficiency department is about energy certification, implementation and setting efficiency measures, etc.

There are few people working in the department so it is hard to take more responsibilities. They would need to expand the department to be able to take over energy planning issues. There is also an Environmental/Ecology Department (working on sustainability, water, climate adaptation, environmental health, waste collection, ...). Sometimes they work coordinated in some topics.



## 8.2 Parallel Session #2: Positive Energy Districts

In this parallel session, The Positive Energy Districts (PED) methodology in the MAKING-CITY context was presented by Mr. Sergio Sanz from CARTIF. In order to have a common framework, he started defining the PED concept. Some key aspects were remarked:

- PED: Delimited areas of buildings and public spaces where the **total ANNUAL energy balance is positive**.
- Just **primary energy units** can be used in the calculations to merge all different inputs and outputs energy carriers
- It requires an intensive energy generation on-site, playing renewables (e.g. solar, geothermal...) a key role together with very efficient generation equipment (e.g. heat pumps, CHP...)
- Besides, a very low consumption is critical, so retrofitting actions for old buildings or ambitious designs of new ones to achieve high performance buildings are essential, integrating advanced materials, control systems, energy storage, etc.



**Figure 54: Sergio Sanz (CAR) during the presentation of the PED methodology in the parallel session #2**

Few months after MAKING-CITY proposal was submitted, the Temporary Working Group (SET-Plan ACTION n°3.2) published a document seeking a common framework to develop PEDs in Europe (from the planning, deployment, and replication point of view), with the aim to have at least 100 Positive Energy Districts by 2025.

MAKING-CITY calculations will follow the procedure established in *"Guidelines 2012/C 115/01 accompanying Commission Delegated Regulation (EU) 244/2012 supplementing Directive 2010/31/EU on the energy performance of buildings by establishing a comparative methodology framework for calculating cost-optimal levels of minimum energy performance requirements for buildings and building elements"*. This Methodology has strong implications, as will be seen in the project execution.

In order to have a common understanding and agreement in the project, Sergio Sanz explained the methodology followed for the PED energy balance calculations in MakingCity (definitions, assumptions, etc.), including results in each demo-site.



To wrap up the presentation, Mr. Sanz left some questions to try answer during the project execution, as following:

- PEDs are or will be economically viable?
- Are there technical integrated solutions further that MAKING CITY
- What's the role of PEDs in city energy transition?
- Is it necessary a PED standard design procedure?.



## 9 Conclusions and Commitments

For ending the meeting, the coordinator summarized the main conclusions extracted from the different sessions and the commitments that each partner have for the following months.

Starting with the administrative session, the more urgent issues would be those that will make easier the communication among the partners. Some mailing lists have been created by CAR and all of the partners should check their mail for the reception of the alias. The contact list available on the sharepoint will be reviewed and updated by the end of December and all the presentation of the KoM will be uploaded on the sharepoint in following days.

An audio meetings calendar will be sent before 15th of January by the coordinator. There, the scheduling for monthly audio meetings for following the execution of all of the WPs will be included. Additionally, as Skype for business will be used as tool for having these audio meetings, all the partners should check their connection possibilities.

All partners are encouraged to review the Daniel's presentation to be sure that have understood it and comply with all H2020 rules to avoid problems later on. Check that costs are properly allocated to be eligible (remember: personnel is only eligible if hired directly by beneficiaries/third parties), otherwise they should contact CARTIF as soon as possible.

Very important has been to remark that the visibility of EU funding should be considered (communications, scientific publications, equipment, etc.). Also that all the publications should be Open Access.

Relating the 6<sup>th</sup> follower city that should substitute Poprad, STU will sent alternatives and CAR analyse them and start to dialogue with the Project Officer as was agreed in the 1<sup>st</sup> General Assembly of the project celebrated inside the KoM.

For the specific WPs, the commitments considered were:

For WP1 the main results are the Long Term city plan (vision 2050) and the New/Updated city plan. For a good execution of the corresponding tasks, in month M6 the initial version of the City Urban planning departments should be submitted, so this is the point for starting the work in this WP. After that, the city diagnosis and the work on tools for modelling will be focused.

In WP2 and WP3, the main commitments are focused on identified those actions on risk of being implemented for searching alternative plans for them in order to ensure the positive result for the energy balance of the district. Also the identification of any delay that could affect to the execution of the activities.

For WP4, the methodology guidelines for PED design will start to be defined. Meanwhile, technical partners should focus their attention on the calculation of Annual Positive Energy Balance for Urban Transition Planning Process. Each FWC will identify technical, financial, social and legal constraints in their proposed PEDs.

In WP5, more information about the project will be collected for SCIS by CAR, OUK and GRO. And on the technical work, the activity will start with the work on the city level indicators (with a reporting of an intermediate version for M6) and on the pproject level indicators (that will be also reported in M12).

In WP6 the work will start with the first tasks of the WP leaded the activities by R2M.

For the WP7 the most relevant aspects are related the deliverable template, the cooperativity of the website, the activity in the social media channels (LinkedIn, others), the creation of flyer and dissemination material, and the development of the detailed C&D Plan. While the sharepoint will change into ECCP workplace, some instruction to access will be done.



The collaboration in WP8 will start with the SCC1 projects. Most relevant partners of the MAKING-CITY project according to the corresponding SCC1 Tasks Groups will be included in the audios and common events organized by the lighthouse community. CAP, DEM, R2M and VTT will provide the contacts for being included in the Dissemination & Communication, Replication, Business models & finance, and data respectively tasks groups.

For WP9 the activity will be focused on the execution of the deliverables that will be submitted in M2 as the KoM minutes (D9.1), the Project management guidelines (D9.2) and the Management plan and Work Breakdown Structure (D9.3). CAR will sent all WPL template for completing sharing details of: Task/Subtask/Deliverables/PM (actions also for demos) in following days and the WPL will provide first draft by the end of the month. Ethics deliverables (D10.1, D10.2, D10.3), and the Data Management plan (D9.8), are should be completed in the following months.

After concluding that the next project meeting will take place in Groningen in May – June 2019., the KoM were closed and all the partners encouraged to get in contact by mail.

