



European Innovation Partnership on Smart Cities and Communities  
**Building a Market for Smart Cities and Communities**  
Integrated Planning and Policy Regulations  
Action Cluster Meeting

# Marketplace

of the European Innovation Partnership on

# Smart Cities and Communities



Minutes of the AC Meeting - 11/10/2017

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## Integrated Planning and Policy Regulations

DATE	11/10/2017
DOCUMENT	Minutes
OPENING / CLOSING	14:00 - 17:00
LOCATION	DG Energy DM28, Brussels

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# European Innovation Partnership on Smart Cities and Communities Building a Market for Smart Cities and Communities Integrated Planning and Policy Regulations Action Cluster Meeting

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## MINUTES

In the context of the fall Action Cluster meeting, the Integrated Planning and Policy Regulations members met in Brussels on 11 October with the purpose of contributing to the finalisation of the **Smart City Guidance Package (SCGP)**. To this end, a restricted audience was invited to take part to the drafting session where ideas for filling existing gaps were discussed.

- The proposed agenda of the meeting is attached in Annex 1

### 1. WELCOME REMARKS

The meeting was opened by the Action Cluster Leader.

She briefly introduced the Action Cluster's three on-going initiatives and the past months' efforts which led to the completion of 70% of the Guidance Package – expected to be finalised by May 2018, before the General Assembly, and set to generally become an explicatory yet readable tool addressing a heterogeneous audience.

### 2. ROUND OF REACTIONS

Representatives of NTNU guided participants through the current status of the Guidance Package while providing background information and methodological details on the study. They explained that desk research, interviews and workshops were carried out to gather all necessary information to complete the Guide and the purpose of illustrating best practices through examples/similar cases – identified in the will of creating a practical rather than a simply theoretical guidance tool, easily understandable for different types of stakeholders.

### 3. BRAINSTORMING SESSION 1 - INTENDED AUDIENCE

Throughout the second brainstorming session participants focused on stakeholders and addressees of the Guide and on how to strike the balance between the audience and the language. A representative of ICLEI suggested that the Guide would mostly be relevant from an operational perspective and AC leader proposed issuing two different



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versions – a longer operational version for experts and a shorter one including key concepts for policy-makers.

### 4. BRAINSTORMING SESSION 2 - LACKING CONTENT, IMPROVEMENTS

A lot of information that has been gathered still needs to be organized and implemented in the Guide. Throughout the brainstorming sessions, suggestions for ameliorating it were put forward. A member of the EC suggested enlarging the Guide to touching upon financing and funding opportunities for this specific type of projects. He explained that a focus on financing would fit in the EIP goal of matching projects with “bankability”. Participants also discussed the clustering of obstacles into macro-areas and agreed upon adopting a tag-structure in the online version of the Guidance Package in order to simplify the readability for all society categories.

The final version will include data capture tables, use easy-to-understand language, financing models, and a list of dos/don'ts which will be inserted in the “obstacles” session.

### 5. NEXT STEPS

NTNU will focus on delivering a complete version early 2018, which will be tested in a few cities. The final version will then be presented at the next general Assembly. The workshop participants will receive the current Word version of the document in case they want to make detailed comments in future. Representatives of Cartif, ICLEI and Gupa have offered help in dissemination activities.

### ANNEX I – AGENDA OF THE MEETING

14:00 – 14:20	Welcome and Update of the Action Cluster Activities and state-of-the-art of the SCGP by Simona Costa
14:20 – 15:00	Round of reactions of invitees
15:00 – 15:30	Brainstorming Session 1 on intended audience and dissemination approach by Judith Borsboom and James Kallaos
15:30 – 15:45	Coffee break
15:45 – 16:00	Recap on the outcome of Brainstorming Session 1 under the light of the current content



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16:00 – 16:45 Brainstorming Session 2 on the lack of SCGP content and areas for improvement

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16:45 – 17:00 Wrap up, next steps in development, future cooperation and engagement

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17:00 Closing remarks

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