



## Call for a CIVINET Annual Plan 2025

### Call information

This call has been launched by CIVITAS MUSE, the current CIVITAS Initiative Coordination & 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 Introduction

## 1.1 About 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, the Sustainable and Smart Mobility Strategy and the Urban Mobility Framework. It does this by acting as a network of cities, for cities, dedicated to sustainable urban mobility.

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.

The urgency of such solutions is clear. Nearly 70% of EU citizens live in urban areas, where the effects of transport-produced greenhouse gas emissions - which account for a quarter of the EU's total GHG emissions – are felt most severely. Co-funded by the European Commission, CIVITAS is supporting cities to reduce these emissions and overall pollution of transport, ensuring that smart and sustainable urban mobility is a reality for both the mobility of people and the transport of goods. In doing so, it is making mobility and transport the driving forces behind the creation of climate-neutral, smart and resilient European cities.

The CIVITAS Initiative is currently coordinated by CIVITAS MUSE, the CIVITAS Coordination and Support Action funded under the Horizon Europe Research and Innovation programme.

## 1.2 About the CIVITAS National Networks

The CIVITAS Community gathers actors united in their aim to achieve sustainable and smart urban mobility. Next to cities, policymakers and the European Commission, the CIVITAS National Networks (CIVINETs) are an important part of this Community.

The current 12 CIVITAS National Networks 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 role 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 and convey the European Union and European Commission messages, by translating and transferring the European transport and mobility policy at local, regional and national levels and for all the relevant local, regional and national stakeholders.
- 2) Collect inputs from their members on the challenges they are facing when implementing and operationalising European urban mobility policies and/or programmes.
- 3) Bridge with the CIVITAS Research and Innovation projects and facilitate the take-up and replication of these projects' results in the geographical area(s) covered by the respective CIVINET.

## 2 Call information

### 2.1 Invitation

CIVINET Secretariats are invited to submit applications for the CIVINET Annual Plan 2025, covering the period from January 2025 to December 2025.

The Annual Plan should outline the specific mission for 2025 and the proposed activities to achieve it. This plan-based budgeting approach allows CIVINETs to focus on impactful results while managing administrative and organisational requirements.

Applications must be submitted by **Thursday, 21 November 2024, at 17:00 Brussels time** via email to [civinet@mobi21.be](mailto:civinet@mobi21.be).

### 2.2 Eligible applicants

To be eligible for funding, CIVINET Secretariats must meet the following criteria:

- 1) The hosting organisation of the CIVINET Secretariat must have signed the Memorandum of Understanding 2024.
- 2) The hosting organisation of the CIVINET Secretariat must not be a beneficiary of CIVITAS MUSE, the CIVITAS Coordination and Support Action.

### 2.3 Types of activities to be funded

Funded activities must align with the CIVITAS Initiative's overarching objectives and principles, focusing on the further dissemination and adaptation of these principles at local, regional, and national levels. The proposed activities should encompass all three of the following categories, ensuring a holistic approach to both knowledge sharing and practical application:

#### 1. Capacity building

This involves organising workshops, training sessions, seminars, or webinars aimed at raising awareness among city authorities, policymakers, and practitioners within the CIVINET's geographical or linguistic region. The focus should be on current European urban mobility policies, priorities, and trends. Capacity building activities also serve to equip participants with practical knowledge about CIVITAS Research and Innovation projects, including insights into pilot-tested solutions, demonstrated measures, and best practices that can be adapted for local implementation. These events ensure that CIVINET members stay informed and empowered to lead urban mobility initiatives in their respective regions.

#### 2. Transfer and take-up

Peer-to-peer exchanges, such as site visits, study tours, work placements, and shadowing activities, are crucial for facilitating the practical transfer of knowledge and solutions between city authorities, policymakers, and practitioners. This category encourages hands-on learning, enabling participants to observe successful urban mobility initiatives in action, exchange insights, and adapt

tested solutions to their own cities. By promoting the direct take-up of innovations and best practices from other regions, this activity type strengthens the network’s role in driving tangible mobility improvements.

### 3. Communication and dissemination

Effective communication ensures that the CIVINET’s activities and achievements are widely visible and accessible. This involves producing and distributing materials such as newsletters, infographics, and reports that highlight key developments and successes. It also includes setting up or maintaining communication channels (e.g., websites, social media, newsletters) to keep members and stakeholders engaged. Furthermore, dissemination goes beyond the network by promoting CIVITAS and the CIVINET and their activities at local, national, and European events, amplifying its reach and impact.

Managing the CIVINET should be intrinsically connected to these three categories. Each of them plays a role in ensuring that the network remains dynamic, informed, and impactful. By facilitating capacity-building initiatives, the network grows stronger through knowledge sharing. The transfer and take-up of ideas among members bolster the network’s practical contributions to urban mobility. Finally, by maintaining robust communication and dissemination, the network not only stays connected internally but also elevates its visibility and influence externally. These activities should therefore be seen as key tools for sustaining and enhancing the network’s operations.

## 2.4 Available funding

The maximum funding per CIVINET Secretariat for 2025 is **EUR 13,000.00**.

## 2.5 Timeline

Launch	24 October 2024
Submission deadline	21 November 2024, 17:00 Brussels time
Evaluation period	25 - 29 November 2024
Endorsement by European Commission	09 December 2024
Evaluation results communicated	11 December 2024
Negotiations (if applicable)	16 - 18 December 2024
Signature of subcontract	19 December 2024
Advance payment	Within 1 month of receiving invoice
Period of activities	01 January 2025 - 31 December 2025
Last day of activities	31 December 2025
Submission of the activity and financial report	31 January 2026
Final payment	Within 1 month after receiving invoice

## 3 Application form and submission

### 3.1 Application form instructions

#### Part A - Administrative section

- 1) Fill in all fields accurately, including the CIVINET name and the Secretariat's contact details.
- 2) Verify the information to ensure accuracy and avoid delays.
- 3) Confirm the information is correct by checking the box and entering the submission date.

#### Part B - Technical section

- 1) Clearly outline your mission for 2025. Maximum 300 characters.
- 2) The activities proposed and detailed should cover all three categories listed in section 2.3 above. Since managing the CIVINET is closely linked to these categories, the activities related to the management and coordination of the CIVINET should not be included in detail. Clear descriptions of the activities together with the appropriate budget allocated to each activity are essential aspects of the application that will be assessed by the CIVITAS MUSE evaluation committee (see section 4 below for more details about the evaluation of the applications). Maximum 700 characters per category.
- 3) Explain how the proposed activities support the CIVINET's mission for 2025 and its role (see section 1.2 above for more details about the role of the CIVINETs). Maximum 1.000 characters.

### 3.2 Submission instructions

Applicants must use the provided application form (*CIVINET Annual Plan 2025 – application form.xlsx*), available via the CIVITAS website and the internal CIVITAS Exchange Hub.

The application form should be submitted as an MS Excel document titled: *CIVINET Annual Plan 2025 – application form – CIVINET [name].xlsx* to [civinet@mobi21.be](mailto:civinet@mobi21.be).

During the application period (24 October - 21 November 2024), communication with the administrator, Mobi21, can occur in two ways:

- 1) For information beneficial to all CIVINET Secretariats, use the CIVITAS Exchange Hub.
- 2) For confidential communications, contact via email at [civinet@mobi21.be](mailto:civinet@mobi21.be).

## 4 Evaluation

Evaluations will be conducted by CIVITAS MUSE, followed by endorsement from the European Commission. Applications must meet the following criteria to be considered eligible for further negotiation and funding:

- 1) To be submitted before the deadline indicated in this call information (see section 2.1). Applications submitted after the deadline will be declared ineligible/inadmissible and will not be evaluated.
- 2) To include all the information and declarations as requested (see section 3.1). Applications missing substantial information or declarations will be declared ineligible/inadmissible and will not be evaluated.
- 3) To follow the submission steps and process described (see sections 3.1 and 3.2). Applications not following the submission steps and process will be declared ineligible/inadmissible and will not be evaluated.

The following evaluation criteria, maximum points and thresholds are taken into account.

Criteria	Maximum points	Threshold
Mission statement 2025	20	15
Proposed capacity building activities	20	15
Proposed transfer and take-up activities	20	15
Proposed communication and dissemination activities	20	15
Contribution to fulfilling the CIVINET role	20	15
Total	100	75

## 5 Award of funding

### Subcontract

Upon successful evaluation and negotiation, Mobiel 21, as the fund administrator on behalf of CIVITAS MUSE, will enter into a subcontract with the hosting organisation of the respective CIVINET Secretariat. Once the subcontract is signed by both Mobiel 21 (representing the CIVITAS MUSE project) and the applicant (representing the organisation that hosts the CIVINET Secretariat) it becomes the legal basis for performing the activities described and agreed in the CIVINET Annual Plan 2025. The organisation hosting the CIVINET Secretariat commits to implement the activities as outlined and described in the CIVINET Annual Plan 2025 and the subcontract.

### Payment

Funds will be disbursed in two instalments. An advance payment of EUR 8,000.00 will be made within one month after signing the subcontract and receiving the first invoice. The final payment will occur after approval of the activity and financial report, as well as the receipt of the second, final invoice, considering the balance between total reported costs and the advance payment.

### Reporting

Each CIVINET Secretariat must submit a concise report on the activities carried out and their results within one month of completing the last funded activity, but no later than 31 January 2026. The report should be in English and include the description of the activities, the execution/implementation methods, and the achievements and impacts. For this purpose a template will be provided by Mobiel 21 in due time. Information from the activity and financial report may be used for further communication and dissemination on behalf of CIVITAS MUSE.

## 6 Legal Disclaimer

All funded CIVINETs must adhere to the principles of best value for money and ensure no conflict of interest arises.

This Call for the CIVINET Annual Plan 2025 is organised following the internal procurement principles and rules of Mobiel 21, in compliance with EU public procurement legislation. The hosting organisation of a CIVINET Secretariat will be treated as a qualified subcontractor.

## 7 Helpdesk

For further information or inquiries, please contact Mobiel 21 via the Exchange Hub or at [civinet@mobiel21.be](mailto:civinet@mobiel21.be).

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