Action Plans: from challenge to use case

The purpose of this online meeting is to help participants start defining their challenges and use cases within the Urban Digital Twins (UDT) training programme. During this session, participants will present their initial ideas and receive feedback from their fellow participant. The meeting will be conducted in a peer-to-peer learning format, fostering collaboration and deeper understanding among participants. Three breakout rooms will be organised, each containing a mix of participant at different stages of UDT development, ensuring a balanced exchange of experiences. This concept note outlines the session's agenda, format, and preparation steps to help participants make the most of the meeting.

Date and time

Thursday, 25 September, 16-17:30h CEST.

The Teams link to join the meeting will be shared in advance.

Agenda and format

The meeting will begin with a brief introduction and distribution of participants into breakout rooms, followed by focused discussions and a concluding plenary session.

1. **Welcome and introduction (10 min)**
   - Hosted by Eurocities and BSC, this segment will introduce participants and allocate them to breakout rooms

2. **Breakout room sessions (50 min**)
   - Each breakout room will be assigned a facilitator and rapporteur. This person will be a programme participant, and will moderate the presentation and ensuing feedback and discussion. The facilitator will also be tasked with briefing the full group, after the breakout room discussion, about the main challenges that the group's cities are encountering and how they are dealing with them.
   - Each city will have 5 minutes to present their vision for the digital twin and project (use case) objectives, as well as the concrete challenges it is encountering and for which it could benefit from other cities' experience. This will be followed by 5 minutes of feedback from the group, based on the challenges and needs expressed by the presenting city.
   - This process is repeated for each of the group's cities (50 minutes in total).

3. **Plenary session (25 min)**
   - After the breakout discussions, all participants will reconvene.
   - Rapporteurs from each group will summarise the key challenges and feedback discussed (3 minutes per rapporteur).
   - An open discussion will follow to share insights across the entire group (15 minutes).

4. **Wrap up and next steps (5 min)**
   - The session will conclude with a brief wrap-up, outlining the next steps in the training programme.

How to prepare for the meeting?

To make the most of the training programme, it is important to arrive in Barcelona with a well-formed vision for your city's digital twin, along with clear objectives for the use case you intend to develop. The focus of this online meeting will be on these aspects, as outlined in sections 2 and 3 of the Action Plan template.

To prepare for this session and work on the Action Plans, please take into account the following considerations:

1. **Draft content in a clear and detailed manner:**

For this draft document, you don't need to write lengthy texts. What is important here is to identify both the elements you have clarity on, and those that are still undefined or you would need help with. For that, bullet points will suffice.

For section 2 of the Action Plan (your city's vision for the digital twin), the best-case scenario is a vision that is shared by all the different departments involved and the political leadership. However, if your city is not quite there yet just include the shared vision from the city's two participants.

For section 3 (project/use case objectives), please identify both those elements you are sure about (for instance, your use case objectives), as well as those issues that you still need to define or work on (e.g. the governance of it). This will help you define the feedback you need from your group's participants. In both cases, please be as precise and detailed as possible.

2. **Submit your draft Action Plan by Friday, 20 September 2024**

You need to send the draft of sections 2 and 3 of your Action Plan to the organisers by **Friday, 19 September COB**. This will give us time to distribute the breakout groups. The draft will be shared with the other participants in your breakout group, giving everyone time to review each other's work before the meeting.

3. **Prepare your presentation:**

Plan a **5-minute presentation** covering the key elements of your vision for the digital twin, the objectives of your project/use case, areas of uncertainty, and specific feedback you hope to receive from your peers. Slides are optional; you may use your draft Action Plan for this presentation.

4. **Reading and feedback:**

Review the draft Action Plans from other cities in your breakout group before the meeting. This will enable you to provide more informed and constructive feedback during the session.