

# CEN CWA Project Plan and Proposal on PEDs

CITIZENS4PED



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#### Document history:

Version	Date of issue	Content and changes	Edited by
1.0	13/07/2025	First version	Dario Esposito
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# Introduction and Purpose of the Deliverable

This deliverable presents the final version of the Project Plan submitted for the launch of a CEN Workshop Agreement (CWA) dedicated to Positive Energy Districts (PEDs). It was prepared in collaboration with UNI – the Italian national standardization body – and follows the internal CEN/CENELEC Guide 29 procedures. The CWA aims to promote the replicability and mainstreaming of PED development by consolidating project outcomes into an actionable, consensus-based guidance document.

The deliverable consists of two parts:

1. The **Project Plan**, officially submitted to the CEN-CENELEC Management Centre (CCMC) in July 2025;
2. The present **narrative report**, which explains the collaborative process that led to its development, the methodological framework adopted, and the rationale behind the structure and content of the CWA proposal.

## Collaborative Process and Methodology

The Project Plan was developed through a multi-phase and participatory process involving:

- **Systematic extraction of knowledge** from the activities and outputs of WP3 (Techno-energetic Modeling), WP4 (Socio-economic and Citizen Engagement), WP5 (Institutional and Spatial Strategy), and WP6 (PED Action Plans);
- **Iterative consultations and workshops** with project partners, including a structured **questionnaire** (distributed in April 2025) that collected insights, lessons learned, and reflections from WP leaders and contributors across the three PED transition dimensions;
- **Presentation and discussion sessions**, including an online workshop (May 2025) and a validation session during the **project consortium meeting in Bari (6 June 2025)**;
- Finalization and approval of the Project Plan in July 2025 with the support of UNI.

This process ensured that the Project Plan:

- Reflected the diverse experiences and perspectives of partners;
- Was rooted in both scientific and practical knowledge;
- Addressed real-world challenges in PED implementation across different European contexts.

## Insights Integrated into the Project Plan

Key themes that emerged from the WP7 meta-analysis and were integrated into the CWA proposal include:

- The need for **cross-domain integration** across technical, social, and policy aspects of PEDs;
- The importance of **context sensitivity** and adaptability, especially in data-poor or institutionally fragmented environments;
- The value of **procedural clarity** and **interdisciplinary coordination tools**, such as shared workflows, feedback mechanisms, and modular guideline structures;

- A strong emphasis on **equity, community engagement**, and **non-prescriptive approaches** to support local adaptation.

These insights are reflected in the **provisional title** and structure of the CWA:

*“Guidelines for the Integrated and Context-Sensitive Development of Positive Energy Districts (PEDs)”*

## Structure and Timeline of the CWA Process

Following the submission and approval of the Project Plan:

- A **Kick-off Meeting (KOM)** is scheduled by **20 October 2025**;
- Two **online consultation rounds** with stakeholders and partners will take place between **Autumn 2025 and Spring 2026**;
- The final version of the CWA is expected to be completed and disseminated by **Autumn 2026**.

UNI will act as workshop secretariat and coordinator throughout the process, ensuring compliance with CEN rules and facilitating stakeholder engagement.

## Conclusions





Deliverable D7.2 captures the transition from research to pre-standardization by translating the shared experience of the Citizens4PED consortium into a concrete and operational roadmap. The Project Plan lays the foundation for a CWA that reflects both the technical robustness and the flexibility needed to support sustainable PED development in diverse urban contexts across Europe.

# Citizens4PED TEAM

## Coordinator:

	Universit� Libre de Bruxelles ( ULB )
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## Partners:

	e7 Energy Markt Analyse GmbH (e7)
	Brussels Institute for Thermal-fluid systems and clean Energy (BRITE) for Vrij Universiteit Brussel (VUB)
	Anderlecht Municipality – Division: Sustainable development (Anderlecht)
	Bruxelles Environment Division: Air Climat, Energy Sustainable Buildings (Bruxelles Environnement)

	<p>Resolia Engineering bureau Sustainable &amp; efficient thermal networks (Resolia)</p>
	<p>Arteria technologies engineering bureau (Arteria)</p>
	<p>Realitylab consultancy bureau (realitylab)</p>
	<p>FH Technikum Wien (FHTW) University of Applied Science Vienna</p>
	<p>Bari Municipality</p>
	<p>Politecnico di Bari</p>
	<p>ARCA Puglia Centrale</p>
	<p>Ricerca Sistema Energetico</p>
	<p>UNI</p>

## CONTACT

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# URBAN EUROPE

This project has received funding from the European Union's [Joint Programme Initiative Urban Europe](#) programme and is co-funded by the following Funding Agencies:

Région de Bruxelles-Capitale – Innoviris



funded by  **innoviris**  
.brussels 

The Federal Ministry for Climate Action, Environment, Energy, Mobility, Innovation and Technology (BMK) of Austria



 Federal Ministry  
Republic of Austria  
Climate Action, Environment,  
Energy, Mobility,  
Innovation and Technology



The Italian Ministry of University and Research



# Appendix

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Choose status. **Project plan for the**

Choose organisation. **Workshop on "**

**Guidelines for the Integrated and**

**Context-Sensitive Development of**

**Positive Energy Districts (PEDs)"**

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**Requests to participate in the Workshop  
and/or comments on the project plan are to  
be submitted by**

**<date of  
deadline for  
comments> to <email-address of the  
secretariat><sup>1</sup>**

Recipients of this project plan are kindly requested to name all patent rights known to them to be relevant to the Workshop and to make available all supporting documents.

**Town, <date> (Version x)**

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<sup>1</sup> Applications for participating in the Workshop and comments on the project plan that are not received by the deadline do not need to be taken into consideration. Once constituted, the Workshop will decide whether or not to consider the comments received in good time.

# PART A – Workshop SUMMARY

1	WS details	
1.1.	Organization	<input checked="" type="checkbox"/> CEN <input type="checkbox"/> CENELEC <input type="checkbox"/> Joint with <input type="checkbox"/> CEN lead <input type="checkbox"/> CENELEC lead
1.2.	Title	CEN/WS "Citizens4PED"  (select CEN or CLC or leave CEN/CLC in case of joint WS)
1.3.	Scope	The purpose of the Workshop is to establish Guidelines for the Integrated and Context-Sensitive Development of Positive Energy Districts (PEDs) and will consist mainly of those members stemming from the original Citizens4PED project. Anyone having an interest in joining the Workshop will be free to participate.
1.4.	Does this WS stem from an EU Research project?	<input checked="" type="checkbox"/> YES  <input type="checkbox"/> NO  Note: Citizens4PED is a transnational project developed in response to the JPI-Urban Europe call 2021. Thus, it is not exactly an EU research project as it is funded by different national funding agencies with co-funding from EU. We do not have a single grant agreement number, as different funding authorities are funding the projects in their respective countries.
1.5.	Financial support	<input type="checkbox"/> EU Research project <input type="checkbox"/> EC/EFTA <input checked="" type="checkbox"/> Other Specify, if needed: JPI-Urban Europe <i>Call on Positive Energy Districts and Neighbourhoods for Climate Neutrality</i> (Call 2021)
1.6.	WS Proposer/Proposed Chair  WS proposer	Name: Type here Organization: Type here Postal address: Type here Email: Type here Phone: Type here Webpage: Type here

		Contact person (name and email):				
1.7.	<b>WS Secretariat</b>	Organization: Postal address: Email: Phone: Webpage: WS Secretary name: Email: Phone:		UNI – Ente Italiano di Normazione Via Sannio 2, 20137 Milan (IT) Elena.mocchio@uni.com Type here www.uni.com Elena Mocchio Type here Type here		
1.8.	<b>CEN and CENELEC Management Centre (CCMC) contact</b>	Organization: Postal address: Webpage: CCMC Project Manager name: Email: Phone:		CEN and CENELEC Rue de la Science 23B - 1040 Brussels, Belgium <a href="https://www.cenelec.eu/Pages/default.aspx">https://www.cenelec.eu/Pages/default.aspx</a> Type here Type here Type here		
1.9.	<b>Tentative date and place of the Kick-off Meeting</b>	Date: SEP/OCT 2025		Place: remote		
1.10.	<b>Does the proposed Workshop fall within the scope of existing CEN and/or CENELEC Technical Bodies?<sup>2</sup></b>	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		YES Specify: CEN/TC 465 'Sustainable Cities and Communities' NO		
1.11.	<b>Are there other Technical Bodies or Joint Advisory and Coordination Groups potentially interested in the Workshop? <sup>3</sup></b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	YES Specify: Type here NO			
1.12.	<b>Are the following aspects affected?</b>	Safety matters Management system aspects Conformity assessment aspects Security matters	YES <sup>4</sup> YES <sup>5</sup> YES <sup>6</sup> YES <sup>7</sup>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	NO <sup>8</sup> NO NO NO <sup>9</sup> NO	X X X X

<sup>2</sup> Part A and Part B of this form shall be sent by the WS secretary to the secretary of the Technical Bodies identified in this section to inform them about the creation of the WS and register any possible objection within 30 days (45 during the holiday period).

<sup>3</sup> Part A and Part B of this form should be sent by the WS secretary to the Bodies identified in this section to inform them about the creation of the WS.

<sup>4</sup> Work on the proposed CEN and/or CENELEC Workshop shall not be initiated.

<sup>5</sup> The CEN and/or CENELEC Workshop proposal shall be submitted to the CEN/CENELEC BT(s) for decision.

<sup>6</sup> CEN-CENELEC Internal Regulations - Part 3, Clause 33 applies.

<sup>7</sup> For projects dealing with security matters the security risk analysis provided in Annex I shall be carried out.

<sup>8</sup> See Note 2 in CEN-CENELEC Guide 29, Clause 3.

<sup>9</sup> See Note 2 in CEN-CENELEC Guide 29, Clause 3.

		Add information/explanations if Management System aspects and Conformity Assessment aspects are affected: N.A.		
<b>2</b>	<b>WS Deliverables</b>			
<b>2.1.</b>	<b>CWA #1</b>			
2.1.1	<b>Title</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>	Same as WS title (1.2) Other: <b><i>Guidelines for the Integrated and Context-Sensitive Development of Positive Energy Districts (PEDs)</i></b>	
2.1.2	<b>Scope</b>		The scope of the planned CWA is to develop a technical guidance document to support the planning and implementation of Positive Energy Districts (PEDs) in real urban contexts. This CWA will offer adaptable recommendations and tools to help local decision-makers, planners, and practitioners make informed, context-sensitive decisions. The document is intended to support flexible implementation of PEDs and may serve as a reference for future standardization efforts.	
2.1.3	<b>Does the proposed CWA conflict with a published EN</b>	<input type="checkbox"/> <input checked="" type="checkbox"/>	YES Specify: Type here  NO In case the answer is 'yes', the development of the CWA shall be stopped	

## PART B, Project Plan

### ***Foreword (TO BE DELETED BEFORE THE PUBLICATION OF THE DRAFT PROJECT PLAN)***

*The content of the project plan is structured into chapters. These chapters represent the Workshop project plan's minimum content, as well as optional but recommended text modules. There is no restriction on the addition of further chapters if this is deemed useful.*

*Colour code:*

- Black font: Fixed text modules. Please do not change.
- Green font: Optional but recommended text modules. Please adjust according to your needs.
- **<Red font>: Placeholder. Please fill in.**
- *Blue font: Explanation. Please delete in the final version.*



## Summary

This CEN Workshop Agreement (CWA) is initiated in the framework of the JPI Urban Europe project Citizens4PED, which investigates how to support the implementation of Positive Energy Districts (PEDs) in real-world urban contexts. The need for this Workshop arises from the growing awareness that PED deployment requires more than just technical solutions: it demands coordination across governance, spatial planning, data systems, and community engagement processes.

The Workshop aims to address recurring challenges in the planning and implementation of PEDs, particularly in cities facing institutional fragmentation, limited technical capacity, or socio-spatial inequalities. These challenges were identified through participatory and analytical work packages within the project, including cross-case comparison, modelling tools, and a multi-stakeholder questionnaire.

The CWA will offer a technical guidance document in the form of a guideline with recommendations, providing adaptable instruments to support local decision-makers, planners, and practitioners. It will support flexible implementation, without being prescriptive, imposing performance thresholds or proposing requirements.

The CWA does not intend to define minimum energy standards, establish regulatory constraints, or prescribe a fixed PED model. Instead, it provides a basis for informed, context-aware decisions and may serve as a reference for future standardization activities.

This summary may be used for dissemination purposes to communicate the goals and scope of the Workshop to interested parties and relevant stakeholder communities.

## Status of the project plan

**Draft project plan** for public commenting (Version 1.0)

This draft project plan is intended to inform the public of a new Workshop. Any interested party can take part in this Workshop and/or comment on this draft project plan. Please send any requests to participate or comments by e-mail to the WS Secretariat.

All those who have applied for participation or have commented on the project plan by the deadline will be invited to the kick-off meeting of the Workshop that will ideally take place in September/October.

## Workshop proposer and Workshop participants

### Workshop proposer

<u>Person or organisation</u>	<u>Short description and interest in the subject</u>
Polytechnic University of Bari (Italy) - Eng. Dario Esposito PhD	Dario Esposito is a civil engineer and researcher in urban science, spatial modeling, and disaster risk reduction, currently serving as research fellow at the Polytechnic University of Bari, where he also teaches

	Environmental and Territorial Engineering. His work focuses on participatory and computational approaches for sustainable and resilient urban development, with a strong emphasis on human behavior, local knowledge, and spatial cognition. He is Vice-Chair of CEN/TC 465 “Sustainable Cities and Communities” and a member of multiple technical bodies for urban standardization. In Citizens4PED, he leads WP7 on PED guidelines and standardization, and is responsible for drafting the CEN Workshop Agreement as an integrated output of the project.
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## Other potential participants

This CWA will be developed in a Workshop (temporary body) that is open to any interested party. The participation of other experts would be helpful and is desired. It is recommended that:

- Academic and research bodies
- Funded European Projects (i.e. Horizon 2020, Horizon Europe)
- Industry and commerce
- Non-governmental organizations (NGO)
- Standards application

take part in the development of this CWA.

## Participants at the kick-off meeting

The following persons or organisations already signed up to the kick-off meeting prior to the publication of the draft project plan.

<u>Person</u>	<u>Organisation</u>
<u>Gregoire Wallenborn</u>	<u>Institute for Environmental Management and Spatial Planning (IGEAT) - Université Libre de Bruxelles (ULB)</u>
<u>Gerhard Hofer</u>	<u>Energie Markt Analyse GmbH (e7), private research and consulting organisation working in the fields of energy efficiency, energy efficiency services and energy economics</u>
<u>Yassine El Alali</u>	<u>FLOW research group at the VUB is specialized in thermodynamics, fluid mechanics and energy. It is part of the Department of Applied Mechanics (MECH) - Vrije Universiteit Brussel</u>

<u>Olivier Gilmont</u>	<u>Resolia, multidisciplinary experts specialised in thermal network engineering</u>
<u>Arsida Duro</u>	<u>Arteria Technologies develops software to digitize decentralized energy systems</u>
<u>Svitlana Alyokhina</u>	<u>Renewable Energy team at the FH Technikum Wien – University of Applied Science</u>
<u>Gernot Tscherteu</u>	<u>Realitylab - social processes in housing and urban development</u>
<u>Laura Grassini</u>	<u>The Polytechnic University of Bari - Italian public University offering scientific and technological programmes in Engineering and Architecture.</u>
<u>Alessandro Cariello</u>	<u>The Municipality of Bari is an Italian local authority. With a population of 320.000 inhabitants, it is the Capital City of the Apulia Region and the 3rd largest city of Southern Italy</u>
<u>Alessandro Bonifazi</u>	<u>The Polytechnic University of Bari - Italian public University offering scientific and technological programmes in Engineering and Architecture.</u>

## Workshop objectives and scope

### Background

The Citizens4PED project aims to define pathways for the planning and implementation of Positive Energy Districts (PEDs) that are inclusive, replicable, and context-sensitive. The project highlights how the success of PED deployment critically depends not only on technological factors, but also on socio-spatial conditions, governance mechanisms, and stakeholder engagement models.

Through technical deliverables, simulation-based living labs, and participatory activities (notably the WP7 questionnaire and analysis), Citizens4PED has identified recurring challenges in aligning PED development with real-world urban dynamics — especially in data-poor environments, fragmented governance settings, and socially vulnerable areas.

This CEN Workshop is launched to translate such findings into a pre-standardization document that facilitates integration between planning, energy, and governance domains. It will be based on:

- Practical insights from diverse case studies;
- Tools and templates developed within the project;
- Iterative consultation among project partners and stakeholders.

## Scope

The planned CEN Workshop Agreement defines a hybrid technical guidance document that combines an Integration Framework and Context-Sensitive Guidelines for the planning and implementation of Positive Energy Districts (PEDs), based on the practical experiences and findings of the Citizens4PED project.

The planned CEN Workshop Agreement is intended to be used by municipalities, urban planners, researchers, consultants, and governance actors engaged in PED co-design and deployment, particularly in complex or under-resourced urban settings.

The planned CEN Workshop Agreement is not intended to be used as a prescriptive standard or regulatory benchmark for energy performance, nor to replace local planning regulations or technical norms currently in force.

The CWA is being developed as a Guideline with Recommendations, meaning it provides a technical guidance document based on results which may be used as a basis for a future standard.

The planned CEN Workshop Agreement (CWA) will develop a hybrid technical guidance document combining:

- An Integration Framework for structuring cooperation between different urban domains (technological, spatial, institutional, social);
- A set of Context-Sensitive Guidelines to support PED planning, implementation, and monitoring in diverse urban settings.

The CWA will include:

- Modular templates and flowcharts for aligning technical modelling, policy coordination, and community participation;
- Recommendations for adapting simulation-based tools to local constraints (e.g., lack of data or institutional resources);
- Guidance for engaging informal stakeholders, enhancing participation, and managing equity issues in PEDs;
- Examples from project case studies illustrating adaptable practices in different governance and planning contexts.

The document will be non-prescriptive, aiming to support flexible and informed decision-making, without setting performance thresholds or overriding local regulatory frameworks.

## Related activities

The subject of the planned CWA is not at present the subject of a standard. However, there are committees, standards and/or other technical specifications that deal with related subjects and thus need to be taken into account - and involved, where necessary - during this Workshop.

Thus, the CWA will draw on and complement:

- European and international standards (e.g., ISO 50001, ISO 37120);
- Existing assessment tools and labels (e.g., klimaaktiv, LEED for Communities, GBC Quartieri);
- National guidelines (e.g., Italian CER guidance);
- Outputs from Horizon Europe projects on PEDs (e.g., MAKING-CITY, ATELIER, ARV);
- Work programmes and deliverables of CEN/TC 465 and ISO/TC 268.

Where appropriate, liaisons will be initiated with technical committees and platforms such as JPI Urban Europe and the Smart Cities Marketplace.

## Workshop programme

### General

The CEN Workshop will be structured in several phases, from the preparatory period leading to the submission of the Project Plan to the CEN-CENELEC Management Centre (CCMC), to the official launch of the Workshop and subsequent development of the CWA document.

The kick-off meeting is planned to take place not later than the **20th of October 2025**, held **remotely via videoconference**, coordinated by UNI.

A total of **three formal CEN Workshop meetings** will be held, including the **Kick-off Meeting (KOM)** and **two subsequent online consultation meetings**, during which the content of the CWA will be presented, discussed, and approved.

In addition, **three preparatory meetings** between the proposer (Politecnico di Bari) and the Workshop Secretariat (UNI) were held between **March and June 2025**, to define the scope and contents of the Project Plan and to align it with the findings of the Citizens4PED project.

The CWA will be drawn up in **English**, which will also be the language used for meetings, minutes, and official communication. The CWA will be written in **English**.

### Workshop schedule

- **March – June 2025:** Three preparatory meetings among project partners to finalize the CWA proposal, consolidate content, and draft the Project Plan.
- **Early June 2025:** Validation meeting during the Citizens4PED project meeting in Bari.
- **Mid July 2025:** Finalization of the Project Plan.
- **Mid July 2025:** Submission of the Project Plan to CCMC and consultation with CEN/TC 465.
- **By September 20, 2025:** Publication of the CWA launch announcement.
- **By October 20, 2025:** Remote Kick-off Meeting (KOM).
- **Nov 2025 – June 2026:** Two online meetings and iterative drafting of the CWA.
- **By September 2026:** Final review meeting.

The programme and timeline may be adapted by consensus among participants during the Workshop process, in line with CEN rules.

The following project schedule is for orientation only and is to and the duration of the various Workshop phases are of the Workshop proposer.

be modified as the Workshop progresses. The amount particularly dependent on the requirements and wishes

**Table 1: Workshop schedule (preliminary)**

CEN/CENELEC Workshop	Jul25	Aug25	Sep25	Oct25	Nov25	Dec25	Jan26	...	Jun26	...	Sep26	Oct26	...
<b>Initiation</b>													
1. Proposal form submission and TC response													
2. Project plan development													
3. Open commenting period on draft project plan (mandatory)													
<b>Operation</b>													
4. Kick-off meeting													
5. CWA(s) development													
7. CWA(s) finalised and approved by Workshop participants													
<b>Publication</b>													
8. CWA(s) publication													
<b>Dissemination (see 7)</b>													
<b>Milestones</b>													

- K Kick-off
- V Virtual Workshop meeting
- A Adoption of CWA
- P Publication of CWA
- D Online distribution of CW



## Work already delivered

The Citizens4PED project has already produced several deliverables that will serve as key inputs:

- D3.1: Updated techno-economic model;
- D3.2: Report on the multidisciplinary inputs considered in the model;
- D3.3: Description of the studied scenarios for each case;
- D4.3: Statistical description of the 4 living labs
- D5.1: Energy transition frameworks in the four target areas;
- D7.1: Guidelines for PEDs' planning, design, implementation and monitoring

## Resource planning

The Workshop will be developed within the framework of a research project, specifically through the budget of the project **Citizens4PED**.

No EC/EFTA funding is directly requested for expert man-days outside the project's framework. The Workshop relies on in-kind contributions from project partners for technical content development and consultation.

### **Human resources:**

- UNI: Workshop Secretariat and process facilitator.
- Politecnico di Bari: Content coordinator, WP7 leader.
- Citizens4PED partners: Technical and planning experts.
- Other interested stakeholders.

### **Infrastructures and tools:**

- Online collaboration platforms.
- Technical materials developed in the project.

Administrative support by UNI.

Technical Coordination by Politecnico di Bari.

# **Workshop structure and rules of cooperation**

## **Participation in the Workshop**

The Workshop will be constituted during the course of the kick-off meeting. By approving this project plan, the interested parties declare their willingness to participate in the Workshop and will be formally named as Workshop participants, with the associated rights and duties. Participants at the kick-off meeting who do not approve the project plan are not given the status of a Workshop participant and are thus excluded from further decisions made during the kick-off meeting and from any other decisions regarding the Workshop.

As a rule, the request to participate in the Workshop is closed once it is constituted. The current Workshop participants shall decide whether any additional members will be accepted or not.

Any new participant in the Workshop at a later date is decided on by the participants making up the Workshop at that time. It is particularly important to consider these aspects:

expansion would be conducive to shortening the duration of the Workshop or to avoiding or averting an impending delay in the planned duration of the Workshop;

- the expansion would not result in the Workshop taking longer to complete;
- the new Workshop participant would not address any new or complementary issues beyond the scope defined and approved in the project plan;
- the new Workshop participant would bring complementary expertise into the Workshop in order to incorporate the latest scientific findings and state-of-the-art knowledge;
- the new Workshop participant would actively participate in the drafting of the manuscript by submitting concrete, not abstract, proposals and contributions;
- the new Workshop participant would ensure wider application of the CWA.

All Workshop participants who voted for the publication of the CWA or its draft will be named as authors in the European Foreword, including the organisations which they represent. All Workshop participants who voted against the publication of the CWA, or who have abstained, will not be named in the European Foreword.

Participation is open to all interested stakeholders who agree to the Workshop scope and sign the CEN Workshop Agreement Participation Form.

## Workshop responsibilities

The Workshop Chair is responsible for content management and any decision-making and voting procedures. The Workshop Chair is supported by the Workshop Vice-Chair and the responsible Workshop secretariat, whereby the Workshop secretariat will always remain neutral regarding the content of the CWA(s). Furthermore, the Workshop secretariat shall ensure that CEN-CENELEC's rules of procedure, rules of presentation, and the principles governing the publication of CWA(s) have been observed. Should a Workshop Chair no longer be able to carry out her/his duties, the Workshop secretariat shall initiate the election of a new Workshop Chair. The list below covers the main tasks of the Workshop Chair. It is not intended to be exhaustive.

- Content related contact point for the Workshop
- Presides at Workshop meetings
- Ensures that the development of the CWA respects the principles and content of the adopted project plan
- Manages the consensus building process, decides when the Workshop participants have reached agreement on the final CWA, on the basis of the comments received
- Ensures due information exchange with the Workshop secretariat
- Represents the Workshop and its results to exterior

The Workshop secretariat, provided by a CEN/CENELEC national member, is responsible for organising and leading the kick-off meeting, in consultation with the Workshop proposer. Further Workshop meetings and/or web conferences shall be organised by the Workshop secretariat in consultation with the Workshop Chair. The list below covers the main tasks of the Workshop secretariat. It is not intended to be exhaustive.

- Administrative and organisational contact point for the Workshop
- Ensures that the development of the CWA respects the principles and content of the adopted project plan and of the requirements of the CEN-CENELEC Guide 29

- Formally registers Workshop participants and maintains record of participating organisations and individuals
- Offers infrastructure and manage documents and their distribution through an electronic platform
- Prepares agenda and distribute information on meetings and meeting minutes as well as follow-up actions of the Workshop
- Initiates and manage CWA approval process upon decision by the Workshop Chair
- Interface with CEN-CENELEC Management Centre (CCMC) and Workshop Chair regarding strategic directions, problems arising, and external relationships
- Advises on CEN-CENELEC rules and bring any major problems encountered (if any) in the development of the CWA to the attention of CEN-CENELEC Management Centre (CCMC)
- Administrates the connection with relevant CEN or CENELEC/TCs

**UNI** will act as Secretariat and ensure procedural and editorial coordination.

**Politecnico di Bari** will lead content development.

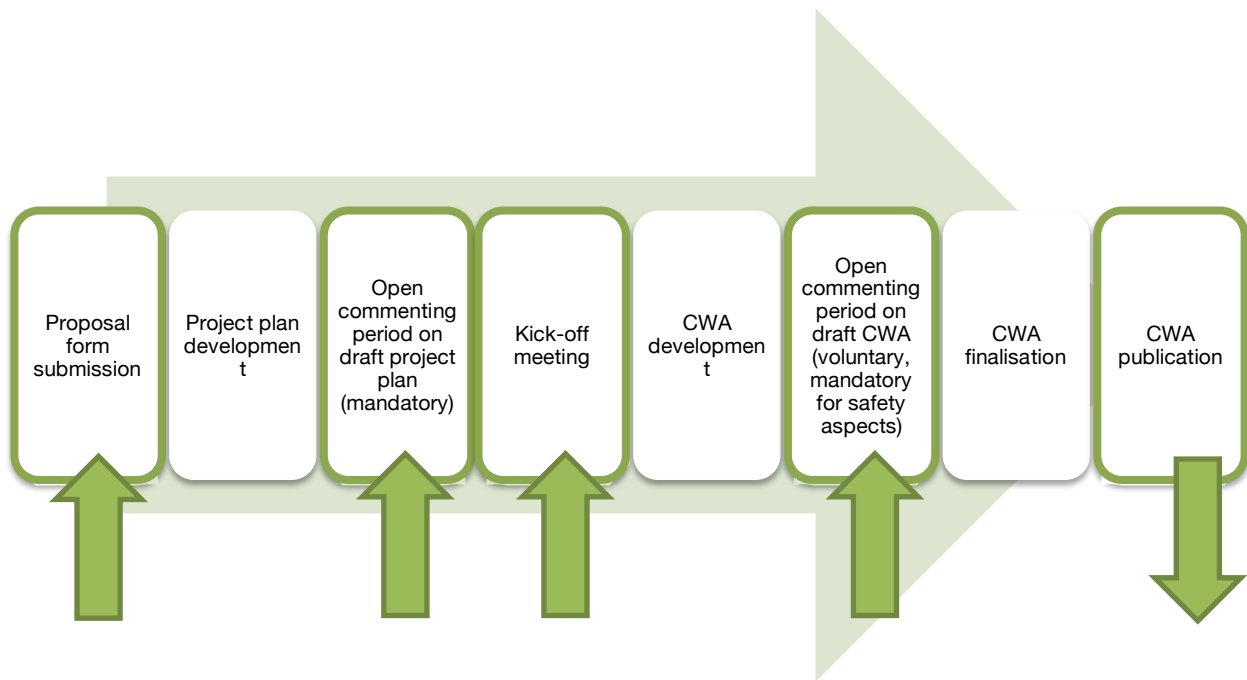
## Decision making process

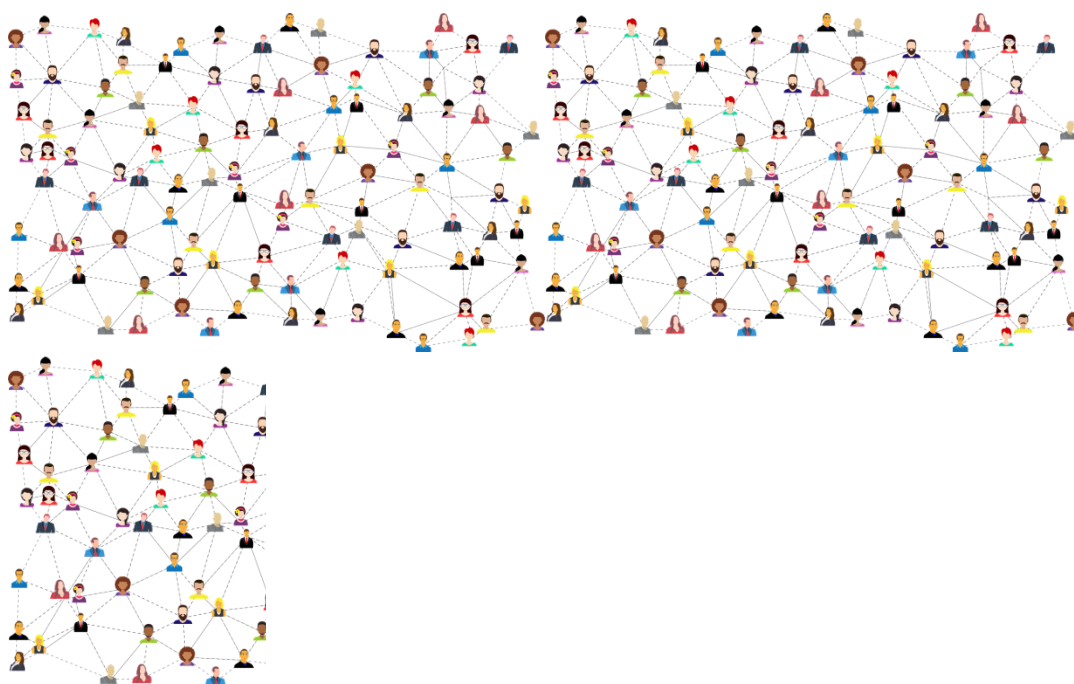
Each Workshop participant is entitled to vote and has one vote. If an organisation sends several experts to the Workshop, that organisation has only one vote, regardless of how many Workshop participants it sends. Transferring voting rights to other Workshop participants is not permitted. During voting procedures, decisions are passed by simple majority; abstentions do not count.

If Workshop participants cannot be present in the meetings when the CWA or its draft is adopted, an alternative means of including them in the voting procedure shall be used.

All decisions within the Workshop shall be made by consensus, in accordance with the CEN-CENELEC Internal Regulations. Each participating organization has one vote. If consensus cannot be reached, decisions will be taken by simple majority.

# Dissemination and participation strategy





### **Proposal form submission**

The Workshop proposal will be disseminated to the following relevant stakeholders and bodies for consultation:

- standards committee, working group etc.
- publisher of technical rules
- sector forum<sup>2</sup>
- focus group<sup>2</sup>
- coordination group<sup>2</sup>
- others

### **Open commenting period on draft project plan**

The project plan will be disseminated to the following relevant stakeholders and bodies for commenting:

- standards committee, working group etc.
- publisher of technical rules
- sector forum<sup>2</sup>

- focus group<sup>2</sup>
- coordination group<sup>2</sup>
- others

In addition to the CCMC website, the project plan and the date of the kick-off meeting will be advertised on <XYZ> to raise awareness. Interested parties are requested to contribute either through commenting of the project plan (short term) or through Workshop participation (long term).

#### **CWA publication**

The final CWA will be disseminated to the following relevant stakeholders and bodies:

- standards committee, working group etc.
- publisher of technical rules
- sector forum<sup>2</sup>
- focus group<sup>2</sup>
- coordination group<sup>2</sup>
- others

In addition to the CCMC website, the final CWA will be advertised on:

- sector specific newsletter
- social media, such as
  - o Facebook
  - o Instagram
  - o LinkedIn
  - o Twitter
- Research Gate
- EC Newsroom
- Others

The dissemination and participation strategy will ensure both internal engagement among project partners and outreach to relevant external stakeholders.

Key actions will include:

- Circulation of the Project Plan and invitation to participate through the Citizens4PED network and standardization channels.
- Engagement of experts and stakeholders through bilateral contacts, events, and professional associations.
- Promotion of the final CWA through:
  - UNI and CEN communication platforms;
  - Events and conferences related to sustainable cities and PEDs;
  - Scientific and technical publications;
  - Mailing lists and institutional newsletters.

All Workshop documents and drafts will be shared transparently with registered participants. UNI and Politecnico di Bari will coordinate targeted dissemination to maximize uptake and relevance.

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