

Project Plan for the CEN Workshop on the Description and Assessment of Good Practices for Smart City Solutions

1. Status of the Project Plan

- Initial draft Project Plan, to be further developed, prior to submission for approval
- Draft Project Plan to be approved at the Kick-off meeting of the Workshop
- Approved Project Plan

2. Background to the Workshop

2.1. General

Against the background of worldwide urbanization trends coming along with environmental and societal challenges, many organizations, committees, networks and projects have been established and dedicate their work on tackling these challenges in cities and urban areas on a global level. In order to come up with solutions, so-called “good practices” have proved to be an effective means of orientation in initial project stages. Many “good practice” collections have been created in recent years, aiming at demonstrating how certain cities overcome specific challenges in different sectors and benchmarking how far ahead those cities are in comparison to others.

Within the Smart Cities and Communities (SSC) Initiative, the European Commission has carried out nine lighthouse projects so far, which deliver and replicate smart city solutions. One of these projects is SMARTER TOGETHER including the lighthouse cities Vienna, Munich and Lyon and the follower cities Santiago de Compostella, Venice and Sophia. One of the first steps in the project was the collection of good practises from other cities in the sectors of (e-)mobility, refurbishment, district heating, data and data standards, processes and methods, business models, as well as governance and participation. The results had been transferred into a project Wiki and are accessible to all project members. A release of the project WIKI to the public is currently being discussed.

2.2. Motivation for the CEN Workshop

The quality of good practice collections can vary widely and their structures are rarely consistent or comparable. Even within one single project such as SMARTER TOGETHER it was a challenge to come up with a general structure which fit all best practices within the various fields. Furthermore there was no standardized quality check in order to explain which criteria make a good practice a good practice.

Criteria that help describing Best Practices could be the following:



- Category (technology, service, etc.);
- Addressed sectors (energy, mobility, security, etc.);
- Background (who has developed the solution and for which purposes?)
- Purpose (how does the solution contribute to the well-being of a community and its citizens?)
- Value (how does the solution contribute to a certain aim or certain change?);
- Negative side effects when indicated (including costs and stakeholders affected)
- Implementation context (where is the solution already implemented, local context);
- Possibility of replication (under which circumstances is the solution transferable to other (local, national, international, content) contexts?)
- Etc.

2.3. Market environment

Nowadays, especially technological solutions are emerging within shorter and shorter periods of time and a growing number of companies offer a variety of smart city products and solutions. This makes it difficult for cities and those who advise them, such as companies providing products and services, consultants, associations, etc. to evaluate the benefits of new technologies, products or services, in the best interests of the city and its inhabitants. Nonetheless, the knowledge of how new technologies and other kinds of inventions influence the development of cities is essential for decision-making processes.

The main obstacle in finding the best possible solution for a municipality (in terms of being sustainable, adapted to the individual needs of a city, cost-effective, flexible etc.) is the fact that local authorities and those advising them usually do not have a comprehensive knowledge of what is available in the market to provide useful solutions that will effectively serve the city's interest.

2.4. Legal environment

In the decision making process cities have to take into consideration a wide range of general conditions and requirements within all sectors: EU directives, national guidelines, regional guidelines, their own specifications as well as the climate protection objectives, compliance with pollutant limits, share of renewable energies, etc.

As for procurement processes, municipalities have to follow clear requirements regarding national and European tenders and relevant technologies. Expensive, but innovative acquisitions can only be justified and acquired through appropriate argumentation and comprehensive market knowledge.

2.5. Existing standards and standard related activities and documents

The most important existing standards, standard related activities and documents for the project plan are listed in the following table.



Number	Title
EN 14892	Transport service - City logistics - Guideline for the definition of limited access to city centers
ISO 37154	Smart community infrastructures - Best practice guidelines for transportation
ImpactPaperRec	Good and best practice handbook for the collection of paper and board for recycling:
- Project ID 690182,	http://impactpaperec.eu/wp-
- 2016-02-01 2018-01-31,	content/uploads/2018/01/HANDBOOK_Final-
- http://impactpaperec.eu/en/home/	version-JANUARY.pdf

The Workshop will draw on the current work of the CEN-CENELEC-ETSI Sector Forum on Smart and Sustainable Cities and Communities, which is producing a comprehensive mapping of relevant initiatives, and ensure that those providing good practice examples are appropriately referenced in the CWA.

3. Workshop proposers and Workshop participants

The proposer of the Workshop is Fraunhofer IAO, Germany, which is a SMARTER TOGETHER project partner. DIN, the German Institute for Standardization intends to hold the secretariat of the Workshop. Several other members of SMARTER TOGETHER will take part in the progression of the Workshop (SMARTER TOGETHER lighthouse cities Munich, Lyon, Vienna; follower cities Santiago de Compostella; Venice and one of the observer cities Kiev). Moreover, (research) institutions from other analogous projects will be invited to join the development of the CEN Workshop Agreement (CWA) (The Fraunhofer Morgenstadt-Initiative, the project FutureCitiesBW, other SCC projects).

Participation in the Workshop is open to anyone, and the opportunity to participate will be widely advertised prior to the Kick-off meeting by its proposers.

The registered participants of the CEN Workshop Kick-off meeting that have approved this Project Plan are listed in Annex A.

4. Workshop scope and objectives

This Workshop will develop a CEN Workshop Agreement (CWA), which will define requirements to describe and assess good practices of Smart City Solutions. This document is intended to support the decision-making of smart cities in the interest of their citizens, and of those who advise them, such as companies providing products and services, consultants, associations etc.

The objectives of the Workshop are the following:

- Finding an adequate terminology: The current proposal would be using the term "Good Practices" instead of "Best Practices" and including such categories as "Practices" or "Bad Practices";
- Identifying good practice description criteria (see above);
- Classifying description criteria, e.g. compulsory vs optional;



- Creating a template based on this set of criteria, which shall serve as the basis for the determination of solutions. It addresses not only cities but companies providing them with solutions as well as many other stakeholders (research organisations, planning institutions, associations, etc.).

5. Workshop programme

The CWA will be drafted and published in English. The estimated duration of the Workshop is 9 months, no later than December 2018. During the Workshop lifetime, several meetings, mainly web meetings are foreseen to draft the CEN Workshop Agreement.

Work Plan

Anyone can comment on this Project Plan of the envisaged CWA. All comments received will be considered by the chairperson preliminary to the Kick-off meeting. At the Workshop, each comment received shall be presented, discussed and resolved. Any meeting except for the Kick-off and the final meeting can be organized as virtual meetings. The time schedule for the Workshop is influenced by the runtime of SMARTER TOGETHER.

	2017		2018										
	11	12	1	2	3	4	5	6	7	8	9	10	11
Preparation of Project Plan													
Public availability of Project Plan													
Kick-off Meeting													
Elaboration of Draft CWA													
Finalisation and Approval of CWA													
Publication of CWA													

Work already delivered

As stated above a good practise WIKI had been created within the first work package of the SMARTER TOGETHER project that contains more than 50 Good Practices. Being inspiring input they support the implementation stage of the project. However Fraunhofer IAO has undertaken several other good practice collections within other smart cities projects.

6. Workshop structure

This Workshop shall be led by a chairperson and in case of absence or unavailability, by a vice-chair. The Workshop secretariat shall be responsible for the management of the Workshop.

6.1. CEN Workshop Chairperson

A proposal for the chairperson will be made by the Workshop proposers; he/she or any other candidate nominated during the period of publication of this Project Plan or at the Kick-off will be approved at the Kick-off meeting by the parties present. His / her responsibilities include:

- Chairing the CEN Workshop meetings,



- Being responsible for ensuring that the development of the CWA is in accordance with the agreed Project Plan,
- Representing the CEN Workshop in outside meetings in cooperation with CCMC and with the Workshop secretariat,
- Monitoring the progress of the CWA,
- Interface with CCMC regarding strategic directions, problems arising, external relationships, etc.

6.2. CEN Workshop Vice-Chair

The Workshop vice-chair shall be appointed in the Kick-off meeting. The vice-chair shall support and assist in all responsibilities outlined for the chairperson. In the absence of the chairperson, the vice-chair will represent the CEN Workshop at outside meetings in cooperation with CCMC and will interface with CCMC regarding strategic directions, problems arising, external relationships etc.

6.3. CEN Workshop Secretariat

The CEN Workshop Secretariat is providing the formal link to the CEN system. The following main activities will be carried out by the Workshop Secretariat:

- Organizing CEN Workshop plenary meetings,
- Producing CEN Workshop minutes and action lists,
- Forming the administrative contact point for CWA project,
- Managing CEN Workshop attendance lists,
- Managing CEN Workshop document registers,
- Following-up action lists,
- Assisting Chairperson in monitoring and following-up of electronic discussions – in case the CEN Workshop is mainly working by electronic means,
- Administrating the liaison with relevant CEN/TCs, if applicable.

The CEN Workshop Secretariat provides a professional management support in the form of administrative and operational. DIN will provide the Workshop secretariat subject to formal approval of the Project plan at the Kick-off meeting.

7. Resource requirements

7.1. Costs of the CEN Workshop Secretariat

The administrative costs of CEN Workshop Secretariat will be covered by resources from SMARTER TOGETHER. The copyright of the CWA shall be with CEN.

7.2. Participation and registration Fees



The registration and participation at this CEN Workshop is free of charge; each participant shall bear his/her own cost for travel and subsistence. Participation to this Workshop is open to all interested parties. All physical meetings will be located in Europe. Use of electronic meetings will be encouraged as much as possible.

8. Related activities, liaisons, etc.

The topic of the CWA is related to the following European initiatives:

- CEN/CLC/ETSI/SF-SSCC the CEN-CENELEC-ETSI Sector Forum on Smart and Sustainable Cities and Communities
- ETSI ISG CDP City Digital Profile, CIM Context Information Management, TC SmartM2M
- EIP-SCC the European Innovation Partnership on Smart Cities and Communities

On national, German, level the following technical committee is the most relevant one:

- NA 172 DIN standards committee Principles of Environmental Protection (NA 172-00-12 AA on Sustainable development in communities)

On international level the following technical committees are the most relevant ones:

- ISO/TC 268 on Sustainable Cities and Communities
- ISO/IEC JTC 1 on Information Technology (WG 11 on Smart Cities will be implemented until end of 2019)

The Workshop shall ensure appropriate links are in place with these initiatives, in particular with the CEN-CLC-ETSI Sector Forum on Sustainable Smart Cities and Communities (SF-SSCC), through liaison or any other means.

9. Contact points

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Annex A – List of Workshop participants having approved the project plan¹

Person	Organization	Person
1	Fraunhofer IAO	Susanne Schatzinger, Constanze Heydkamp, Veronika Zettl, Muttasif-Hasan Dip
2	<i>Stadt Wien</i>	<i>Ina Homeier</i>
3	City of Munich	Alexander Lang, Felix Hörmann
4	<i>Lyon Confluence</i>	<i>Etienne Vignali, Maxime Valentin</i>
5	<i>HESPUL</i>	<i>Bruno Gaiddon</i>
6	<i>Algoé</i>	<i>Thomas Fouchault</i>
7	<i>Energy Cities</i>	<i>Francisco Goncalves</i>
8	TU München	Claudia Mendes, Lisa Nanz
9	Fraunhofer IBP	Georgi Georgiev
10	<i>Sofia Energy Agency - SOFENA</i>	<i>Zdravko Georgiev</i>
11	BSI Group	John Devaney
12	<i>NEC Laboratories Europe GmbH (Board Member of ETSI)</i>	<i>Dr. Lindsay Frost²</i>
13	<i>ANEC (European Association for the Co-ordination of Consumer Representation in Standardisation)</i>	<i>John Ketchell</i>
14	<i>Smart City Wien Agency</i>	<i>Pamela Mühlmann</i>
15	<i>UIV Urban Innovation Vienna</i>	<i>Petra Schöfmann</i>

¹ In italic marked organizations and names have been attending and approving the final project plan via web conference or email.

² Mr. Lindsay Frost will participate in the CEN Workshop with an abstain position.