

ADDENDUM TO THE REGULATION

APPENDIX C:

Guidance to the finalist teams to draft their Environmental
Performance Monitoring Protocol

Contents:

Scope, Content and Outcomes2

Content of the Protocol3

Reinventing Cities is a competition to foster carbon-neutral and resilient urban regeneration worldwide. In the course of the first phase of the competition, multidisciplinary teams have been selected, on the grounds of the efficiency and relevance of the solutions they designed to deliver a sustainable and carbon-free project for a given site.

In the second phase of the competition, finalist teams are required to develop their project and to detail their level of commitment, while describing the terms set to achieve and monitor part or all of the solutions they would promote to address the most significant challenges identified for the given site.

To that extent, each finalist team must specifically draw up an **Environmental Performance Monitoring Protocol**, which is one of the six elements requested for their final proposal. Further information about the requested content of the final proposals may be found in the Addendum to the Regulation.

The Environmental Performance Monitoring Protocol is therefore a **tracking tool to be drawn up by each finalist team in order to monitor the long-term achievement of their proposed solutions and commitments to address the 10 challenges for Climate**. Dealing with the commitments of the team towards the sustainability of their project in a comprehensive manner, the Environmental Performance Monitoring Protocol strictly differs from - but is additional - to the environmental Assessment, that the finalist teams must submit as part of the presentation of their project (see the Addendum to the Regulation).

Scope, Content and Outcomes

The hereby document aims at guiding the finalist teams to draft the scope of their commitments, to set measurable goals and to describe the resources and means dedicated to monitor the achievements in the course of the project.

Scope:

Each finalist team must draft the scope of commitments and can choose to monitor all or part of the solutions proposed in their project to address the 10 challenges for Climate. The finalist teams are therefore not required to include all the solutions they have proposed in their Environmental Performance Monitoring Protocol. The finalist teams are indeed encouraged to identify and to include in their Protocol their most important commitments and solutions.

Within this protocol the finalist teams must:

1. Define and details the content of the solutions proposed to address the 10 Challenges for Climate and specify the measurable goals set for each solution considered. In case the goals cannot be quantitatively monitored, the team shall explain why and provide the City and the C40 with substantial details that could contribute to the monitoring of the solution proposed.
2. Detail the monitoring process for each solution considered, including the methodology and the indicators. Teams must consider all the phases of design, implementation and operational stages of the project.
3. Define the means and resources the team will allocate to ensure their commitments will be met over time.

The content of the Environmental Performance Monitoring Protocol must be approved and agreed by each member of the project team. The first and last pages (without appendix) of this document 3 entitled *Environmental Performance Monitoring Protocol* should be dated and signed by the team representative.

Outcomes:

The Environmental Performance Monitoring Protocol is one of the six elements requested for the final proposal. The team may include all or part of this key document in its ***Framework for Engagement of the Finalist Team*** document.

The content of this protocol will be evaluated by the City and the C40 during the analysis process of the final phase of the competition.

After the competition process, the protocol will serve as a baseline for the City to finalize the site transfer agreement with the winning team. Therefore, the commitments specified by the finalist teams in the hereby protocol might be included in the subsequent deeds for rights transfer.

Content of the Protocol

The expected protocol input is structured into information tables (one table per solution/commitment proposed), for which a template version is provided below. In total, the protocol must not exceed 20 pages (A4 or US letter format) and appendices are not allowed.

Template of table – to be filled in per solution/commitment promoted

(1) [Challenge]
(2) [Proposed solution to tackle the challenge]

	(3) Level of commitment: objectives set	(4) Methodology	(5) Means and resources allocated
A) DESIGN PHASE (including studies, investigations etc.)			
B) IMPLEMENTATION / BUILDING PHASE			
C) OPERATIONAL PHASE			

Note: If the solution is not relevant for certain phases, please mention “not applicable”

The template should be filled in accordingly:

(1) Header [challenge]

Specify here which of the 10 key challenges is considered: Building energy efficiency and supply of clean energy, Sustainable materials management and circular economy, Green mobility, Inclusive Actions and community benefits etc.

(2) Header [Solution]

Please name here the solution your team want to promote to tackle the challenge mentioned in (1).

Examples by challenge:

- Deliver a zero *carbon* project or zero *carbon* buildings [Design, Building and operational phases]
- Challenge 1: Decrease by XX kgCO₂eq/year the carbon footprint of the energy usage per metre squared compared to BAU situation [Design and operational phases]
- Challenge 2: At least XX% of building materials are sourced locally [Design and Building phases]
- Challenge 3: Provide access to at least XX electric vehicle charging points per XX inhabitants [Design and Operational phases]
- Challenge 4: In flood risk areas, all buildings have a flood resilient design (such as raised platforms) [design phase]
- Challenge 5: Provide new low-carbon Mobility service [operational phase]
- Challenge 6: XX number of innovative green start-ups incubated per year [Operational Phase]
- Challenge 7: XX% of buildings equipped with water smart metering devices to track water consumption [Operational Phase]
- Challenge 8: XX% of land-use change of the site into green space [Design Phase]
- Challenge 9: Participatory consultations with local community during design and building processes [Design and Building Phase]
- Challenge 10: Use of pioneering architectural sustainable materials [Design Phase]

(3) Level of commitment

In this section, the finalist teams should give evidence to the City and the C40 of the level of commitment they set per solution. To do so, it is expected that the team describes:

- The goals (and sub-targets if applicable) they commit to reaching and the target date for the goal to be achieved. Goals must be easily measurable and comprehensively described.
- The relevant timeframe if any, during which the team commit to reaching the set objectives.

Consider each phase of the project (design, building/implementation and operation phases).

(4) Methodology

In this section, please detail the methodology your team will apply to monitor the achievements of the mentioned goals and give evidence for the relevance of the chosen methodology. The methodology should include and detail among others:

- criteria and indicators,
- timeframe and frequency of the monitoring,
- terms of continuous improvement process and quality management

(5) Allocated means and resources

In this section, the finalist teams are invited to describe the means and resources (financial, human, and technological) that are to be allocated to the monitoring of the proposed solutions. Amongst others, the teams shall specify:

- Actions to be undertaken for monitoring
- Mobilization of human resources
- Expected deliverables
- Estimated cost of the monitoring process (accordingly to the frequency set by the team – yearly monitoring is highly recommended).

Please find below some examples of possible means to be allocated to monitoring the solutions:

Dedicated human resources	<i>Examples:</i> <i>Number of people involved</i> <i>Profiles of the people involved</i> <i>Involvement of a third party (training centre, specialised service provider, certification...)</i>
Meetings/Interactions	<i>Examples:</i> <i>Validation meetings with the City (committee...)</i> <i>Participatory workshops involving inhabitants/users</i> <i>Signed responsibility procedures ...</i>
Deliverables	<i>Examples:</i> <i>Building Log book completed</i> <i>Continual Professional Development requirements</i> <i>Automatic reading and reporting tools e.g. Building Management Systems</i> <i>Miscellaneous information to support actions</i> <i>General Status report</i>

	<i>Website</i> <i>Analytics reports</i> <i>...</i>
Tracking tool	<p><i>Examples:</i></p> <p><i>Building or Project User & inhabitants survey on several themes (quality of the spaces provided, evolution of housing types, appropriation of the premises and energy systems set up, etc.)</i></p> <p><i>Satisfaction survey (thermal comfort, visual comfort...)</i></p> <p><i>Adaptation of the user handbook or continual training</i></p> <p><i>Measurement campaigns (readings of energy consumptions, air tightness tests, spaces attendance rate, air quality measurements, level of natural and artificial light, assessment of the thermal comfort (outdoor temperature measurements, hygrometry, etc.)</i></p> <p><i>Observation work</i></p> <p><i>...</i></p>