



## Call for a Secretariat for CIVINET Ukraine

### Call information

This call has been launched by CIVITAS MUSE, the current CIVITAS Initiative Coordination and Support Action (CSA). CIVITAS MUSE has received funding from the European Union. Views expressed in this document are however those of the authors only and do not necessarily reflect those of the European Union.

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# 1 About the CIVITAS Initiative and the CIVINETs

## 1.1 The CIVITAS Initiative

The CIVITAS Initiative is one of the flagship programmes helping the European Commission achieve its ambitious mobility and transport goals, and in turn those in the European Green Deal.

Through peer exchange, networking and training, CIVITAS fosters political commitment and boosts collective expertise, equipping cities to put mobility at the heart of local decarbonisation efforts. It also offers local authorities and practitioners opportunities to develop, test, and roll out innovative sustainable urban mobility measures via a range of projects<sup>1</sup>.

Co-funded by the European Commission, and currently coordinated by CIVITAS MUSE (May 2023 - April 2027), CIVITAS is supporting cities to reduce harmful emissions and ensure smart and sustainable urban mobility is a reality for all. In doing so, it is making mobility a driving force behind the creation of the climate-neutral and resilient cities Europe and its citizens need.

Furthermore, the CIVITAS Community gathers actors united in their desire for sustainable and smart urban mobility. Next to cities, policymakers and the European Commission, the CIVITAS National Networks (CIVINETs) are an important member of this Community.

For further information about the CIVITAS Initiative, please visit [civitas.eu](https://civitas.eu).

## 1.2 The CIVITAS National Networks

The CIVITAS National Networks (CIVINETs) work together to engage at both European and national levels on transport policy, legislation and funding. CIVINETs work independently but also cooperate with each other to share learning and experiences on sustainable urban mobility.

Therefore, the main aim of the CIVINETs is to strengthen the local, regional and national capacity around sustainable urban mobility. In this regard, the CIVINETs role is to:

1. Act as ambassadors of the European urban mobility policy<sup>2</sup> and convey the European Union and European Commission messages, or translate the EU policy at and for local, regional and national stakeholders.
2. Set up a network of members and collect inputs from the members on the challenges that they face when putting in practice European urban mobility policy or programmes.
3. Bridge with the CIVITAS Research and Innovation projects and their results and facilitate the take-up and replication of these project results in the area of the respective CIVINET.

For more information about the CIVINETs, please visit [civitas.eu/civinet](https://civitas.eu/civinet)

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<sup>1</sup> <https://civitas.eu/projects>

<sup>2</sup> [https://transport.ec.europa.eu/transport-themes/urban-transport\\_en](https://transport.ec.europa.eu/transport-themes/urban-transport_en)

## 2 Call information

### 2.1 Introduction

Establishing a CIVINET Ukraine would be important for strengthening local, regional, and national capacity around sustainable urban mobility, aligning with European mobility goals, and facilitating knowledge exchange and collaboration with other CIVINETs in this topic area.

1. **Aligning with European mobility goals:** Ukraine, like many European countries, is striving to achieve sustainable urban mobility. By establishing a CIVINET Ukraine, the country can align its efforts with those of the other CIVINETs, the European Commission, and EU Member States towards achieving ambitious sustainable urban mobility goals.
2. **Amplifying European policies and opportunities:** As ambassadors of European urban mobility policy, CIVINET Ukraine would play a crucial role in conveying EU messages to local stakeholders. This would help in bridging the gap between the EU level and the local level in Ukraine, making European policies and opportunities more accessible to Ukrainian municipalities. All of this in close cooperation with, for example, the European Mobility Week.
3. **Access to peer exchange:** Being part of the CIVITAS and CIVINET Community would provide Ukrainian cities with access to peer exchange, networking opportunities, and other means of dialogue. This would enable them to learn from the experiences of other cities in implementing sustainable urban mobility measures, thereby boosting their collective expertise in this area.
4. **Political commitment and capacity building:** CIVINET Ukraine would foster political commitment to sustainable urban mobility at the local, regional, and national levels. Through engagement with policymakers and the European Commission, it can advocate for the importance of mobility in local decarbonisation efforts. Additionally, it would enhance the capacity of Ukrainian cities to develop, test, and roll out innovative sustainable urban mobility measures.
5. **Bridging with Research and Innovation projects:** CIVINET Ukraine would bridge with CIVITAS Research and Innovation projects, facilitating the uptake and replication of project results within Ukraine. This would enable Ukrainian cities to benefit from the latest research and innovation in sustainable urban mobility and enhance exchange in this field.
6. **Addressing local challenges:** CIVINET Ukraine would collect inputs through CIVINET Secretariat from its members on the challenges they face in implementing sustainable urban mobility policies or programmes. This feedback would be beneficial in designing targeted EU support to rebuild Ukrainian cities.

## 2.2 Call specifications

With this Call, private or semi-public entities from Ukraine are invited to submit a tangible plan to establish and host a CIVINET Secretariat in Ukraine, which will subsequently establish a CIVINET Ukraine.

The maximum amount per application is EUR 7,000.00. Awarded funds will be paid in the full amount after negotiations and against a subcontract with Mobiel 21 as host of the respective Fund under CIVITAS MUSE. Applications must be submitted via e-mail to [civinet@mobi21.be](mailto:civinet@mobi21.be) by Monday, 10 June 2024, 17:00 Brussels time.

## 3 Activities and obligations

### 3.1 Activities of a CIVINET Secretariat

Typically, a CIVINET Secretariat is responsible for administering the respective CIVINET and organising its activities on a daily basis, such as:

- Managing their members, including a database of member contacts.
- Being the main contact point for the respective CIVINET.
- Maintaining and broadening the respective CIVINET.
- Organising CIVINET meetings and events.
- Being responsible for the financial management of the respective CIVINET.
- Maintaining content on the CIVINET webpage on the CIVITAS website, as well as other communication channels, including social media.
- Producing informational materials, such as brochures, newsletters, and roll-up displays.
- Being the main contact for the respective CIVITAS MUSE (email address or any reference).

### 3.2 Obligations of a CIVINET Secretariat

By signing an annual Memorandum of Understanding between CIVITAS MUSE and the respective CIVINET Secretariat, a CIVINET Secretariat is obliged to:

1. Share and disseminate at all times the vision and mission of the CIVITAS Initiative and work to the maximum extent in the spirit and added value of the CIVITAS Initiative.
2. To participate with at least one representative at the annual CIVINET Forum in autumn in person. The CIVINET Forum, organised by CIVITAS MUSE, brings together all CIVINET Secretariats to discuss, inter alia, cooperation, synergies, and strategies.
3. To participate with at least one representative, as well as at least one political representative of the respective CIVINET at the annual CIVINET Conference in spring in person. The CIVINET Conference brings together all CIVINET Secretariats, as well as selected members of the CIVINETs, political representatives thereof, and invited representatives from the European Commission.

### 3.3 Financial support for a CIVINET Secretariat

CIVITAS MUSE is providing financial support to active CIVINET Secretariats to partly cover both obligations and the aforementioned types of activities in two ways.

1. CIVITAS MUSE is granting an annual budget in the form of a subcontract, which is based on an application process for an annual plan. This plan-based budgeting takes into account the vision and objectives of CIVINET for the year to come, including supporting activities. This form of funding allows a CIVINET to focus on its work in creating impactful and positive results whilst controlling administrative and organisational requirements.
2. If the CIVINET Forum and a CIVINET Conference takes place onsite, and if a CIVINET is not able to cover all costs by its own for the duration of the respective meeting, CIVITAS MUSE is available to contribute to travel and accommodation costs up to a certain amount, which will be communicated beforehand, but will not re-imburse the full costs.

## 4 Application

### 4.1 Application process

It is mandatory to use the application form, which is made available as MS Word document (*Call for a Secretariat for CIVINET Ukraine - application form.docx*) via a public call on the CIVITAS website.

The application form must be submitted as MS Word document with the following title: *Call for a Secretariat for CIVINET Ukraine – application form – [name of applicant].docx* via email to [civinet@mobi21.be](mailto:civinet@mobi21.be).

## 4.2 Application form guidelines

### 1. Technical part

- 1.1. **Motivation and argumentation:** The applicant is asked to provide a motivation and argumentation to be chosen as the Secretariat for a CIVINET Ukraine. This line of information follows the SCQA framework, which stands for "Situation – Challenge – Question – Answer". It serves as a method to convey complex information in more understandable ways, and, in this context, also supports the formulation of a vision statement. The following details what must be provided for all four components.
  - **Situation:** Provide an overview of the situation of sustainable urban mobility in Ukraine (100-150 words).
  - **Challenge:** Provide the most important challenge(s) or need(s) to be addressed in terms of sustainable urban mobility in Ukraine (80-100 words).
  - **Question:** Provide a real question for which a CIVINET Ukraine must find an answer if it wants to solve the challenge(s) or need(s) (10-30 words).
  - **Answer:** Provide an answer to the question above and explain how you, as CIVINET Secretariat, would implement a CIVINET Ukraine in order to address the aforementioned challenge(s) or need(s) (100-150 words).
- 1.2. **Vision Statement:** The applicant is asked to provide a vision statement for the period 2024-2027. It should be a short description of the CIVINET Secretariat's aspirations and the wider impact it aims to create. While it should be specific, it shouldn't be overly detailed. It should be concise, and the applicant should aim for clarity. A great vision statement works best when it's simple, memorable, and inspirational. It should be a guiding beacon and something that underpins internal decision-making and determines the intended direction of the CIVINET Secretariat and, subsequently, of a CIVINET Ukraine.
- 1.3. **Mission Statement:** While the vision statement answers where the CIVINET Secretariat wants to go, the mission statement answers what the applicant would do daily as a CIVINET Secretariat to get there, year by year. Therefore, the mission statement is a short description of the core purpose, focus, and aims for the period 2024-2025.

### 2. Administrative part

- 2.1. **Information about the applicant:** Applicants must provide all the requested information via this table. Only one application per applicant will be considered.
- 2.2. **Declaration:** The applicant must provide all the requested information (first name, second name, date of submission), and agree on the terms by ticking the box. There is no need to sign the declaration.

## 5 Evaluation

Evaluations will be undertaken independently by CIVITAS MUSE based on an evaluation procedure. Only applications that reach all thresholds will be considered eligible (see Table 1). The applicant with the highest score will be invited for further negotiations.

Criteria	Maximum points	Threshold
Motivation and argumentation	30	18
Vision statement	40	24
Mission statement	30	18
<b>Total</b>	<b>100</b>	<b>60</b>

If...

1. an application is submitted after the deadline, **or**
2. substantial information about the applicant is missing, **or**
3. the declaration has not been provided, **or**
4. the application process hasn't been followed,

then the application will be rejected.



## 6 Timeline

Q&A info session	29 May 2024, 10:00-11:30 Brussels time
Application submission deadline	10 June 2024
Evaluation	11 June 2024 – 18 June 2024
Evaluation results communicated	27 June 2024
Negotiations <sup>3</sup>	01 July 2024 – 08 July 2024
Signing the Memorandum of Understanding	15 July 2024
Signing the subcontract	18 July 2024
Payment	After receiving invoice

## 7 Helpdesk and Q&A info session

During the period of the application process, an interested applicant can communicate with the administrator of this call, Mobiel 21, via email to [civinet@mobiel21.be](mailto:civinet@mobiel21.be).

Additionally, a Q&A info session will be provided to all interested applicants on Wednesday, 29 May 2024, from 10:00-11:30 Brussels time via MS Teams. If you are interested to join, you have to [register here](#)<sup>4</sup> by Friday, 24 May 2024, 17:00 Brussels time. Upon successful registration, you will receive a link to join the session.

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<sup>3</sup> During the negotiations phase, all practical points will be discussed and agreed upon (for example, featuring the new CIVINET secretariat on the CIVITAS website, usage of the respective logo, etc.). These agreements will become an integral part of the respective subcontract.

<sup>4</sup> Direct link to the registration: <https://forms.office.com/e/sYm01KQdnc?origin=lpLink>