

# NET ZERO CITIES

EU MISSION PLATFORM | CLIMATE NEUTRAL AND SMART CITIES

## Konsorciální smlouva

k účasti na řešení projektu

**“Building participatory governance model and capacity for climate action”**

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## KONSORCIÁLNÍ SMLOUVA

### MEZI:

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dále společně jen **„Strany“** nebo jednotlivě **„Strana“**, vztahující se k aktivitě nazvané

### **Building participatory governance model and capacity for climate action**

Podpořené v rámci výzvy z rámcového programu Horizont Evropa v rámci programu “Accelerating cities’ transition to net zero emissions by 2030” – ‘NetZeroCities”, Grant Agreement no. SGA-NZC 10121530, subgrantu Enabling City Transformation.

Dále jen **“Projekt”**

Strany si prostřednictvím této konsorciální smlouvy (dale jen **“Smlouva”**) přejí upřesnit vzájemné závazky nad rámec ustanovení smlouvy o poskytnutí dotace (Award Agreement), kterou uzavřel hlavní příjemce dotace a Climate-KIC International Foundation jako poskytovatel dotace (dále jen **“Smlouva o poskytnutí dotace”**).

Tímto Strany souhlasí s následujícím:

## 1 Předmět konsorciální smlouvy

1. Předmětem této Smlouvy je stanovit vzájemná práva a povinnosti Smluvních stran pro účely fungování konsorcia a realizace Projektu, zajistit naplnění všech cílů projektu a ochránit majetkový zájem Stran. Smluvní strany sjednávají, že veškerá ujednání obsažená v této Smlouvě musí být vykládána a naplňována takovým způsobem, aby byly naplněny cíle Projektu nebo závazky, které má hlavní příjemce dotace vůči poskytovateli. Naplňování cílů Projektu a závazků vůči poskytovateli dotace je společným zájmem všech Smluvních stran.
2. Předmětem Smlouvy je rovněž vymezení podmínek, při jejichž splnění bude hlavním příjemcem dotace poskytnuta část finančních prostředků, které hlavní příjemce dotace obdrží od poskytovatele dotace v souvislosti s realizací projektových aktivit, partnerovi projektu.
3. Předmětem této smlouvy je s odkazem na Smlouvu o poskytnutí dotace stanovení odpovědnostních vztahů mezi smluvními stranami v souvislosti s účastí na Projektu.

## 2 Řešení Projektu

1. Smluvní strany se zavazují, že v rámci spolupráce na řešení Projektu budou provádět ve stanovených termínech a ve stanoveném rozsahu úkony konkrétně určené Annexem č. 1 Project Proposal, Impact Framework Indicators, Budget, Přílohy č. 1: Smlouvy o poskytnutí dotace, která je nedílnou součástí této Smlouvy, směřující k realizaci Projektu, popřípadě i další úkony nutné nebo potřebné pro realizaci Projektu.
2. Smluvní strany se zavazují realizovat Projekt v souladu s touto Smlouvou, v souladu se Smlouvou o poskytnutí dotace a v souladu se všeobecnými podmínkami programu Enabling City Transformation a Horizont Evropa.

## 3 Účinnost, trvání a ukončení konsorciální smlouvy

### 3.1 Účinnost konsorciální smlouvy (vstup v platnost)

1. Subjekt se stává Smluvní stranou této Smlouvy podpisem oprávněnou osobou.
2. Tato Smlouva nabyde účinnosti dnem zveřejnění v registru smluv podle zákona č. 340/2015 Sb., o zvláštních podmínkách účinnosti některých smluv, uveřejňování těchto smluv a o registru smluv (dále jen **„zákon o registru smluv“**).
3. Smluvní strany berou na vědomí, že jsou povinny označit údaje ve Smlouvě, které jsou chráněny zvláštními zákony (obchodní, bankovní tajemství, osobní údaje, ...) a nemohou být zveřejněny, a to zvýrazněním takových údajů šedou barvou textu. Neoznačení údajů je považováno za souhlas subjektu údajů s jejich uveřejněním.

### **3.2 Trvání a ukončení smlouvy**

1. Smlouva je platná v plném rozsahu do okamžiku splnění všech závazků, ke kterým se Strany zavázaly ve Smlouvě o poskytnutí dotace a této Smlouvě.
2. Tato Smlouva nebo účast jedné či více stran v ní však může být ukončena v souladu s ustanoveními této Smlouvy a Smlouvy o poskytnutí dotace dohodou smluvních stran či výpovědí, kdy výpovědní doba činí jeden měsíc a počíná běžet od doručení výpovědi hlavnímu příjemci dotace.
3. Platnost Smlouvy automaticky uplyne ve vztahu k dotčené straně s výhradou ustanovení, která přetrvávají i po uplynutí smlouvy podle ustanovení v oddílu 3.3 této Smlouvy.

### **3.3 Přetrvávání práv a povinností**

1. Ustanovení týkající se přístupových práv k výstupům, šíření výstupů a výsledků a zachování mlčenlivosti po dobu zde uvedenou, jakož i odpovědnost a způsob řešení sporů, přetrvávají i po uplynutí platnosti této Smlouvy.

## **4 Povinnosti Stran**

### **4.1 Obecné zásady**

1. Strany se zavazují podílet se na efektivní realizaci Projektu, spolupracovat a plnit všechny své závazky vyplývající ze Smlouvy o poskytnutí dotace a této Smlouvy.
2. Strany se zavazují se neprodleně vzájemně informovat o jakékoli významné skutečnosti, problému či prodlení, které by mohly ovlivnit realizaci Projektu.
3. Strany jsou zodpovědné za zajištění správnosti všech informací a podkladů, které si poskytují s ohledem na realizaci Projektu.
4. Strany se zavazují poskytnout všechny podklady nezbytné pro provedení auditu nezávislým auditorem v souladu s pravidly rámcového programu Horizont Evropa, pokud by k takové povinnosti byly vyzvány poskytovatelem dotace.

### **4.2 Reporting projektu**

1. Za účelem ověření a zhodnocení postupu spolupráce musí konsorcium předložit poskytovateli dotace Závěrečnou zprávu za monitorovací období 17.3.2025 – 16.9.2026.
2. Závěrečnou zprávu se rozumí technická a finanční zpráva včetně nezávislého auditu, v souladu s Annexem č. 2 Přílohy č. 1: Smlouva o poskytnutí dotace (Reporting obligations and audited financial statements) této Smlouvy.
3. Jménem konsorcia předkládá zprávu hlavní příjemce dotace a partner projektu mu musí v případě potřeby poskytnout všechny nezbytné podklady v souladu s Annexem č. 2 Přílohy č. 1: Smlouva o poskytnutí dotace (Reporting obligations and audited financial statements) této Smlouvy.
4. Další účastník projektu se zavazuje předložit hlavnímu příjemci dotace podklady a nezbytnou součinnost pro vypracování Závěrečné zprávy dle Annexu č. 2 Přílohy č. 1: Smlouva o poskytnutí dotace Smlouvy nejpozději do 30ti dnů po skončení daného vykazovaného období.

5. Plánovaný audit prvního stupně se bude týkat pouze hlavního příjemce. V případě, že poskytovatel dotace si vyžádá audit druhého stupně, další účastník projektu se zavazuje poskytnout součinnost a všechny podklady nezbytné pro vypracování nezávislého auditu druhého stupně podle požadavků poskytovatele dotace.
6. Výkazy způsobilých nákladů je další účastník projektu povinen předložit za monitorovací období hlavnímu příjemci dotace v souladu s Annexem č. 3 Přílohy č. 1: Smlouva o poskytnutí dotace (Cost Eligibility). V případě, že bude konsorcium vyzváno poskytovatelem dotace k poskytnutí průběžných informací týkajících se čerpání schváleného rozpočtu a dosažených výstupů navázaných na čerpání dotace, je další účastník projektu rovněž povinen tyto informace po vyzvání v přiměřené lhůtě poskytnout.
7. Výkazy způsobilých nákladů Projektu se rozumí výkazy, které zachycují a prokazují čerpání způsobilých nákladů stranami v souladu se schváleným rozpočtem projektu a touto Smlouvou.

### **4.3 Další povinnosti smluvních stran**

1. Obě smluvní strany se zavazují dodržovat veškeré povinnosti, které vyplývají ze Smlouvy o poskytnutí dotace, včetně všeobecných podmínek programu Horizon Europe, s výjimkou ustanovení, z jejichž podstaty vyplývá, že se nemohou vztahovat na dalšího účastníka projektu vyjma hlavního příjemce dotace. Další účastník projektu se zavazuje poskytnout hlavnímu příjemci dotace veškerou potřebnou součinnost za účelem dodržení těchto povinností hlavním příjemcem.
2. Smluvní strany se zavazují nakládat s poskytnutou finanční podporou v souladu s právními předpisy řádně, hospodárně, efektivně a účelně.
3. Smluvní strany se zavazují dodržovat pravidla pro publicitu projektů pro projekty podpořené z Evropské unie.

### **4.4 Porušení povinností smluvní stranou**

1. V případě, že hlavní příjemce zjistí, že další účastník projektu porušil své povinnosti vyplývající z této Smlouvy nebo Smlouvy o poskytnutí dotace (např. nesprávná realizace projektu), hlavní příjemce vyzve k nápravě takového porušení a další účastník projektu má povinnost napravit porušení do 30ti kalendářních dnů ode dne obdržení písemné výzvy.

### **4.5 Zapojení třetích stran**

1. Strana, která uzavře subdodavatelskou smlouvu nebo jinak do projektu zapojí třetí strany, zůstává i nadále odpovědná za provedení příslušné části Projektu, za kterou zodpovídá, a za to, že daná třetí strana dodržuje ustanovení této Smlouvy a Smlouvy o poskytnutí dotace. Tato strana musí zajistit, aby zapojení třetích stran neovlivnilo práva a povinnosti ostatních stran podle této Smlouvy a Smlouvy o poskytnutí dotace.

### **4.6 Specifické povinnosti týkající se ochrany dat**

1. V případě potřeby budou Strany spolupracovat tak, aby si navzájem umožnily plnění povinností vyplývajících z platných právních předpisů týkajících se ochrany dat (nařízení Evropského parlamentu a Rady (EU) 2016/679 ze dne 27. dubna 2016 o ochraně fyzických osob s ohledem na zpracování osobních údajů a na volný pohyb těchto údajů a příslušné vnitrostátní právní předpisy o ochraně dat platné pro uvedenou stranu) v rámci plnění a administrace projektu a této Smlouvy.

## **5 Vzájemná odpovědnost stran v rámci konsorcia**

### **5.1 Omezení smluvní odpovědnosti**

1. Smluvní strany neodpovídají za jakoukoli nepřímou nebo následnou ztrátu či obdobnou škodu, jako je ušlý zisk, ztráta příjmů nebo ztráta smluvních vztahů.
2. Každá Strana je zodpovědná vůči druhé Straně do výše dotace která jí byla alokována v rozpočtu Projektu.
3. Výše uvedené se netýká případů, kdy by škoda byla způsobena úmyslným jednáním nebo hrubou nedbalostí.

### **5.2 Škoda způsobená třetím stranám**

1. Každá Strana bude výhradně odpovědná za jakoukoli ztrátu, poškození třetích stran vyplývající z jejího plnění závazků definovaných v této Smlouvě či vyplývajících z využití výsledků projektu.

### **5.3 Vyšší moc**

1. Žádná Strana nebude považována za porušující tuto Smlouvu, pokud jí v plnění jejích závazků ustanovených v této Smlouvě brání vyšší moc.
2. „Vyšší moc“ znamená jakoukoli situaci nebo událost, která:
  - a) brání kterékoli Straně v plnění jejích povinností vyplývajících ze Smlouvy,
  - b) byla nepředvídatelnou, výjimečnou situací a mimo kontrolu Stran,
  - c) nebyla způsobena chybou nebo nedbalostí na jejich straně (nebo na straně třetích stran zapojených do Projektu) a
  - d) ukáže se jako nevyhnutelná i přes vynaložení veškeré náležité péče.
3. Každá strana bez zbytečného odkladu oznámí druhé straně jakoukoli vyšší moc. Pokud důsledky vyšší moci pro projekt nebude možné vyřešit do 6 týdnů po takovém upozornění, o případném převedení úkolů (nastane-li) musí rozhodnout obě strany.
4. Strany musí okamžitě podniknout všechny nezbytné kroky k omezení jakýchkoli škod způsobených vyšší mocí a udělat vše pro to, aby co nejdříve obnovily realizaci Projektu.

## **6 Finanční příspěvky**

### **6.1 Obecné zásady**

#### **6.1.1 Rozdělení finančního příspěvku**

1. Finanční příspěvek od poskytovatele dotace bude hlavním příjemcem dotace přerozdělen dalšímu účastníkovi projektu podle:
  - Pravidel daných Smlouvou o poskytnutí dotace (Příloha č. 1 této Smlouvy)
  - schválení finálního reportu poskytovatelem dotace (Annex č. 1 Přílohy č. 1 Smlouvy), a

- podle odstavce 6.2 Smlouvy.
- 2. Dalšímu účastníkovi projektu bude poskytnut finanční příspěvek pouze za úkoly provedené v souladu s Projektem a maximálně do výše alokace uvedené ve Smlouvě o poskytnutí dotace.

#### **6.1.2 Způsobilost nákladů**

1. V souladu s platnými účetními a manažerskými zásadami a zvyklostmi, každá Strana bude výhradně zodpovědná za způsobilost svých nákladů projektů vůči poskytovateli dotace. Způsobilost nákladů je definována Přílohou č. 1 této Smlouvy.

#### **6.1.3 Zásady financování**

1. Strana, která nevyčerpá svůj alokovaný podíl na rozpočtu tak, jak je nastaveno ve Smlouvě o poskytnutí dotace nebo – v případě jednotkových nákladů – implementuje méně jednotek, než bylo stanoveno v rozpočtu konsorcia, obdrží dotaci v souladu se skutečným čerpáním.
2. Strana, jejíž skutečné náklady jsou vyšší než částka, která jí byla alokována v rozpočtu, obdrží pouze částku alokovanou v rozpočtu projektu.

#### **6.1.4 Přeplatky**

1. Strana obdržela přeplatek
  - a) pokud částka obdržená od hlavního příjemce dotace přesáhla oprávněnou výši, nebo
  - b) pokud Strana obdržela dotaci, ale v posledním roce trvání projektu skutečné náklady projektu významně poklesly pod úroveň nákladů nárokových v rozpočtu Projektu.
2. V případě, že další účastník projektu obdržel přeplatek, musí o tom informovat hlavního příjemce dotace a vrátit mu bezodkladně předmětnou částku. V případě, že přeplatek nevrátí do 30ti dnů od žádosti o vrácení hlavním příjemcem dotace, stává se stranou porušující smlouvu.

#### **6.1.5 Finanční následky ukončení účasti Strany na Projektu**

1. Strana opouštějící konsorcium vrátí koordinátorovi jakékoliv platby, které obdržela, kromě příspěvku schváleného poskytovatelem dotace a vyplaceného hlavním příjemcem dotace.
2. Kromě toho, Strana označená za stranu porušující Smlouvu ponese přiměřené a odůvodněné náklady, které vzniknou ostatním stranám v souvislosti s převzetím úkolů odcházející strany.

## **6.2 Platby**

#### **6.2.1 Prerozdělení dotace od poskytovatele provádí hlavní příjemce dotace**

1. Hlavní příjemce dotace zejména:

Svědomitě vykonává úkoly v rámci řádné administrace finančních prostředků a v rámci vedení finančních účtů.



2. Strany se zavazují, že povedou o vynaložených výdajích nebo nákladech oddělenou účetní evidenci v souladu se zákonem č. 563/1991 Sb., o účetnictví, v platném znění, aby tyto prostředky a nakládání s nimi bylo odděleno od ostatního majetku dalších účastníků Projektu, a v rámci této evidence budou sledovat výdaje nebo náklady hrazené z poskytnuté dotace. Tuto evidenci jsou strany projektu povinné uchovávat po dobu deseti let ode dne ukončení účinnosti této Smlouvy.

#### 6.2.2 Platební podmínky

1. Hlavní příjemce dotace se zavazuje poskytnout příslušnou část finanční podpory nejpozději do 30 kalendářních dnů ode dne, kdy obdrží příslušnou část finanční podpory od poskytovatele dotace v souladu s rozpočtem stanoveným v Annexu č. 1 Přílohy č. 1 této Smlouvy. Hlavní příjemce dotace poskytne příslušný finanční příspěvek převodem z bankovního účtu na bankovní účet dalšího účastníka projektu, který je uvedený v této Smlouvě.
2. Strany se zavazují použít finanční podporu výlučně k úhradě uznatelných nákladů Projektu a výlučně v souladu s jejich časovým určením. Strany berou na vědomí, že veškeré činnosti, na které je dotace poskytována, musí směřovat k dosažení cílů projektu, neboli k naplnění účelu podpory.
4. Platby rozděluje hlavní příjemce dotace poté, co dotaci obdrží od poskytovatele dotace ve stejném schématu.
5. Splátky se počítají z celkové alokace tak, jak je stanoveno v rozpočtu Projektu v příloze č. 1 této Smlouvy:

50 % z celkové výše grantu	Financování ex-ante, po nabytí účinnosti Smlouvy o poskytnutí dotace do 35ti kalendářních dnů
30 % z celkové výše grantu	Průběžná platba bude vyplacena do 30ti kalendářních dnů od obdržení platby od poskytovatele dotace v lednu 2026
20 % z celkové výše grantu	Závěrečná platba bude vyplacena do 35ti kalendářních dnů od schválení technického a finančního reportu za monitorovací období 1. – 18. měsíc projektu poskytovatelem dotace

6. Hlavní příjemce dotace je oprávněn zadržet platbu v případě, že je další účastník projektu stranou porušující smlouvu.
7. Hlavní příjemce dotace je oprávněn vyžadovat vrácení platby stranou, která byla identifikována jako strana porušující smlouvu vyjma nákladů, které již Strana vyúčtovala a byly akceptovány poskytovatelem dotace.
8. Strany souhlasí, že hlavní příjemce dotace bude převádět finanční příspěvky kalkulované stejným směnným kurzem EUR/CZK jako v okamžiku přijetí jednotlivých finančních příspěvků od poskytovatele dotace.

## 7 Výstupy projektu

### 7.1 Vlastnictví

1. Výstupy jsou vlastněné tou Stranou, která je generuje. Pokud došlo k dosažení výstupu Projektu společně více Stranami, je předmětný výstup v podílovém spoluvlastnictví těchto Stran, přičemž jejich podíl se stanoví podle poměru jejich tvůrčích příspěvků na dosažení výstupu Projektu. Pokud není možné určit míru tvůrčích příspěvků na dosažení výstupu Projektu, je spoluvlastnický podíl Stran na výstupu stejný.

### 7.2 Spoluvlastnictví

1. Není-li dohodnuto jinak:
  - každý ze spoluvlastníků je oprávněn bezplatně používat společně vlastněné výsledky pro nekomerční výzkumné a vzdělávací aktivity bez předchozího souhlasu ostatních spoluvlastníků;
  - každý ze spoluvlastníků je oprávněn komerčně využívat společně vlastněné výsledky, pokud jsou ostatní spoluvlastníci o úmyslu zahájit komerční využívání společného výsledku informováni alespoň 45 kalendářních dnů předem a je jim poskytnuta přiměřená náhrada; spoluvlastníci za tím účelem uzavřou smlouvu o využívání společného výsledku, ve které zejména sjednají způsob, jakým bude dělen dosažený zisk a příp. další pravidla komerčního využívání spoluvlastněného výsledku;
  - každý ze spoluvlastníků je oprávněn samostatně jednat se třetími stranami o poskytnutí výsledku k využití, zejm. o uzavření licenčních smluv; licenční smlouvy uzavírají se třetí stranou všichni spoluvlastníci a dosažený zisk bude mezi spoluvlastníky dělen v poměru dle výše jejich spoluvlastnických podílů k výsledku, nedohodnou-li se spoluvlastníci jinak.

### 7.3 Transfer výstupů

1. Každá Strana může převést vlastnictví svých vlastních výsledků, včetně svého podílu na společně vlastněných výsledcích.
2. Převádějící Strana bude informovat druhou Stranu o takovém převodu a zajistí, že práva druhé Strany podle této Smlouvy a Smlouvy o poskytnutí dotace nebudou tímto převodem dotčena.

### 7.4 Šíření výstupů

#### 7.4.1 Šíření vlastních (včetně společně vlastněných) výstupů

1. O jakémkoli plánovaném zveřejnění výstupů bude druhá Strana informována předem nejméně 45 kalendářních dnů před zveřejněním. Jakákoli námitka proti plánovanému zveřejnění bude vznesena písemným oznámením druhé Straně, která navrhuje šíření, do 30ti kalendářních dnů po obdržení oznámení. Pokud nebude ve výše uvedené lhůtě vznesena námitka, je zveřejnění povoleno.
2. Námitka je oprávněná, pokud
  - a) by byla nepříznivě ovlivněna ochrana výstupů či dat namítající Strany, nebo
  - b) by byly významně poškozeny oprávněné zájmy namítající Strany ve vztahu k jejím výstupům nebo datům, nebo
  - c) navrhované zveřejnění obsahuje důvěrné informace namítající Strany.

Námitka musí obsahovat přesný požadavek na nezbytné úpravy zveřejnění.

3. Pokud byla vznesena námitka, zúčastněné Strany projednají, jak daný problém vyřešit (například změna rozsahu plánovaného zveřejnění a/nebo ochrana informací před zveřejněním) a namítající Strana nemůže bezdůvodně trvat na svém stanovisku, pokud budou učiněna vhodná opatření.
4. Strana vznášející námitku může požádat o odklad zveřejnění v délce nejvýše 90 kalendářních dnů od okamžiku, kdy takovou námitku vznese.

#### **7.4.2 Šíření dosud nepublikovaných výsledků nebo dat druhé Strany**

1. Strana nezahrne do žádné činnosti šíření výsledků nebo dat druhé Strany bez předchozího písemného souhlasu vlastníci Strany, pokud již nebyly veřejně publikovány.
2. Daty se pro účely této Smlouvy považují jakákoliv data, práva, know-how a informace, bez ohledu na jejich formu či povahu, včetně práv duševního vlastnictví, které:
  - a. byly v držení Strany před jejím přistoupením k této Smlouvě a
  - b. jsou nezbytné k realizaci Projektu nebo k využívání výsledků Projektu(dále jen "**data**").

#### **7.4.3 Použití názvů, log nebo ochranných známek**

1. Žádné ustanovení této Smlouvy nelze vykládat tak, že uděluje Stranám práva k propagačním či reklamním účelům na využití jakýchkoliv log či ochranných známek druhé Strany bez jejich předchozího písemného souhlasu.

## **8 Přístupová práva**

### **8.1 Obecné zásady**

1. Každá Strana bude plnit své úkoly v souladu s Projektem v souladu s přílohou č. 1 této Smlouvy, a ponese výhradní odpovědnost za to, že její jednání v rámci projektu vědomě neporušuje vlastnická práva třetích Stran.
2. Jakákoli udělená přístupová práva vylučují jakákoli práva na sublicence, pokud není výslovně uvedeno jinak.
4. Přístupová práva jsou poskytována jako nevýhradní.
5. Výstupy a data budou využita pouze pro účely, pro které k nim byla udělena přístupová práva.
6. Veškeré žádosti o přístupová práva se podávají písemně. Udělení přístupových práv může být podmíněno přijetím konkrétních podmínek, jejichž cílem je zajistit, že tato práva budou využívána pouze pro zamýšlený účel a že bude zajištěna jejich důvěrnost.

### **8.2 Přístupová práva**

1. Přístupová práva k výstupům a datům jedné Strany potřebná pro realizaci vlastní aktivity druhé Strany v rámci Projektu budou poskytnuta zdarma, pokud není dohodnuto jinak.

2. Přístupová práva k výstupům a datům jedné Strany, které jsou nezbytné k využívání výstupů ve vlastnictví druhé Strany, budou této poskytnuty na základě písemné smlouvy za přiměřených a spravedlivých podmínek.
3. Přístupová práva k výstupům Projektu budou Stranám poskytnuta pro nekomerční využití v rámci dalšího výzkumu, vývoje a vzdělávání bezúplatně.
4. Požadavek na přístupová práva může být učiněn do 12 ti měsíců po ukončení Projektu.

## 9 Nezveřejňování informací

1. Veškeré informace v jakékoli formě, které Strana sdělí druhé Straně v souvislosti s Projektem během jeho realizace, a které byly výslovně označeny jako „důvěrné“ v době zveřejnění, nebo když ústní sdělení bylo v době sdělení označeno za důvěrné a bylo nejpozději do 15 kalendářních dnů písemně označeno jako důvěrná informace, je „důvěrnou informací“.
2. Příjemci se tímto dále zavazují po dobu 5 let po ukončení Projektu:
  - nepoužívat důvěrné informace jinak než k účelu, pro který byly poskytnuty;
  - nezveřejňovat důvěrné informace bez předchozího písemného souhlasu poskytlující Strany;
  - zajistit, aby interní distribuce důvěrných informací příjemcem probíhala na základě nezbytné obezřetnosti; a
  - vrátit poskytlující Straně nebo na požádání zničit všechny důvěrné informace, které byly sděleny příjemcům, včetně všech jejich kopií, a vymazat všechny informace uložené ve strojově čitelné podobě v prakticky možném rozsahu. Příjemci si mohou ponechat kopii v rozsahu, v jakém je požadováno uchovávat, archivovat nebo uchovávat takové důvěrné informace z důvodu souladu s platnými zákony a předpisy nebo pro prokázání pokračujících závazků za předpokladu, že příjemce dodrží povinnosti důvěrnosti obsažené v tomto dokumentu s ohledem na takovou kopii.
3. Příjemci zodpovídají za splnění výše uvedených povinností ze Strany svých zaměstnanců nebo třetích osob zapojených do Projektu a zajistí trvání uvedených povinností, pokud je to ze zákona možné, během a po skončení Projektu a/ nebo po ukončení smluvního vztahu se zaměstnancem či třetí osobou.
4. Výše uvedené se nevztahuje na zpřístupnění nebo použití důvěrných informací, pokud může příjemce prokázat, že:
  - důvěrné informace se staly nebo stanou veřejně dostupnými i jiným způsobem, než je porušení povinnosti mlčenlivosti příjemce;
  - poskytlující Strana informuje příjemce, že důvěrné informace již nejsou důvěrné;
  - důvěrné informace byly příjemci známy již před jejich zpřístupněním, nebo
  - příjemce je povinen sdělit důvěrné informace v souladu s platnými zákony nebo předpisy nebo soudním/správním řízením.
5. Každý příjemce bude neprodleně informovat příslušnou poskytlující Stranu písemným oznámením o jakémkoli neoprávněném zpřístupnění, zpronevěře nebo zneužití důvěrných informací bezodkladně poté, co se o takovém neoprávněném zpřístupnění, zpronevěře nebo zneužití dozví.
6. Pokud se kterýkoli příjemce dozví, že bude povinen sdělit důvěrné informace za účelem dodržení platných zákonů nebo předpisů nebo soudního či správního řízení, tak před jakýmkoli takovým zveřejněním je povinen
  - informovat poskytlující Stranu a
  - dodržovat přiměřené pokyny sdělující Strany k ochraně důvěrnosti informací.

## 10 Sankce

1. Strana, která se dopustí porušení některé z povinností této Smlouvy či všeobecných podmínek poskytovatele dotace, je povinna nahradit druhé Straně vzniklou škodu takovým jednáním způsobenou. V této souvislosti má příjemce nárok na kompenzaci smluvních pokut a vratek poskytnuté podpory uplatněných poskytovatelem v důsledku porušení povinnosti dalším účastníkem Projektu a tento je povinen příjemci takto plnit.
2. Poruší-li Strana povinnost podle článku 4 této Smlouvy, může příjemce požadovat zaplacení smluvní pokuty ve výši 1 promile denně z celkové částky dotace, která jí byla alokována v rozpočtu Projektu podle přílohy č. 1 této Smlouvy.

## 11 Různé

1. Tato Smlouva se skládá ze samotného textu a dále těchto příloh:

Příloha č. 1: Smlouva o poskytnutí dotace.

2. V případě, že jsou podmínky této Smlouvy v rozporu s podmínkami Smlouvy o poskytnutí dotace, mají přednost podmínky Smlouvy o poskytnutí dotace. V případě rozporů mezi přílohami a základním textem této Smlouvy má přednost základní text Smlouvy.
3. Pokud se jakékoli ustanovení této Smlouvy stane neplatným, nezákonným nebo nevymahatelným, nebude to mít vliv na platnost zbývajících ustanovení této Smlouvy.
4. Není-li stanoveno jinak, žádná Strana není oprávněna jednat nebo činit právně závazná prohlášení jménem jakékoli druhé Strany nebo konsorcia. Uzavřením této smlouvy nedochází k založení právnické osoby.
5. Jakékoli oznámení, které má být předáno podle této Smlouvy, bude adresováno druhé Straně neprodleně.
6. Jakákoli změna osob nebo kontaktních údajů bude neprodleně sdělena druhé Straně písemným oznámením.
7. Formální upozornění:

Je-li v této Smlouvě požadováno formální oznámení, souhlas nebo schválení, musí být takové oznámení podepsáno oprávněným zástupcem Smluvní strany a buď doručeno osobně, nebo zasláno poštou s doručenkou s potvrzením o převzetí.
8. S výjimkou ustanovení v části 7.3 nelze žádná práva ani povinnosti Smluvních stran vyplývající z této Smlouvy postoupit nebo převést, ať zcela nebo částečně, na žádnou třetí stranu bez předchozího formálního souhlasu druhé Smluvní strany.
9. Dodatky a úpravy textu této Smlouvy vyžadují podpisy obou Smluvních stran.
10. Tato Smlouva se řídí právním řádem České republiky.
11. Strany se budou snažit urovnat své spory smířčí cestou.

12. Spory Smluvních stran vznikající z této Smlouvy a v souvislosti s ní budou řešeny u místně a věcně příslušného soudu ČR.
13. Uzavření této smlouvy bylo schváleno usnesením Zastupitelstva města Liberec č. 103/2025 ze dne 24.4. 2025.

## 12 Podpisy

1. Smluvní strany svými podpisy níže strvzují, že se seznámily s obsahem této Smlouvy, včetně příloh a Smlouvy o poskytnutí dotace a obecných podmínek a pravidel poskytovatele dotace. Zároveň prohlašují, že tato Smlouva není uzavírána v tísní nebo za nápadně nevýhodných podmínek, na důkaz čehož připojují své podpisy.

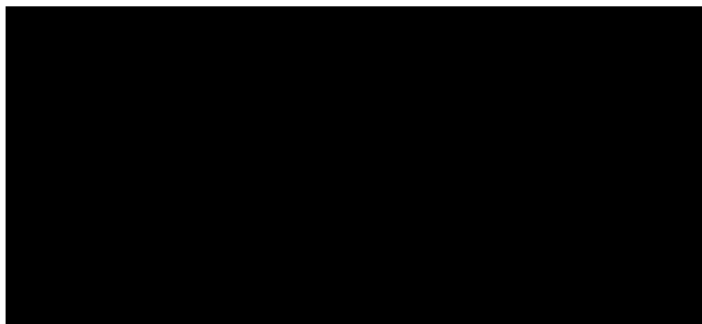
### Statutární město Liberec

Podpis

Jméno

Funkce

Datum



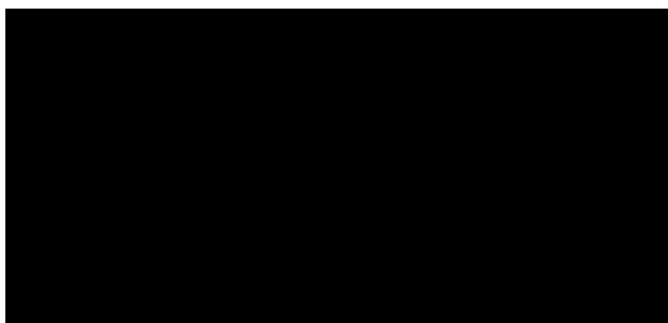
**Participation Factory s.r.o.**

Podpis

Jméno

Funkce

Datum



## 13 Příloha



# Award Agreement

## SGA NZC 101121530 - Subgrant – ECT – City of Liberec - 2025-26

BETWEEN:

**Climate-KIC International Foundation**

Having its registered seat at Plantage Middenlaan 45, 1018DC Amsterdam, The Netherlands

Registration number: 63299658

VAT number: NL 860987541B01

Represented by: Briana van Strijp, Director.

(Hereinafter referred to as: “**Climate-KIC**”)

And

**STATUTÁRNÍ MĚSTO LIBEREC**

(City of Liberec)

Having its registered seat at: Nám. Dr. E. Beneše 1/1, Liberec 1, 46059, Czech Republic;

EU registration number PIC: 0;

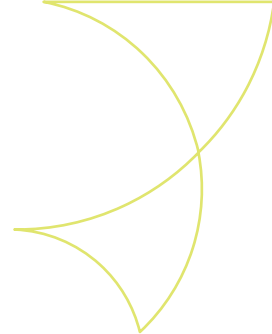
VAT number: CZ00262978

Represented by: Ing. Jaroslav Zámečník, CSc., Mayor of the City, Liberec;

(Hereinafter referred to as: “**Lead Beneficiary**” acting on behalf of the consortium of partners listed in Annex I)

Climate-KIC and the Lead Beneficiary are hereinafter referred to as the “Parties” or individually as the “Party”.





## WHEREAS

Climate-KIC has entered into a grant agreement (**hereinafter the “Grant Agreement”**) with the European Climate, Infrastructure and Environment Executive Agency (CINEA) (**‘the Agency’**), under the powers delegated by the European Commission (**‘the Commission’**) regarding Horizon Europe Research and innovation funding programme (2021-2027), for the funding of the action entitled ‘Accelerating cities’ transition to net zero emissions by 2030’ — ‘NetZeroCities’ (**The Action**)’, Grant Agreement no. SGA-NZC 101121530.

The Enabling City Transformation Programme is part of the Action which includes providing financial support to third parties.

This Award Agreement (**“Award Agreement”**) lays down the contractual arrangements for the provision of financial support from the Grant Agreement to third parties through the Enabling City Transformation Programme for the implementation of Project ***Building participatory governance model and capacity for climate action*** (**‘the Project’**), as described in Annex 1.

## NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

### Article 1: Purpose

The purpose of this Award Agreement is to lay down the contractual arrangements between the Parties regarding the financial support provided for the implementation of the Enabling City Transformation Project.

### Article 2: Entry into force and duration

#### 2.1 Entry into force

This Award Agreement enters into force on the date the last of the Parties signs (the Execution Date).

#### 2.2 Effective date

The effective date is the commencement date of the Project, The 17<sup>th</sup> of March 2025.

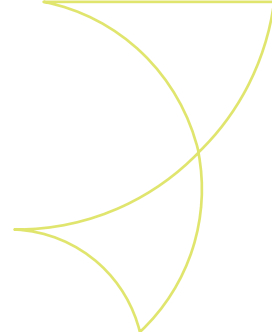
#### 2.3 Term

The term of this Award Agreement shall be from the Effective date, from 17<sup>th</sup> of March 2025 onward, and until the full completion of the Project or the expiration of the Project end date, 16<sup>th</sup> September 2026, whichever occurs first.

### Article 3: The Award, Payment Terms and Book-keeping

#### 3.1 The Award





Climate-KIC will award the Lead Beneficiary a maximum amount of **EUR 600,000** for the execution of the Enabling City Transformation Project.

### **3.2 Payment Terms**

The Award shall be provided in instalments and shall be provisional on fulfilling the reporting requirements and the eligibility of costs as laid out in Annex 2 and Annex 3 respectively.

The lead beneficiary will receive all payment releases and shall set up a process for cascading funding to the consortium partners listed in Annex 1.

### **3.3 Payment schedule**

- a) Pre-financing: Upon signature of the Award Agreement, an initial payment of 50% of the total award amount shall be made within 30 calendar days from the entry into force of the award agreement.
- b) Pre-financing: A second payment of 30% of the total award amount will be made in January 2026
- c) Final payment: Upon receipt and approval of the final project report by Climate-KIC, followed by positive final review of the SGA NZC 101121530 by CINEA, a final balance payment calculated deducting the payments received from the total actual cost claimed and capped to the maximum awarded amount, will be disbursed.

### **3.4 Payment suspension**

Climate-KIC may at any moment suspend the payment of the Award if:

- a) The Lead Beneficiary does not comply with the provisions of the Award Agreement.
- b) the technical or financial reports have not been submitted or are not compliant or insufficient (see also Annex 2), or
- c) there is doubt about the eligibility of the costs declared in the financial statements and additional checks, reviews, audits, or investigations are necessary (see also Annex 3).

Climate-KIC will notify the Lead Beneficiary in writing (either by a registered letter or electronically) of the suspension and the reasons why.

The suspension will take effect the day notification is sent by Climate-KIC.

If the conditions for suspending the payment deadline are no longer met, the suspension will be lifted, and the remaining period will resume.

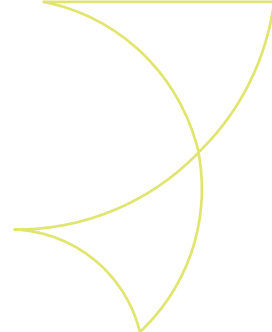
### **3.5 Payment recovery**

Climate-KIC, in coordination with the Agency, reserves the right to claim back in its totality or partially the Award if the Lead Beneficiary does not respect the reporting requirements set out in Annex 2 or the eligibility of costs defined in Annex 3.

### **3.6 Book-keeping**

The Lead Beneficiary shall ensure that the funding provided pursuant to this Award Agreement is properly administered; that the funding is used solely for the purposes set out herein; and those activities funded under the Project are recorded fully and accurately.





The Lead Beneficiary must — for a period of five years after the payment of the balance — keep records and other supporting documentation in order to prove the proper implementation of the Project and the costs they declare as eligible.

The Lead Beneficiary must make the documentation in relation to this Article 3. available upon request or in the context of checks, reviews, audits or investigations (see Article 4).

The Lead Beneficiary must keep the original documents. Digital and digitalised documents are considered originals if they are authorised by the applicable national law.

## Article 4: Checks, reviews, audits, evaluations

### 4.1 Checks

Climate-KIC will — during the implementation of the Project or afterwards — check the proper implementation of the Project and compliance with the obligations under the Award Agreement, including assessing deliverables and reports.

For this purpose, Climate-KIC may be assisted by external persons or bodies.

Pertaining to the above, information provided by the Lead Beneficiary must be accurate, precise, and complete and in the format requested.

### 4.2 Reviews and audits

Reviews and audits may be started up to two years after the payment of the final balance.

If carried out during the implementation of the Project, a review may also recommend reorientations to the Project.

Should the European Union including as represented by the Agency, the Commission, the European Court of Auditors or the European Anti-Fraud Office, decide to carry out a check, review, audit or investigation on the Action and pertaining to the Project, the Lead Beneficiary shall make available all required information, records and other supporting documents relating to the implementation of this Award Agreement. Climate-KIC shall formally notify the Lead Beneficiary of such reviews or audits.

In case reviews and audits carried out in line with this Article 4 show ineligible costs, substantial errors, irregularities or fraud or serious breach of obligations, this may lead to suspension, termination, cost rejection, award reduction and recovery. In some cases, findings may result in the acceptance of additional costs (if the Lead Beneficiary declared them).

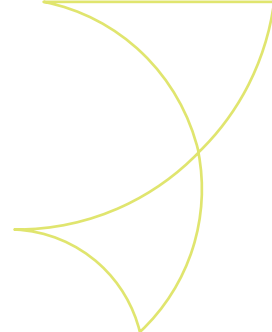
### 4.3 Evaluations

The Agency or the Commission may – directly or indirectly – carry out interim and final evaluations of the impact of the Action measured against the objective of the Horizon Europe Research and innovation funding programme (2021 - 2027).

In the instance of such evaluations Climate-KIC may request from the Lead Beneficiary to provide as far as possible information relevant to the evaluation as pertaining to the Project.

Evaluations may be started during implementation of the Action and up to five years after the payment of the balance.





## Article 5: Ownership of Results

### 5.1 Rights of Parties

‘Results’ means any (tangible or intangible) output of the Project such as data, knowledge, or information — whatever its form or nature, whether it can be protected or not — that is generated in the Project, as well as any rights attached to it, including intellectual property rights.

### 5.2 Joint ownership by the Parties

Parties will jointly own results if:

- a) they have jointly generated them and
- b) it is not possible to:
  - (i) establish the respective contribution of each Party, or
  - (ii) separate them for the purpose of applying for, obtaining, or maintaining their protection.

The joint owners must agree (in writing) on the allocation and terms of exercise of their joint ownership (‘joint ownership agreement’), to ensure compliance with their obligations under this Award Agreement.

Once the results have been generated, joint owners may agree (in writing) to apply another regime than joint ownership.

### 5.3 Rights of third parties

If third parties (including personnel) may claim rights to the results, the Party concerned must ensure that it complies with its obligations under the Award Agreement.

If a third party generates results, the Party concerned must obtain all necessary rights (transfer, licences or other) from the third party, in order to be able to respect its obligations as if those results were generated by the Party itself. If obtaining the rights is impossible, the Party must refrain from using the third party to generate the results.

Granting result exploitation rights to third parties shall be agreed in writing.

## Article 6: Conflict of interest

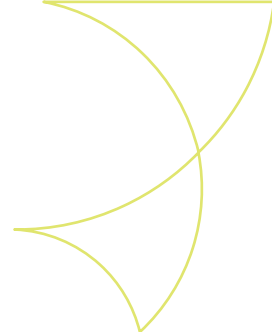
The Lead Beneficiary must take all measures to prevent any situation where the impartial and objective implementation of the Project is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest (‘conflict of interests’).

They must formally and without delay notify the Climate-KIC of any situation constituting or likely to lead to a conflict of interests and immediately take all the necessary steps to rectify this situation.

Climate-KIC may verify that the measures taken are appropriate and may require additional measures to be taken by a specified deadline.

If the Lead Beneficiary breaches any of its obligations under this Article, the award may be reduced, and the Award Agreement may be terminated. Such breaches may also lead to any of the other measures described in Article 4.





## Article 7: Confidentiality

During implementation of the Project and for four years after the Project end date, the Parties must keep confidential any data, documents, or other material (in any form) that is identified as confidential at the time it is disclosed ('confidential information').

If information has been identified as confidential only orally, it will be considered to be confidential only if this is confirmed in writing within 15 days of the oral disclosure.

Unless otherwise agreed between the Parties, they may use confidential information only to implement the Award Agreement.

The Lead Beneficiary may disclose confidential information to their personnel, or third parties involved in the Project only if they:

- a) need to know to implement the Award Agreement and
- b) are bound by an obligation of confidentiality.

The confidentiality obligations no longer apply if:

- a) the disclosing Party agrees to release the other Party;
- b) the information was already known by the recipient or is given to him without obligation of confidentiality by a third party that was not bound by any obligation of confidentiality;
- c) the recipient proves that the information was developed without the use of confidential information;
- d) the information becomes generally and publicly available, without breaching any confidentiality obligation, or
- e) the disclosure of the information is required by EU or national law.

If the Lead Beneficiary breaches any of its obligations under this Article, the amount of the transfer may be reduced. Such breaches may also lead to any of the other measures described in Article 4.

## Article 8: Promoting the Project – visibility of EU Funding

### 8.1 Communication activities by the Lead Beneficiary

The Lead Beneficiary must promote the Project and its results by providing targeted information to multiple audiences (including the media and the public) in a strategic and effective manner.

This does not change the confidentiality obligations (see Article 7) which still apply.

Before engaging in a communication activity expected to have a major media impact, the Lead Beneficiary must inform Climate-KIC.

The Lead Beneficiary shall always:

- a) use Net Zero Cities logo in accordance with instructions and guidelines of Climate-KIC provided to the Lead Beneficiary from time to time and



b) include a suitable acknowledgement of the support of EU funding in the form specified by Climate-KIC from time to time.

If the right of use is subject to rights of a third party (including personnel of the Lead Beneficiary), the Lead Beneficiary must ensure that it complies with its obligations under this Award Agreement (in particular, by obtaining the necessary approval from the third parties concerned).

Any communication activity related to the Project must indicate that it reflects only the author's view and that Climate-KIC and the Agency are not responsible for any use that may be made of the information it contains.

## **8.2 Communication activities by Climate-KIC**

The Climate-KIC and the Agency may use, for its communication and publicising activities, information relating to the Project, documents notably summaries for publication and public deliverables as well as any other material, such as pictures or audio-visual material received from the Lead Beneficiary (including in electronic form).

## **Article 9: Processing of Personal Data**

Parties must process personal data under the Award Agreement in compliance with applicable EU and national law on data protection (including authorisations or notification requirements).

Parties may grant their personnel access only to data that is strictly necessary for implementing, managing, and monitoring the Award Agreement.

## **Article 10: Liability for damages**

### **10.1 Liability of the Climate-KIC and the Agency**

Climate-KIC and the Agency cannot be held liable for any damage caused to the Lead Beneficiary or to third parties as a consequence of implementing the Award Agreement, including for gross negligence.

Climate-KIC and the Agency cannot be held liable for any damage caused by any of the Lead Beneficiary or third parties involved in the Project, as a consequence of implementing the Award Agreement.

### **10.2 Liability of the Lead Beneficiary**

Except in case of force majeure as outlined in Article 12, the Lead Beneficiary must compensate Climate-KIC for any damage it sustains due to the implementation of the Project or due to failure of the Project implementation to comply with the Award Agreement.

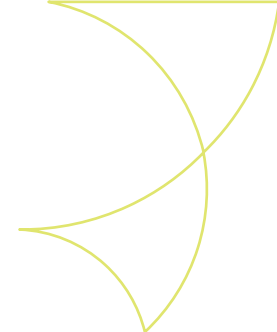
### **10.3 Damage caused to third parties**

Each Party shall be solely liable for any loss, damage, or injury to third parties resulting from the performance of the said Party's obligations by it or on its behalf under this Award Agreement.

## **Article 11: Termination**

### **11.1 Termination for cause**





Without prejudice to the foregoing terms and conditions, the present Award Agreement may be terminated by Climate-KIC, by notice in writing, in the event of:

- a breach of the terms of this Award Agreement by the Lead Beneficiary;
- failure of the Lead Beneficiary to account for any or all of the awarded funding;
- failure of the Lead Beneficiary to meet its reporting obligations;
- failure to report or unreasonable delay in reporting material risk events;
- where, on the basis of reporting or evaluation, and after consultation with the Lead Beneficiary, Climate-KIC determines that the Project does not or cannot substantially meet its stated results;
- where any offer, payment, consideration or benefit of any kind, which constitutes or could be construed as an illegal or corrupt practice, is made either directly or indirectly as an inducement or reward for the award or execution of the present Award Agreement and Project funded pursuant to same;
- where there has been a misappropriation of awarded funds;
- or, in the case of mutual agreement to terminate between the parties.

This Award Agreement may be terminated if the Grant Agreement between the Climate-KIC and the Agency regarding the Action is terminated.

### **11.2 Obligations upon and after termination**

The Lead Beneficiary accepts that any funding provided to it by Climate-KIC pursuant to this Award Agreement, and which has not been expensed in accordance with the Award terms prior to termination, will be returned to Climate-KIC. The Lead Beneficiary agrees to refund to Climate-KIC within 3 months of termination of this Award Agreement any part of the received award funding which has not been spent.

In the event of termination where there has been illegal or corrupt practice or misappropriation of funds the Lead Beneficiary will, at the written request of Climate-KIC, repay the whole or a specified part of the Award. Such repayment will be made within the period established by Climate-KIC in its written repayment request.

In cases of intended termination of this Award Agreement, the Lead Beneficiary will be given an opportunity to respond to Climate-KIC's concerns before formal termination.

Termination shall not affect any rights or obligations of the Parties incurred prior to the date of termination, unless otherwise stipulated herein or agreed between the Parties. This includes the obligation to provide all input, deliverables, and documents for the period that the Award Agreement was still in force and effect.

## **Article 12. Force Majeure**

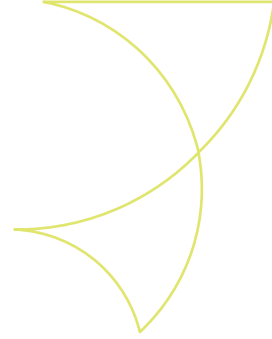
'Force majeure' means any situation or event that:

- a) prevents either party from fulfilling their obligations under the Agreement,
- b) was unforeseeable, exceptional situation and beyond the parties' control,
- c) was not due to error or negligence on their part (or on the part of third parties involved in the Project), and
- d) proves to be inevitable despite exercising all due diligence.

No Party shall be in breach of this Award Agreement if it is prevented from fulfilling its obligations under this Award Agreement by Force Majeure.







Each Party will notify the other Party of any Force Majeure without undue delay.

The Parties must immediately take all the necessary steps to limit any damage due to force majeure and do their best to resume implementation of the Project as soon as possible.

The following cannot be invoked as force majeure:

- a) any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure,
- b) labour disputes or strikes, or
- c) financial difficulties.

If the consequences of Force Majeure are not overcome within 12 weeks after such notification, either Party shall have the right to terminate this Award Agreement upon notification.

## Article 13: Miscellaneous

### 13.1 Inconsistencies and severability

Should any provision of this Award Agreement become invalid, illegal, or unenforceable, it shall not affect the validity of the remaining provisions of this Award Agreement. In such a case, the Parties shall be entitled to request that a valid and practicable provision be negotiated which fulfils the purpose of the original provision.

### 13.2 No representation, partnership, or agency

No Party shall be entitled to act or to make legally binding declarations on behalf of the other Party. Nothing in this Award Agreement shall be deemed to constitute a joint venture, agency, partnership, interest grouping or any other kind of formal business grouping or entity between the Parties.

### 13.3 Notices and other communication

Any notice to be given under this Award Agreement shall be in writing to the addresses and recipients as listed below.

#### Formal notices:

If it is required in this Award Agreement that a formal notice, consent, or approval shall be given, such notice shall be signed by an Authorised Representative of a Party and shall either be served personally or sent by mail with recorded delivery or telefax with receipt acknowledgement.

#### Other communication:

Other communication between the Parties may also be affected by other means such as e-mail with acknowledgement of receipt, which fulfils the conditions of written form.

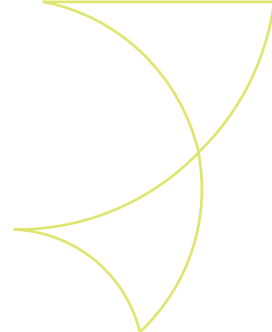
Any change of persons or contact details shall be notified immediately by the respective Party to the other Party.

### 13.4 Language

This Award Agreement is drawn up in English, which language shall govern all documents, notices, meetings, arbitral proceedings, and processes relative thereto.

### 13.5 Assignment and amendments





No rights or obligations of the Parties arising from this Award Agreement may be assigned or transferred, in whole or in part, to any third party without the other Parties' prior formal approval.

Amendments and modifications to the text of this Award Agreement including Annexes shall be made in writing and signed by Authorized Representatives of both Parties.

### **13.6 Mandatory national law**

Nothing in this Award Agreement shall be deemed to require a Party to breach any mandatory statutory law under which the Party is operating.

### **13.7 Applicable law**

The Agreement is governed by the applicable EU law, supplemented, if necessary, by the law of the Kingdom of Belgium.

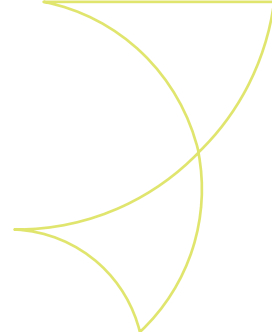
### **13.8 Settlement of disputes**

The Parties shall endeavour to settle their disputes amicably.

All disputes arising out of or in connection with this Award Agreement, which cannot be solved amicably, shall be finally settled before the courts of Brussels.

Nothing in this Award Agreement shall limit the Parties' right to seek injunctive relief in any applicable competent court.





## Signatures

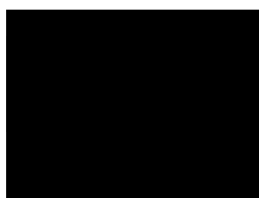
### AS WITNESS:

The signature of a Party by means of a scan or digitization of the original signature (e.g. a scan in PDF format) or an electronic signature (e.g. via DocuSign), counts as an original signature with the same validity, enforceability, and permissibility.

Each Party receives a fully signed copy of the Award Agreement. The transfer of this copy by e-mail or via an electronic signature system will have the same legal force and legal effect as the transfer of the original copy of the Award Agreement.

### Climate-KIC International Foundation

Signature:



Name: Briana van Strijp

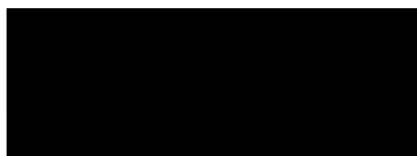
Title: Director

Date: 19/3/2025

### STATUTÁRNÍ MĚSTO LIBEREC

(City of Liberec)

Signature:

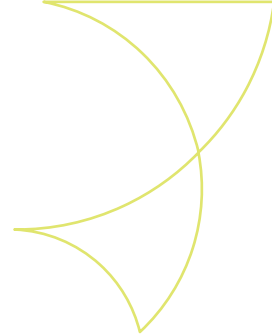


Name(s): Ing. Jaroslav Zámečník, CSc.

Title(s): Mayor of the City, Liberec

Date: 19/3/2025





# Annex 1

**Project Proposal**

**Impact Framework Indicators**

**Budget**



# NET ZERO CITIES

EU MISSION PLATFORM | CLIMATE NEUTRAL AND SMART CITIES

NetZeroCities Enabling City Transformation Programme (2024)

## **Building participatory governance model and capacity for climate action**

Statutory City of Liberec



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Proposal Details	
Call for Proposal	NetZeroCities Enabling City Transformation Programme (2024)
Title	Building participatory governance model and capacity for climate action
Lead Organisation	Statutory City of Liberec
City	Liberec
Country	Czechia
Grant Allocation Request	€500,000.00
Planned Project Start Date	17/03/25
Planned Project End Date	16/09/26
Proposal Start Date	17/02/25 10:55
Applicant Primary Contact	Pavĺina Tvrdĩková
Primary Contact Email	tvrdikova.pavlina@magistrat.liberec.cz
Primary Contact Phone	
Proposal Stage	Submitted
Due Date	14/10/24 17:00
Proposal Submission Date	17/02/25
Re-submission Date	28/02/25

### Project Description

Project aims at strengthening the overall commitment, building capacity and capability of the municipality and key stakeholders for the City Climate Contract's implementation and for the transition of the city towards the climate neutrality. Project will result in establishment of participatory governance model and implementation of several participatory processes around climate neutrality, specifically awareness-raising activities for public, initiation of systematic collaboration with business sector and incorporation of climate change topic in education for children and youth.



## Proposal Overview

Lever(s)

Emissions Domain(s)

Organisation Roles	Organisation Name	Role	Type	Primary Contact	Website
Statutory City of Liberec - Proposal Lead	Statutory City of Liberec	Proposal Lead	Government	Pavčina Tvrdíková	<a href="https://www.liberec.cz/cz/obcan/">https://www.liberec.cz/cz/obcan/</a>
Consortium partner	Participation Factory	Collaborator	Business/Company		<a href="https://participationfactory.com/en/">https://participationfactory.com/en/</a>

Project Roles	Contact	Role	Organisation	Email
PR-1175	Tomáš Rákos	Collaborator	Participation Factory	<a href="mailto:tomas@participationfactory.com">tomas@participationfactory.com</a>
PR-1174	Pavčina Tvrdíková	Proposal Lead	Statutory City of Liberec	<a href="mailto:tvrdikova.pavlina@magistrat.liberec.cz">tvrdikova.pavlina@magistrat.liberec.cz</a>
PR-1177	Anna Wien	Collaborator	Participation Factory	<a href="mailto:anna@participationfactory.com">anna@participationfactory.com</a>
PR-1475	Kateřina Soukalová	Collaborator	Statutory City of Liberec	<a href="mailto:soukalova.katerina@magistrat.liberec.cz">soukalova.katerina@magistrat.liberec.cz</a>

## Work Plan

Work Packages	
Work Package	Description
1. WP1: Establishment of systemic participatory governance model for Liberec	WP 01 will co-design, set-up and implement infrastructure for systemic participation in the city and institutionalize systemic participation approach within the city hall. The core activity of this WP will be establishment of two new positions of coordinators of participation who will be responsible for all community- and stakeholder-engagement activities. Coordinators will be trained for 18 months and emphasis will be put on "learning by doing". Coordinators will thus directly start working on designing and implementing specific participatory processes under supervision of participation experts, in order to acquire necessary skills while starting to generate impact immediately. In addition to these new positions, relevant changes in governance model of the city will be introduced in order to enable the systemic participation approach. Relevant municipal directives and project management processes will also be developed and adopted in order to ensure long-term sustainability of newly-introduced processes. This WP is closely linked to WP3, which contains specific activities that will be led by coordinators of participation and to WP4 covering monitoring and evaluation.
2. WP5: Project coordination and management	This work package provides all operational and legal activities related to the project itself (such as consortium management, technical coordination, administrative, contractual and financial coordination, data and knowledge management and ethics requirements). All these activities will deliver the final reporting.
3. WP2: Building capacity and capability in the city	WP 02 is involved with overcoming low capability and capacity of the city through tailor-made trainings and education. There will be educated municipal employees/officials through a course increasing their comprehensive knowledge in the field of energy and appropriate regulation. The aim is to ensure they have comprehensive information and knowledge to fulfill their agenda with the view of long-term sustainability. Beside municipal employees, there will be workshops held for small and medium-sized enterprises. Those workshops will reflect SMEs' demand for relevant information regarding necessity of specific EU regulation implementation, also there will be space for networking among SMEs.
4. WP3: Engagement of key stakeholders and strengthening their commitment	WP 03 aims to engage various target groups around the implementation of the City Climate Commitment and in general to work together towards climate neutrality. Main target groups include broad public/citizens including vulnerable groups, industry, professional public, housing cooperatives as well as youth and children. WP 03 comprises elaborate participatory processes and communication and awareness-raising activities leading to the increase of comprehensive knowledge and understanding, and enabling to launch systemic collaboration and cooperation among various stakeholders in the city. The participatory processes will be led by participation coordinators.
5. WP4: MEL (Monitoring, Evaluation, Learning), communication and dissemination	Monitoring and Evaluation is important for continuous improvement of all processes, all activities need to be continuously monitored and, when needed, modified in the light of feedback. We see also a great importance of activities as learning, sensemaking, communication of the project's results and dissemination of newly acquired knowledge. We want to share

Work Packages	
Work Package	Description
	our experience with other cities, which is mainly crucial among Czech cities, which are still at the very beginning in terms of climate-neutrality transition and establishment of participatory, multilevel governance model. However, through our international partners (e.g. People Powered), we will also aim to disseminate key learnings with cities across Europe and beyond. There are many synergies and overlaps with other proposals in the ECT programme and we plan to collaborate with cluster of cities: Ljubljana, Hague, Turku and Nantes. We have also learned about other proposals and we expect to communicate specific topics with other cities as well.

Deliverables				
Work Package	Deliverable	Start Date	End Date	Description
1. WP1: Establishment of systemic participatory governance model for Liberec	D1.1 New city governance model with incorporated participatory agenda	17/03/25	16/09/26	New city governance model with participatory agenda incorporated into municipal processes and directives. Role of coordinators of participation has to be incorporated in relevant municipal directives assuring that appropriate communication with public and stakeholders is a part of project proposals' management, assuring functional cross-departmental communication and collaboration across the city hall. In addition, the new municipal directives will also define participatory processes to follow and how the participation coordinators cooperate with the rest of the city hall to incorporate participatory approach to various agendas. Last but not least, it will include the standards for quality participatory processes.
	D1.2 Two participation coordinators trained, becoming experts in participation	01/04/25	16/09/26	It is nearly impossible to find participation coordinators who are experts in the field at the beginning of their work in this position, hence they need to undergo intensive, 18 month long training and practical experience with delivering specific participatory processes in order to grow into the expert level and become fully autonomous participation coordinators.
	D1.3 Key city hall employees trained in the basics of participation	01/04/25	16/09/26	Key city hall employees trained in the basics of participation and understanding its value. Awareness-raising and capacity building in the field of participation is key beyond the position of participation coordinators in order to ensure a smooth cross-departmental cooperation on participatory processes.
2. WP5: Project coordination and management	D5.1 Final Project Reporting	17/03/25	16/09/26	Final reporting in accordance with Enabling City Call requirements, including the Technical Report and Financial Report for month 1 to month 18.
3. WP2: Building	D2.1 Courses for	01/04/25	31/12/25	There will be chosen 20 municipal employees/officials, their capabilities will be build

Deliverables				
Work Package	Deliverable	Start Date	End Date	Description
capacity and capability in the city	municipal employees and officials			through propriate training to ensure delivery of climate actions in the city. They will be educated and trained in following areas: smart technology, energy systems, economic optimalization in energy, industry 4.0, implementation into the energy, sustainability and decarbonization. The aim is to reflect climate-neutrality topics into their daily agenda related to public property management above all. Our intention is to dedicate first part of the course to theory and the another one to practical training (we expect time allocation of such course as around 100 hrs).
	D2.2 Workshops for small and medium-sized enterprises	01/04/25	30/04/26	There will be delivered workshops strenghtening capabilities of local SMEs, the content and scope of workshops will reflect their demand identified by the Business and Investment Development Agency (CzechInvest). The workshops will be focused mainly on providing SMEs with information what needs to be reflected in relation to current demands, regulation and standards given by Green Deal, ESG, new directives, particularly: energy systems and renewables, energy savings, sustainable finance, e-mobility, providing them with information about verified suppliers on the market. There will be also offered space for networking, exchange, best practice sharing and introduction of validated technologies and suppliers in the field of building RES or energy savings' measures.
4. WP3: Engagement of key stakeholders and strengthening their commitment	D3.2 Incorporation of climate-change topics in public education	01/04/25	16/09/26	Collaboration with local action group responsible for developing Local Action Plan for Education, primary schools, organisation involved with leisure-time activities, the Regional Office of the Liberec Region with aim to incorporate relevant topics into education, public education, leisure-activities. Approaching children via various competitions in form of art, making video spots, taking pictures in the city, depending on age. Climate-change topics (comprehensive form) will be incorpoated into all activities related to public education for children and youth including various materials and lectures. This approach will be incorporated in strategic planning for education for primary schools in Liberec.
	D3.3 General public engaged and climate awareness raised	01/04/25	16/09/26	Various engagement and awareness raising events/campaigns for broad public, including vulnerable groups of citizens, to engage them around the topic of climate neutrality. We expect to realize at least three events for various target groups, one for broad public, one for vulnerable groups of citizens, one event will be delivered in collaboration with local industry (meeting the new face of industry in Liberec, re-shaping industry). There can be expected to approach around 400 citizens in person and around 40 000 via online channels. Exact nature of engagement and awareness raising activities will be specified

Deliverables				
Work Package	Deliverable	Start Date	End Date	Description
				based on the results of awareness-raising campaign for community energy concept (that will start in October 2024), together with coordinators of participation. Participation coordinators under supervision of participation experts will then lead the design of participatory processes to ensure choice of right participatory methods in order to ensure the desired results. Beside events, an online platform delivered within the Pilot City Project and civic forums that are already planned, will be used. This will be verified through survey for citizens.
	D3.1 Establishment of key stakeholders' platform	01/04/25	16/09/26	Stakeholder platform composed primarily of representatives of SMEs, industry and professional public will provide a mechanism for a long-term cooperation between private sector and the city hall around the topic of climate neutrality. The platform will act as a consultative body for the city and it will support the implementation and monitoring and evaluation of the city climate commitment. This will also help to overcome the barrier for cross-sectoral cooperation and help to transfer key barriers and learnings to national level (mainly to legislation and regulation makers). Furthermore, this platform will help to collect the data necessary for MEL.
5. WP4: MEL (Monitoring, Evaluation, Learning), communication and dissemination	D4.2 MEL reporting	17/03/25	16/09/26	Final MEL reporting summarizing feedback and learning from outcomes, key learnings transferable for future, following work. Final evaluation specifically targeting replication beyond municipality borders, connected to dissemination of this project's outputs and results.
	D4.1 Best practice database	17/03/25	16/09/26	Database of best practice, offering list of solutions, experience, verified technologies, solutions, measures related to business sector's transition towards climate neutrality, to be able to provide wider list of best practice, the database will be covering not only local companies, but also companies from other cities and countries.
	D4.4 Participatory and Engagement Plan for following period	01/01/26	31/08/26	Delivering sustainable plan for participatory activities and municipal stakeholders engagement for the period 2027 - 2030, based on obtained experience and progress, key learnings from activities realized in 2025 - 2026, plan for activities helping overcome remaining barriers and move project outcomes further (continuous improvement). This will be closely connected to Guidelines for stakeholders' engagement for climate actions (DEL4.3). Lead: city of Liberec
	D4.3 Guidelines for stakeholders' engagement for climate	01/06/26	31/08/26	Guidelines describing and evaluating (including surveys' outputs) the process of work with broad public and business sector, summarizing their perception of climate-neutrality, their needs and priorities mapping, including evaluation of various communication channels for

Deliverables				
Work Package	Deliverable	Start Date	End Date	Description
	actions			various target groups. DEL 4.3 is closely connected with work from WP1, WP2, WP3, guidelines summarizing our best practice and recommendation usable for replication and dissemination.

Activities					
Work Package	Deliverable	Activity	Start Date	End Date	Description
1. WP1: Establishment of systemic participatory governance model for Liberec	D1.1 New city governance model with incorporated participatory agenda	A1.1 Analysis of the municipal governance environment	17/03/25	17/05/25	<p>Analysis of the environment, mapping the departments, municipal processes, including their regulation, stakeholders, summary of needs and opportunities for participation, key topics, key target groups. The goal is to assess the current status quo of participation and identify opportunities and needs in order to set up the systemic participation infrastructure tailored to the specific context of the city hall.</p> <p>Leader of the activity: Participation Factory Collaborating partner: The City of Liberec</p>
		A1.2 Incorporation of participation into municipal processes and directives	18/05/25	31/07/26	<p>Activity following analyzing the municipal environment and needs as well as practical experience of participation coordinators working with relevant city hall departments on participatory processes, the participatory processes will be incorporated in municipal processes and directives. This activity also includes creation of standards for quality of participation.</p> <p>Leader of the activity: City of Liberec (mainly in the field of municipal directives amendments) Collaborating partner: Participation Factory</p>

Activities					
Work Package	Deliverable	Activity	Start Date	End Date	Description
					(responsibility for creation of standards of quality of participation and insights and suggestions for appropriate amendments of directives and processes).
	D1.2 Two participation coordinators trained, becoming experts in participation	A1.3 Education and training of coordinators of participation	01/04/25	16/09/26	<p>Participation coordinators will undergo regular trainings to build their knowledge base about participation and acquire key skills. Trainings will be most intensive during the first three months in order to quickly grow the solid knowledge base of participation coordinators and prepare them for implementation of first participatory activities. However, the trainings will remain regular (at least once every two weeks) throughout the duration of the program in order to grow the participation coordinators into real experts. A large part of trainings will focus on practice through simulation exercises in order for the participation coordinators to acquire practical skills that are key for successful implementation of participatory processes.</p> <p>Leader of the activity: Participation Factory Collaborating partner: City of Liberec</p>
		A1.4 Consultations and shadowing of participation experts for coordinators	01/04/25	16/09/26	<p>Activity involved with consultations and shadowing of participation experts for participation coordinators to support them during implementation of participatory processes. Close link to activities under the WP3.</p> <p>Leader of the activity: Participation Factory</p>

Activities					
Work Package	Deliverable	Activity	Start Date	End Date	Description
					Collaborating partner: City of Liberec
	D1.3 Key city hall employees trained in the basics of participation	A1.5 Awareness-raising, training of city hall employees around the participation	01/04/25	16/09/26	<p>Representatives of key departments will undergo several short trainings and presentations about the value of participation and basic skills to deliver participatory processes.</p> <p>Leader of this activity: City of Liberec Collaborating partner: Participation Factory</p> <p>Leader of the activity: Participation Factory Collaborating partner: City of Liberec</p>
2. WP5: Project coordination and management	D5.1 Final Project Reporting	A5.3 Data and knowledge management	17/03/25	16/09/26	<p>Description of how all obtained/sensitive data will be managed and information on the availability and dissemination of research results and data.</p> <p>Leader of the activity: City of Liberec Collaborating partners: Participation Factory and all implementation stakeholders</p>
		A5.1 Consortium and implementation partners management	17/03/25	16/09/26	<p>Regular meetings of members of the consortium and implementation partners.</p> <p>Leader of the activity: City of Liberec</p>
		A5.2 Administrative, contractual and financial coordination	17/03/25	16/09/26	<p>Managing all obligations and tasks resulting from the grant received under the ECT call, ensuring the effectiveness and efficiency of the funds spent and the factual accuracy.</p>



Activities					
Work Package	Deliverable	Activity	Start Date	End Date	Description
					Leader of the activity: City of Liberec
3. WP2: Building capacity and capability in the city	D2.1 Courses for municipal employees and officials	A2.1 Selection of municipal employees/officials to be trained	01/04/25	30/06/25	Activity involved with mapping of municipal departments and selection of first 20 employees who will be trained. Employees and officials will be chosen regarding their agenda and relevance for climate actions. Municipal "climate neutrality coordinator" with Commission for Climate Neutral City will be responsible for this activity, final decision making power has a Secretary of the City Hall.  Leader of the activity: City of Liberec
		A2.2 Training for municipal employees through a course	01/10/25	31/12/25	First employees will be trained through a course in the field of: smart technology, energy systems, economic optimization in energy, industry 4.0, implementation into the energy, sustainability and decarbonization. Our intention is to dedicate first part of the course to theory and the other one to practical training (we expect time allocation of such course as around 100 hrs). This course will be subcontracted (we are aware there are some companies able to deliver high-quality course). This activity has to be coordinated in collaboration with the Secretary of the City Hall.  Leader of this activity: City of Liberec
	D2.2 Workshops for small and medium-sized	A2.3 Preparation of workshops for SMEs	01/04/25	30/06/25	There will be prepared workshops for SMEs in Liberec, increasing capacity and capability of

Activities					
Work Package	Deliverable	Activity	Start Date	End Date	Description
	enterprises				<p>SMEs for green transition. There will be specified topics covered by the workshops, lecturers/speakers, list of suitable SMEs to be invited directly, space and other details, mainly in the field of communication and propagation of the events.</p> <p>Leader of the activity: City of Liberec Collaborating partner: CzechInvest Agency (regional office)</p>
		A2.4 Realisation of workshops for SMEs	01/09/25	30/04/26	<p>There will be delivered two courses, one in the autumn 2025 that will be more about theory and legislation, the aim is to increase the knowledge in the field of obligations arising from EGD, etc. Another course will be delivered in spring 2026 and will be involved more with practical issues, verified solutions, networking.</p> <p>The premise is that online large enterprises, SMEs haven't allocated personnel resources for these issues, don't deal with it systematically and need to support to avoid any problems including impact on their competitiveness, utilization of wrong private advisors in the field of ESG, taking advantage from SMEs' low capacities, and slow-down of green transition of the city.</p> <p>The focus of the courses: energy systems, community energy, renewables, energy savings, e-mobility, sustainable finance.</p> <p>Leader of the activity: City of Liberec Collaborating partner: CzechInvest Agency</p>

Activities					
Work Package	Deliverable	Activity	Start Date	End Date	Description
4. WP3: Engagement of key stakeholders and strengthening their commitment	D3.2 Incorporation of climate-change topics in public education	A3.2 Participatory process towards change in public education for youth	01/04/25	16/09/26	Participatory process engaging key stakeholders to create a climate- focused public education curriculum and activities reflecting needs and habits of children and youth (series of activities composed of workshops, surveys etc.). This activity has many levels: activation of children and youth via various competitions and channels, events; incorporation in education in schools (public education/environmental education, lectures); incorporation in strategic documents (including communication with national level in terms of formal educations). Leader of the activity: City of Liberec Collaborating partners: Local Action Group Podještědí, Participation Factory
	D3.3 General public and climate awareness raised	A3.4 Participatory process engaging broad public including vulnerable groups	01/04/25	16/09/26	At least three participatory processes participatory process engaging public and vulnerable groups to map their needs and collect feedback (series of activities such as workshops, public meetings, survey).  Leader of the activity: City of Liberec Collaborating partner: Participation Factory, People in Need
		A3.3 Climate-change and sustainability campaign for public	01/09/25	30/06/26	Climate change and sustainability campaign for public including online and offline channels and media to provide all citizens with access to such information. This will be built on campaign on community energy and outcomes of the CCC work of the city. We need to share the knowledge and

Activities					
Work Package	Deliverable	Activity	Start Date	End Date	Description
					<p>raise awareness thour a wide range of channels and aim at various target groups through specific platforms. There are planned at least four public events, one for broad, general public, one for vulnerable groups of citizens, one for housing associations, one for chilren and youth.</p> <p>Leader of the activity: City of Liberec</p>
	D3.1 Establishment of key stakeholders' platform	A3.1 Participatory process engaging key stakeholders from private sector	01/04/25	16/09/26	<p>participatory process engaging key stakeholders within the private sector to establish a platform for a long- term cooperation between private and public sector around climate neutrality and community energy. Process will be composed of a series of activities such as individual meetings, workshops, surveys.</p> <p>Leader of the activity: City of Liberec Collaborating partner: CzechInvest Agency, Denso Manufacturing Czech</p>
5. WP4: MEL (Monitoring, Evaluation, Learning), communication and dissemination	D4.2 reporting MEL	A4.2 Monitoring of the interventions and their analysis and evaluation	17/03/25	16/09/26	<p>Activity involved with building a long-term monitoring system (see impact framework), including periodic overview and feedback.</p> <p>Leader of the activity: City of Liberec Collaborating partners: Participation Factory</p>
		A4.6: Regular collaboration, communication and exchange with other cities	17/03/25	16/09/26	<p>Liberec consortium plans to collaborate in cluster of cities: Liberec, Ljbuljana, Hague, Turku and Nantes. This collaboration means activities as</p>

Activities					
Work Package	Deliverable	Activity	Start Date	End Date	Description
					sensemaking, peer-exchange, learning and replication of some solutions. We expect to meet online regularly and at the beginning, to put the activities more as the sensemaking and over time, as the projects will be getting more tangible, specified, there will be clear potential for specific opportunities for replication. Furthermore, such cluster, facing very similar struggles and weak/blind spots, can be supported together from NetZeroCities experts.
		A4.3 Learning from outcomes and applying changes to increase efficiency	01/01/26	16/09/26	Learning from outcomes and potentially applying changes to make interventions more effective. When defining specific channels and tools for engaging specific target groups, there will be quantified expected results, which is crucial for learning and continuous improvement. Leader of the activity: City of Liberec
	D4.1 Best practice database	A4.1 Collecting the best practice for business sector	17/03/25	16/09/26	Activity involved with collecting the best practice for business sector, for SMEs, large enterprises. The data will be collected by project manager in collaboration with local business sector. We assume to collect best practice in the field of technology, social or governance innovation, verified solutions and processes relevant for the GHG emissions cut.  Leader of the activity: City of Liberec Collaborating partner: Denso Manufacturing Czech, other local enterprises

Activities					
Work Package	Deliverable	Activity	Start Date	End Date	Description
	D4.4 Participatory and Engagement Plan for following period	A4.5 Long term planning for the sustainability of project activities	01/01/26	31/08/26	<p>Long term planning, based on first evaluation, feedback and learnings, supporting long-term sustainability and further development of proposed activities to mover the transition of the city to further stage.</p> <p>Leader of the activity: City of Liberec Collaborating partner: Participation Factory</p>
	D4.3 Guidelines for stakeholders' engagement for climate actions	A4.4 Creation of guidelines for stakeholders' engagement for dissemination	01/06/26	01/07/26	<p>Creation of guidelines, based on monitoring, evaluation and learnings from activities and their outcomes. Guidelines will be used for dissemination activities.</p> <p>Leader of the activity: City of Liberec</p>

## Risks

I. Risk Register - All project's risk register												
Risk name	Deliverable/ Activity name	Description	Category	Risk Horizon	Probability	Potential Impact	Control over Risk	Core Probability	Impact Score	Overall Score	Priority	Mitigation Strategy Description
1. The reluctance of the stakeholders to engage		Success of proposed interventions will be given by willingness of all key stakeholders to participate in activities, mainly citizens and businesses.	Governance & Management	Medium-term	High	High	Medium	4	4	16	High	In general, all our engagement interventions will be accompanied by communication strategies to demonstrate the value of engagement and participatory processes will be carefully designed in order to select the most suited methods for engagement of different target groups. Furthermore, our activities in the field of SMEs are built on identified demand, for collaboration with industry, we will be supported by key industrial player in the city helping us to

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Risk name	Deliverable/ Activity name	Description	Category	Risk Horizon	Probability	Potential Impact	Control over Risk	Score Probability	Impact Score	Overall Score	Priority	Mitigation Strategy Description
												facilitate the communication with other industrial enterprises in Liberec and we assume that as tangible project motivating companies for communication will serve community energy. In terms of municipal employees/officials, their participation will be basically given by municipal directives and the aim is also to build their interest on a great experience on collaboration with coordinators of participation. Beside, there will be launched the campaign for citizens since October 2024 (community energy) that should be enabling condition as well (preparing the



I. Risk Register - All project's risk register												
Risk name	Deliverable/ Activity name	Description	Category	Risk Horizon	Probability	Potential Impact	Control over Risk	ScoreProbability	Impact Score	Overall Score	Priority	Mitigation Strategy Description
												floor for follow up project).
2. Communication problems among project partners		At this point, all partners are proactive and share the common project proposal's vision and main goals, this attitude might change in the future	Operational	Long-term	Medium	Medium	High	3	3	9	High	Consortium agreement setting up all duties and rights, clear responsibilities within work packages with appropriate budget allocations, regular project meetings providing the lead partner with overall control of all activities and deliverables.
3. Delay in the delivery of the outcomes		Because the project duration is very short, any delays could impact other activities and outcomes	Governance & Management	Short-term	Medium	Medium	High	3	3	9	High	Reasonable work plan (milestones) given by well-experienced project team, regular meetings, proper consortium management and technical, contractual, financial coordination, including sufficient PMs allocated for specific activities and deliverables.

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Risk name	Deliverable/ Activity name	Description	Category	Risk Horizon	Probability	Potential Impact	Control over Risk	CoreProbability	Impact Score	Overall Score	Priority	Mitigation Strategy Description
4. FX rate/Budget alignment		The currency in the Czech Republic is the Czech koruna. It may occur that the FX rate for conversion to Euro will significantly change during following months/two years. Consequently, the recognised project costs will not be in line with the budget.	Financial	Long-term	High	Medium	Low	4	3	12	Medium	The FX rate we are budgeting for is based on an average of 10 months per year and is therefore considered the optimal rate. To avoid risk, we will track budget utilization over the course of the project and compare it to the equivalent already worked on the project. If the crown is much stronger than the budget it may result in a smaller Mdays being paid out of the grant, however it will be the intention of all involved to deliver the activities and deliverables, even if some of the Mdays need to be self-funded.
5. Inflation rate		An increased/decrease	Financial	Long-term	Medium	Low	Low	3	2	6	Medium	To avoid risk, we will track budget utilization

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Risk name	Deliverable/ Activity name	Description	Category	Risk Horizon	Probability	Potential Impact	Control over Risk	ScoreProbability	Impact Score	Overall Score	Priority	Mitigation Strategy Description
		d inflation rate to an unpredictable degree may have also a further impact on the budget, which is something that might happen given the external political situation abroad. Potential impact is low because the budget is based on Personnel cost and not subcontracting and the project period is very short.										over the course of the project regularly to be able to amend budget items in case of need.
6. Difficulties in monitoring the impact of interventions		Important part of project activities is dedicated to monitoring, evaluation and learning. To measure changes, we will set indicators that can be measured either qualitatively or	Operational	Long-term	Medium	Medium	High	3	3	9	High	During the development of the Impact framework, we have given careful thought to the measurement methods and assume that it will be technically feasible.

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Risk name	Deliverable/ Activity name	Description	Category	Risk Horizon	Probability	Potential Impact	Control over Risk	Core Probability	Impact Score	Overall Score	Priority	Mitigation Strategy Description
		quantitatively.										
7. Political priorities and upcoming municipal elections in 2026		In 2026, there will be held elections for the city council, which might slow-down decision making in some fields	Strategic	Long-term	High	Medium	High	4	3	12	High	This project proposal builds upon the long-term municipal strategy (main strategic plan of the city+City Climate Commitments signed not only by the city mayor but also by other stakeholders. When developing the work plan, there was paid attention to sufficient time allocation for each activity/deliverable including the approval processes.
8. The war, economic crisis, natural disasters, political interventions		There might occur impacts of the war, economic crisis, natural disasters, political interventions at the national level, pandemics, etc., which would	External (e.g. technological, business)	Long-term	Medium	High	Low	3	4	12	Low	Establishing good relationships between the project partners and their stakeholders to ensure that the vision's strength endures through adverse external

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Risk name	Deliverable/ Activity name	Description	Category	Risk Horizon	Probability	Potential Impact	Control over Risk	ScoreProbability	Impact Score	Overall Score	Priority	Mitigation Strategy Description
		influence the project's outcomes for example in form of willingness of stakeholders to engage/participate, in form of budget amendments etc.										influences.
9. Long-term retention of two trained coordinators of participation		Coordinators will be trained to become experts in participation. It's important to consider that public servants are less paid then experts working for private sector and thus, we need to implement mitigation strategy to ensure their long-term retention after finishing their training and obtaining relevant experience in this field.	Governance & Management	Long-term	High	High	Medium	4	4	16	High	There is appropriate hiring process, we aim at channels enabling approach young people, absolvents, people interested in public service, work for the city (work for citizens), people interested in continuous learning and training (which would be added value for them). They need to be lead and motivated appropriately continuously (both financial and non-financial means).

I. Risk Register - All project's risk register												
Risk name	Deliverable/ Activity name	Description	Category	Risk Horizon	Probability	Potential Impact	Control over Risk	Core Probability	Impact Score	Overall Score	Priority	Mitigation Strategy Description
10. Internal barriers threatening the implementation of the participatory governance		This risk is related to public servants, employees and officials working for the city. Successful implementation of new governance model is built upon their willingness, capability and capacity to change their daily processes, the way how they think about their agenda, which should be built upon their understanding the value of participation. They have to incorporate participatory processes into their agendas.	Governance & Management	Medium-term	Medium	High	High	3	4	12	High	There will be training for municipal employees and officials to understand the value of participation and learning how to incorporate participation in their agenda. Furthermore, participation will be incorporated in internal directives and processes, mainly regarding the project management.
11. Insufficient engagement of certain		Risk related to the detriment of the most fragile and potentially	Governance & Management	Long-term	Low	Medium	High	2	3	6	Medium	To mitigate this risk, we have involved implementation partner People in

I. Risk Register - All project's risk register												
Risk name	Deliverable/ Activity name	Description	Category	Risk Horizon	Probability	Potential Impact	Control over Risk	ScoreProbability	Impact Score	Overall Score	Priority	Mitigation Strategy Description
sections of the population		marginalised groups. It's important to engage vulnerable groups of citizens as well and ensure climate justice when delivering project activities.										Need, which is organisation used to work with marginalized groups of citizens in terms of topics related to climate change. Coordinators of participation will facilitate following collaboration.

## Impact Framework



Proposal Form
Application Details
Is this a multi-Mission-city application?
No
City department (or equivalent) engagement
<p>In general, suggested interventions affect and engage all city departments directly, mainly when implementing systemic participation that should cover all city departments and their agenda, and change the overall municipal processes (and directives) including appropriate education in this field.</p> <p>Nevertheless, given by their agenda, the most important role in terms of the scope of expected participatory activities shall have following departments:</p> <p>The Architecture Office of the City  Dpt. Of Transport Construction  Dpt. Of Ecology and Public Space  Dpt. Of Energy Management  Dpt. Of Municipal Property Management  Dpt. Of Strategic Development  Dpt. Of Spatial Planning.</p> <p>Specific role/responsibility holds the Department of Strategic Development, which is responsible for coordinating the climate agenda in Liberec and interventions proposed in this project (including the overall administration). Therefore, there will be reached many synergies and overlaps in terms of the City Climate Commitments'(CCC work) and Pilot City Project's implementation (coordinated and administrated by this department as well).</p>
Stakeholders
<ul style="list-style-type: none"> <li><b>Citizens of Liberec/households and individuals</b></li> </ul> <p>In order to ensure a comprehensive transition of the city towards the climate-neutrality, it's crucial to approach the citizens. The transition of the city will not be possible unless all information are spread among the public in a comprehensive way. It's also important to take the hands-on approach, citizens need to see their voice is heard bottom-up and they are enaged in participatory, democratic and fully inclusive way.</p> <p><u>Intended role:</u> all activities related to participation, public education and raising awareness are connected with citizens, mainly WP3 in terms of broad public. Citizens shall be educated, informed and activated through a number of activities.</p>

Important topics: buildings' refurbishment, community energy, RES construction, sustainable transportation, sustainable consumption, waste management and circular economy, etc.

- **Housing cooperatives**

Housing cooperatives are important stakeholder in the field of community energy development and will be one of target groups in WP3

Intended role: housing cooperatives are one of key target groups within the public, where the aim is to support RES construction and their involvement in the community energy concept, first, they need to be informed about all benefits.

- **Municipal departments**

Municipal departments are important stakeholder when establishing the participatory governance model for the city. Their understanding, engagement and acceptance is crucial for successful establishment of the system/incorporation of the system into the city hall.

Intended role: departments will be engaged in establishing the new participatory governance model and when it's established, their agenda is incorporated in participatory activities in Liberec (processes are changed, participatory activities and following processes incorporated).

- **Denso Manufacturing Czech**

Large industry enterprise and the City Climate Contract signatory. Part of the global Denso enterprise that has committed to carbon neutrality by 2035 and some measures and climate actions have already been implemented successfully in Liberec.

Intended role: role-model, frontrunner inspiring and supporting other enterprises in Liberec in the field of climate-neutrality transition. Denso will facilitate the communication between the city hall and other industrial enterprises, will be a mentor for other enterprises in Liberec, there will be exchange and plant tours in Denso for other companies. Also, Denso and city will collaborate in the field of public education for broad public (meet the new face of industry).

- **Small and Medium-sized enterprises**

SMEs will be trained and educated through a number of courses that will be organized by the city and the CzechInvest Agency. Their capacity and capability for climate transition will be strengthened this way.

Intended role: participation on courses, their involvement in MEL (providing us with the feedback on courses, collecting and sharing best practice).

- **Large (industrial) enterprises**

We assume large enterprises already have capacity and capability for green transition, many of them have their own commitments in the field of CSR and ESG, few of them have commitments towards carbon neutrality. We want to activate them to become a part of transition team of the city (CCC signatories), to initiate collaboration, to activate them to increase their investments in climate actions and to cooperate in the field of strategic planning, MEL as well.

Intended role: participation on proposed activities: Denso plant tours, workshops (increase in capability, networking), involvement in best practice collection and disseminating, active participation on stakeholders' platform (expanding transition team of the city).

- **National Healthy Cities Network**

Association for around 140 municipalities in the Czech Republic, platform for collaboration of municipal employees and officials, supports municipalities with methodology and best practice sharing. Network is also the CCC signatory.

Intended role: partner in the field of best practice collection and exchange, dissemination of the project's results and learnings.

- **Business and Investment Development Agency: CzechInvest**

Key stakeholder in the field of supporting business and investments, the agency operates at regional, central and international level, its main objectives is to support innovations, agency is a state contributory organization subordinate to the Ministry of Industry and Trade of the Czech Republic, it's also the City of Liberec CCC co-signatory, when city collaborates with the regional office (the Liberec region) directly.

Intended role: connection between the city and business sector, collaboration on courses for SMEs, MEL activities. Important role in the field of replication (other Czech regional offices are prepared to replicate our verified solutions and approach towards SMEs).

- **People in Need**

Non-profit organisation focused on the goal of open, informed, engaged and responsible society. The City of Liberec collaborates with regional office and the organisation is the Liberec CCC co-signatory.

Intended role: we plan to collaborate in the field of participation and public education for vulnerable groups of citizens in Liberec. There is a great potential for replication for dissemination/transfer to other Czech regions through this organisation.

- **People Powered**

Global Hub for participatory democracy, serves as a global union for participatory democracy practitioners.

Intended role: Above all, we want to use this hub, network, for dissemination activities to share key learnings and best practice from this project internationally and inspire potential replication.

- **Local Action Group Podještědí**

This local action group is responsible for various actions in the field of projects' preparation and implementation, cooperation with national level (overall development of region), cooperation with educational institutions, responsibility for educational activities for children and youth.

Intended role: facilitation of appropriate communication with various actors in the field of education including primary schools' principles and collaboration on public-education for children and youth.

- **Liberec region**

The Liberec region is a higher authority for the City of Liberec, we assume collaboration in the field of environmental public education for children and youth, which is under coordination of the Liberec region (provider of the environmental education in the area of the Liberec region).

Intended role: collaboration in the field of public education (mainly for children and youth), collaboration in the field of MEL (dissemination and communication).

- **NGOs**

There are various NGOs in Liberec and we expect many of them to be engaged since they often work with specific target groups (NGOs providing leisure-time activities, social services including social activation services for families with children, mainly for vulnerable groups - people at risk of exclusion (with focus on children and youth), elderly, families).

Intended role: we expect to collaborate in the field of public education and awareness raising, communication and propagation of project activities, collecting the data for MEL. For example, we want to incorporate the topics of climate-change into leisure-time activities for children and youth (provided by NGOs).

- **Technical university in Liberec**

Local/regional university, the Pilot City Project partner in the field of community energy development and partner in the field of systemic innovation focal point in Liberec, active user of the Online platform launched under the Pilot City Project with the aim to raise awareness around climate change topics and mainly energy/community energy in Liberec.

Intended role: collaboration in the field of MEL, mainly in dissemination and data collection.

- **Primary schools**

Primary schools are contributory organisations of the city, the primary education is coordinated by the municipal Department of Education.

Intended role: key stakeholder in the field of incorporation of topics around climate change into informal/public education for children and youth, for communication with principals, we use the Local Action Group and the Department of Education as mediators.

- **Ministry for Regional Development of the Czech Republic**

Ministry is the key stakeholder for the city in terms of transition towards climate neutrality support at national level. Ministry is also the Liberec CCC co-signatory.

Intended role: we assume the collaboration mainly in dissemination activities, we will collaborate on the CapaCities 2.0 project and outputs of proposed interventions (this proposal) might be great inputs for CapaCities 2.0 and the overall support for Czech cities.

Alignment to eligible activities - Please identify where your interventions align with and link to the NZC Enabling City Transformation Programme's eligible activities, and provide a brief description.
Deploying technology, product, process, service, solution, policy, governance model
Yes
Deploying technology, product, process, service, solution, policy, governance model: Please briefly describe the above selected alignment of proposed interventions (max 2500 characters)
<p>Part of proposed activities will be involved with delivering social innovation for the city as establishment of the participatory governance model of the city, supporting democratic, inclusive and bottom-up processes, multi-level governance model/approach, supporting cross-sectoral manner of collaboration around city's development and especially its work towards climate neutrality. This should overcome the problem (valid for most of Czech cities) of insufficient public participation on municipal governance and poor cooperation between municipal departments and ensure all key stakeholders and public are proactively engaged in the municipal planning processes.</p> <p>Beside the mentioned social innovation, there are activities supporting and enabling deployment of innovative technologies, solutions through initiation of collaboration with business sector (and among business sector), collecting the best practice and sharing the database across the business sector in Liberec. This will even be accelerated by establishing a platform of stakeholders - a mechanism for longterm collaboration of stakeholders and the city around the climate neutrality. The aim of proposed activities is to scale up deployment of verified and successfully implemented solutions (including technology, product, proces, governance) mainly across local enterprises to support them in their efforts to reduce their energy consumption, to change the energy mix and others.</p> <p>Furthermore, regarding best practice, there will be organized Denso Manufacturing Czech plant tours for other enterprises from the city, with the aim to share knowledge, solutions and technologies verified in Denso to enable acceleration of their deployment in Liberec. Thus, enterprises will explore number of best practices and verified solutions in practice and will be provided with the opportunity to discuss it with Denso representatives, both within the plant tours and within following workshops.</p>
Strengthening cities' use of scientific research
Yes
Strengthening cities use of scientific research: Please briefly describe the above selected alignment of proposed interventions (max 2500 characters)
<p>This project proposal builds upon the results of Pilot City Project (results delivered by consortium including the university) among others, which were based on the scientific research of the university as well.</p> <p>As the most important, in terms of this proposal, we see the connection between translation of research into policy action this time. We aim at close collaboration with the Ministry for the Regional Development, which holds the responsibility for the overall support for Czech cities with ambition to become climate neutral, and covers the cross-sectoral support and collaboration at national level.</p>

Our project's results will be a valuable input for activities of the ministry, mainly in terms of the CapaCities 2.0 project's focus that should advance national support for climate-neutral cities with aim to advance governance structures and strengthen dedicated support for cities. The aim is to provide municipalities with enabling conditions to achieve the mission and since Liberec is the only Czech EU Mission city, Liberec should provide the ministry with the valuable feedback and experience based on its pilot activities including the research activities, and this is why Liberec has become an associated partner of CapaCities 2.0.

Establishing new knowledge, building capacity and capabilities

Yes

Establishing new knowledge, building capacity and capabilities: Please briefly describe the above selected alignment of proposed interventions (max 2500 characters)

Project proposal's main focus is on building capacity and capabilities for all key stakeholders for climate transition. Project proposal contains a number of activities with the aim to establish new knowledge and to build capacity and capabilities of city government and associated local actors through training and other forms of learning as:

- **Learning/courses for municipal employees and officials** to increase their knowledge, capacity and capability for climate actions. This involves education in the field of participation (to understand its logic and value) and in the field of energy and legislation regarding the climate-neutrality issues, which should increase their capacity and capability for execution of their agenda (with regard to climate-neutrality ambition).
- **Training for coordinators of participation** to be fully educated and trained for delivering all activities in the participatory agenda (this will be a very comprehensive, extensive and long-term education, including theoretical education, learning by doing - practical education, shadowing and consulting with participatory experts around concrete participatory processes and activities). It is challenging to find candidates with a full expertise and experience in participatory planning for the position of participation coordinators, hence the aim will be to grow the participation coordinators into real self-sufficient participation experts by the end of the project to be able to prepare, implement, assess and in general oversee even the most complex participatory processes in the future by themselves.
- **Workshops for SMEs**, increasing their capacity and capability for implementation of various actions related to their climate transition. We expect to be able to provide SMEs with a very well-prepared workshops since we put together our knowledge and capacities with the CzechInvest agency and we have already allocated resources for preparation of these courses.

<p>- <b>Increase in knowledge and awareness around climate change topics of broad public</b>, including public education <b>for children and youth</b> or <b>vulnerable groups</b> of citizens. The aim is to provide public with new, comprehensive knowledge about climate neutrality topics. Special focus will be paid to energy - community energy concept, RES constructing, buildings and facilities - refurbishment, replacement of natural gas, coal above all, sustainable transportation and other topics.</p>
Building more collaborative communities
Yes
Building more collaborative communities: Please briefly describe the above selected alignment of proposed interventions (max 2500 characters)
<p>One of the key pillars of this proposal is establishment of the participatory governance model for the city of Liberec, which will ensure a systemic approach towards public and stakeholder engagement in longterm instead of organizing one-off participatory activities. This will ensure a holistic, more efficient and proactive engagement of stakeholders and public in the city's planning processes, bringing the general public and the city hall closer and ensuring municipal actions reflect actual needs and the reality of the beneficiaries. To get there, focus on development of internal capacities and introduction of necessary internal processes promoting participatory approach is required, ensuring the municipal environment is prepared for public engagement. All participatory activities will be led by participation coordinators with support of participation experts.</p> <p>Furthermore, the project will introduce a mechanism for long-term collaboration with stakeholders - platform of stakeholders targeting primarily private sector. A stakeholder platform provides a framework for a regular collaboration around advancing climate neutrality. It fosters connections, identifies synergies and creates platform for experience sharing among the stakeholders (in this case mostly enterprises) themselves, as well as between the private and public sector. There is also a possibility to replicate or extend a such mechanism to engage in a systemic manner other stakeholders around this issue (e.g. NGOs, housing cooperatives etc.).</p> <p>Last but not least, several participatory processes engaging large public and other more specific target groups to actively contribute towards city's climate transition will be organized. A particular focus will be on engagement of vulnerable groups and children and youth. During the project, we will also identify and introduce mechanisms for long-term systemic engagement of communities around this topic to enable a regular collection of their feedback and proposals (e.g. a civic tech tool, a cyclical process, a mechanism to collect suggestions etc.) This activity will be led by participation coordinators with support of participatory experts and the best mechanism will be identified after a careful assessment of the communities' context and needs. All public engagement processes will be accompanied with active communication and awareness-raising campaigns to prepare citizens for active engagement and show them value of their engagement around this topic.</p>
EU Dimension and complementary activities
EU, national, regional policy alignment (Max. 2,500 characters)
<p>The project focuses on strengthening the capacity and capability of the city, which is a crucial element in the fight against climate change and is in line with the objectives defined in the European Green Deal. The EGD sustainability strategy aims at ensuring that the transition is inclusive and fair for all, also</p>



says that active public participation and confidence in the transition is paramount if policies are to work and to be accepted. The importance of the active role of citizens is also mentioned in the Horizon Europe climate-neutral cities Mission. Workshops held for SMEs will reflect their demand for relevant information regarding the necessity of specific EU regulation implementation, for example the Corporate Sustainability Reporting Directive. The New European Bauhaus also aims at cooperation between different fields of knowledge to deliver a common solution.

The activities are complementary to the national objectives too. The goal of the State program of environmental education, upbringing and awareness and environmental consulting 2016-2025 is an environmentally friendly society, where every citizen of the Czech Republic has guaranteed access to education and information that enable the development of knowledge and motivation to actively create a society aimed at sustainable development. The commitment that public administration should create a space where various participants – businesses, local citizens and others – can jointly participate in strategic planning and governance, discuss, seek consensus and compromise is mentioned in the Department of Sustainable Development Strategic Framework Czech Republic 2030.

The city's project activities are integrated into a larger strategy aimed at meeting the obligations of the Horizon Europe climate-neutral cities Mission. Activities are also in line with objectives stated in relevant regional strategic documents, the most important ones are Development Strategy of the Liberec Region 2021 – 2030, Smarter region for Liberec region, Climate Change adaptation action plan for the Liberec region. These strategies generally deal with adaptation to climate change, participation, education in the context of climate change, social innovation and communication and awareness-raising activities among relevant stakeholders.

#### Complementarity/building upon existing pilot activities (Max. 2,500 characters)

Proposed activities build upon the Pilot City Project (PCP, first cohort, The Initiation of the Sustainable Community energy for the City of Liberec), involved with the sustainable community energy development. Proposed interventions in PCP were also related to the communication with stakeholders, where the emphasis was placed on activation of key stakeholders, potential members of community, the online platform for community energy and communication strategy was delivered. Also, there was launched the awareness-raising campaign for broad public.

Most important are these project outputs, serving as the inputs for proposed interventions under the Enabling City Transformation Call:

- **Online platform** for Community Energy (consumer, producers, prosumers) - activating potential members, providing them with comprehensive information about community energy benefits and progress - also a space for awareness raising around all climate-change topics and relevant municipal projects
  - Online platform will be the main online channel for activating public
- **Mapped community energy stakeholders**
- **Communication Strategy** for communicating and promoting community energy concept in Liberec engaging all key stakeholders



- **Campaign for broad public** on community energy, launched in October 2024 (aimed at broad public, but there is missing personal contact in the form of mediators or one-stop-shop concept) - proposed activities will build upon general information shared across the city and will be complemented by more personal and tailor-made information and approach.
- **Partnership/connections built between the city, university and heating plant.**

This project proposal goes even beyond the community energy (energy domain), but topic of community energy will be still be one of the most communicated projects (mainly in case of business sector and specific target groups as housing cooperatives) and should ease the overall communication since it serves as a tangible project.

One of this project goals is to continue on developing the concept of community energy and transfer the initiation into implementation phase and to activate the potential members to engage.

#### MANDATE TO ACT: Articulating the challenge(s)

Enabling implementation challenge(s) (Max. 5,000 characters)

**In general, proposed activities address the barriers and priorities identified in the City Climate Contract (in the CCC Action Plan and CCC Investment Plan). One of the CCC strategic priorities, built on identified barriers, is „strengthening city capacity and capability, raising climate-neutrality awareness including participation, public education and facilitation, city networking and continuous learning“, which is fully in line with proposed interventions in this application.**

City of Liberec needs to implement the City Climate Contract and accelerate the transition towards climate-neutrality. Nevertheless, the city is still at the beginning and there is crucial to activate, educate and train all key stakeholders first, since the main barrier that needs to be overcome is the lack of capacity and capability, i.e. lack of comprehensive knowledge, awareness, little number and expertise of professionals working for the city, lack of investments in climate actions.

Also, there is insufficient cooperation with the private sector, insufficient public participation and engagement in the city governance including the climate-

actions. Given by the results of the emission inventory, we need to focus on households and businesses as the main sources of GHG emissions mainly in the sector of buildings and equipment/facilities and in the sector of transportation.

Of course, it is crucial to bridge the finance gap, which is also closely connected to functional cooperation with private sector (engagement of private sector). We want to support SMEs in the field of ESG and deployment of sustainable solutions, to accelerate their transition towards climate-neutrality.

In conclusion, there are following implementation challenges we want to address:

- **Lack of internal capacity and capability of the city/city hall (knowledge/understanding, number of professionals)**

**Interventions:** education in the field of energy and legislation, participation

- **Lack of capacity and capability of the business sector, mainly of SMEs (knowledge/understanding, number of professionals)**

**Interventions:** courses for SMEs, workshops for businesses, support of the exchange among business sector in Liberec

- **Weak public (broad public) awareness and understanding of the climate change topics**

**Interventions:** public education, awareness-raising activities for various target groups, incorporation into educational system for children and youth

- **Insufficient broad public participation in municipal governance**

**Interventions:** establishment of the participatory governance model, participatory activities for public

- **Weak cooperation of the city hall with key stakeholders for green transition, mainly with businesses**

**Interventions:** activation activities for business sector, including education, best practice and peer-to-peer learnings and exchange

- **Insufficient engagement of private capital in climate actions**

**Interventions:** activation of small-sized and large enterprises (above all) to increase their investments in climate actions

- **Insufficient number of City Climate Contract signatories from private sector**

**Interventions:** activation of business sector, at first stage focus on "larger" enterprises with their own CSR commitments.

There is also need to construct more renewables in the city to be able to change the energy mix. Thus, we need to activate all potential members for community energy and RES construction.

By successful implementation of suggested activities and proposed interventions, we expect to contribute significantly to the overall behavioral change in the society, which affects their decision-making processes towards long-term sustainability and willingness to invest into climate actions in long-term perspective.

**The overall goal is to increase capacity, capability, awareness, trust, understanding, engagement of all key stakeholders, leading to commonly shared vision for climate neutral city. This approach will lead to increase in climate action/investments in climate actions/ in the city and in GHG emissions cut in the long-term perspective.**

**Enabling social innovation, resulting from the proposed interventions' implementation:**

- participatory governance model for the city
- platform of stakeholders (expanding the transition team of the city)
- systemic collaboration with the business sector
- best practice database for business sector.

Strategic connectivity to city vision (Max. 2,500 characters)

**Proposed interventions are fully in line with the vision of climate neutral city.**

City of Liberec joined the EU Mission in 2022 and the City Climate Contract – commitments – was signed by all signatories in September 2024. The city

has committed to cut the GHG emissions by 82 % by 2030, mainly in the sector of buildings and facilities and in the sector of transport. Beside the main goal, there are medium-term objectives, which are cross-cutting and cross-departmental and represent a precondition for successful implementation of the CCC Action Plan portfolio and for the meeting the overall goal:

- to deepen links, partnerships, and mutual cooperation with all key stakeholders at local, regional, national, and European levels
- to establish an effective and long-term system of awareness-raising and education aimed at the general public, with an emphasis on children and youth, professionals, and politicians at the municipal level, in order to strengthen comprehensive knowledge and perception of climate change issues
- to increase municipal internal capacity, both in knowledge and finances
- to streamline municipal governance (multi-governance, decentralization, participation) at both strategic and operational levels, fostering an organizational culture open to change, innovation, and cooperation.

Related to the above mentioned, one of four strategic priorities was stated as following:

**CAPACITY BUILDING - Strengthen city capacity and capability by raising climate-neutrality awareness through participation, public education, facilitation, city networking, and continuous learning.**

**To fulfill this priority, city needs to be focused on:**

- Building internal capacities in the city: expertise of employees working for the city, while at the same time supporting and adequate structure and quality of relevant professionals/job positions in Liberec in line with current trends and labour market needs
- Increasing financial resources for the implementation of the CCC AP portfolio, where the purpose is to make the city's capital planning more efficient in general, to engage private investors, to use partnerships with private sector, to test new financial instruments
- Address systematically awareness and information in areas related to climate change, across the city, within the municipality, at the political and operational level, in the case of professional public and citizens, civic society as well.

**Relevance of implementation challenge(s) and enabling innovation to other EU Cities (Max. 5,000 characters)**

Proposed interventions have a great potential to become a source of learnings for other European cities and thus, across all work packages, we emphasize the importance of dissemination of project's results and we have allocated resources (both personnel and financial including travel expenses) for dissemination activities.

In general, we see possible benefits for other European cities, mainly from Central and Eastern Europe. For this, we expect to use the NetZeroCities consortium and NZC platform, partnerships we already have, including our neighbouring (partner) cities from Poland and Germany. At the international level, we also plan to collaborate with the People Powered hub/network. Project partners, including both consortium partner and the implementation partners will disseminate the knowledge (CzechInvest, Participation Factory, People in Need, Denso Manufacturing Czech).

We are aware that there are other cities (more matured) working on governance models as well and it might be interesting to put together inputs from governance models for less developed and advanced cities to develop verified theoretical model.

Nevertheless, we see the importance to become a role-model and frontrunner for other Czech cities that will follow our example above all. Czech cities still face the language barrier and this is why best practice and information from abroad are not that accessible for them and thus, we see a great importance to provide them with our experience in Czech language. For this reason, we will collaborate with the National Healthy Cities Network that is responsible for exchange between Czech cities, and with the Ministry for Regional development, which covers regional development at national level and aims at the overall support for climate-neutral, democratic and long-term sustainable cities.

We already participate in many activities, events, workshops, conferences organized for exchange between Czech cities and we share our experience acquired through our participation in the EU Mission.

Bellow are mentioned **specific benefits** of projects' main outputs and deliverables:

- One of the outcomes is **establishment of participatory governance model**, which is a **social innovation that might be replicated in other cities**, mainly in Central and Eastern Europe. To establish the functional participatory governance model, there will be trained two coordinators of participation, focus will be paid on incorporating their agenda into all municipal processes, departments, including appropriate municipal directives' amendments and appropriate education for municipal employees to understand the benefits, meaning and functioning of the participation. There is a potential to replicate this approach, this social innovation (moreover, the consortium partner responsible for relevant work package works internationally, beyond Czech borders).
- One of deliverables and outcomes of the project is a **best practice database** serving for widespreading the inspiration. We intend to create a database of verified solutions and innovations, mainly in the field of RES construction and energy savings' measures, methods or set of methods that were accepted as best to use in a particular business or industry, these might be connected with social or technology innovation, manufacturing processes or governance models/changes. We assume such output would be a great source of knowledge and inspiration within other European cities and we plan to collect best practice from abroad as well to collect really wide database to provide all interested entities as much tailor-made solutions as possible.
- We plan to deliver **guidelines for private sector/stakeholders' engagement**, these guidelines will be delivered both in Czech and English language and we see particular importance to share them across the Czech Republic. In general, there is a great potential for sharing the experience on engaging private sector, how to activate/how to approach SMEs, industry, what are possible areas for collaboration (tangible projects, areas for "entering the door") . Furthermore, we want to evaluate how citizens (specific target groups) and other stakeholders respond to various topics around climate neutrality and

specific communication channels.

#### MANDATE TO ACT: Political Mandate to Act

##### Political mandate of proposed interventions (Max. 2,500 characters)

Proposed activities are built on strong political mandate. As was declared above, proposed interventions are fully in line with City Climate Commitment delivered and signed by the city mayor and other signatories in September 2024. Signed City Climate Commitments: [https://www.liberec.cz/files/dokumenty/odbory/odbor-strategickeho-rozvoje-dotaci/iti/ccc-commitments\\_city-liberec\\_anonym.pdf](https://www.liberec.cz/files/dokumenty/odbory/odbor-strategickeho-rozvoje-dotaci/iti/ccc-commitments_city-liberec_anonym.pdf)

Regarding these commitments, we prepared this project proposal together with municipal deputies. The proposal was officially approved by the deputy mayors and by the city board in October 2024: <https://podklady.liberec.cz/?controller=open&action=rm&treepath=2024&contentpath=2024%2F2024-10-08+RM+19>.

A strong interest and commitment for implementation of suggested activities was confirmed, even when considering the fact there needs to be ensured sustainability of new jobs (positions of coordinators of participation) after the end of the grant-funded project.

Other relevant political commitment is stated in the participation on the Covenant of Mayors Pact, formalized in delivering the SECAP ([https://www.liberec.cz/files/dokumenty/odbory/odbor-strategickeho-rozvoje-dotaci/dotacni%20projekty/secap/secap\\_2022\\_06\\_15\\_final.pdf](https://www.liberec.cz/files/dokumenty/odbory/odbor-strategickeho-rozvoje-dotaci/dotacni%20projekty/secap/secap_2022_06_15_final.pdf)) .

The topics around Climate change are also incorporated in the main strategic plan for the City of Liberec and in sectoral strategies as the Adaptation Strategy or the Sustainable Urban Mobility Plan for the agglomeration of Cities Liberec and Jablonec nad Nisou, Local Energy Strategy. The political commitment and willingness to dedicate resources for delivering these document – to allocate resources for strategic planning in those fields, prove the strong political mandate.

Letter(s) of Support: Please confirm that you have uploaded the city/cities' letter(s) of support in the Files section

Confirmed

#### MANDATE TO ACT: Consortium and stakeholders

##### Consortium partners: roles, relevance, and contribution (Max. 5,000 characters)

Consortium is created by two entities, Statutory City of Liberec and Participation Factory (private company). Nevertheless, there is very important role of our implementation partners as well.

Consortium was created with regard of scope of the interventions and activities planned (and costs related to those activities). There are also implementation partners, important for successful implementation of proposed interventions, but they are not members of consortium with allocated budget. In the case of implementation partners, we have built our collaboration on their own resources already allocated, since we have discussed the range and scope of mutual collaboration on the project, and some of related costs are included in the budget allocated for the City of Liberec.

Important fact is that we build upon our shared commitments towards climate neutrality. Most of partners involved with the implementation are the City Climate Contract signatories and since our commitment is strong, we have already dedicated own personnel resources and with help of the funding under this call, we can reach many synergies and move our collaboration forward.

**Statutory City of Liberec** is a **proposal lead and lead of all work packages**. City holds the main responsibility for delivering all outcomes including the MEL activities and the overall project coordination and management. City of Liberec builds upon its Climate commitments and previous experience, obtained mainly when working on Pilot City Project. City of Liberec has been the Covenant of Mayors signatory since 2016 and in September 2024 submitted the City Climate Contract. Since 2023, city has been participating in various (Horizon Europe/2020) projects (as a lead, consortium partner or replication city) in the fields as energy, sustainable mobility, sustainable finance. Beside our experience, knowledge, we also build upon partnerships and links to other stakeholders, partners, cities, at local, national and EU level.

**Participation Factory** is the lead Czech participation expert with a vast experience building internal capacities of public institutions in the field of participation. They have implemented two major projects that have introduced 26 new positions of participation coordinators in 11 Prague municipal districts (in cooperation with Prague Institute of Planning and Development) and 5 Slovak regions (in cooperation with the Slovak Office of the Plenipotentiary for the Civil Society Development). They were in charge of intensive capacity building of participation coordinators and supporting them with implementing 70+ participatory processes, as well as supporting development of internal directives reflecting participatory processes and required standards for quality engagement. Furthermore, Participation Factory has experience with participatory processes internationally: it has delivered over 200 participatory processes in 14 countries on 3 continents. Given its experience, Participation Factory is the right partner to support establishment of the participatory governance model and provide support and oversight to participation coordinators during preparation and implementation of processes engaging stakeholders and the public. Given its connections both within the Czech Republic and abroad within the participation practitioners community, it will also provide important support with dissemination of project learnings.

To have the sufficient capacity for successful delivery on time, we have allocated relevant FTEs (PMs) in the project proposal budget. Furthermore, it is necessary to collaborate with the coordinator of the EU Mission for the city of Liberec (in the Department of Strategic Development), who has allocated appropriate capacity for this agenda, although it is not incorporated in this proposal budget, this is a part of the agenda paid from the municipal budget.

In general, we assume the consortium has sufficient expertise and competencies to deliver expected outcomes on time, since in cases where the expertise

is missing within the city of Liberec, project partners - either consortium partner or implementation partner - comes in with relevant expertise and experience. Eventually, some services have to be purchased and subcontracted.

Collaboration with a consortium partner Participation Factory will be defined (responsibilities, rights and obligations) in the Consortium Agreement. Furthermore, the work plan sets up responsibilities for specific activities clearly and both members (both city and Participation Factory) are fully aware of their responsibilities, roles and agenda.

Collaboration with other partners, implementation stakeholders, is mainly built on the City Climate Contract, based on share vision, commitment and attempt to deliver desirable outcomes beneficial for all stakeholders involved.

Collaborating with stakeholders: roles, relevance, and contributions (Max. 5,000 characters)

Beside the consortium, there are other stakeholders crucial for successful implementation with specific roles in work packages (see letters of support attached).

### **CzechInvest**

Intended role: collaboration on preparation and delivering workshops for SMEs, delivering the specific topics based on SMEs' demand identified and assuring relevant speakers/lecturers, delivery of list of local SMEs/possible participants, propagation of the courses (ensuring sufficient demand on workshops), dissemination for other CzechInvest regional offices.

Work packages related: WP2, WP3, WP4

Timing: mainly M1-12 (activity 2.3, 2.4, 4.2), in case of dissemination M12 – 18, and ad hoc in terms of communication activities

### **Denso Manufacturing Czech**

Intended role: collaboration on facilitation the communication with industrial enterprises in Liberec, collaboration on peer-to-peer learning for other enterprises, workshops, public education, communication, collecting the best practice database and dissemination.

Work packages related: WP3, WP4

Timing: M1 – 18 (activity 3.1, 4.1, 4.2)



### People in Need

Intended role: collaboration on participatory and public education activities for vulnerable groups of citizens.

Work packages related: WP3, WP4

Timing: M1 – M18 (activity 3.3, 3.4, 4.2)

### Local Action Group Podještědí

Intended role: collaboration on incorporation of Climate change topics in public education for children and youth, mainly in the field of providing us with the knowledge, mapping of the environment in Liberec and facilitating communication between the city hall and principals of primary schools

Work packages related: WP3

Timing: M1 – 18 (activity 3.2)

## CAPACITY TO ACT: Capacity and capability

Capability and capacity building (Max. 5,000 characters)

Our approach to successful generation, sharing and retaining knowledge, know-how, skills is based on allocated resources by both consortium partners. Key aspects of our approach:

1. Focus on capacity building of key employees of the city hall to ensure the knowledge remains within the institution beyond the duration of the project
2. Focus on capacity building of private sector
3. Focus on awareness raising of public, especially vulnerable groups and youth
4. The creation of dedicated workplaces to ensure internal capacities of the city of Liberec to act towards climate neutrality
5. Ongoing monitoring and evaluation of results and sufficient time, budget, person months allocated in WP4, ongoing capturing of lessons learned
6. Incorporation of standards for quality participation in the municipal directives to institutionalize participatory processes and newly acquired knowledge
7. Development of guidelines for stakeholder engagement to capture experience and knowledge and enable replication
8. Cooperation within consortium and all implementation partners over the duration of the project (regular check-in meetings, to keep the consortium and implementation partners involved, up to data and organised)
9. Cooperation based on a clear vision and political commitment in the City Climate Contract. Close collaboration with the

EU Mission coordinator for the City of Liberec and transition team.

10. Cooperation based on intense monitoring, evaluation, based on feedback and learnings to be prepared for future challenges with an agile approach.

We assume that the consortium will provide all the necessary capabilities and will be well complemented by implementation partners and their knowledge.

#### **Project decision making:**

The supreme project body within the consortium will be General Assembly (stated by the consortium agreement).

All procedures and decision making will be in compliance with the municipal rules, i.e. all results will be submitted and discussed by established committees and commission (advisory bodies of city board and city council). Also, the city established the commission for the EU mission 100 climate neutral and smart Cities. This commission will also discuss the project. Mentioned committees and commissions can submit professional opinions and recommendations to the city council, who is the supreme authority at the city level.

To contain all the necessary capabilities, we invited the Participation Factory company to the project consortium. The overall goal is for Participation Factory through the proposed interventions to transfer its extensive know-how which participatory processes to the city of Liberec, in order for the the city, by the end of the project, to have the capacity and capability to deliver even more complex participatory processes uniquely through its internal capacities. This is the reason for intensive collaboration between Participation Factory experts and participation coordinators through 17 PM of the project: intensive and practical training as well as support with delivering specific participatory processes and their shadowing in the field. By the end of the project, the goal is to have two self-sufficient participation experts in the role of participation coordinators and the standards captured in the internal directives. Also, it is important to work with other key city hall employees to train them in the basics of participation in order to enable a smooth cooperation with participation coordinators and implementation of participatory processes across the city hall departments.

Last but not least, MEL and dissemination activities are key to capture the generated know-how, ensure it is retained within the city of Liberec for further application and also shared further with other cities. We will monitor and assess our interventions throughout the project to be able to capture key learnings throughout and even to be able to timely react to identified challenges and immediately apply key learnings to the activities of the project. Key learnings will be reflected in deliverables such as

„Guidelines for private sector stakeholders‘ engagement“ and „Participatory and Engagement Plan for following period“.

CAPACITY TO ACT: Sound work plan and budget
Sound work plan: Please confirm you have completed the Work Plan tab in the application platform
Confirmed
Budget: Please confirm you have uploaded your budget (Excel template) into the Files section in this application form/platform
Confirmed
Financial plan for implementing the interventions (in budget and over the eighteen-month grant timeframe) (Max. 5,000 characters)
<p>We assured all proposed interventions are incorporated in the budget, both consortium partners allocated sufficient budget for delivering all activities in the eighteen-month grant timeframe. Because the timeframe is too short, from the beginning we discussed the sustainability beyond the grant with our deputies. Premise is there is major part of personnel costs related to proposed interventions, where there is possible to prepare follow-up projects. But mainly, we are proposing creation of two new job positions, coordinators of participation who will be trained over the period of the project duration. Of course it is crucial to keep the sustainability of those positions beyond the end date of the grant project, which is something that we discussed and agreed on the importance of the sustainability of the whole newly established model. Thus, we expect to fund the personnel cost related to those coordinators from the municipal budget then.</p> <p>Furthermore, we build on strong political commitment, stated in the City Climate Contract, which is fully in line with proposed interventions. Also, the topics around this proposal including public education, awareness raising or strengthening the collaboration with private sector are incorporated in key strategic documents of the city. There is strong connection to the community energy development as well. This Pilot City Project has really strong political commitment and dedication and many follow-up activities will be connected to community energy as well, which means funding will be provided.</p> <p>In the proposed budget, there are secured sufficient resources:</p> <p><b>WP1:</b> this work package covers personnel intensive activities, connected with hiring and training of new coordinators of participation. <b>Personnel cost of coordinators are quite low since daily rates are in accordance with salary range for people working in public administration (given by the law). There are also personnel costs of Participation Factory, related to training of those coordinators, which is a private company with higher wage rates for their senior experts who will be working on the project.</b> However, we are convinced their experience and know-how are key to build internal know-how of the city hall in terms of participation and ensure our self-sufficiency in this matter in long-term. The goal is that after this intensive training and support, the city hall's internal capacities will be fully sufficient and there will be no need for external support to deliver quality engagement processes in</p>

longterm.

- **we expect to deliver 2 fully-trained participation coordinators**

**WP2:** This is the only WP connected with subcontracting, since we want to subcontract a course for employees/officials working for the city and to be provided with the accredited course. In the case of the workshops for SMEs, costs are related mainly to speakers

- **we plan to organize at least two workshops for SMEs (2 - 4 workshops, given by the demand)**
- **we expect to educate 20 municipal employees at the first stage**

**WP3:** This work package is dedicated to engagement of stakeholders including both business sector and citizens. This means costs related to various participatory and engagement activities as material, renting space, catering etc.

- **we expect to deliver at least 4 public events/campaigns for public (most probably broad public; vulnerable groups (marginalized people at risk of social exclusion); housing cooperatives; kids and youth)**
- **we expect to deliver at least 3 participatory processes over the duration of the project**
- **we expect to deliver at least 6 plant tours and 6 follow-up workshops for businesses**

**WP4:** We allocated specific resources, both financial and personnel, for MEL activities, furthermore, there will be complementary resources from municipal budget and community energy budget related to communication and dissemination.

- **we expect to travel for at least one site-visit to other EU city and organize one site-visit in Liberec, beside foreign cities, we expect to travel across the Czech Republic for dissemination.**

**WP5:** For the overall project management, we allocated person months for the overall consortium and implementation partners coordination and the project administration. Also we allocated resources for mandatory CFS.

Across all work packages, there are dedicated specific resources/person months for cross-cutting activities as communication, propagation, dissemination, coordination, administration of project activities.

CAPACITY TO ACT: Risk Management
Risk management: Please confirm that you have completed the Risk Register in the Risks tab
Confirmed

CAPACITY TO ACT: Cross-cutting Considerations
Cross-cutting considerations (relate) (max 2500 characters)
<p><b>Proposed interventions relate fully to the issues and opportunities of diversity, inclusion, gender dimension, accessibility and just transition.</b></p> <p>The premise of proposed interventions is to support implementation of City Climate Commitments and to meet the goals as:</p> <ul style="list-style-type: none"> <li>- Contributing to behavioural change in society</li> <li>- Addressing social issues and the needs of vulnerable groups</li> <li>- Increasing participation in all processes, establishing multi-level governance</li> </ul> <p>When delivering the outputs, Liberec reflects following key principles fulfilling cross-cutting considerations:</p> <ul style="list-style-type: none"> <li>- Climate justice, where it is necessary to ensure education accessible to all taking into account vulnerable groups and their access to education, addressing energy poverty and preventing related social risks.</li> <li>- Transparency, where the whole process of Climate transition is transparent, all documents published, public engaged</li> <li>- Building an inclusive city ecosystem, where it is necessary to build a functional city ecosystem based on multi-level governance and participation (co-creation) of all key stakeholders, including citizens, to contribute to a shared vision and its active support.</li> </ul> <p>The project interventions meet diversity, inclusion, gender dimension, accessibility and just transition mainly in the field of engagement and education. When delivering activities in the field of raising awareness and participation, we will be focused on various target groups and various channels. All information need to be fully accessible, which means to use both online and offline instruments, information in a written, visual and audio form, all events need to be held in spaces fully accessible for disabled people as well. We need to be focused on vulnerable and marginalized people specifically, we have already mapped this group in Liberec, and to ensure our approach to be fully inclusive and just, we will be provided by the support from the implementation partner People in Need. We are dedicated to assure there will be no one left behind, intolerated or discriminated because of the age, disability, ethnicity, origin, political belief, race, religion, sex or gender, sexual orientation, language, culture.</p>
Cross-cutting considerations (approach) (Max. 2,500 characters)

Proposed interventions are compatible with relevant national and European environmental legislation and are supporting environmental objectives related to DNSH:

1. Climate change mitigation: interventions are 100% supporting. The goal of the activities is to build capacity and capability to better mitigate the climate change issues by raising awareness, education and training for key stakeholders. Measures promoting number of technology solutions towards increases in energy savings and RES construction are considered compatible with the DNSH assessment for the climate change mitigation objective, provided they are accompanied by increased renewables generation capacity.
2. Climate change adaptation: interventions are 100% supporting, they do not lead to an increased adverse impact of the current climate and the expected future climate, on the contrary, they are aimed at building capacity to improve the status quo (through mobilizing public and stakeholder engagement, building a capacity to act on the side of the city of Liberec)
3. Sustainable use & protection of water & marine resources: Interventions have no or have an insignificant foreseeable impact
4. Pollution prevention & control: Interventions have no or an insignificant foreseeable impact, no activity leads to a significant increase in emissions of pollutants into air, water or land.
5. Transition to a circular economy: interventions contribute substantially to an environmental objective. They are aimed at building capacity to improve the status quo (through mobilizing public and stakeholder engagement).
6. Protection and restoration of biodiversity & ecosystem: interventions have no or an insignificant foreseeable impact.

The impact of the intended pilot activities will not only have a positive effect on the entire population of the city, but also allows individuals regardless of age, gender and origin to participate in activities in the field of participatory activities, events as civic forums, workshops and give their opinions in a survey. We are aware it's crucial to ensure that all voices are heard and that changes in the city are made in the best knowledge and conscience.

#### CAPACITY TO ACT: Citizen Engagement And Participation

##### Citizen participation (max 2500 characters)

Citizen participation is a key pillar of this project. The established participatory governance model of the City of Liberec will set up processes for systemic and long-term citizen engagement around climate neutrality when it comes to their informing, ongoing inputs collection, feedback sharing etc. Long-term goal is to engage citizens around the implementation of the city climate commitment and empower them to become key actors actively contributing towards the city's climate neutrality transition. However, since currently most of citizens are not used to active engagement, it is key to prepare them for a such active level of engagement. This is why this project will focus especially on awareness raising about the topic and options for engagement to generate citizens interest to take a more active part to support the implementation of the city climate commitments.

Within the project, we have planned the following citizen participation processes:

- Targeting general public: awareness raising about the topic accompanied with mapping their needs and priorities and informing about possibilities to get involved. This process will lay ground for further more active cooperation and engagement with citizens around the implementation of the city climate commitments. It will also allow to narrow focus through identifying priority topics for citizen engagement.
- Targeting vulnerable groups (e.g. people living in energy poverty): closer mapping of their needs and priorities, collection of feedback, generation of ideas for specific actions to support vulnerable communities in climate neutrality transition
- Targeting children and youth: co-creating climate focused curriculum for public and informal education. We aim to run a participatory process engaging various stakeholders but also the eventual beneficiaries of this curriculum - youth and children - to map their needs as well as ideas in order for the curriculum to be receptive to their needs and interests.

In addition to the citizen participation, the project will introduce mechanisms for systemic engagement of stakeholders, mostly from private sector. Other stakeholders such as NGOs and housing cooperatives will also be closely engaged. Engagement of stakeholders will be mostly around setting up mechanism for long-term cooperation around the implementation of the city climate commitment and beginning of such cooperation.

#### Citizen engagement (Max. 2,500 characters)

It is key to generate interest of citizens to contribute actively towards climate neutral city transition and generate a sense of co-ownership for this initiative. It all starts with raising their awareness, educating and showing options for how to get involved. A big part of the citizens engagement activities under this project will thus focus on awareness raising in order to build a common understanding for the vision of a climate neutral city and what everyone's role can be in this transition process. In terms of broad public, given the main sources of GHG emissions, our activities in the field of public education and awareness raising will be focused mainly on the buildings and transport sectors (which are very closely linked to the energy sector).

Apart from targeting a broad public, it will also be key to target specific demographics through appropriate channels and processes that are better suited to their contexts: in particular, we will work closely with vulnerable groups and children and youth.

It is however also key for citizens to feel included in the city's planning processes as well as, when relevant, in the implementation and monitoring of city's initiatives. However, we will not be able to immediately engage citizens in all phases of these processes since the very beginning. It is a process that will first require building capacity and interest of citizens to get actively engaged, as well as capacity and understanding of key city hall departments about the need to engage citizens in these processes. This is why we will start with awareness raising activities and mapping of citizens needs and priorities at the beginning, before proceeding with their active engagement in the planning and implementation of the city's initiatives. In parallel, key city departments will undergo a series of trainings to understand the value of participation and value of engaging citizens in planning processes or implementation and monitoring phases. Together with them, we will explore also specific opportunities and needs for citizens more active engagement that we would like to under leadership of participation coordinators initiate during the duration of this project.

Main goal of citizen engagement is to increase in investments in climate actions both in private and public sector.

Specific goals (in line with CCC) of engagement process:

- Increase in share of refurbished residential buildings
- Increase in share of refurbished industrial and businesses' buildings



- Increase in utilization of e-mobility
- Increase in utilization of public transport
- Increase in utilization of active mobility
- Increase in RES in energy mix of the city
- Increase in the number of members of community energy (free association for renewables) in Liberec
- Decrease in number of coal boilers in residential housing
- Decrease in natural gas in business sector
- Increase in the number of newly installed PV plants in the city
- Better perception of wind energy by broad public
- Other than economic drivers incorporated in decision-making about actions in Liberec
- Topics around climate neutrality incorporated in environmental education and training
- Increase in the number of CCC signatories

#### IMPACT: Innovativeness: Enabling whole-city innovation

##### Enabling innovation (expected outcomes) (Max. 5,000 characters)

Expected outcomes help to overcome identified implementation challenges and enable system change because of the project interventions aim at systemic changes in the city, focused on broad public.

In general, proposed activities address barriers and priorities identified in the City Climate Commitments. For successful implementation it is crucial to increase the overall city capacity and capability and to raise climate-neutrality awareness, to be focused on education and training of all key stakeholders to contribute to the sustainable change in the society, to contribute to the behavioral change in the society in the long-term perspective. Briefly, the precondition for meeting the goal of Climate-neutral city, there need to be changed decision-making processes in favor of sustainability and increased investments in climate actions.

As the main enabling Innovation serves establishment of participatory governance model for the city, which is completely new approach for the city enabling the behavioral change in the society. Other enabling innovation is the initiation of systemic collaboration with private sector, enabling increase in climate actions implemented in the city in the long-term perspective through raised awareness, shared knowledge, active collaboration and verified solutions deployed.



We need to engage citizens (with focus on specific target groups, as children and youth, marginalized people, disabled people, elderly, other vulnerable groups of citizens) to be a part of governance-model of the city, to take the hands-on approach (bottom-up). This should be enabled by the outcomes „Establishment of participatory governance model“, „Incorporation of climate-change topics in education for children and youth“.

To engage business sector to accelerate their transition towards climate neutrality and sustainability, to increase their investments in climate actions and their participation on community energy concept, we need to support them, which should be enabled by the outcomes „Initiation of long-term sustainable collaboration and communication with private sector“, „Platform of stakeholders“, „Best practice database for business sector“.

#### Openness to unforeseen outcomes (Max. 2,500 characters)

We expect to make space for observing and capturing unforeseen direct or secondary effects in the work package dedicated to monitoring, evaluation and learning. We have allocated resources (13 PMs in total) for activities related to MEL and we assume that unforeseen effects will

- a) serve as a valuable feedback (based on monitoring and evaluation and learnings) for any amendments and changes in the participatory governance model for the city and system of collaboration with private sector
- b) be reflected in the deliverables in form of „Guidelines for private sector stakeholders‘ engagement“ and „Participatory and Engagement Plan for following period“ and „MEL reporting“.

There are activities dealing with the projects‘ impacts and results including the unforeseen effects as:

- A4.3 Learning from the outcomes and applying changes to increase efficiency
- A4.2 Monitoring of the interventions and their analysis and evaluation

Both consortium partners will deal with these activities and issues. Moreover, the implementation partners will be very important providers of the inputs in the field of capturing and observing unforeseen effects. CzechInvest Agency and People in Need see a great potential for replicability of intended activities in other regional offices/departments, and beneficial will be learnings from unforeseen direct or secondary effects.

As we plan to collaborate with a cluster of cities, there is very possible to reach some unforeseen outcomes that are not really clear to all of us currently. We have agreed on many possible synergies and overlaps in terms of common topics, actions, goals and approaches to be shared, improved and replicated, however, all of our proposals have many activities that are not yet detailed enough and over time, when we will be capable to go more in a detail in terms of all actions, there will be much more tangible opportunities and we expect there will occur some outcomes that are unforeseen now.

#### Learning enquiries (Max. 2,500 characters)

Proposed interventions are focused on elaborating following learning enquiries:

<p><b>1. How to engage broad public and specifically vulnerable groups of citizens through a participatory governance model?</b></p> <ul style="list-style-type: none"> <li>a. What instruments/channels work best for specific target groups?</li> <li>b. What is the motivation and specific (tangible and comprehensive) topics suitable for activating public?</li> <li>c. What level of participation on governance will be desirable and accepted by public, politicians and municipal employees?</li> <li>d. What areas/topics across all municipal departments will be a part of participatory activities?</li> <li>e. How to incorporate participation in municipal processes to achieve the most effective and accepted result across the whole city?</li> <li>f. How to secure the long-term sustainability of such model over political cycles?</li> </ul> <p><b>2. How to engage business sector and motivate businesses in climate actions?</b></p> <ul style="list-style-type: none"> <li>a. How to motivate business sector to communicate with the city hall, defining the main benefits</li> <li>b. What instruments/channels is best to use for activating and approaching business sector to ensure no one would be left behind</li> <li>c. What will be specific (detailed) topics and fields of action, what will serve as tangible projects to be communicated?</li> <li>d. How to convince businesses to allocate resources for climate actions and personnel resources for collaborating with the city hall?</li> <li>e. How to motivate businesses for sharing best practice?</li> </ul> <p><b>3. How should be the topics around Climate change incorporated in informal and formal education and public education for children and youth?</b></p> <ul style="list-style-type: none"> <li>a. What target topics to be involved in the education</li> <li>b. How to approach children and youth, primary schools' principles and other educational institutions</li> <li>c. How to support the information flow from children and youth to their families</li> <li>d. How to incorporate systemic change in the curriculum, in the Local Action Plan of Education?</li> <li>e. How to incorporate systemic change/topics around climate change in formal education? How to communicate this with the appropriate ministry at the national level?</li> <li>f. How to motivate citizens – parents to push this change from bottom up to decision-makers?</li> <li>g. How to collaborate on environmental education with the Liberec region?</li> </ul> <p>Since these areas are new for us, we have allocated sufficient resources in the work package dedicated to the MEL activities to dedicate sufficient capacity for monitoring, evaluation, learnings, including unforeseen effects and communication to relevant stakeholders.</p> <p><b>Innovativeness (Max. 5,000 characters)</b></p> <p>We see the key innovativeness of our project in the systemic and holistic approach towards creating behavioral change of all relevant stakeholders - in particular municipality, private sector, and general public - to generate a shared understanding and initiate a collective action towards achieving climate neutral city transition. We believe this approach will guarantee sustainability of the proposed interventions in long term and generation of a significant positive impact. This approach shall be relevant to other cities both in the Czech Republic and elsewhere and we hope the outcomes of the proposed</p>
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project will inspire other cities to replicate it.

Specifically, we see the main innovativeness in the following areas:

- **Participatory governance model**, which is a systemic solution that will ensure capacities and capabilities of the municipality to proactively engage key stakeholders and citizens in the city's planning and decision-making processes in long-term. Primary focus of this project is to focus on engagement around climate neutrality transition, however the model can be applied to any municipal agenda. This approach has already been tested and implemented elsewhere but is still fairly new in the Czech Republic and in general in Central and Eastern Europe and to our knowledge it has not been tested, at least in the Czech Republic, within the context of climate neutrality transition.
- **Stakeholder platform** to establish a framework for a close cooperation between private sector and public sector and make private sector a key driver of the climate neutral city transition. This model has been tested elsewhere in other agendas (such as cooperation of NGOs working with marginalized communities in Eastern Slovakia) but to our knowledge we are not aware of a such model of a close and systemic collaboration between private and public sector, especially not in the Czech Republic. We see a great potential to generate a significant impact through this model.
- **Focus on children and youth**: proactive engagement of children and youth in the development of educational climate-focused curriculum, alongside other key stakeholders, to ensure needs and habits of target beneficiaries are reflected in the final curriculum. This approach has been implemented elsewhere (e.g. Slovakia) but only at the level of high schools and we plan to engage also younger children. It is still a rather rare approach, which has potential to generate a great impact to develop a generation of active climate-aware citizens. Furthermore, working with children and youth have potential to eventually lead to a behavioral change also among their parents.

While we are aware these innovative approaches have been applied elsewhere, it concerns mostly rare and sporadic cases that served as a “proof of concept” of the approach, validating that this approach works. Furthermore, in all known cases to us, our expert partner Participation Factory was leading these innovative initiatives. However, we are not aware of such a holistic systemic participatory governance model approach at a scale of the city such as Liberec, especially not in the context of Central and Eastern Europe. Our project will combine several mechanisms for systemic and long-term collaboration and engagement of public and key stakeholders, from creating the role of participation coordinators and integrating participatory approach within the city directives, to establishing private businesses' stakeholder platform to regular engagement of the public, including specific groups such as children. All these mechanisms are complementary, together enhancing inclusive approach to decision-making and proactive cross-sectoral approach to implement city neutrality.

Furthermore, within each participatory process, we apply innovative tailor-made methods that maximize efficiency of such activities engaging diverse stakeholders and target groups, leading towards tangible outputs and generating collective knowledge, which leads towards identification of innovative solutions.

Last but not least, we are aware that the know-how required to design and implement such innovative tailor-made participatory methods and mechanisms need to be acquired over time and that the city administration does not have it at this moment. For this reason, we work with the expert partner Participation Factory whose role is to onboard participation coordinators and other municipal employees and transform them into participation experts through support and oversight consisting in hands-on training and shadowing during implementation of actual participatory processes. We perceive this way of transferring such important know-how and skills within the public sector as innovative as we are not aware of any such approach apart from two cases in the Czech Republic and Slovakia that the Participation Factory took part in.

IMPACT: Impact
Direct Outcomes of interventions   Approach to integrated monitoring, learning and evaluation (MEL)   Long-term targeted Impacts
Confirmed
Complementarity for enhanced impact (Max. 5,000 characters)
<p>We see many synergies and complementarities between project proposals' submitted to the ECT call. During the ECT Boot Camp, we had few discussions with other Cities' representatives and given the complementarities and similarities, there are great opportunities for Exchange. In general, there are very common topics, goals and problems and blind spots as well in our proposal. Very common topic is the issue how to strengthen and build commitments towards climate-neutrality, how to build capacities and capabilities, topics as engagement of key stakeholders, education and trainings for various target groups including children, young people, businesses, municipal employees and officials, financial sector and climate investments, municipal governance models. There is common focus on appropriate channels and tools including digital tools, systemic changes at national levels and importance of governments, importance of monitoring and some issues regarding capabilities to collect and process all data in house. Currently, we see most complementarities with cities: Ljubljana, Turku, Nantes, Hague, Lund, portuguese cities. We have already agreed on collaboration with some cities and we expect the collaboration and mutual Exchange and inspiration to go even beyond this agreement and to be spread over time of project duration and even beyond that. For example, there might be complementarities in the field of different maturity stage of our cities, since Liberec is still a beginner in the field of participation and climate actions. We think when putting together inputs, variables from the less-developed CEE country/countries and inputs and learnings from establishing governance model from well-developed country/countries, these would be valuable inputs for defining the theoretical model.</p> <p>Initially, we expressed dedication to Exchange with <b>the city of Barcelona that was applying with the project "Empowering Citizens and Communities for Climate Neutrality in Barcelona" (see Letter of Supports exchanged). As their application was not successful, we agreed on Exchange with cluster of Cities: Ljubljana, Nantes, Turku, Hague, Liberec.</b></p> <p>Overall, as initially proposed, there might certainly be found a lot of topics for other mutual exchange in the field of education, stakeholders engagement, social and technology innovations transfer across the business sector, monitoring, standardisation and benchmarking, data management, policy amendments etc. with other cities. We are open to exchange and various forms of collaboration with other cities engaged in the ECT programme.</p> <p>We are aware that the complementarity and replicability of interventions across the European Union is crucial, nevertheless, our premise is to become source of knowledge and experience for less developed cities from Central and Eastern Europe, mainly for Czech cities. Given the maturity of the Czech Republic, we don't think there is much possibilities to provide well-developed European cities with better expertise and experience, but we see the importance to become a role-model for the cities across the Czech Republic, since:</p> <ul style="list-style-type: none"> <li>• those are at the very beginning of the transition towards climate-neutrality, with very low knowledge and understanding and support from the national level</li> <li>• the language barrier and for many Czech cities it is practically impossible to participate on the international exchange in English,</li> <li>• we have very good and functional connections to all Czech agglomerations, including regular meetings (online meetings every week and personal meetings every quarter, which provides us with a great opportunity for exchange - our relationship is built on long-term cooperation and trust, which we see as crucial).</li> </ul> <p>Although we plan to transfer the knowledge across the border of the Czech Republic, actually we can see much bigger overall impact of such exchange across the Czech cities, moreover because of the shorter distance and possibility to meet in person regularly and because of the same conditions given mainly by the policy and legislation.</p>
IMPACT: Enabling innovation interventions' replication and transferability
Replication (speed) (Max. 2,500 characters)
We believe our project interventions have a great potential for replication and deployment across the European Cities, as was mentioned above, mainly in

the case of Czech cities.

To speed up and accelerate the replication of our innovative interventions, there will be delivered outputs such as Guidelines for stakeholders engagement in Climate actions comprising information about the establishment of the participatory model as well.

All deliverables will be delivered in Czech and English language, which will enable scaling up the deployment.

We expect a great potential for replication in the case of below mentioned outputs and deliverables:

- **Establishment of participatory governance model for the city**

- o The long-term process of education and training (learning by doing, shadowing) of coordinators of participation
- o Incorporation of participatory processes and standards into the internal directives
- o Potential for replication mainly in less developed CEE countries

- **Engagement of stakeholders in climate actions**

- o How to approach specific target groups

Potential for replication mainly in less developed CEE countries

- **Best practice database for business sector**

- o Potential for deployment in all European cities

Mainly, replication of our interventions and inventions will be speeded up via our agreed collaboration with the cluster of cities Ljubljana, Turku, Nantes, Hague. We agreed on both online regular meetings and site-visits (study trips). The goal of our collaboration is, among others, to replicate some solutions (probably in M10 – M18). In case of Liberec, we see a great potential for replication of our interventions and actions in the field of building participatory governance model, as the overall approach, experience and curriculum for training in the field of participation of our consortium partner Participation Factory is very innovative even across the EU.

We have allocated resources for dissemination activities and we will share the project outputs, results and learnings. We are open to direct exchange and collaboration with European cities, peer-to-peer learnings, furthermore, we will share the project outcomes through the National Healthy Cities Network, People Powered Hub, through regular meetings with Czech agglomerations. Moreover, the knowledge will be deployed by our implementation partners. We have involved regional offices/departments and they see a potential for replication of the project interventions in other regions.

#### Transferability (scale) (Max. 2.500 characters)

The capture and dissemination of knowledge will take place in several ways:

1. **Transferrability among cluster of cities Nantes, Turku, Ljubljana, Hague, Liberec.** We expect to collaborate at various levels including sensemaking, exchange, sharing best practice, dissemination, replication and transfer of our knowledge. We expect to hold regular online meetings and most probably two site visits. In the first phase, there should be focus on meeting our current states of art, leading to specification of common topics, overlaps, leading to defining opportunities and ways for replication and transfer across the cluster.
2. **Among consortium partners** – collaboration on MEL activities and sharing the knowledge and experience. The knowledge will flow mainly from the Participation Factory that will strengthen city capacity in the field of participatory processes. All MEL reports and deliverables will be

beneficial for both consortium partners in terms of feedbacks which will contribute to learning from the outcomes and potentially applying changes for future work.

3. **Among implementation partners** – there is a great potential for dissemination. Our implementation partners as CzechInvest Agency, People in Need, Denso Manufacturing Czech, are a part of „bigger units“, representing a body responsible for the agenda at the regional body. All these partners see a potential (or they have already discussed this with the main office) for replication of verified solutions in other Czech regions.
4. **Among business sector** – best practice database might be shared across the EU cities, our main goal is to spread the best practice across local business sector to accelerate, scale up their transition towards climate neutrality.
5. **Among the regional university** – local university participated on creation of the Online Platform (Pilot City project) and will be a user of such platform, where all outcomes will be shared (main online channel).
6. **Publicly** – we will use online and offline channels to approach all stakeholders.
7. **Across the Czech Cities** – City of Liberec collaborates closely with all Czech agglomerations, ministries and bodies responsible for best practice exchange and dissemination
8. **Across the EU** – we dedicate ourselves to share our best practice across EU cities, the project outcomes will be particularly relevant for the cities in Central and Eastern Europe.
9. **Beyond EU** - we aim to share key learnings and outputs also with interested cities globally (People Powered).

#### DECLARATIONS AND KEY WORD TAGS

Alignment to NZC Enabling City Transformation eligible activities

I declare

Other EU funded programmes/calls

I declare

Other EU funded programmes/Calls (Max. 5,000 characters)

**We intend to participate on projects under these calls:**

**1) HORIZON-MISS-2024-CIT-01-01 entitled "Rethinking urban spaces towards climate neutrality"** where will be submitted proposal of the Technical University of Liberec - Institute for Nanomaterials, Advanced Technologies and Innovations, which will be implemented by an international consortium from the Czech Republic, Germany, Great Britain, Israel, Ukraine, Finland and Greece.

**The main objective** of the project plan is to design and develop sustainable and energy efficient urban public spaces by integrating advanced autonomous vehicle platforms and innovative bioelectrochemical systems. Furthermore, the main objective is to investigate the current state of urban mobility in the participating cities in order to identify poorly functioning and/or underperforming mobility conditions and to bring innovative and sustainable solutions to improve these conditions.

**Role of the City: replication city, we will adopt the results of lead Cities in one of these areas:**

Smart charging infrastructure for electric vehicles

1. Autonomous vehicles as mobile smart sensors
2. TREEVIAN EV Carport
3. Microbial fuel cells in wastewater treatment plants

**2) HORIZON-MISS-2024-CIT-01-04 „Integrated peri-urban areas in the transition towards climate neutrality“** where the Czech Technical University in Prague and its international partners plans to be focused on the energy domain and the city of Liberec might be provided with the allocation for developing any project documentation for solar-power park construction/agrophotovoltaics most probably.

3) In the field of environmental education and training, there might be possible to negotiate utilization of regional funds allocated for the EET with the Regional Office of the Liberec Region.

**Other possibilities we are aware of although the future allocation and focus is not clear at this moment (no open calls):**

**5) Programme Johannes Amos Comenius:** we might motivate and support primary schools to apply for funding for improvement of the education towards sustainability, currently it's not clear what calls will be open next year.

6) The National Programme Environment under the **National Recovery Plan from the Next Generation EU Fund**. There is quite little allocation and the call for 2024 is closed, we are not sure what will occur next year. There would be possible to apply for the environmental education and training funding.

Key Word Tags
Key Word Tag 1
participation
Key Word Tag 2
awareness-raising
Key Word Tag 3
public education
Key Word Tag 4
governance model
Key Word Tag 5
capacity and capability



Files		
Title	Owner	Last Modified
1. LoS_Liberec_PeoplePowered	Pavčina Tvrdíková	17/02/2025 10:55
2. LoS_Liberec_Ministry	Pavčina Tvrdíková	17/02/2025 10:55
3. LoS_ECT_CITY MAYOR	Pavčina Tvrdíková	17/02/2025 10:55
4. LoS_People in Need	Pavčina Tvrdíková	17/02/2025 10:55
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# **Call for Proposals: Enabling City Transformation NetZeroCities**

## **Impact Framework Template**

**Building participatory governance model and  
capacity for climate action**

**Statutory City of Liberec**

This document covers proposals for funding under Horizon Europe, Grant Agreement number: 101121530 (HORIZON-RIA-SGA-NZC)

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[netzerocities.eu](https://netzerocities.eu)



# 1 Outcomes to unlock pathways to climate-neutrality

**Questions: How will the proposed activities enable positive change in your city within and beyond their direct scope, along pathways towards climate-neutrality? Which are the combined effects expected due to enhanced synergies between multiple projects/activities? (Up to 500 words)**

Proposed activities are fully in line with main barriers for city transition towards climate neutrality, defined in the City Climate Contract. Main barriers are in the field of lacking capacity and capability of key stakeholders, both in terms of finance and comprehensive knowledge, awareness and understanding with specific target groups, this is also why we collaborate with CCC co-signatories within this project.

In the city, there is very little awareness about climate actions, topics connected with climate change and Green Deal in general are not perceived well by the broad public. Furthermore, there is still quite little acceptance for sustainable solutions and very low investments into climate-actions from the private sector. So in general, we need to work on the commonly shared vision and ambition for a climate-neutral city, to engage all key stakeholders appropriately and to support the bottom-up approach based on participation. Hands-on approach, fully inclusive and democratic governance model, together with sufficient public education and awareness-raising activities shall contribute to comprehensive knowledge, understanding and active support of the city's vision to become climate-neutral city.

Proposed activities build on previous projects and work already done, mainly in the field of our CCC work, where there is a very strong and direct link between the City Climate Contract and proposed interventions. Also, we build on the Pilot City Project results and outcomes, which are connected to the Community Energy Concept development. Activities we are proposing are linked to activation of potential members of the energy community as well. The project is also fully in line with the overall strategic orientation of the city and all international projects we participate on. We believe we will be able to reach many valuable synergies with our CCC work and Pilot City project.

There is strong focus on dissemination and exchange, proposed activities and interventions are very suitable for replication mainly in Central and Eastern Europe. Nevertheless, we see the importance of serving as a front-runner for other Czech cities, which is also something we emphasised in the City Climate Contract. Unfortunately, across Czech cities, there still remains quite a remarkable language barrier slowing down the international exchange, peer-to-peer learning and the overall collaboration. Thus, beside the results useful for the city of Liberec, we see a great importance of proposed interventions in a much wider scope.

Also, we will keep developing expected outcomes and learning in following years, we are aware that the project duration is very short and our main, overall goal, is to reach the behavioural change in the city, to increase investments in climate actions and to build relationships with key stakeholders leading to strong partnerships verified by great experience over time. We are aware such goals take much more time than 18 months and many follow-up activities and interventions should certainly be implemented.

## 1.1 Direct Outcomes (Early and Later)

Activity or Intervention name	Select relevant Lever(s) of Change	Describe an Early Outcome related to this activity or intervention.	Describe a Later Outcome related to this activity or intervention or synergies, beyond the direct scope of the activity.
Please add as applicable	<b>Select one or more as applicable –</b> <ul style="list-style-type: none"> <li>Technology and infrastructure</li> <li>Governance and policy</li> <li>Financing and funding</li> <li>Social innovation</li> <li>Democracy and participation</li> <li>Capacities and capabilities</li> <li>Data and digitalisation</li> <li>Procurement</li> </ul>	Please describe as applicable	Please describe as applicable
Establishment of participatory governance model	<ul style="list-style-type: none"> <li>Governance and policy</li> <li>Democracy and participation</li> <li>Capacities and capabilities</li> </ul>	New city governance model with participatory agenda incorporated into municipal processes and directives. There are two coordinators of participation, fully educated and trained for their agenda, their agenda incorporated in municipal processes and directives. Employees of key municipal departments understand the value of participation. At least three robust participatory processes for different target groups in the city are implemented. Methods for systemic engagement of key target groups have been introduced.	<p>Later outcome has a form of fully functional, sustainable, inclusive, comprehensive and across the city (all stakeholders) accepted participatory governance model perceived as an inherent part of the city hall, independent of the political status of the city, leading to increase in democracy, inclusivity and transparency, strengthening relationships among all stakeholders, contributing to:</p> <ul style="list-style-type: none"> <li>a) Strengthening common-shared vision and climate-neutrality ambition of the city</li> <li>b) Behavioural change in society (change in daily-habits and decision making in favour of long-term sustainability)</li> <li>c) Increase in public and private investments into climate actions</li> </ul>

			d) System serving as an example for developing participatory governance models mainly in Czechia, Central and Eastern Europe
Initiation of long-term sustainable collaboration and communication with business sector	<ul style="list-style-type: none"> <li>Governance and policy</li> <li>Social innovation</li> <li>Democracy and participation</li> <li>Capacities and capabilities</li> <li>Financing and funding</li> </ul>	Guidelines introducing the concept, project's results and learnings, serving as a basis for further engagement of the private sector and dissemination. Focus will be paid to evaluating various approaches/channels for specific target groups as small and medium-sized enterprises, large (industrial) enterprises. This will be a basis for developing a Plan for stakeholders' engagement in the period 2027 - 2030.	<p>Later outcome is systemic collaboration with the private sector, based on best practice and experience, on verified approach and mutual visible benefits. In the long-term perspective, key stakeholders from the private sector become the city's partners for green transition. Such relationship leads to:</p> <ol style="list-style-type: none"> <li>1) Continuous increase in number of City Climate Contract (Commitments) signatories</li> <li>2) Increase in private investments in climate actions</li> <li>3) Functional multi-level governance model of the city</li> <li>4) Spreading the city best practice across the Czech Republic</li> </ol>
Initiation of long-term partnership with citizens	<ul style="list-style-type: none"> <li>Governance and policy</li> <li>Social innovation</li> <li>Democracy and participation</li> </ul>	Guidelines introducing the concept, project's results and learnings, serving as a basis for further engagement of the private sector and dissemination. Focus will be paid to evaluating various approaches/channels for specific target groups as children and youth, vulnerable, marginalized groups of citizens. This will be a basis for developing a Plan for stakeholders' engagement in the period 2027 - 2030.	<p>Later outcome is functional relationship between the city hall and citizens, built upon a trust, participatory, awareness-raising and other systemic engagement activities. In long term, this leads to:</p> <ol style="list-style-type: none"> <li>1) Continuous increase in number of City Climate Contract (Commitments) signatories</li> <li>2) Increase in private investments in climate actions</li> <li>3) Functional multi-level governance model of the city</li> </ol>
Platform of stakeholders	<ul style="list-style-type: none"> <li>Governance and policy</li> <li>Social innovation</li> </ul>	Mechanism for a long-term collaboration with key stakeholders (mainly private sector) to enhance collaboration between	The platform of stakeholders is functional, continuously developed, leading to increase in private investments, better deployment of

	<ul style="list-style-type: none"> <li>Democracy and participation</li> <li>Capacities and capabilities</li> <li>Technology and infrastructure</li> </ul>	private and public sector around the City Climate Contract implementation. It will provide the city hall with valuable feedback, information, mainly from the private sector, providing the city with the data and knowledge, representing a body responsible for the City Climate Contract Evaluation and amendments. Furthermore, such a platform is a great source for knowledge exchange in terms of the overall municipal development.	capital, better capital pooling, implementation of common projects (creation of common project consortium), helping with networking and exchange (replication of verified technologies).
Incorporation of climate-change topics in education for children and youth	<ul style="list-style-type: none"> <li>Governance and policy</li> <li>Social innovation</li> <li>Capacities and capabilities</li> </ul>	Topics around climate change are incorporated in public education for children and youth, mainly in the form of environmental public education and training, and leisure activities. There needs to be taken an interactive approach, learning by playing, to use the right rhetoric, tangible topics to provide them with comprehensive information relevant to their age.	Climate-change topics incorporated in formal education, which represents systemic change on national level under responsibility of the Ministry of education, youth and sports.
Best practice database for business sector	<ul style="list-style-type: none"> <li>Technology and infrastructure</li> <li>Governance and policy</li> <li>Financing and funding</li> <li>Social innovation</li> <li>Democracy and participation</li> <li>Capacities and capabilities</li> <li>Data and digitalisation</li> </ul>	Database comprising various verified solutions, mainly in the field of RES construction, transport, technologies and measures leading to energy savings, also activities in the field of collaboration with municipality/region, networking and public education/education for broad public or employees. The aim is to collect as much wide database as possible to provide local entities with various possible solutions to filter in the database	Successful replication and dissemination in the city, replicated solutions, mutual learning and exchange accelerating the green transition of the private sector, enabling synergies.

## 2 Long-term Direct Impacts

**Question: How are the proposed activities expected to reduce the city's GHG emissions? What is the intended impact and emissions decrease profile, over the duration of the project, and as a proportion of the city's overall emissions profile? (Up to 300 words)**

There are proposed interventions aiming at an increase in shared commitment towards climate action, at better understanding and acceptance for climate actions, and an increase in the level of private investments into climate actions. Desirable goal is to accelerate the behavioural change in the society, which shall influence daily choices towards sustainability and markable cut in emissions. This requires choices and changes in daily habits in the field of transport modes, RES construction (investments), waste management, investments into buildings' refurbishment, investments into new manufacturing technologies etc.

Project interventions aim at the broad public (with focus on specific target groups as children and youth or vulnerable and marginalised groups of citizens) and business sector (both SMEs and large industrial enterprises). The scope of our interventions will be quite difficult to measure in terms of the city's GHG emissions; a significant, measurable change in terms of GHG emissions' reduction will be measured in a longer term than 18 months (2030). Nevertheless, since we keep working on suggested activities and proposed interventions beyond the scope of this project, there should be decrease in GHG emissions in all domains:

- consumption of electricity generated for buildings, facilities, and infrastructure
- consumption of non-electricity energy for thermal uses in buildings and facilities
- all vehicles and transport (mobile energy)
- industrial process emissions
- multi-sector waste management and disposal
- land use.

Regarding the project's interventions, main impact might be expected in the domains of consumption of electricity and non-electricity for building, facilities, infrastructure, transport, IPPU and waste management.

City Climate Commitments' work showed that the most GHG emissions come from the sector of buildings and facilities, mainly residential and industrial buildings. These are fields that should be influenced by our activities and in the long-term perspective, there should be increased investments into relevant actions.

Please use the following sections to describe the specific GHG and non-GHG long-term impacts and indicators for your proposed activities or interventions.

## 2.1 GHG Impacts (Standardised)

Please use this section to capture the GHG impacts of your proposed activities or interventions and refer to [NZC ECT Indicator Set](#) (a separate excel sheet available in the Application Templates section of the Call website) for further details.

Activity or Intervention name	GHG Emission Domain	Emission Sub-domain	Quantitative indicator	Metric/unit of measurement <i>(How will this impact be measured?)</i>
Please add as applicable	<b>Select one or more from –</b> <ul style="list-style-type: none"> <li>All vehicles and transport (mobile energy)</li> <li>Consumption of electricity generated for buildings, facilities, &amp; infrastructure</li> <li>Consumption of non-electricity energy for thermal uses in buildings &amp; facilities</li> <li>Land use (including agriculture, forestry, and other land uses)</li> <li>Multi-sector waste management and disposal</li> <li>Industrial process emissions</li> </ul>	<b>Select from as applicable –</b> <ul style="list-style-type: none"> <li>GHG emissions</li> <li>Total GHG emissions</li> <li>Stationary energy</li> <li>Transport</li> <li>Waste</li> <li>Industrial processes and product use</li> <li>Agriculture, forestry, and land use (AFOLU)</li> <li>Grid supplied energy</li> <li>Energy Consumption</li> <li>Energy Efficiency</li> <li>Share of Renewable Energies</li> <li>Carbon capture and residual emissions</li> </ul>	Select from the suggested list of 12 indicators in NZC ECT Indicator Set as applicable	Select from suggested list of units in NZC ECT Indicator Set or add your own as applicable
Initiation of long-term sustainable collaboration with business sector in Liberec	consumption of electricity generated for buildings, facilities, & infrastructure	Share of Renewable Energies	Change in the energy mix over the lifetime of the project	%

Initiation of long-term sustainable collaboration with business sector in Liberec	Consumption of non-electricity energy for thermal uses in buildings & facilities	Energy Consumption	Change in the total energy consumption per year	kWh/year
Initiation of long-term partnership with citizens	consumption of electricity generated for buildings, facilities, & infrastructure	Share of Renewable Energies	Change in the energy mix over the lifetime of the project	%
Initiation of long-term partnership with citizens	Consumption of non-electricity energy for thermal uses in buildings & facilities	Energy Consumption	Change in the total energy consumption per year	kWh/year



## 2.2 GHG Impacts (Customised according to city/project)

Please use this section to capture the quantitative GHG impacts of your proposed activities or interventions (those not included in NZC ECT Indicator Set).

Activity or Intervention name	GHG Emission Domain	Emission Sub-domain	Quantitative indicator	Metric/unit of measurement (How will this impact be measured?)
Please add as applicable	<b>Select one or more from –</b> <ul style="list-style-type: none"> <li>All vehicles and transport (mobile energy)</li> <li>Consumption of electricity generated for buildings, facilities, &amp; infrastructure</li> <li>Consumption of non-electricity energy for thermal uses in buildings &amp; facilities</li> <li>Land use (including agriculture, forestry, and other land uses)</li> <li>Multi-sector waste management and disposal</li> <li>Industrial process emissions</li> </ul>	Please add your own as applicable	Please add your own as applicable	Please add your own as applicable

### 3 Indirect Impacts or Co-benefits

**Question: Which co-benefits or other indirect long-term impacts do the proposed activities/interventions expect to achieve in your city, in addition to GHG-emissions reduction? (Up to 300 words)**

In the long-term perspective, there are many co-benefits besides GHG-emissions reduction (which we see as the main benefits in terms of this project interventions). In general, from the long-term perspective, we want to contribute significantly to the overall well-being of citizens and liveability of the city. With regard to the suggested activities, there are some co-benefits (standardised) in the field of public health and environment such as reduction of noise pollution, improved air quality. We assume that participatory, education and awareness-raising activities, strengthening capacity and capability of key stakeholders, shall lead to significant positive changes in long-term perspective.

There are co-benefits in the field of social inclusion, innovation, democracy and cultural impact such as improved citizen participation and improvement in skills and awareness. Our project also creates new sustainable jobs, not only in case of new coordinators of participation, but also in a longer-term perspective, related to the RES construction for example.

In terms of customised co-benefits, we aim at strengthening shared commitment/vision towards climate neutrality, which means an increase in total number of CCC signatories over time and increase in their investments in climate actions. Related co-benefits is in the form of support for the business sector in the field of green transition via supporting strengthening their capacities and capabilities, exchange and networking. Another type of co-benefit is related to the overall improvement of the educational system for children and youth, in a form of incorporation of climate-neutrality topics into the educational system.

We are also aware that all these activities improve the overall relationship built on trust, mutual cooperation and good experience between the municipality (city hall, politicians, city employees/officials) and other stakeholders. Eventually, another co-benefit is a great possibility for dissemination, including a better reputation and the image of the city.

Please use the following section to describe the details of specific co-benefits or long-term indirect impacts of your proposed activities.

### 3.1 Co-benefits (Standardised)

Please use this section to capture the co-benefits of your proposed activities or interventions and refer to [NZC ECT Indicator Set](#) for further details.

Activity or Intervention Name	Domain	Sub-domain	Quantitative or qualitative indicator	Metric/unit of measurement (How will this impact be measured?)
Please add as applicable	<b>Select from as applicable –</b> <ul style="list-style-type: none"> <li>Public Health and environment</li> <li>Social Inclusion, Innovation, Democracy and Cultural Impact</li> <li>Digitalisation and Smart Urban Technology</li> <li>Economy</li> <li>Finance and Investment</li> <li>Resource efficiency</li> <li>Biodiversity</li> </ul>	Select from 31 recommended Co-benefit Sub-domains from the <a href="#">NZC ECT Indicator Set</a> (please see excel spreadsheet in the Application Templates section of the Call website)	Select from the suggested list of 33 indicators in NZC ECT Indicator Set	Select from suggested list of units in NZC ECT Indicator Set or add your own as applicable
Initiation of long-term sustainable collaboration with business sector in Liberec	Public Health and environment	Air quality	Improved air quality	Highest annual mean of PM2.5 concentration recorded [ $\mu\text{g PM}_{2.5} / \text{m}^3$ ]
Initiation of long-term sustainable collaboration with business sector in Liberec	Public Health and environment	Noise	Reduction of noise pollution	% of population exposed to avg. LDEN > 55dB (annual average)

Initiation of long-term partnership with citizens	Public Health and environment	Air quality	Improved air quality	Highest annual mean of PM2.5 concentration recorded [ $\mu\text{g PM}_{2.5} / \text{m}^3$ ]
Initiation of long-term partnership with citizens	Public Health and environment	Noise	Reduction of noise pollution	% of population exposed to avg. LDEN > 55dB (annual average)
Establishment of participatory governance model in Liberec	Social Inclusion, Innovation, Democracy and Cultural Impact	Citizen & Communities Participation	Improved citizen participation	# of citizens engaged through the Pilot activities
Establishment of participatory governance model in Liberec	Social Inclusion, Innovation, Democracy and Cultural Impact	Capacity of the public administration	Improvement in skills and awareness	# of public officers trained through the Pilot activities
Establishment of participatory governance model in Liberec	Social Inclusion, Innovation, Democracy and Cultural Impact	Social Innovation	Number of participative activities implemented per stakeholder group	total # of counseled activities
Establishment of participatory governance model in Liberec	Economy	Skilled Jobs & Employment	Newly created sustainable jobs	total # of newly created jobs

## 3.2 Co-benefits (Customised according to city/project)

Please use the following section to describe the details of the Co-benefits of your proposed activities or interventions (not included in NZC ECT Indicator Set).

Activity or Intervention name	Describe Co-benefit related to this activity or intervention	Emission Domain(s)	Lever(s)	Custom quantitative or qualitative indicator	Custom metric/unit of measurement (How will this impact be measured?)
Please add as applicable	Please add your own as applicable	<b>Select one or more as applicable –</b> <ul style="list-style-type: none"> <li>All vehicles and transport (mobile energy)</li> <li>Consumption of electricity generated for buildings, facilities, &amp; infrastructure</li> <li>Consumption of non-electricity energy for thermal uses in buildings &amp; facilities</li> <li>Land use (including agriculture, forestry, and other land uses)</li> <li>Multi-sector waste management and disposal</li> <li>Industrial process emissions</li> </ul>	<b>Select one or more as applicable –</b> <ul style="list-style-type: none"> <li>Technology and infrastructure</li> <li>Governance and policy</li> <li>Financing and funding</li> <li>Social innovation</li> <li>Democracy and participation</li> <li>Learning and capabilities</li> <li>Data and digitalisation</li> <li>Procurement</li> </ul>	Please add your own as applicable	Please add your own as applicable
Initiation of long-term sustainable collaboration with business sector in Liberec		<ul style="list-style-type: none"> <li>Consumption of electricity generated for buildings, facilities, &amp; infrastructure</li> <li>Industrial process emissions</li> </ul>	<ul style="list-style-type: none"> <li>Governance and policy</li> <li>Democracy and participation</li> </ul>	Shared commitment towards climate-neutrality transition	total # of CCC signatories from private sector

Initiation of long-term sustainable collaboration with business sector in Liberec		<ul style="list-style-type: none"> <li>All vehicles and transport (mobile energy)</li> <li>Consumption of electricity generated for buildings, facilities, &amp; infrastructure</li> <li>Multi-sector waste management and disposal</li> <li>Industrial process emissions</li> </ul>	Financing and funding	Private investments in climate actions	Total investments of private actors (signatories) in climate actions (EUR)
Initiation of long-term sustainable collaboration with business sector in Liberec		<ul style="list-style-type: none"> <li>All vehicles and transport (mobile energy)</li> <li>Consumption of electricity generated for buildings, facilities, &amp; infrastructure</li> <li>Industrial process emissions</li> </ul>	Learning and capabilities	Support for business sector strengthening the capability and capacity towards climate-neutrality transition	total # of all activities for businesses in the field of awareness raising, education, peer-to-peer learning and best practice exchange
Incorporation of climate-change topics in education for children and youth		<ul style="list-style-type: none"> <li>All vehicles and transport (mobile energy)</li> <li>Consumption of electricity generated for buildings, facilities, &amp; infrastructure</li> <li>Multi-sector waste management and disposal</li> </ul>	<ul style="list-style-type: none"> <li>Governance and policy</li> <li>Democracy and participation</li> <li>Learning and capabilities</li> </ul>	Public education in the field of climate-change for children and youth	total # of all activities for children and youth raising their awareness, knowledge and understanding

## 4 Integrated MEL System for your city/project

**Questions: How will your city/project build an integrated Monitoring, Evaluation, Learning (MEL) system to continuously and holistically measure progress/impacts through both qualitative and quantitative data? How will this system enable evidence-based, agile decision-making and sensemaking? (Up to 500 words)**

Our MEL system is closely linked to the whole City Climate Contract MEL, which is important, since we can reach many synergies and save money and time when collecting the data. Furthermore, this will enable transfer of key learnings from one project to another. There are many indicators usable for both projects.

In general, for this project and its interventions' impact evaluation and following learning. There are indicators, metrics and responsibilities defined. We defined indicators relevant for monitoring for impact of proposed interventions, nevertheless, there might be quite difficult to analyse and evaluate each intervention's contribution to a city's progress towards direct impacts, since many effects are hard to quantify (broad public perception of topics around the climate change) and we also expect some synergies and the overall impact where it will be difficult to distinguish between each action's direct impact. For this reason, we have built the MEL system around quantitative indicators to enable measurement. Qualitative indicators (data from questionnaires, interviews etc) will be used especially to evaluate impact of participatory and awareness-raising activities.

We have chosen some indicators from the relevant list, some of them will be easy to monitor (and collect the relevant data). The most difficult to measure might be the GHG indicators addressing qualitative instead of quantitative results as . We want to deliver activities in the field of strengthening collaboration, participation, to build capacity and capability, to raise awareness. All these activities shall lead to GHG emissions' cut, change in energy mix in the long-term perspective. Nevertheless, it will be very difficult to measure the direct impact (quantified contribution) of specific interventions on those indicators' values. Also, it takes more time than 18 months to reach significant changes (only in the field of technology implementation of various measures), thus we aim to continue with evaluation of longer-term impact after the end of the project as well.

We will continuously collect and assess data according to the set MEL system throughout the implementation of the project in order to enable timely identification of key learnings, including possible issues and needs for adjustments in the process. This will enable evidence-based and agile decision-making throughout the duration of the project.

The main responsibility for collecting the relevant data holds the EU Mission coordinator, which closely cooperates with the project manager of this project. Also, the final decision-making power for any changes and amendments has the same body as in the case of the City Climate Contract (Commission for Climate Neutral City). Data for quantitative indicators will be collected by project managers and EU Mission coordinator.


**Budget input cost**

				<b>Direct costs</b>		<b>Indirect costs</b>	<b>TOTAL</b>
				€ 407.879,00	€	91.219,75	€ 499.098,75
Organisation	Work Package	Cost Description	Cost Category	Amount Planned		Indirect costs *(auto-calculated)	Total cost
City of Liberec	WP1	Cost related to two participation coordinators, mainly their education, training, mapping the municipal environment, establishing the model (15 PMs for 18 month at 2 FTE, daily rate = 169.7 EUR)	A. Personnel	€ 45.607,00	€	11.401,75	€ 57.008,75
City of Liberec	WP3	Cost related to two participation coordinators - participatory activities for public (15 PMs for 18 month at 2 FTE, daily rate = 169.7 EUR)	A. Personnel	€ 45.607,00	€	11.401,75	€ 57.008,75
City of Liberec	WP4	Cost related to two participation coordinator and activites related to monitoring, evaluation and learning (6 PM for 18 months at 2 FTE, daily rate = 169.7 EUR)	A. Personnel	€ 18.243,00	€	4.560,75	€ 22.803,75
City of Liberec	WP1	Cost related to a project manager responsible for coordination of activities/impelemntation partners (in close cooperation with the EU mission coordinator), project manager paid on an hourly basis contract (monthly timesheets), hourly rate = 18 EUR, 1 PM (144 hrs)	A. Personnel	€ 2.592,00	€	648,00	€ 3.240,00
City of Liberec	WP2	Cost related to a project manager responsible for coordination of activities/impelemntation partners (in close cooperation with the EU mission coordinator), project manager paid on an hourly basis contract (monthly timesheets), hourly rate = 18 EUR, 1 PM (144 hrs)	A. Personnel	€ 2.592,00	€	648,00	€ 3.240,00
City of Liberec	WP3	Cost related to a project manager responsible for coordination of activities/impelemntation partners (in close cooperation with the EU mission coordinator), project manager paid on an hourly basis contract (monthly timesheets), hourly rate = 18 EUR, 1 PM (144 hrs)	A. Personnel	€ 2.592,00	€	648,00	€ 3.240,00
City of Liberec	WP4	Cost related to a project manager responsible for coordination of activities/impelemntation partners (in close cooperation with the EU mission coordinator), project manager paid on an hourly basis contract (monthly timesheets), hourly rate = 18 EUR, 1 PM (144 hrs)	A. Personnel	€ 2.592,00	€	648,00	€ 3.240,00
City of Liberec	WP5	Cost related to a project manager responsible for coordination of activities/impelemntation partners (in close cooperation with the EU mission coordinator), project manager paid on an hourly basis contract (monthly timesheets), hourly rate = 18 EUR, 1 PM (144 hrs)	A. Personnel	€ 2.592,00	€	648,00	€ 3.240,00
City of Liberec	WP5	Cost related to a project administration officer, project management/administration (2 PM fro 18 months at 0.2 FTE, daily rate = 169.7 EUR)	A. Personnel	€ 6.081,00	€	1.520,25	€ 7.601,25



Organisation	Work Package	Cost Description	Cost Category	Amount Planned		Indirect costs *(auto-calculated)		Total cost	
City of Liberec	WP3	Cost related to contracting a lecturers for children and youth, we assume contracting services of external lecturers for primary schools' lectures in classes and/or forest lecturer (300 hours at hourly wage = 14 EUR)	C3. Other goods, works, and services	€	4.300,00	€	1.075,00	€	5.375,00
City of Liberec	WP4	Cost related to a project administration officer, project dissemination and communication (2 PM fro 18 months at 0.2 FTE, daily rate = 169.7 EUR)	A. Personnel	€	6.081,00	€	1.520,25	€	7.601,25
City of Liberec	WP2	Cost related to subcontracting a course (accredited) for municipal employees, in line with the procurement policy of the city and Czech Public Procurement Act	B. Subcontracting	€	43.000,00	€	-	€	43.000,00
City of Liberec	WP3	Cost related to contracting lecturers/speakers for workshops (at least 2) for SMEs including speakers abroad (+travel expense)	C3. Other goods, works, and services	€	8.000,00	€	2.000,00	€	10.000,00
City of Liberec	WP2	Cost related to workshps (at least 2) for SMEs (materials, refreshment/catering, renting a space or equipment)	C3. Other goods, works, and services	€	4.000,00	€	1.000,00	€	5.000,00
City of Liberec	WP5	Cost related to mandatory CFS	C3. Other goods, works, and services	€	15.000,00	€	3.750,00	€	18.750,00
City of Liberec	WP3	Cost related to delivering activities (at least 4 events/campaigns) in the field of public education, participation, awareness-raising for broad public (propagation and educational materials, campaign for citizens, creating the travelling panel exhibition, PR, paid media, other costs related to events for public, awards for children, renting a space, catering, surveys	C3. Other goods, works, and services	€	20.000,00	€	5.000,00	€	25.000,00
City of Liberec	WP3	Cost related to activities in the field of activating, educating, connecting business sector (at least 6 workshops and at least 6 plant tours for enterprises), cost related to PR, paid media, renting a space, catering)	C3. Other goods, works, and services	€	7.000,00	€	1.750,00	€	8.750,00
City of Liberec	WP4	Cost related to dissemination (paid media, material, catering, possibly organizing a site-visit in Liberec)	C3. Other goods, works, and services	€	8.000,00	€	2.000,00	€	10.000,00
City of Liberec	WP4	Cost related to learning and dissemination (travel expense - possibly 2 site-visits abroad; travel across the CZ)	C1. Travel and subsistence	€	4.000,00	€	1.000,00	€	5.000,00
Participation Factory	WP1	Cost related to participation experts in charge of intensive and regular training of participation coordinators over the duration of the project (17 PM at daily rate 197 EUR, 1FTE)	A. Personnel	€	60.000,00	€	15.000,00	€	75.000,00
Participation Factory	WP1	Cost related to participation experts providing basic training around participation to key city hall employees (2 PM at daily rate of 223.26 EUR, 1FTE)	A. Personnel	€	8.000,00	€	2.000,00	€	10.000,00
Participation Factory	WP1	Cost related to carrying out the analysis of the municipal governance environment (2 PM at daily rate of 223.26 EUR, 1FTE)	A. Personnel	€	8.000,00	€	2.000,00	€	10.000,00
Participation Factory	WP1	Cost related to creating internal municipal directives and standards for participation and their incorporation (2 PM with daily rate of 223.26 EUR, 1FTE)	A. Personnel	€	8.000,00	€	2.000,00	€	10.000,00
Participation Factory	WP3	Support and shadowing from participatory experts in the field - related expenses	C1. Travel and subsistence	€	4.000,00	€	1.000,00	€	5.000,00

Organisation	Work Package	Cost Description	Cost Category	Amount Planned		Indirect costs *(auto-calculated)		Total cost	
Participation Factory	WP3	Cost for participation experts in charge of providing regular consultancies to participation coordinators to support preparation and delivery of participatory processes (cost for face to face consulting hours, field activities as well as preparatory, conceptual work on participatory processes) (17 PM at daily rate of 197 EUR, 1FTE)	A. Personnel	€	60.000,00	€	15.000,00	€	75.000,00
Participation Factory	WP4	Cost related to development of guidelines for stakeholders engagement for climate actions (2 PM with a daily rate of 156 EUR, 1FTE)	A. Personnel	€	5.600,00	€	1.400,00	€	7.000,00
Participation Factory	WP4	Cost related to the support of development of the participation and engagement plan for the following period (1 PM with a daily rate of 134 EUR, 1FTE)	A. Personnel	€	2.400,00	€	600,00	€	3.000,00
Participation Factory	WP4	Cost related to dissemination of key learnings within Czech Republic and internationally (1 PM with a daily rate of 223,2 EUR, 1FTE)	A. Personnel	€	4.000,00	€	1.000,00	€	5.000,00
				€	-	€	-	€	-



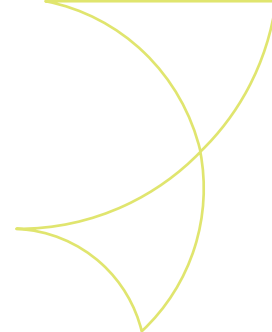
## Budget summary

By Organisation, by cost category	Planned	Indirect costs	Total cost\$
City of Liberec	€ 247.879,00	€ 51.219,75	€ 299.098,75
A. Personnel	€ 134.579,00	€ 33.644,75	€ 168.223,75
C1. Travel and subsistence	€ 4.000,00	€ 1.000,00	€ 5.000,00
C3. Other goods, works, and services	€ 66.300,00	€ 16.575,00	€ 82.875,00
B. Subcontracting	€ 43.000,00	€ 0,00	€ 43.000,00
Participation Factory	€ 160.000,00	€ 40.000,00	€ 200.000,00
A. Personnel	€ 156.000,00	€ 39.000,00	€ 195.000,00
C1. Travel and subsistence	€ 4.000,00	€ 1.000,00	€ 5.000,00
<b>Grand Total</b>	<b>€ 407.879,00</b>	<b>€ 91.219,75</b>	<b>€ 499.098,75</b>

By Organisation, by cost category	Planned	Indirect costs	Total cost\$
A. Personnel	€ 290.579,00	€ 72.644,75	€ 363.223,75
B. Subcontracting	€ 43.000,00	€ 0,00	€ 43.000,00
C1. Travel and subsistence	€ 8.000,00	€ 2.000,00	€ 10.000,00
C3. Other goods, works, and services	€ 66.300,00	€ 16.575,00	€ 82.875,00
<b>Grand Total</b>	<b>€ 407.879,00</b>	<b>€ 91.219,75</b>	<b>€ 499.098,75</b>

By Work Package, by cost category	Planned	Indirect costs	Total costs
WP1	€ 132.199,00	€ 33.049,75	€ 165.248,75
A. Personnel	€ 132.199,00	€ 33.049,75	€ 165.248,75
WP3	€ 151.499,00	€ 37.874,75	€ 189.373,75
A. Personnel	€ 108.199,00	€ 27.049,75	€ 135.248,75
C1. Travel and subsistence	€ 4.000,00	€ 1.000,00	€ 5.000,00
C3. Other goods, works, and services	€ 39.300,00	€ 9.825,00	€ 49.125,00
WP4	€ 50.916,00	€ 12.729,00	€ 63.645,00
A. Personnel	€ 38.916,00	€ 9.729,00	€ 48.645,00
C1. Travel and subsistence	€ 4.000,00	€ 1.000,00	€ 5.000,00
C3. Other goods, works, and services	€ 8.000,00	€ 2.000,00	€ 10.000,00
WP2	€ 49.592,00	€ 1.648,00	€ 51.240,00
A. Personnel	€ 2.592,00	€ 648,00	€ 3.240,00
C3. Other goods, works, and services	€ 4.000,00	€ 1.000,00	€ 5.000,00
B. Subcontracting	€ 43.000,00	€ 0,00	€ 43.000,00
WP5	€ 23.673,00	€ 5.918,25	€ 29.591,25
A. Personnel	€ 8.673,00	€ 2.168,25	€ 10.841,25
C3. Other goods, works, and services	€ 15.000,00	€ 3.750,00	€ 18.750,00
<b>Grand Total</b>	<b>€ 407.879,00</b>	<b>€ 91.219,75</b>	<b>€ 499.098,75</b>

By Work Package, by Organisation	Planned	Indirect costs	Total costs
WP1	€ 132.199,00	€ 33.049,75	€ 165.248,75
City of Liberec	€ 48.199,00	€ 12.049,75	€ 60.248,75
A. Personnel	€ 48.199,00	€ 12.049,75	€ 60.248,75
Participation Factory	€ 84.000,00	€ 21.000,00	€ 105.000,00
A. Personnel	€ 84.000,00	€ 21.000,00	€ 105.000,00
WP3	€ 151.499,00	€ 37.874,75	€ 189.373,75
City of Liberec	€ 87.499,00	€ 21.874,75	€ 109.373,75
A. Personnel	€ 48.199,00	€ 12.049,75	€ 60.248,75
C3. Other goods, works, and service	€ 39.300,00	€ 9.825,00	€ 49.125,00
Participation Factory	€ 64.000,00	€ 16.000,00	€ 80.000,00
A. Personnel	€ 60.000,00	€ 15.000,00	€ 75.000,00
C1. Travel and subsistence	€ 4.000,00	€ 1.000,00	€ 5.000,00
WP4	€ 50.916,00	€ 12.729,00	€ 63.645,00
City of Liberec	€ 38.916,00	€ 9.729,00	€ 48.645,00
A. Personnel	€ 26.916,00	€ 6.729,00	€ 33.645,00
C1. Travel and subsistence	€ 4.000,00	€ 1.000,00	€ 5.000,00
C3. Other goods, works, and service	€ 8.000,00	€ 2.000,00	€ 10.000,00
Participation Factory	€ 12.000,00	€ 3.000,00	€ 15.000,00
A. Personnel	€ 12.000,00	€ 3.000,00	€ 15.000,00
WP2	€ 49.592,00	€ 1.648,00	€ 51.240,00
City of Liberec	€ 49.592,00	€ 1.648,00	€ 51.240,00
A. Personnel	€ 2.592,00	€ 648,00	€ 3.240,00
C3. Other goods, works, and service	€ 4.000,00	€ 1.000,00	€ 5.000,00
B. Subcontracting	€ 43.000,00	€ 0,00	€ 43.000,00
WP5	€ 23.673,00	€ 5.918,25	€ 29.591,25
City of Liberec	€ 23.673,00	€ 5.918,25	€ 29.591,25
A. Personnel	€ 8.673,00	€ 2.168,25	€ 10.841,25
C3. Other goods, works, and service	€ 15.000,00	€ 3.750,00	€ 18.750,00
<b>Grand Total</b>	<b>€ 407.879,00</b>	<b>€ 91.219,75</b>	<b>€ 499.098,75</b>



# ANNEX 2

## Reporting obligations and audited financial statements.

### 1. Obligation to submit reports

The Lead Beneficiary must submit to Climate-KIC the interim and final technical and financial reports. The relevant forms and templates shall be provided by Climate-KIC three months prior to the report submission deadline. The Lead Beneficiary shall submit the reports on behalf of the consortium of partners listed in Annex 1.

### 2. Reporting period

The Project has the following 'reporting period':

- RP1: from Month 1 to month 18.

### 3. Final reports

The Lead Beneficiary must submit the final report within 45 days following the end of the reporting period, RP1.

The final report must include the following:

#### **A. a 'final technical report' with a summary for publication containing:**

- (i) a description of the work carried out by the Lead Beneficiary and consortium partners in line with the Project described in Annex 1;
- (ii) an overview of achievements and/or outcomes related to objectives (Impact Framework) of the Project, including milestones and deliverables defined in Annex 1;
- (iii) a description of the exploitation and dissemination of the results; and relevant communication activities.
- (iv) Sensemaking and Learning Insights including:

- substantive learning from implementation of pilot activities, identified through relevant learning and Sensemaking activities;
- a summary of how learning resulting from the implementation of pilot activities is integrated into next steps and actions to be undertaken, i.e. beyond the grant period and incorporated into wider city decarbonisation activities;
- where available, insights and synthesised learning to support other cities facing similar challenges and/or planning to undertake similar activities (including 'Twin Cities'); and
- where relevant, high-level analysis of solutions / approaches ready for replication, transfer, and or/scaling, within the city and/or beyond.

#### **B. a 'final financial report' containing:**

- (i) a 'final summary financial statement' consolidating the individual financial statements for the whole reporting period

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(ii) a 'certificate on the financial statements' (CFS)<sup>1</sup> of actual costs and unit costs calculated on the basis of Lead Beneficiary's usual cost accounting practices. The CFS's aim is to enable the Climate-KIC, the Agency, the European anti-fraud office (OLAF) and the European Court of Auditor to check whether costs declared in the financial statements are eligible.

The costs for producing the CFS are eligible in the last reporting period only. It is recommended that The Lead Beneficiary includes the CFS costs in the budget estimated for the Project.

The individual financial statements of the last reporting period must also detail the receipts of the Project. For the last reporting period: all the receipts should have been declared and paid.

#### **4. Currency for financial statements**

Financial statements must be submitted in euro.

The Lead Beneficiary with accounting established in a currency other than the euro must convert the costs recorded in their accounts into euro, at the average of the daily exchange rates published in the C series of the Official Journal of the European Union, calculated over the corresponding reporting period.

If no daily euro exchange rate is published in the Official Journal of the European Union for the currency in question, they must be converted at the average of the [monthly accounting rates published on the Commission's website](#), calculated over the corresponding reporting period.

The Lead Beneficiary and linked third parties with accounting established in euro must convert costs incurred in another currency into euro according to their usual accounting practices.

#### **5. Language of reports**

All reports (technical and financial report, including financial statements) must be submitted in English, being the language of the Award Agreement.

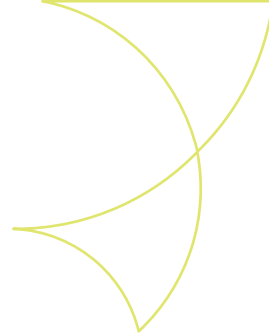
#### **6. Bank account.**

Payments will be sent to the bank account in Attachment. Subgrantee must contact the Enabling Cities Transformation Programme with any changes to bank information in order to ensure accurate payments.

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<sup>1</sup> Templates can be consulted on the EC Funding & tender opportunities portal: [Reference Documents \(europa.eu\)](#)





## ANNEX 3

### Cost Eligibility<sup>2</sup>

#### Eligible and Ineligible Costs

General conditions for costs to be eligible

‘Eligible costs’ are costs that meet the following criteria:

(a) for actual costs:

(i) they must be actually incurred by the Beneficiary and the consortium partners;

(ii) they must be incurred during the Project term as set out in Article 2,

– with the exception of costs related to Boot Camp attendance and the preparation of the Grant and Consortium Agreements (including refinement process), starting with the issuance date of the decision letter. Only costs specifically linked directly to these activities will be considered eligible, where eligibility is subject to the signature of this Award Agreement. Any other costs incurred before the project start will remain subject to the standard eligibility rules under Horizon Europe and will be rejected during the reporting stage.

– with the exception of costs relating to the submission of the periodic report for the last reporting period and the final report;

(iii) they must be indicated in the estimated budget set out in Annex 1;

(iv) they must be incurred in connection with the Project as described in Annex 1 and necessary for its implementation.

(v) they must be identifiable and verifiable, in particular recorded in the Lead Beneficiary’s and consortium partner accounts in accordance with the accounting standards applicable in the country where the Lead Beneficiary and the consortium partners are established and with their usual cost accounting practices;

(vi) they must comply with the applicable national law on taxes, labour and social security, and

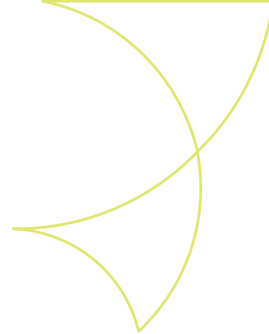
(vii) they must be reasonable, justified and must comply with the principle of sound financial management, in particular regarding economy and efficiency;

(b) for unit costs:

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<sup>2</sup> Eligibility of costs guidelines are provided in article 6 of the Horizon Europe Model Annotated Grant Agreement.





(i) they must be calculated as follows:

amounts per unit set out in Annex 1 or calculated by the Lead Beneficiary in accordance with its usual cost accounting practices multiplied by the number of actual units;

(ii) the number of actual units must comply with the following conditions:

- the units must be actually used or produced in the Project term as set out in Article 2;
- the units must be necessary for implementing the Project or produced by it, and
- the number of units must be identifiable and verifiable, in particular supported by records and documentation);

**Specific conditions for costs to be eligible.**

Costs are eligible if they comply with the general conditions (see above) and the specific conditions set out below for each of the following budget categories:

A. Direct personnel costs.

B. Direct costs of subcontracting – no subject to indirect cost.

C. Purchase Costs

C.1 Travel and subsistence

C.2 Equipment

C.3 Other goods, works and services (e.g. consumables, dissemination, audit costs)

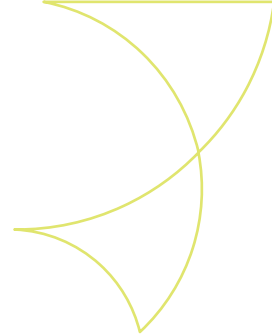
D. Other cost categories (internally invoices goods & services) – not subject to indirect cost.

E. Indirect costs.

‘Direct costs’ are costs that are directly linked to the Project implementation and can therefore be attributed to it directly. They must not include any indirect costs.

‘Indirect costs’ are costs that are not directly linked to the Project implementation and therefore cannot be attributed directly to it.





## ATTACHMENT

Bank account details for payment.







## Financial details Questionnaire

### Instructions

1. Please complete all items in the below table.
2. Please **also attach a Proof of Bank Details**, an official not-typed document, from the bank:
3. Accepted documents include one of the following:
  - Proof of IBAN with BIC code.
  - PDF or picture of supplier's bank statement, clearly showing the bank details.
  - Screenshot from the bank account online app/website.

ORGANISATION DETAILS	
Name of the City in English	Statutory City of Liberec
Description of Goods/Services to be Provided	Enabling City Transformation FSA/FSTP under NZC-SGA-HE-202406 (SGA NZC 101121530)
VAT number (if applicable)	CZ00262978
Currency Code	EUR
Head Office Street Address	nám. Dr. E. Beneše 1/1
Head Office Town or City	Liberec 1
Head Office Post or Zip Code	460 59
Head Office Country	Czech Republic
Telephone	[REDACTED]
Email Address	[REDACTED]
BANK DETAILS	
Name on Account (exactly as shown on bank statement)	Statutární město Liberec
Bank Account Number	[REDACTED]
IBAN No	[REDACTED]
Swift Code/BIC	CNBACZPP
Name of Bank (e.g., HSBC, ING)	Česká národní banka
Bank Street Address	Kláštevní 3301/11
Bank Town or City	Ústí nad Labem
Bank Post or Zip Code	40122
Bank Country	Czech Republic
Signature	[REDACTED]



Typ účtu: Dotace

BIC (SWIFT): CNBACZPP

IBAN: CZ84 0710 0000 9400 0622 1461

765 - Odbor provozní Ústí nad Labem

221/0354/3078

Statutární město Liberec

nám. Dr. E. Beneše 1

460 59 Liberec 1

Zůstatek předchozího výpisu

ze dne 24.05.2023

Debetní obrat (0)

Kreditní obrat (1)

Konečný zůstatek

ze dne 25.05.2023

Počet položek celkem: 1

Limit debetního zůstatku: 0,00

Účtováno	Druh položky	Interní ident.VS	Částka (CZK)
Valuta	Protipartner - číslo účtu, název	KS	
Odepsání	Externí identifikátor	SS	

25.05.2023 Příchozí úhrada 23525D0001151 330932473  
40096-5827461/0710 Liberecký kraj 558  
M541/2505/01/00001

AV: GPIDKULBX00QOKDK1GPORCK

Konečný zůstatek