EGCA 2022 Applicant Workshop: Evaluation and Assessment

EGCA Award Secretariat:
Louise Connolly, Project Manager, European Green Capital Award Secretariat
12 Indicators

1. Climate Change: Mitigation
2. Climate Change: Adaptation
3. Sustainable Urban Mobility
4. Sustainable Land Use
5. Nature and Biodiversity
6. Air Quality
7. Noise
8. Waste
9. Water
10. Green Growth and Eco-innovation
11. Energy Performance
12. Governance
Two Tier Evaluation Process


2. Jury Assessment – Finalist City presentation on Communications Strategy and action plans for European Green Capital year

EGCA 2022 Winner announced in Lisbon in June 2020
Technical Evaluation Process

- Reviewed by a primary and secondary expert (peer-review)
- Primary expert will evaluate each application based on its own merit
- Each section (A, B & C) of the Indicator Area is given equal consideration
- Applications are not given a score but benchmarked and ranked against all applications (e.g. 1st to 9th in 2021 cycle)
- Secondary expert undertakes an additional review to ensure quality and consistency of the initial review process
- Final combined ranking of cities is achieved upon agreement by primary and secondary expert
- Experts select the finalists based on the ranking
City Background Check

- Independent background check by Secretariat and the Commission covering:
  - Legislation and governance infringements
  - Legal procedures against city
  - Progress towards compliance will be noted
  - News and social media news
  - Citizen complaints

- Provided to the Jury as additional information

- Confidential document
Jury Evaluation

• Jury reviews the:
  • Finalist city applications
  • Expert Panel’s Synopsis Technical Assessment Report
  • Background Research Report

• Finalist Cities present to the Jury

• The Jury deliberate after the presentations and decide on a winner
Key Dates

EGCA 2022 Award Process

- 15 May 2019 – Launch of call for applications
- 27 May 2019 – Applicant workshop
- 14 October 2019 – Application deadline (23:59 CEST (GMT +2))
- April 2020 – Finalist cities announcement
- June 2020 – Finalist cities present to Jury & Winner announced at EGC Award Ceremony in Lisbon, Portugal

Other Key Dates

- January 2020 – Opening/Handover Ceremony in Lisbon, Portugal
- April to June 2020 – Publication of key project reports
  - Expert Panel Technical Assessment Report
  - Jury Report
The European Green Capital Award is open to EU Member States, EU Candidate Countries, Iceland, Liechtenstein, Norway and Switzerland.

All cities from the countries listed above which have more than 100,000 inhabitants can apply for the Award.

In countries where there is no city with more than 100,000 inhabitants, the largest city is eligible to apply.

A ‘city’ is understood to be an urban area, including metropolitan areas, with an administrative unit governed by a city council or another form of democratically elected body.

In any given year, cities can apply for either the European Green Capital Award or European Green Leaf Award, but not both at the same time.

Past winners may not apply for a period of ten years after they held the European Green Capital title year.

The signatory should be the Mayor or highest-ranking city representative, authorised by national law to legally represent the city.

1 For British candidates or applicants: Please be aware that after the UK’s withdrawal from the EU, the rules of access to EU financial competing procedures of economic operators established in third countries will apply to candidates or applicants form the UK depending on the outcome of the BREXIT negotiations. In case such access to the EU market is not provided by legal provisions in force, candidates or applicants from the UK could be rejected from the financial procedure.
Application Registration

https://www.egcaportal.eu

Welcome to the European Green Capital & European Green Leaf Awards Application Portal

Please note the closing date is 23:59 CEST (GMT +2): 14th October 2019.

Will your city be European Green Capital in 2022?

View Brochure

The application form is the first step which could see your city become European Green Capital in 2022!

All interested parties are required to register to proceed to the application form and supporting documents.

The European Green Capital Award is open to cities across Europe which have more than 100,000 inhabitants. See the eligibility criteria and competition information here.

Register  Login

Will your city be European Green Leaf in 2021?

View Leaflet

The application form is the first step which could see your city become European Green Leaf in 2021!

All interested parties are required to register to proceed to the application form and supporting documents.

The European Green Leaf Award is open to cities across Europe which have a population of 20,000 and up to 100,000 inhabitants. See the eligibility criteria and competition information here.

Register  Login

If you have any queries or need assistance please contact the European Green Capital Secretariat at info@europeangreencapital.eu or the European Green Leaf Secretariat at info@europeangreenleaf.eu
Application Registration

The Online Application Portal is split into simple steps:

1. Municipality Details
2. Declarations
3. Application Form
4. Upload Documents
5. Request for translation
6. Confirm Submission

Step 1 – Municipality Details
Must be completed in full to submit application

Step 2 – Declarations
• Mayoral Declaration
• Declaration on Honour
By signing the declarations the applicant city indicates it has read and accepts the Rules of Contest of the 2022 European Green Capital Award
Application Registration

Step 3 – Application Form

- Download the Application Form and Guidance Note and read together as a set of documents

- Application form available in English and can be translated into 23 EU languages, if official request made after a city registers

- Guidance Note available in English only
Application Registration

Step 4 – Upload Documents

- **Must upload 14 separate files**
  - 1 x Introduction
  - 12 x Individual Indicators
  - 1 x Good Practices

- Each must be properly labelled with city name and indicator number e.g. *Indicator 1_Lisbon*, *Indicator 2_Lisbon* etc.

- You **MUST** submit in **Word Document format .doc or .docx**.

- Upload 2 x Declarations to complete the application process
Application Registration

Step 5 – Request for Translation

- Must be completed if your application form requires translation

- Must provide 14 individual word files

- Must provide 1 file with all images – **in a format that can be translated** - i.e. editable images – raw table files etc. – so that the format of the table/image can be easily retained
Application Registration

Step 6 – Confirm Application Submission

• Only select when completely finished
• Confirmation email will be sent on submission; and
• Confirmation email after verification and acceptance of the application

Following verification:

• Applications not submitted in English will be translated
• Applications will be issued to the Expert Panel for technical assessment
City Introduction & Context

- Provide overview of city
- Highlight environmental and other constraints (e.g. geographical, economic, social etc.)
- Discuss positives and negatives
- Opportunity to highlight challenges faced
- Contentious projects and public acceptance issues
- Non compliances should be highlighted
- Big achievements can also be highlighted!

- All application authors should ideally contribute / review this section
- Often neglected Section but can really support your application
- Can help explain why your city may have certain environmental issues
- Maps requested creates context and give a high level overview
- Remember you may know you city well but the reader does not!

Remember this is the first thing the expert panel reads!!
The Application form is split into 12 indicator areas

Indicators 1-11 split into 4 Sections:

A. Present Situation
B. Past Performance
C. Future Plans
D. References

A. Present Situation: focus on data, numerical information, figures, graphics etc.
B. Past Performance: focus on measures implemented and associated trends for the last five to ten years
C. Future Plans: focus on realistic and achievable plans, the objectives and measures
Application Form

Indicator 12 split into 4 Sections:
A. Plans and Commitments
B. Governance and Management Arrangements
C. Partnerships and Public Involvement
D. References

Note
Sections A, B & C are considered on an equal basis as part of the technical assessment and rankings are based on the information provided in these sections

City Introduction and Good practices not considered in the ranking
Section A – Present

- Provide details of current situation/position including statistics, policies, projects etc.
- Always describe any disadvantages or constraints resulting from historic and/or geographical factors which may have affected performance in an indicator area.
- Showing recent trends (5 to 10 years) is useful for setting the context.
- Must be backed up by data – tables included in all indicators to ensure cities provide this!
- Important to explain the calculation method for this data.
Application Form

Section B – Past

• The aim of this section – clearly describe how the position/situation in section A has been achieved

• Comment on which measures have been most effective. Where available, quantitative information/data should be provided from previous 5 to 10 years in order to show recent trends, discuss resources allocated

• Indicate if measures were successful or not, provide reasons

This should not repeat the information provided in Section A! Must describe the past!
Section C – Future

- Opportunity to provide the experts with a vision of the future planned for your city

- Describe the future short & long term realistic objectives, targets and timescales and the proposed approach to achieve these, including any additional strategies and plans

- Include the measures adopted, but not yet implemented, and details for future measures already adopted

- Emphasise to what extent plans are supported by political commitments, budget allocations, and monitoring and performance evaluation schemes

- Plans or policies in place can be referenced here and links detailed in section D
Application Form

- Incomplete application forms will NOT be accepted
- Complete all sections or indicate why information is not available
- Answer all questions asked or provide a reason for not answering
Application Form

**Word Limit:**
Each section has a *strict* word limit.

- Answers over the word limit will be terminated at the word limit for that section (this may have a negative effect on your assessment)
- Table & Graphic titles / captions are not included in the word count
- Table & Graphic Contents are included in the word count
- Reasonable approach to table content – do not have a 1 page table.....
- Grouped graphics must be on the same theme

**Layout:**

- Use the word format provided, do not create your own style/version of application form
- Answers must follow 2022 Application Form Layout
- All information to be contained within answer i.e. no appendices containing additional text will be accepted
- Graphics, photographs, tables etc. to be contained within the body of text.
- All graphics, photographs, tables etc. must be *individually labelled and referenced*
References

- The 4th section is provided for supporting documentation
- List where the information referenced in the application can be located, add links where possible

- **Answers should not solely refer to the supporting documentation**
  e.g. we have excellent Biodiversity, please see the biodiversity plan in Section D – NOT ACCEPTABLE!

- Documents listed are for evidence and verification of the information provided
- The experts are not obliged to read this information
- Does not count towards ranking
Cross Reference

• The expert panel only read:
  • Main indicator being evaluated
  • Indicator for peer review
  • Introduction
  • Good Practices section

• Tip: If you are including something in one section that is relevant to another section be sure to cross reference!
  Otherwise the expert it might also be relevant to may not find out about it!

  » Good example to be found in Essen 2017 application form

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1. Essen currently has a population of 574,000 (City of Essen; As of 30 June 2014)
2. Emscher conversion can also be found in sections 1|2|3|4|5|6|7|8|9|10|11|12
3. ESSEN.New ways to the water can also be found in sections 1|2|3|4|5|6|7|8|9|10|11|12
The Guidance Note provides explanatory information for each of the 12 indicators.

Prepared by the Experts & EU Policy Officers to ensure cities understand what information is being required and in the correct format.

Tool to produce good quality application.

It must be consulted to successfully complete the Application form – it is obvious from the quality of an application if a city has not read the Guidance Note.

Information includes:
- Additional explanation of terms
- Specifics details to be included in answers
- Units for data
Case Studies – Expert Comments

- Case Studies from 1 specific Indicator Area and Range of Indicators:
  - Case Study 1 – Sustainable Urban Mobility (EGCA 2020)
  - Case Study 2 – Range of Indicators

- Discuss high quality and weakness of applications

- Information obtained from the Synopsis Technical Assessment Reports – available for download on website
Case Study - Sustainable Urban Mobility

Lisbon ranked 1st in Indicator 3 - 2020 cycle
CASE STUDY LISBON APPLICATION: Indicator 3: Sustainable Urban Mobility

- Lisbon has an **excellent, city-wide vision** for sustainable transport.
- It has a **city-wide plan** that aims for the city to become a 'City of Neighbourhoods' in which anyone, anywhere in the city can **access at least two sustainable modes** within 500 metres.
- It was noted that the **approach had the support of the people**.
- It recognises walking neighbourhoods as the **basic cells of the city** to be linked by **public transport and cycling networks**.
A Participatory Budget Programme has been created, which demonstrates a commitment to engage citizens.

Many measures have been implemented to improve walking, cycling and public transport in the city, and many further measures are planned.

Many 30 km/h and shared zones are planned. The aim is to restrict car circulation by design, to reduce speeds and to eliminate car trips.

Measures are also being taken to promote alternatively-fuelled vehicles and shared mobility.
What made this a good application:

• Commitment to continuous improvement – Lisbon has already made changes, but is striving to develop more.

• Good information and detail provided i.e. on plans/projects, as well as on funding for planned initiatives.

• Focused on making change for people i.e. ‘City of Neighbourhoods’.

• Ambition for the wider city, not just the populous centre – City wide vision and plans for sustainable transport.
Case Study - Critical Expert Comments
Finalist City Application Weaknesses
Critical Expert Comments

- Given the current debate about their impact on natural ecosystems, it would be helpful to learn about the city’s attitude to, policies on, and use of herbicides in the management of its nature areas, public parks and green spaces, and invasive non-native species.

- It would be useful to present data on the current herbicide volumes applied across the city and compare these to previous years.

- The waste treatment infrastructure is not described in sufficient detail and there is an over focus on thermal treatment. Similar attention is needed on other forms of treatment.

- It is difficult to measure their impact given lack of detail.

- It is inferred that the strategies are adopted by the city council, but this is not confirmed in the application.
Critical Expert Comments

- The BIP/ZIP Project is referred to, but from the information provided in the Governance section of the application it is not clear what this is.
- The application is overall of good quality with good use of images and data visuals, however in places the structure is a bit disjointed making it difficult to follow.
- Unfortunately, no indication of the level of resources allocated to the programme is given.
- Youth engagement is referred to, but the text was too long and therefore text was deleted so the nature of this was not able to be understood and assessed.
- Several subsidiary questions were not answered, and the structure chart of the city council was not provided in English and therefore could not be assessed.
Practical Tips & Information
Helpful Advice

- Provide answers in the ‘units’ requested by the application form
  - Allows comparison of data and benchmarking/ranking of applicant cities
  - Incorrect units or units in a different format to those requested may result in a lower ranking owing to lack of comparability
- Ensure all statements are clear
- Clearly indicate if an initiative has been implemented or not
- Explain unknown/local/national terminology this will support the assessment of your application
- Clarity on data – city or urban region/national data
- Budget data – back up with information about what is committed, how it will be implemented etc.
What the Experts Look for?

- Applications that are well thought out, structured, concise, compiled and written by suitably qualified professionals in the indicator area.
- Highlight the integrated nature of indicators i.e. how does activity in one indicator area have a positive/negative effect in another.
- Often experts know of initiatives in cities – if information is not provided, unable to assess.
- Cities need to demonstrate ALL key projects.
- List what the City Council is responsible for e.g. privatisation vs public, local vs regional etc.
- If you can not provide data, provide a good explanation as to why you can not.
- Photographs, figures, infographics etc. Beneficial!
  - Similarly excess of such is a major negative.
  - Always label clearly.
Things to Think About…..

- Is sustainability enshrined in your city governance?
- Does sustainability underpin all policies?
- Does your city have a sustainability story?
- What is the message of this story? How does it fit in, in a local, European, global context?
- What is your city’s unique selling point?
- What does your city story have to offer other cities across Europe?
- How replicable are the achievements?
- Why would other cities look to your city for learnings?
- Why should you be selected as a EGC winner?
Top Tips

1. Register on the application portal early

2. Read the Application Form & Guidance Note thoroughly, and as a pair

3. Read the ‘Getting Started’ Guide (issued after registration)

4. Read past Technical Assessment Reports to see what Experts look for

3. View winning city applications online

3. Complete all sections of the indicator and review application form as a complete document

4. If writing in English, it would be helpful to have the document reviewed by a native English speaker

5. If in doubt – please contact the Secretariat – We are here to help!!
   Telephone: +353 87 361 90 39
   E-mail: info@europeangreencapital.eu
Questions?