

August-September 2024

Twinning Learning Programme - Agreement

Cohort 2 Pilot and Twin Cities

(September 2024 – May 2026)

# Information about Pilot City and Twin City

**Information about Pilot City or Multi-City Pilot City/ies**

**#1 contact person**

City/country:

Name of the Pilot City or Multi-City Pilot City first **participating representative**:

Email:

Phone number:

**#2 contact person**

City/country:

Name of the Pilot City or Multi-City Pilot City second **participating representative**:

Email:

Phone number:

**Information about Twin City**

**#1 contact person**

City/country: Szombathely / Hungary

Name of the Twin City **participating representative**: Ákos Németh

Email: nemeth.akos@szombathely.hu

Phone number: +36 20 352 5701

**#2 contact person**

Name of the Twin City **participating representative**: Ágnes Győrffy

Email: gyorffy.agnes@szombathely.hu

Phone number: +36 30 583 0755

# Purpose of the Agreement

The purpose of this Twinning Learning Programme – Agreement is to outline the terms and conditions under which Pilot and Twin City participating representatives commit voluntarily to take part in the Twinning Learning Programme (hereinafter referred to as the “Programme”), over the duration of the Programme: **19/09/2024 – 29/05/2026**



Figure 1: Twinning Learning Roadmap, Cohort 2

The Agreement is made between NetZeroCities (NZC) project (for this specific programme represented by the Twinning Learning Programme Coordinator, Meline Gonzalez Piloyan), the Pilot City and Twin City named above.

By signing this document, all parties involved, agree to join the Twinning Learning Programme and more concretely, commit voluntarily to the terms listed below.

The Agreement shall come into force upon the signature by all parties, attesting the joint commitment to the Twinning Learning Programme.

## Who should sign the Agreement?

* Pilot City Programme lead.
* To support the Twin City’s two participating representatives[[1]](#footnote-2)’ engagement in the Programme, **this Agreement should be signed by a high-level city representative, such as the Director/Head of the Department.**

# City commitments

## Pilot City representative/s agree to:

As Pilot City/ies you commit to the following elements of the Twinning Learning Programme:

**General provision:**

* **Participation in the twinning exchange**: Pilot Activity participating representatives, agree to actively engage in the Programme. Engagement in the Programme entails completing the three (3) learning Modules, as outlined in Figure 1, by attending online and in-person workshops, complete the deliverables and milestones, including hosting Twin City representatives twice and travelling to the Twin City once.
* **Allocate the necessary resources (human and budget) from Pilot City Programme[[2]](#footnote-3)** to cover the engagement in the Twinning Learning Programme, including necessary budget for hosting costs of Twin City representatives twice and to assume the travel costs of additional Pilot City representatives travelling once to the Twin City, that will not be covered by the Twinning budget[[3]](#footnote-4). **Note**: Additionally, Twin City representatives are entitled to a daily subsistence allowance from the Twinning budget, to cover their travel costs while visiting their peer Pilot City/ies. Therefore, to prevent any misunderstandings, we recommend clearly outlining on the Agenda/Programme of the 2-days site visit, who is responsible for covering what expenses.

**Concrete actions:**

* [**Twinning Learning Roadmap**](https://eitclimatekic.sharepoint.com/%3Aw%3A/s/EuropeanGreenDealconsortium/EV8AYpUgb0RMg31qqr_LkNABShx0BFxyEiSMEBd-AXtOcA?e=yobUfA) **design:** after the completion of Module I, **Pilot and** **Twin Cities** will submit their concrete climate-related learning needs or interests, outlined in the Roadmap. The Roadmap will be used as a thematic guideline for designing all other learning activities throughout the Twinning Learning Programme. The climate-neutrality solutions outlined in the Roadmap should be as concrete as possible to allow for an effective and targeted learning process between the cities.
* Complete the two Pilot City Programme interim and final reporting, dedicated sections related to the Twinning Learning Programme.

## Twin City representative/s agree to:

As a Twin City you commit to the following elements of the Twinning Learning Programme:

**General provision:**

**Participation in the twinning exchange**: the Twin City participating representatives, agree to actively and voluntarily engage in the Programme. Engagement in the Programme entails completing the three (3) learning Modules, as outlined in Figure 1, by attending online and in-person workshops, including travelling to Pilot City/ies twice and hosting Pilot City/ies representative/s once.

**Concrete actions:**

To prepare and submit the following deliverables related to the Twinning Learning Programme:

1. [**Twinning Learning Roadmap**](https://eitclimatekic.sharepoint.com/%3Aw%3A/s/EuropeanGreenDealconsortium/EV8AYpUgb0RMg31qqr_LkNABShx0BFxyEiSMEBd-AXtOcA?e=yobUfA) **design:** after the completion of Module I, Pilot and **Twin Cities** will submit their concrete climate-related learning needs or interests, outlined in the Roadmap. The Roadmap will be used as a thematic guideline for designing all other learning activities throughout the Twinning Learning Programme. The climate-neutrality solutions outlined in the Roadmap should be as concrete as possible to allow for an effective and targeted learning process between the cities.
2. [**Stakeholder Engagement Plan**](https://eitclimatekic.sharepoint.com/%3Aw%3A/s/EuropeanGreenDealconsortium/EQAfIiLvU-tAo9VqAOxRMqQBcBmc4vVP-4weCQwmY88eYA?e=H6Xhdo)**:** in Module II, **Twin Cities** will prepare a list of, at least five, different stakeholders they have identified as crucial actors to be involved for the transfer of the selected practices from the Pilot City and the stakeholders’ areas of influence or interest (justification for engagement), and an outline of the envisioned engagement strategy, approaches or methods, and timing.
3. [**Transferability assessment**](https://eitclimatekic.sharepoint.com/%3Aw%3A/s/EuropeanGreenDealconsortium/EV5AbXJ6x8pNisAZxKIkRBEBXRaJDGbEonr3mizL1JyyeQ?e=iKBw0B)**.** On completion of Module II, **Twin Cities** are expected to complete a transferability assessment of up to three transferable practices of their choice (embedded in the Twinning Learning Roadmap). The exercise is a criteria-based assessment designed to help cities understand if the chosen practices are transferable to the local context and identify potential barriers and risks for effective transfer to the local setting.
4. [**Twin City Action Plan**](https://eitclimatekic.sharepoint.com/%3Aw%3A/s/EuropeanGreenDealconsortium/EfMv3WCqICxKjKJmheDNY6sB9tgdxCNMPptX-lKNri6QbQ?e=1hJngc)**.** On completion of the Twinning Learning Programme at the end of Module III, and based on the learnings from the Pilot City/ies, **Twin Cities** are expected to write and submit an Action Plan **by end-April 2026**, on concrete actions that could be taken to transfer each of the innovative practices that they learned from the pilot activities, back to their own city context, in order to reach climate neutrality commitments.
5. To set up an **internal info session with the Twin City Local Ecosystem**: on completion of the Twinning Learning Programme, **Twin City** is required to organize an info session (online or hybrid event) for its local stakeholders to expand their individual city representative learnings, from the 18-months exchanges with the Pilot Cities, at institutional and societal levels.

To complement the information above, we recommend **Pilot and Twin City representatives** to review the [***Handbook for cities – Twinning Learning Programme, Cohort 2***](https://eitclimatekic.sharepoint.com/%3Ab%3A/s/EuropeanGreenDealconsortium/EWNSU6PvVCNHklRFgUbHejsBgLpmVTwCEPQy9_3ju9NmPw?e=jlTCqu), to better understand the peer learning activities you will be engaging in as part of your Twinning journey.

1. **Upon the completion of the Twinning Learning Programme**

The duration of this agreement does not prevent the undersigned parties here to continue the peer- partnership that emerged from NZC Twinning Learning Programme.

The Pilot City and the Twin City commit to the Twinning learning Programme terms as follows: the agreement will not be established until both parties will have signed and dated this form.

## Informed consent form

Before deciding whether you would like to participate or not in the above presented activities, the NetZeroCities Consortium invites you to read the following statements carefully. Please, feel free to ask the Twinning Learning Programme Coordinator ( meline.gonzalez-piloyan@eurocities.eu ) any questions to ensure that you fully understand the purpose and proceedings of these activities, including risks and benefits.

* 1. **Compliance with legal and ethical regulation**

The NetZeroCities activities ensure full compliance with relevant legislation on data protection and ethical standards.

## Participation and purpose of the activity

You are invited to contribute to this project due to your experience as a city representative and as you may have specific experiences and thoughts to share on the key topics of our project.

## Voluntary nature of the participation

Participation in the exchange is mandatory for Pilot Cities (as a condition of the NetZeroCities Pilot City Programme subgrant-funded pilot activities) and voluntary for Twin Cities.

1. **Privacy and confidentiality**

The results of Twinning reports will be published but they will not contain any information that could identify you without prior consent (examples of this could include quotes or examples attributable to the individual or local authority).

## Confidentiality

All data collected will remain confidential. The data provided by respondents will be stored only regarding the purposes for which it was obtained and where requested anonymity will be guaranteed. Names will be kept confidential to within the project team during the analysis of data, although direct quotes from the interviews are very likely to be used in reports. The name of the participants may be listed in the list of participants, which will be included in the relevant deliverable report that will be submitted to the European Commission and which will be a publicly available document.

## Data Security

To ensure effective collaboration and secure handling of sensitive information, the project employs the collaborative portal back end for data storage. By utilizing a secured storage infrastructure, the project can safeguard the confidentiality, integrity, and availability of the data, fostering a trustworthy environment for all involved stakeholders. The collaborative platform acts as a central hub, promoting efficient communication and knowledge sharing between the cities, thus enhancing the overall success and impact of the peer learning initiative. Several technical measures and processes are employed like encryption, access control, authentication, data backups, audit trails, firewalls and intrusion detection systems (IDS), secure data transmission, regular security updates and patches, data privacy compliance, vulnerability assessments, etc.

By implementing these technical measures and processes, the collaborative platform can establish a robust security framework, assuring the European cities and all participants that their data is stored and handled in a secure and trustworthy environment throughout the peer learning program.

## Sharing the results

The project findings and reports are expected to be published within public reports and NetZeroCities Portal. The data will, for example, be used in policy notes, conferences, and workshops and as communication material (website, social media, etc).

I have read, understood and accepted the above terms and conditions.

**Signatures**

*Please, insert your signature either digitally or in a screenshot/attached image, and leave the document in Word format. Do not print and sign manually.*

|  |  |  |
| --- | --- | --- |
| **Pilot City or Multi-Pilot City lead/representative** | **NetZeroCities (NZC)***Twinning Learning Programme Coordinator**Meline González Piloyan*A close-up of a signature  Description automatically generated | **Twin City representative** *Mayor**András Nemény dr.*  |

1. Twin City participating representatives are different from the signatory representative. Participating representatives must be at least one civil servant from the local administration and accompanied by a second representative (either another civil servant level or any other relevant stakeholder affiliated to the local administration). [↑](#footnote-ref-2)
2. For further information about the necessary resources from the Pilot City/ies, please, see page 16 of the [Pilot Call Guidelines, Cohort 2](https://netzerocities.eu/wp-content/uploads/2023/09/NZC-SGA-Pilot-Call-Guidelines-2023-vA1.1-20230914.pdf). [↑](#footnote-ref-3)
3. Up to 1 representative from pilot activity is eligible for reimbursement from the Twinning budget. [↑](#footnote-ref-4)