
White Paper on Smart Urban Lighting

Call for expert – July 2020

Smart-Space is a Interreg North-West Europe Project aiming to facilitate the uptake of smart lighting in small/mid-sized municipalities to enhance energy-efficiency and reduce CO₂ emission. Smart-Space brings together end-users (cities & citizens) and innovation stakeholders (research institutes, SMEs & enterprises) from NL, BE, FR and IE to work jointly on this objective. On the long-term, Smart-Space will result in the widespread uptake of smart lighting technologies to reduce energy consumption and CO₂ emission across North West Europe.

LUCI (Lighting Urban Community International) is the international network of cities on urban lighting, bringing together over 70 member cities worldwide that use light in a sustainable way for social, cultural and economic development. It also includes over 40 associated members from the lighting industry, design agencies and research institutes. LUCI aims to help cities find appropriate answers to today and tomorrow's major challenges with the help of light.

As a Smart-Space Partner, LUCI Association is seeking to work with an expert to support the writing of the White Paper on "Smart Urban Lighting".

CONCEPT OF THE WHITE PAPER

Objective of the White Paper

The aim of this policy **White Paper** on "Smart Urban Lighting" is to provide local policy makers with information on "smart lighting" developments in the general smart city context, to help them understand the various angles of this complex issue and ask themselves the right questions in order to take the initial steps for an *enlightened* decision for their cities.

The final objective, reflecting the overall Smart-Space project objectives, is to increase the uptake of "smart lighting" for each city - in respect to the diversity of the situations, policy contexts and national frameworks – and aim at reducing carbon emissions and increasing quality of life.

Target Audiences

The primary target audience for the document will be:

- mayors and deputy mayors, local policy makers in charge of urban lighting;
- engineers and urbanists in charge of urban lighting in municipal services.

As the Smart-Space project targets specifically small and mid-sized municipalities in North-West Europe, the White Paper should be readable, interesting and useful for all cities worldwide with a specific focus on small and mid-sized municipalities.

A secondary target audience will be lighting professionals from utilities, manufacturers, design offices, research units, and as it will be openly accessible: anyone with an interest in the smart city and smart lighting fields.

Thematic Scope

The main angle of the document will be based on the societal dimension of smart lighting inside the smart city i.e. how can “smart lighting” have a true added value for citizens? All questions in the White Paper will be related to that. All questions will be illustrated with lessons learnt, technological choices and good practices from the Smart-Space project and beyond (when available).

Geographic Scope

The White Paper will have an international scope, with a strong focus on Europe, and North-West Europe in particular, based on main ideas, questions and good practices. LUCI will also provide different examples and opinions from outside Europe. The dissemination of the publication by LUCI will be worldwide.

Methodology

The LUCI approach towards a White Paper is to have an exercise of collaboration rooted in city-to-city discussion. Cities of the Smart-Space project, LUCI network, and beyond will work together in focus groups and/or round tables to discuss what the key questions on smart lighting are today and for the future, and how to illustrate with examples and good practices. A variety of key lighting stakeholders (universities, companies, manufacturers, lighting designers, etc.) will also be consulted.

This process will be informed by:

- the findings of the Smart-Space EU INTERREG project including project deliverables like the Roadmap and implementation toolkit;
- the outputs of LUCI activities or other initiatives linked to smart lighting: publications, research, conference papers, EU Projects, etc.;
- the discussions taking place in working groups meetings and events at an international level in the LUCI network.

As the White Paper is geared towards action and policy making, the document should be informed by scientific and/or practice-based evidence and should be highly readable.

TERMS OF THE CONTRACT

In the framework of the Smart-Space project, the external and independent “expert” (or consultant) will be hired by LUCI to support the ongoing White Paper process and writing. The final work will be edited, laid out and printed as a Smart-Space and LUCI Publication. Intellectual property rights together with confidentiality rules will be settled within the contract.

The expert will have specific tasks:

- conduct a desktop review and summary based on existing materials and own research;
- design a research protocol and planning, including if needed interviews of key stakeholders;
- support discussion phase with cities and moderating the various focus group meetings;
- draft the white paper and coordinate iterations of the document with a group of cities;
- managing a consultation of non-city stakeholders to go through a first draft of the document; design the White Paper publication in coordination with the LUCI Team.

These tasks will be supported by the LUCI team, tools and resources. Monthly updates with LUCI team should be planned via online meetings.

Deliverables

- Discussion /consultation protocol and planning
- Midterm progress report on the White Paper
- 1st version of the white paper on smart urban lighting
- Final report on all the findings, group discussion summaries, interview reports and key research materials

Timeline

The consultant will begin his work in September 2020. The white paper is foreseen to be published by the end of Spring 2021. The timeline is strict given the duration of the Smart-Space project, which is foreseen to come to an end on July 2021.

Contract and budget

A contract (terms of reference) will be drawn up by LUCI. The starting date of which will be set when the two parties sign it and it will be valid until the end of the Smart-Space project.

The budget foreseen for this work should not be over 15k€ (all taxes included). The project's funding covers a salary based on a daily rate for carrying out the activities stipulated in the contract. The salary will vary according to the experience of the expert. It is estimated that the contract will be completed in around 20-25 days.

Two payments will be made upon receipt of the invoice issued by the expert and sent to LUCI. The first invoice will consist of 50% pre-financing at the signing of the contract (September 2020), the second invoice will correspond to the reception and validation of the final report by LUCI.

Additional budget is planned for travel to be evaluated by LUCI in coordination with the expert if needed. Travel costs would be reimbursed on the basis of real costs. The expert would be responsible for organising his/her own travel as part of the programme of visits set out by LUCI in coordination with the expert. All receipts and proof-of-payments concerning the meetings (boarding passes, receipts, etc...) will have to be compiled in a financial report sent to LUCI after each visit.

Another budget is planned for lay out and printing, which is not included in the expert budget.

PROFILE OF THE EXPERT

Background & Qualifications

- Advanced university degree in local public policies, urban planning or related disciplines.
- Valuable experience as a researcher or expert - independent from lighting manufacturers, utilities and not linked to any particular city.
- Good knowledge of the issues of public lighting, smart lighting and smart cities/societies.
- Good knowledge local governance and public policies.
- Excellent communication skills including written, verbal, listening, and presentation.
- Research background, but not necessarily an academic one would be a clear advantage.
- Experiences in conducting interviews, surveys or focus groups are an asset.
- International work experience preferred.

Languages

- Fluency in English is required. The focus groups and interviews will be conducted in English. The reports and the White Paper will be in English.
- Good knowledge of French and/or Dutch for communications can be an asset.

APPLICATION PROCESS

LUCI invites those interested by this call to send their application by email to **Mrs. Camille Chaumeron-Jourdan** (camille.chaumeron-jourdan@luciassociation.org), LUCI Programme Manager, **before noon (CEST) on 15/08/2020.**

- A **detailed CV** including recent experiences and publications;
- A **short cover letter** (1 page) summarising why you want to be part of this project;
- A **short concept note** (1 page) detailing proposed methodology and planning;
A **budget proposal** including a daily rate.

Schedule

- Deadline for submission of applications: 15/08/2020
- Estimated date for selection of the expert: 30/08/2020
- First meeting with the LUCI Team: 1st week of September

For further information concerning the call for applications, contact luci@luciassociation.org