

IMPLEMENTATION

No	Project component/WP	Deliverable	Description of the deliverable	Partner in charge of the deliverable	Type of deliverable
1st PHASE					
WP1	Development of the Terms of reference for the pilot implementation (POC)	1.1 examination of the needs of the three cities	<p>In order to create the Terms of Reference (ToR) to be developed in each of the three cities, the promoter will first receive necessary information from the three competent authorities. This information should describe:</p> <ul style="list-style-type: none"> - Existing urban development strategies and initiatives present in the city. - Collaboration/partnerships between the public authorities of the city and (if applicable) academic and research institutions, private and public companies. <p>The objective of this deliverable is to capitalise on the information provided by the governments concerned in a manner that can be used for the preparation of the Terms of reference. The information should be stored in clear and organized matter in order to be easily accessible and used under the Deliverable 1.2.</p>	Euromed Cities Network (LP) in full cooperation with the government concerned.	Database
		1.2 Preparation of the Terms of reference	<p>ToR will articulate the scope and limitations of the reproducibility of the Nice Metropolis' Smart City Innovation Centre in the three cities.</p> <p>The purpose of composing the ToR is to answer the following questions:</p> <ul style="list-style-type: none"> - What will be done? - Why will it be done? - How will it be done? - When will it be done? - Who will do it? <p>The main objective of this deliverable is to be used as an act of reference throughout the project implementation process, that is why it should be tight,</p>	Under the responsibility of the Euromed Cities Network (LP) but with the support of all the other partners.	ToR document

			explicit, and focused.		
		1.3 Kick-off meeting	<p>To ensure the successful and coherent start of the project, the promoter/LP will organize the Kick-off meeting (KOM) in Nice, France in the following manner:</p> <p>Day 1: Project management and organization</p> <ul style="list-style-type: none"> - Defining the project, its purpose, and expected goals and deliverables. - Introducing the project partners and briefly discussing their role in the project. - Presenting the ToR, followed by the discussion on possible improvement. - Planning and organization for the execution of the Deliverable 2.1. <p>Day 2: Visiting of the Metropolis Nice Côte d’Azur Smart City Innovation Centre</p> <p>The objective of this deliverable is to:</p> <ul style="list-style-type: none"> - Establish an organized presence by demonstrating leadership of the project team. - Empower the project team by giving each project partner responsibilities and encourage the teamwork between partners and cities. 	<p>Euromed Cities Network (LP) together with Metropolis Nice Côte d’Azur Smart City Innovation Centre</p> <p>All the representatives of the consortium as well as participating cities are expected to attend the KOM</p>	Agenda and minutes of the meeting
WP2	The state of art	2.1 Specification of needs in terms of content	<p>With the purpose of tailoring the pilot implementation (POC) for each participating territory, this deliverable will collect and examine the information of specific needs present in each of the three cities in the following way:</p> <ol style="list-style-type: none"> 1. Receiving the relevant information about: <ul style="list-style-type: none"> - Waste management, energy consumption, traffic pollution, etc. - Ecosystem maturity. 	Partner to be appointed to analyze the information of each participating city: TBC in consultation with the governments concerned.	POC draft document

			<ul style="list-style-type: none"> - Existing urban development strategy of the city. <p>2. Assessment to be done based on the following questions:</p> <ul style="list-style-type: none"> - What kind of data is vital for implementation of the sustainable urban development strategy? Which stakeholders could help in collecting such data in the city? - At what stage is the current ecosystem? In case of non-existing system, what stakeholders should be identified in order to create it? What kind of strategy is used to implement and maintain the ecosystem? - What is the existing state of the implemented development strategy of the city? What are the obstacles to successful implementation of the strategy? <p>The objective of this deliverable is to identify a precise situation in each territory in order to tailor the pilot implementation (POC) according to its needs and specific environment.</p>		
		<p>2.2 Specification of needs in terms of equipment</p>	<p>In order for each Smart City Innovation Centre to start operating, a specification of needs in terms of equipment will be done.</p> <p>The objective of this deliverable is to list what each of the cities already possesses or needs in terms of equipment.</p>	Euromed Cities Network (LP) together with Metropolis Nice Côte d’Azur Smart City Innovation Centre and participating cities	
		<p>2.3 Finalization and improvement of the pilot implementation (POC)</p>	<p>With the aim of having a well elaborated specifications the for the pilot implementation (POC), improvements will be carried out through:</p> <p>Setting up the necessary partnerships in the cities in order to plan a functioning ecosystem. Forecasting a system of internal communication strategy in order to develop dialogue/coordination among the partners and participating</p>	Euromed Cities Network (LP) together with Metropolis Nice Côte d’Azur Smart City Innovation Centre and participating cities together with their allocated project partner	

			<p>cities.</p> <p>The objective of this deliverable is to identify points of improvement and possible upgrading of the draft pilot implementation (POC), through consultations between each city and its allocated project partner.</p>		
WP3	Implementation	3.1 Setting the ground	<p>Before the launch of each Smart City Innovation Centre, three operational steps will be taken in order to prepare the ground:</p> <ul style="list-style-type: none"> – Purchase and installation of the equipment. – Preparation of the team in charge of implementing the project in each territory. – Pilot implementation in each territory. <p>The aim of this deliverable is to undertake last operational steps before approving the final form of the pilot implementation (POC) in each territory.</p>	<p>Euromed Cities Network (LP) together with Metropolis Nice Côte d’Azur Smart City Innovation Centre and participating countries.</p> <p>The preparation of the teams could be done together with allocated consortium partner of each city</p>	Pilot implement. (POC)
WP4	Testing and evaluation	4.1 Evaluation of the implementation	<p>In order to assess the quality of pilot implementation (POC) in each city, the evaluation will be conducted through the following steps:</p> <ul style="list-style-type: none"> – Examination of the installations of equipment. – Estimation of the availability of all the necessary information. – Evaluation of the team management in charge of the implementation of the project in each city. <p>The aim of this deliverable is to evaluate the pilot implementation (POC) in terms of quality.</p>	<p>Euromed Cities Network (LP) together with Metropolis Nice Côte d’Azur Smart City Innovation Centre</p>	Written report
		4.2 Testing of the applicability	<p>In order to test the applicability of the pilot implementation (POC), a testing will be conducted.</p> <p>The aim of this deliverable is to gain feedback from cities on the applicability in order to consider the future development of the project.</p>	<p>Euromed Cities Network (LP) together with Metropolis Nice Côte d’Azur Smart City Innovation Centre and participating countries.</p>	Written report

2nd PHASE (Capitalizing on the project)

The project promoter, Euromed Cities Network, has the role to ensure an efficient and timely implementation of the project and its activities. Therefore, its objective is to ensure the successful completion of the project goals on time within the limits defined by the calendar of activities, agreed budget and quality standards imposed by potential funding entities.

In order to achieve this objective, the promoter will implement a sound project management strategy and organization including:

- The Steering committee composed of all the partners, the three beneficiary countries and UfMS, which will enable to drive the project in order to achieve the final objective and take a collective decision on the project activities in case of issues or change of plans. Every work package strategy and activity will be validated by this committee, on a physical meeting or through a conference call.
- The project promoter's Management Team composed of a Project Director, Project Manager, and an Administrative Officer.

The involved project partners (namely the Metropolis Nice Côte d'Azur Smart City Innovation Centre, the Euro - Mediterranean Network of Universities EMUNI, the Euro - Mediterranean University of Fes, Morocco and Groupe Inter-académique pour le Développement) will, in their advisory role, assist the project promoter throughout the implementation of the project's activities in the beneficiary cities.

A local academic partner will be appointed for each of the beneficiary countries, in consultation with the governments concerned, with the aim of supporting and facilitating the implementation of project activities and deliverables.

The rationale behind the chosen coordination mechanism is:

- To devote each of the participating cities a partner in the role of a counselor with extensive knowledge and comprehensive overview of their specific needs and environment.
- To equally distribute the task of internal communication between the consortium partners and participating cities.
- To ensure the successful project implementation through people-to-people approach.

