

# Assessment Platform User Manual

Version : 2023-A



 Sustainable MED Cities

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Sustainable MED Cities - Integrated Tools and Methodologies for Sustainable Mediterranean Cities, is a capitalization project whose main objective is to enhance the capacity of public administration in delivering, implementing and monitoring efficient measures, plans and strategies to improve the sustainability of cities, neighbourhoods and buildings.

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Content of the Booklet:

Editor: Andrea Moro (iiSBE Italia R&D), Elena Bazzan (iiSBE Italia R&D), Paola Borgaro (iiSBE Italia R&D) .

Editing and layout: Luis Alonso, Valentina Restrepo Rojas, ESDesigner on behalf of iiSBE Italia R&D

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# 1. Register - Sign in

The first step will be to look for the page:

[www.sustainablemedcities.tools](http://www.sustainablemedcities.tools)

There you will find a general description of the tool, why use it, how to access it and support material in pdf format.



To start using the tool it will be necessary to register with an e-mail and declare if you are the owner of that account or not.

At the time of registration you will be given a user category, these can be:owner or assessor.

Each one will have different options when using the tool.

### Registration

Email address

Password

Confirm Password

First name

Last name

Are you registering an account as an owner?

- No, I am not an owner
- Yes, I am an owner

Register

Once registered, you will be able to access your profile in the log in area, there you will only have to enter with your email and password.

If for any reason you forget your password you can click on the link "forgot your password?" and you can recover it by following the steps indicated. You can also resend the confirmation email to activate your account.

### Log in

Email address

Password

Remember me?

### Log in

[Forgot your password?](#)

[Register as a new user](#)

[Resend email confirmation](#)

## 2. Generic Framework

The first area of the tool is called generic framework, this will be enabled only for the administrator, in this section you can view the three tools with which it is possible to work and understand its application methodology, these are:

1.SBTool

2.SNTool

3.SCTool

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Each tool is divided into 4 sections:

1.Issues

2. Categories

3. Criteria

4. Indicators

To further information go to the guide manual of each Tool

## 2.1 Get started

For the creation of the different tools (SBTool, SNTTool or SNTTool) the following steps should be taken:

- 1 You will learn the structure of the platform in 4 different modules in the following pages.
- 2 You will contact the administrator and request the creation of the tools.
- 3 Once the tool is created the administrator will allow you to access and modify it.
- 4 You will be an owner, this means you have complete control of the tools, having also the possibility to add assessors to the assessment of the tool.

# 1 Generic Framework

The first step is to choose between SBTool, SNTool and SCTool so that the corresponding issues of each tool are displayed.

Generic Frameworks	
Name	Description
SMC SBTool	
SMC SNTool	
SMC SCTool	

# 2 Issues

The second step will be to display all the issues that the selected tool contains, in the case of SNTool and SCTool there will be 10 issues while for SBTool there will be 8 issues.

Issues	
Code	Name
A	Site regeneration and development, urban design...
B	Energy and resources consumption
C	Environmental loadings
D	Indoor environmental quality
E	Service quality
F	Social, cultural and perceptual aspects

# 3 Categories

The third step consists of displaying each issue to be able to identify which categories are contained in it and thus be able to decide which ones will be chosen for the assessment.

Categories		
Code	Name	
B1	Energy	
B2	Electrical peak demand	
B3	Materials	
B4	Use of potable water, stormwater and greywater	

# 4 Criteria and indicators

Finally, the criteria and indicators will be displayed, you have the possibility to chose the ones that will be calculated to evaluate sustainability of the building, neighbourhood or city.

Criteria			
Code	Name	Indicator	
B1.1	Primary energy demand	I169 - Primary energy demand per...	
B1.2	Delivered thermal energy	I39 - Delivered thermal energy ...	
B1.3	Delivered electrical energy	I38 - Delivered electrical energy ...	
B1.4	Energy from renewable	I199 - Share of renewable energy...	
B1.5	Energy from renewable	I198 - Share of renewable energy...	
B1.6	Embodied non-renewable	I45 - Embodied primary non-ren...	

# 3. Assessment Tools

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SBTool MED, SNTool MED, SCTool MED are assessment systems for measuring the sustainability. It is a tool useful to support decision making processes for the development, implementation and monitoring development plans for more sustainable cities. All the tools can be contextualized and adapted to any Mediterranean region.

The assessment tools will be available for the users identified as **“owner”**, in this section you can choose under unique circumstances which issues, categories and criteria will be used in the assessment.

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# 1 Generic Framework

For the first step you have the possibility to choose the tool you are going to work with, in this case we will use SMC SCTool for cities,

It is possible to modify the name of the tool to the specific city and also to describe in general terms it. Furthermore you have the option to put the information in 5 different languages (English, Italian, French, Spanish and Greek).

**Generic Frameworks**

+ Add Delete Clone Search

Name	Description
SMC SBTool	
SMC SNTool	
SMC SCTool	

Select language: ENG | ITA

Name: SNTool IIsbe

Description:

Generic Framework: SMC SNTool

Save Cancel

Choose the generic framework

# 2 Issues

Once you select the tool, you will be able to visualize the issues. You will have the possibility to activate the ones you need for your assessment, this means it is not mandatory to work with the 10 issues and you should define a priority factor to the active issues (0 - 5).

**Issues**

+ Add Delete Import Search

Code	Name
A	Site regeneration and development, urban design...
B	Energy and resources consumption
C	Environmental loadings
D	Indoor environmental quality
E	Service quality
F	Social, cultural and perceptual aspects

Visualised issue

Define priority factor

Save Changes

Code	Issue	Priority	Weight
A	Site regeneration and development, urban design...	1	0.1

Weight calculated automatically

### 3 Categories

Concern particular aspects of issues. Each category would change depending the issue you will be working on, for example: The issue A - Site regeneration and development, Urban design and infrastructure contains category A1- Site location and A-2 Site development.

Also for the categories you would be able to choose the priority factor (0 - 5)

Categories	
Code	Name
A1	Site selection
A2	Site development

Code	Category	Priority	Weight
A1	Use of land	1	0.1

Visualised the category

Define priority factor

Save Changes

Weight calculated automatically

### 4 Criteria and indicators

Criteria represent the basic assessment entries used to evaluate the sustainability. Each criterion is associated to an indicator, they are physical quantities or qualitative scenarios that allow to assess the performance of the cities.

- In this section you would be able to:
1. Change the status of the criteria: Active or inactive.
  2. Choose the impact: min 0 max 225.
  3. Select the benchmark 0: numeric value.
  4. Select the benchmark 5: numeric value.

Criteria			
Code	Name	Indicator	
A1.1	Ecological value of land	I165 - Pre-development ecological...	
A1.2	Proximity of site to public..	I3 - Accessibility index to public tra...	
A1.3	Adjacency to existing...	I20 - Average distance between the...	
A1.4	Proximity to key services	I21 - Average distance from key ser...	

Code	Status	Impact	Benchmark 0	Benchmark 5	Weight
A1.1	Active	0	0	0	0
A1.2	Active	0	0	0	0
A1.3	Active	0	0	0	0
A1.4	Active	0	0	0	0

Define impact min 0 - max 225

Define value to benchmark 5

Save Changes

Active or inactive criterion

Define value to benchmark 0

Weight calculated automatically

# 4. Assessment

The assessment chapter will be enabled to the **asesors** which can fill out the data collected, related to the indicators that were chosen in the tool.

To start the evaluation phase, you must enter the name of the project and choose the assessment tool, then click on the icon of the two interlocking rings

Assessments				
	Add	Delete	Search <input type="text"/>	
	Title	Assessment tool		
	Assessment 1	SNTool assessment 1		
	Assessment 2	SNTool assessment 2		

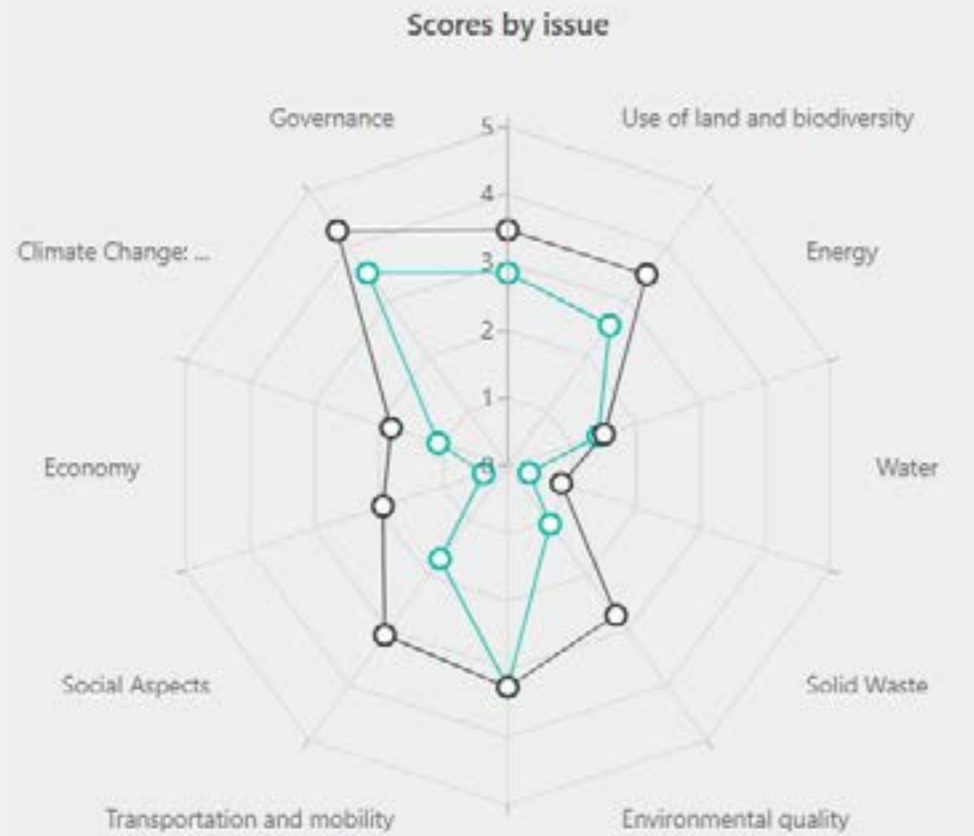
You will visualize firstable the category, then the criteria and finally the indicator description, where they will fill the gaps of "value", "Target" and "override".

The override box is used after the assessor introduce the values and a third party introduce a value which could confirm or modify the value.

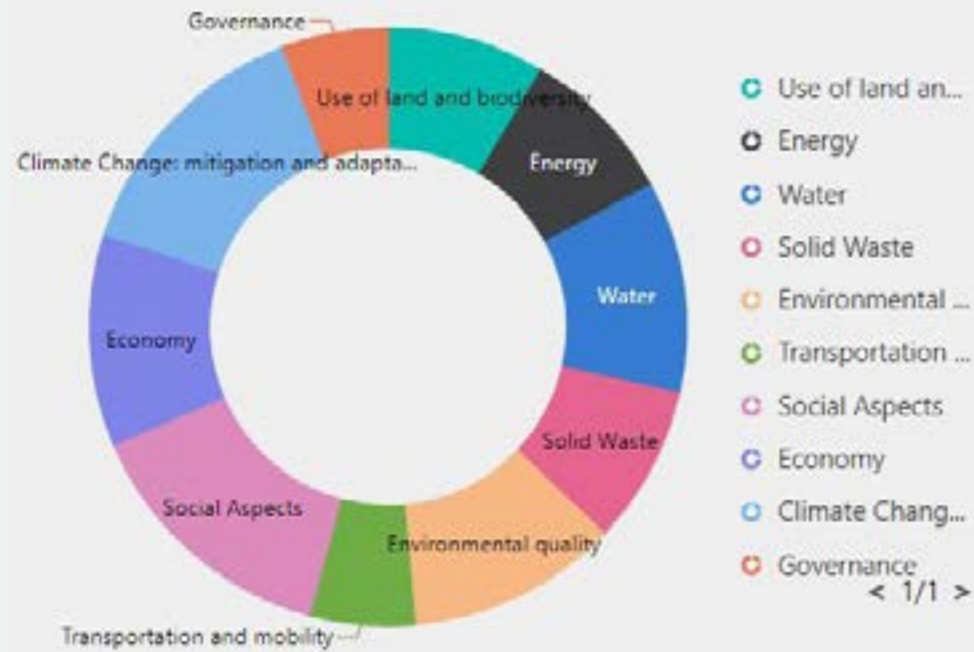
A1 Site development				
A1.1 Ecological value of land				
Intent	To determine the proportion of land, considered to be of value for ecological or agricultural purposes, that remains undeveloped			
Indicator	I165 - Pre-development ecological value of land			
Assessment method				
	Benchmark 0	Value	Benchmark 5	Target
Benchmark	0%	0 <input type="text"/>	0%	0 <input type="text"/>
Score	0	0	0	0
Override		0 <input type="text"/>		
Weighted score	0		0	0

# RESULTS

Then the tool will automatically calculate the results and will provide the results in a spider net chart and a table.



Active weights of issues



## Results by issue

Issue code	Issue name	Weight	Score	Weighted score
A	Site regeneration and development...	8%	2.85	0.24
B	Energy and resources consumption	10%	2.56	0.22
C	Environmental loadings	11%	1.41	0.16
D	Indoor environmental quality	5%	0.33	0.03
E	Service quality	20%	1.06	0.12
F	Social, cultural and perceptual aspects	10%	3.27	0.19
G	Cost and Economic Aspects	22%	1.70	0.24
H	Adaptation to climate change	14%	3.52	0.20

## Results by category

Active issues	Categories	Weight	Weighted score
A	Site Regeneration and Development, Urban Design and Infrastructure		
A1	Site Selection	0%	0
A2	Site development	100%	0.16
B	Energy and Resources Consumption		
B1	Energy and Resources Consumption	0%	0
B2	Energy infrastructure	23%	0.19
B3	Energy consumptions	38%	1.31
B4	Renewable energy	38%	0.25

































# 5. Indicators

The complete list of the indicators which make up the Sustainable MED Cities SBTool, SNTool and SCTool is presented in the following table:

You will see:

1. Code
2. Name
3. Type
4. Unit

Only the administrator and the owner have the possibility to edit the indicators.

+ Add		Delete 	Search <input type="text"/>	
Code	Name	Type	Unit	
I10	Aggregated total embodied carbon...	Quantitative	Kg(CO2-...	 
I100	Percent of public buildings that are...	Quantitative	%	 
I101	Percent of public wastewater that...	Quantitative	%	 
I102	Percent of sidewalks and other ped...	Quantitative	%	 
I103	Percent, by area, of an existing struc...	Quantitative	%	 
I104	Percentage area of public buildings...	Quantitative	%	 
I105	Percentage change in the number...	Quantitative	%	 
I106	Percentage of accessible public out...	Quantitative	%	 
I107	Percentage of average per-capita...	Quantitative	%	 
I108	Percentage of bicycle parking spaces...	Quantitative	%	 
I109	SPercentage of bicycle paths physic...	Quantitative	%	 
I11	Aggregated total embodied carbo...	Quantitative	Kg(CO2-...	 
I110	Percentage of building area over no...	Quantitative	%	 
I111	Percentage of buildings in the area...	Quantitative	%	 
I112	Percentage of control functions with...	Quantitative	%	 

## 6. Contact us



Government of Catalonia  
(Spain)  
sustmedcities.tes@gencat.cat

<https://territori.gencat.cat/es/inici/>



iiSBE ITALIA R&D  
(Italy)  
info@iisbeitalia.org

<http://iisbe-rd.it>



Municipality of Sousse  
(Tunisia)  
mehdouik@gmail.com

<http://www.commune-sousse.gov.tn>



Municipality of Moukhtara  
(Lebanon)  
ashiro@terra.net.lb

<https://moukhtara.gov.lb/>



Greater Irbid Municipality(Jordan)  
rjammal@ymail.com

[www.irbid.gov.jo](http://www.irbid.gov.jo)



National Observatory of Athens  
(Greece)  
costas@noa.gr

[www.noa.gr](http://www.noa.gr)



United Nations Environment  
Programme - Mediterranean  
Action Plan

<https://www.unep.org/unep-map/>



MedCités Association

<https://medcities.org>



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