

*“Environment, Climate Change and Low Carbon Economy”  
Programme*

**Call #4 – Implementation of pilot projects of living labs for decarbonisation and climate  
change mitigation**

GUIDE FOR FILLING IN PART C OF THE APPLICATION FORM

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This guide is designed to support filling in Part C of the Application form, which includes the technical description of the project.

A template was developed for filling out some technical content requested in part C of the form ("Model for technical description of the project -Part C"). This Guide should be followed during the preparation of the applicant. **Please note that the project proposal must be objective, clear and concise.**

For filling in Part A B and D please read carefully the Call for tender text.

## PART C – DETAILED TECHNICAL DESCRIPTION OF THE PROJECT

### 1. LIVING LAB TERRITORIAL AREA

*The information requested at this point must be filled in accordance with the “Model for technical description of the project - Part C”, available for download in the application form.*

Please identify and describe the Living Lab territorial implantation area, which must be consistent with the results of the feasibility study.

The Living Lab territorial implantation area should be characterized by a geographically delimited urban public space (for example, a square, a neighbourhood or an avenue), with distinctive physical, economic and social characteristics, with potential to be a meeting point of residents, visitors and tourists, allowing co-creation, display and user engagement through the experience or use of solutions developed by citizens.

The physical limits of the territory must be clearly defined and the intervention area (Living Lab territorial implantation area) must be properly characterized in relation to the following points

- geographic delimitation of the urban space in the territorial area where the Living lab is implemented;
- distinctive physical, economic and social characteristics, which make possible to consider the selected area as a system;
- local identity (social and cultural) perceived by the community and external agents.

Please provide plans, maps and images that complement the description of the Living Lab territorial area.

### 2. DESCRIPTION OF ACTIVITIES, OPERATIONS, OBJECTIVES, RESULTS AND EXPECTED IMPACTS

*The information requested at this point must be filled out in accordance with the “Model for technical description of the project - Part C”, available for download in the application form.*

Prior to filling in the information requested at this point, you should take into account the following definitions:

**Activity** - Main subdivision of the proposed project, which corresponds to the autonomous and structured set of project Activities, which will necessarily be linked to other project Activities.

**Operations** - Subdivision of project activities into autonomous actions.

**Deliverable** - A distinct product from the project, significant in terms of the general objectives of the project, which may consist of a report, a document, a technical diagram, software, a patent.

**Thematic areas** - According to Chapter 1 of the Call for Proposals # 4, the thematic areas are: Mobility; Energy; Circular Economy and Environment; Buildings.

## 2.1. GLOBAL STRUCTURE OF THE PROJECT PROPOSAL

Please provide a summary of the proposed project's organizational structure in a table form or a diagram, listing all the proposed activities and operations.

## 2.2. TEMPLATE FOR DESCRIPTION OF ACTIVITIES AND OPERATIONS

The Activities and Operations of the proposed project should be described in detail, and associated to each of the priority areas of the Call (see section 1).

Each thematic area can include several Activities and each Activity can include several Operations. The number of Activities and Operations must be proportional to the scale and complexity of the Living Lab project and the resources allocated to the Activities must be aligned with its objectives and deliverables.

The specific objectives of the Activities / Operations must be clear, measurable, realistic and feasible within the proposed duration for its implementation.

Regarding the expected impacts of the project please use, whenever possible, quantifiable indicators and targets. It should be described and explained the methodology for impact assessment for each thematic area and Activity / Operation. When filling in the impacts associated with the various Activities / Operations, the following minimum elements (contained in the demonstration file of the "Model for technical description of the project - Part C", available in the application form) must be presented:

- Identify and describe the baseline scenario, which will be used for estimating impacts;
- For each thematic area, describe the procedure for calculating reductions in emissions and energy consumption, namely thorough the presentation and justification of methodological choices, data and parameters determined or measured for the respective assessment of those reductions;
- the activities that promote engagement, co-creation and appropriation of new technologies implemented in the Living Lab by the population and how these activities will be developed within the defined territorial space.

It is recommended to include an Activity related to the "Management" of the pilot project, which should integrate and describe in a substantiated way the following aspects:

- Governance model, organizational structure and decision-making processes;
- Adequacy of the organizational structure and decision-making mechanisms to the complexity, scale and duration of the proposed project.

## 3. PROJECT INDICATORS

Use the available template for upload in the form to fill in the indicators of the proposed project. The requested information includes, among other fields, the activity to which the indicators are associated, the units of the indicators and the source of the information, among others. The indicators must be developed for all different thematic areas, in order to evaluate the results of the project in all dimensions.

## 4. GLOBAL PROJECT SCHEDULE

Fill in the information related to the global project schedule, using the excel template available for upload in the form.

Note: The detailed schedule of Activities and Operations for the proposed project is filled accordingly to the “Model for technical description of the project -Part C”, available for download in the application form.]

## 5. EXPECTED IMPACTS

Fill in the information regarding the expected impacts in the application form corresponding field. This field should include the expected impacts related to the outputs (objectives) of Call # 4 and outcomes (expected results) of the Environment Programme.

[Note: The impacts of the proposed project (described above in point 2.2) are filled in for each of the Activities and Operations, following the “Model for technical description of the project - Part C”, available for download in the application form.]

## 6. IMPACT INDICATORS

Fill in the information related to the indicators of the proposed project that contribute to the achievement of the impact indicators associated with the outputs (objectives) of Call # 4 and outcomes (expected results) of the Environment Programme. You should use the document available for download in the application form.

You should also report the impact indicators in the excel file “Expected outcomes of the implementation of the project”, available on the website of this Call. It is recommended to consult the “Conversion Guidelines Emissions”, available at the same place.

## 7. CRITICAL RISKS AND MITIGATION MEASURES

*The information requested at this point must be filled out in accordance with the “Model for technical description of the project - Part C”, available for download in the application form.*

Describe the critical risks related to the project implementation, namely the ones related to meeting the objectives and indicate the respective mitigation / correction measures. When completing this information, you should take into account the following definitions:

**Critical risk:** A critical risk is a plausible problem or event that could have a significant adverse impact on the project's ability to achieve its objectives.

**Types of risks:** It is recommended to classify the risks in the following categories: scientific, technical and management.

**Level of probability of occurrence (low / medium / high):** Estimated probability of the risk occurring, even after the implementation of the proposed mitigation measures.

## 8. FEASIBILITY STUDY

The feasibility study must be prepared taking into account the contents of the Annex 1 of Call # 4.

This study must be submitted in an autonomous document (.pdf), as set in the application form.

## 9. MONITORING PLAN

Describe in detail the monitoring plan for the Living lab, which must comply with the objectives of Call # 4 and contribute to the expected results of the Environment Programme

The monitoring plan must be based on an ICT platform and must be maintained at all stages of the project planning and implementation process.

The monitoring plan should cover the various thematic areas of the Call and ensure the measurement of the expected impacts of each Activity / Operation in relation to the baseline situation, namely in terms of energy consumption and CO<sub>2</sub> emissions reductions.

The information generated in the Living Lab monitoring must provide, at least, the development of the indicators of Call # 4 (chapter 1.2.7.3.):

- Estimated Annual Reduction of Annual CO<sub>2</sub> Emissions (in tonnes);
- Number of jobs created (disaggregated by gender, age);
- Number of people benefitting from the implementation of mitigation/ low-carbon measures;
- Number of innovative mitigation/ low-carbon measures supported;
- Number of municipalities involved which have had mitigation measures implemented.

The proposed project should include other relevant indicators to the Living Lab evaluation.

The monitoring plan must be submitted in an autonomous document (.pdf), as set in the application form.

## 10. INFORMATION MANAGEMENT PLAN

The information management plan should define the storage system and treatment of the information generated at the Living Lab, how new information will be incorporated and how it will be made available to the public. The plan should integrate the following aspects:

- The type of data produced during the Living Lab implementation;
- Data protection law, especially when the actions involve the public participation (eg surveys);
- The system/mode adopted for using and sharing information by the team and by the main Living lab stakeholders;
- Potential intellectual property rights over the results of the implementation of the project (see Partnership Agreement template Clause Fifteen (Intellectual Property Rights))

The Plan must be submitted in an autonomous document (.pdf), as set in the application form.

## 11. COMMUNICATION PLAN

The communication plan must guarantee the appropriate involvement of the community, as well as promote awareness actions and dissemination of low carbon lifestyles to all stakeholders.

The Communication Plan must be proportional to the project scale and must integrate the following aspects:

- Describe the measures to promote the project's actions and disseminate its results during the project's operating period;
- Define measures with clear objectives, proportional to the project scale and adapted to stakeholders needs, especially the local population;
- Describe the area in which it is expected an impact and the potential users of its results;
- Describe the channels for dissemination and interaction with potential stakeholders;
- Explain how the proposed measures will contribute to achieve the expected impact of the project.

The communication plan must also comply with the following documents, available on the EEA Grants Environment Program website (<https://www.eeagrants.gov.pt/en/programmes/environment/>):

[Applicants Handbook](#)

[Communication and Graphic Standards Manual EEA Grants 2014-2021](#).

The Communication Plan must be submitted in an autonomous document (.pdf), as set in the application form. Additionally, it is also necessary to fill in the information included in the excel template available for download in the application form.