

Annex 1 – Work programme

The activities of the country experts will be split into **2 phases** (detailed in the table page.3):

Pre-application phase: this encompasses all the activities related to the information and support actions provided to cities applying to the EUCF (running the country helpdesk, informing target groups about EUCF, presenting the EUCF at info sessions, participation in the training for experts in Brussels...). The number of days planned in this phase is equal for all country experts (30,5 days) as the activities will be carried out regardless of the number of applicants/successful beneficiaries.

Workload: a fixed number of 30,5 days is foreseen for the country experts' support provided to the cities applying to the City Facility.

Post-application phase: this encompasses all the activities related to the support provided to the successful cities benefiting from the City Facility funding. These activities include supporting the Core Management Team in needs assessment and grant agreement preparation, providing guidance to the beneficiary cities in the development of their Investment Concept upon need, as well as the monitoring the Investment Concept development and implementation.

Workload: The number of days allocated in this phase will vary according to the number of successful applicants so called beneficiary cities per country. The minimum amount will be 3 days in case there are 0 successful applicants. A realistic number of beneficiary cities per country should be in the range 5-10. In the table below, the calculation is made for 7 beneficiary cities per country as an indicative number.

Please find below a table setting an indicative workplan and workload.

Tasks 1.	Phase 1: Pre- application phase (support to applicants)	Working days	N° of occurrences	Total days	Indicative Timeline
1.1	Participate in the 2 online training sessions (25th and 31st March 2020)	1	2 trainings	2	Q1 2020
1.2	Contribute to the information session organised by the national city network (prepare slides in local language, liaise with national city networks, hold a presentation, adapt material to the local context)	2	1 info session (2nd call)	2	Q4 2020 to Q1 2021
1.3	Contribute to the webinars (up to 3) organised by the national city network (prepare slides in local language, liaise with national city networks, hold a presentation, adapt material to the local context)	0,5	3 calls for applications	1,5	Q2 2020 to Q4 2022
1.4	National helpdesk (answer inquiries that cities have, feed the FAQs...)	4,5	4 calls for applications	18	Q3 2020 to Q2 2023
1.5	Completeness check of the applications 1) Sustainable Energy Action Plan (SEAP), Sustainable Energy and Climate Action Plan (SECAP) or similar plan 2) Letter of support to the project by the mayor or other political representative 3) Self-	1,25		5	



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	declaration form by representative of city or grouping of cities			
1.6	Administrative and feedback reports to the Core Management Team	1	4	Q3 2020 to Q2 2023
TOTAL Pre-application phase			30,5 days	

Tasks 2 .	Phase 2: Post- application phase (support to beneficiary cities)	Working days	Ex of calculation for 7 beneficiary cities	Indicative Timeline
2.1	Organise a phone call to carry out a capacity needs assessment, discuss beneficiary city's activities and the content of the grant agreement (Country Expert + Core Management Team + City)	0,75 day per beneficiary	5,25 days	2021 to 2023
2.2	Guide the Investment Concept (IC) development (regularly check the progress of the beneficiary city) and, before submission, quick check of the Investment concept and of its English summary	2,75 days per beneficiary	19,25 days	2021 to 2023
2.3	Quick scan of the quality of the monitoring report in English and feedback to city	0,5 days per beneficiary	3,5 days	2021 to 2023
2.4	Final Country report to the Facility in English about the outputs/impacts of the Facility in the country (incl. IC implementation)	1 day for the report	1 day	Q3 2023
2.5	Final meeting of the Country Experts (back to back with another EUCF event)	2 days	2 days for the meeting	2023
TOTAL post application considering 7 beneficiary cities per country			31 days	

NB: The Country Expert will not support beneficiary cities on a daily basis. Many activities will be managed centrally. Country Experts will provide support to the Core Management Team when needed. They are considered as an 'extended arm' of the Core Management Team in order to provide stronger support to cities on the ground.