

STAKEHOLDER'S INPUT ON SI PILOT ACTION

D.T3.3.8

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1. Summary

Slovenian municipality Ljutomer and Development agency Sinergija implemented a pilot action which has been related to installation of bike shed, purchasing of e-bikes and development of personalized mobility plans. The pilot was implemented to decrease the number of short car-driven distances and increase the cycling users among the employees. The pilot was divided in two different type of actions. Infrastructure measure (installation of bike shed and purchase of the e-bikes with the equipment) and soft measure (development of the personalized mobility plans). The pilot was implemented from March 2018 till November 2018. All employees (around 30) have been reached and integrated into the pilot implementation. The stakeholder involvement is here the important part how to implement the pilot. It was many times found out that the stakeholders on board make the processes much easier. Thus, in Ljutomer case the municipality also invited stakeholders to made the decision for the pilot implementation. The municipality took a use of the already established mobility team which was active in the workplace mobility plan process.

The first target group are employees of the municipal administration of the municipality of Ljutomer. They were included in the infrastructure measure. During the soft measure, the preparation of Personal Mobility Plans, we included three selected employees, for whom we prepared a personalized mobility plan, in order to better achieve our goals. Each of these employees was selected because it represents a different group of daily migrants. They are divided into three groups, those with up to 3-5 km to the workplace, the second group up to 10-15 km to the workplace, and the last group that has to overcome more than 30 km to workplace. All three people travel to work with a car. Their age is between 35 and 45 years old. They were also selected because they showed the potential for changes in travel habits (e.g. shorter distances that could be made by bicycle and in own engagement). Their needs are as follows: better public transport, flexible and flexible working hours, shower and wardrobe, and above all need some encouragement, promotions and good arguments, why decide to change travel habits.



2. Date and place

2.1. Meetings for Equipment investment No. 1 -3

The meetings were held on:

- 29th of March 2018 at the Municipality of Ljutomer;
- 8th of August 2018 at the Municipality of Ljutomer;
- 28th of August 2018 at the Municipality of Ljutomer

2.2. Meeting and interview for Personalized Mobility plan development

The major interview was held on 5th of April 2018 at the premises of the Municipality of Ljutomer. The meeting to monitor the progress was held on 8th of August 2018. The preliminary meeting was already on 10th of May 2017 where the three employees were pre-selected.

3. Number and types of participants/target groups

3.1. Meetings for Equipment investment No. 1 -3

The participants of the 1st and 2nd meeting have been internal stakeholders, the employees who are working at the municipality Ljutomer. The additional participants were the representatives of the Development agency Sinergija, the lead partners of the project and the technical support of the municipality within this pilot action process. The number varied from 2 to 4 people involved in the mobility team. The employees represent different Departments of the municipality. The department of the human resources, spatial and urban planning, road and traffic were represented at the mobility team.

The third meeting has been special due to the participation of the external stakeholders. 10 participants attended the meeting. The stakeholders have come from different institutions. The third meeting was attended by several public institutions, especially related to education and NGO dealing with the youth.

3.2. Meeting and interview for Personalized Mobility plan development

For the meeting and interview we selected 3 employees for which we prepared a special tailored made questionnaire. The pre-interview was held already in 2017 and continue in 2018. On the last meeting 4 person participated.

4. Topics tackled and links to deliverables, outputs

4.1. Meetings for Equipment investment No. 1 -3

The stakeholder meetings followed by each phase of the pilot implementation. The implementation phase for the construction of a bicycle actually started with the scan/review of a possible location for the installation. For these purposes, the meetings were organized with the internal stakeholders and searched for common solutions. Since the city centre of Ljutomer is a cultural and monumental protected, it was



necessary to check additional requirements and conditions of the Institute for the Protection of Cultural Heritage of Slovenia. Also, there were two options for the location among the proposals, which we also had to consider. Finally, we chose the location right next to the municipal building, where a charging station for electric vehicles was already installed, which perfectly rounded up the sensibility of the location.

During the Workplace mobility plan process in 2017, we also came to the conclusion that the bicycle itself does not make sense as such, so we asked the Joint Secretariat for minor changes in the investment. On the basis of their confirmation, the municipality could purchase 3 electric bicycles.

The choice was followed by bidders for the installation of a bicycle and the supply of electric bicycles.

Since there was no need to obtain any additional documentation for the installation of a bicycle the installation itself was quite simple. However, some construction work had to be carried out, for example, mechanical and manual excavations, basement planning, gravel plowing, plastering and curbing, concrete casting, bicycle installation of shed.

In the last third meeting the presentation of the pilot action was introduced to external stakeholders in order to guarantee a future transferability to other public institutions.

4.2. Meeting and interview for Personalized Mobility plan development

In the preparation of personal mobility plans, we first had to prepare a draft plan (e.g. how it will look like a document and define specific planning procedures). We also put emphasis on communication between the chosen person and the developer (e.g. what kind of questions to ask and how to ask them, etc.). For these purposes we also prepared a questionnaire, which can be completed by the person from the beginning of the process, so that the developer gets as much concrete inputs as possible for the preparation of the plan. They also conducted three interviews, which additionally highlighted issues, goals and needs.

On the basis of the responses from the questionnaire and interviews, the developer of the plans prepared three personal mobility plans and submitted them to people for review. They have committed themselves to implementing the plan and objectives set out in the plan.

The implementation of personal mobility plans started in May, as we thought that it was easier to change travel habits in spring, warm days. The monitoring and implementation period lasted 5 months. For these purposes, we prepared forms where people could select the vehicle's choice on a daily basis and what time it was. The aim of the last meeting was actually the monitoring of their workplace - home trip. We were discussing on the problems, on the obstacles that prevent better data and increase in sustainable trips. We consulted with them and tried to encourage their daily commuting decision towards the sustainable commuting.

5. Expected effects and follow up

In the infrastructure measure, the target group were employees of the municipal administration. With the bicycle shed, we wanted to encourage cycling to work, as about 80% of all employees have to the workplace between 1 and 10 kilometres, which is a good starting point for changes. Until now, the municipality did not have a similar facility, the bikes were parked by employees in front of the municipal building, in an open and unsuitable place. With the pilot investment the employees got the equipment that can be daily used and no excuses will no longer be possible.



By having the stakeholder meetings, the mobility team was given the opportunity to express their point of view. They were aware of the process and were also part of this process. Having pilot action without the employees' input is worthless. They are the key component of the implementation; the action has the wider and joint consensus and is easily implemented.

The follow up activities are the actions towards the successful pilot action implementation and transferability and sustainability. The employees were engaged through various activities and promotional events to get to know the planned pilot, especially through the campaign action that have been run in parallel. After the pilot implementation monitoring phase was taken to evaluate the success of the pilot.

The development of the Personalized mobility plans is very innovative approach in mobility planning. It was taken due to the size of the municipal administration. Working with less people can have bigger impact and easy implementation. The plan is a unique measure in sustainable mobility field. The principle of the personalization is used and the employees gets impression and feeling that it is very important and helps create a good environment.

The personalised mobility plan is an approach that allows people to think about their current travel modes and provide information, advice and motivation for more frequent walking, cycling and use of public transport. The personalised mobility plan overcomes the subjective barriers to the use of sustainable transport and provides attractive and reliable information about alternatives to a passenger car.

In addition, it is crucial for the counselling and developing process to provide an individual/employee with an opportunity to identify his/her own obstacles and explore solutions, thus gaining control over his/her travel and the proposed changes. An attempt to preach to people about what they can and should not do will not work.

The discussion and counselling were supported by a quality offer of information on the possibilities of using sustainable transport. We prepared the timetables of buses and trains. It is also necessary to provide an opportunity to test different travel modes.

It is worth remembering that the plan is not being implemented to change individuals' lifestyles. It is more about recognizing small and relatively light changes that people can make (at least initially), which can add to a noticeable difference within the target audience. At the same time, it also inspires people to later change their behaviour or maintain these changes.

6. Annexes

6.1. Invitation and Agenda

The invitation and agenda have not been needed, the meetings have been agreed internally, based on the availability of all mobility team members or selected employees. The agenda was prepared based on the pilot situation and level of the implementation.



6.2. List of participants and pictures

6.2.1. Meetings for Equipment investment No. 1 -3



LISTA PRISOTNOSTI

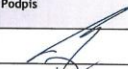
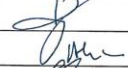

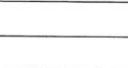
D.T3.3.8 prvi sestanek z deležniki za pilotno aktivnost na občini Ljutomer

29.3.2018

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LISTA PRISOTNOSTI: Prvi sestanek z deležniki za pilotno aktivnost na občini Ljutomer, Ljutomer, 29.3.2018

Zap. št.	Ime in priimek	Organizacija	Elektronski naslov, telefonska številka	Podpis
1.	MIRA KOLAČ	OBČINA LJUTOMER	MIRA.KOLAC@LJUTOMER.SI	
2.	JERNEJA RAVNER	OBČINA LJUTOMER	jernejara@ljutomer.si	
3.	ALEŠ VAUOTIČ	OBČINA LJUTOMER	ales.vauotic@ljutomer.si	
4.	KATJA KAPBA	RA SINERGIJA	katja@ra-sinerija.si	
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LISTA PRISOTNOSTI

D.T3.3.8 drugi sestanek z deležniki za
pilotno aktivnost na občini Ljutomer

08.08.2018



LISTA PRISOTNOSTI: Drugi sestanek z deležniki za pilotno aktivnost na občini Ljutomer, Ljutomer, 08.08.2018

Zap. št.	Ime in priimek	Organizacija	Elektronski naslov, telefonska številka	Podpis
1.	MIRJA MULAR	ODEM LUTOMER	MIRJA.MULAR@LJUTOMER.SI	
2.	KATJA KROBA	RA SINERGIJA	kapi@ra-sinerija.si	
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LISTA PRISOTNOSTI


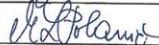




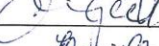
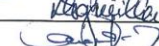


D.T3.3.8 tretji sestanek z deležniki za pilotno aktivnost na občini Ljutomer

28.08.2018

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LISTA PRISOTNOSTI: Tretji sestanek z deležniki za pilotno aktivnost na občini Ljutomer, Ljutomer, 28.08.2018

Zap. št.	Ime in priimek	Organizacija	Elektronski naslov, telefonska številka	Podpis
1.	SARJO FINAVŽ	OF STROČJA VAS	sarfo.finavz@gmail.com	
2.	Martja L. Polanič	OŠ STROČJA VAS	martja.polanica@guet.strocvas.si	
3.	Xsenija Žuman	Katec Ljutomer	xsenija.zuman@gmail.com	
4.	MARJETA KUHAČ	OŠ IVANA CANKARJA	marijetka.kuhac@gmail.com	
5.	KATJA KARGA	RA SINERGIJA	kafa@ra-sinerzija.si	
6.	MIRA KOMI	DMINA LUTOMER	mira.komi@lutomer.si	
7.	MARJETA MUNDIČ	Pedagoški svetilnic	mundicm46@gmail.com	
8.	MIRA STEGMÜLLER	MEL, MCP	mira.stegmuller@gmail.com	
9.	Mag. Karel REIHS	PP Ljutomer	karel.reihs@policija.si	
10.	JAKA PRIJOL	MIR LUTOMER	jaka.prijol@lutomer.si	
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6.2.2. Meeting and interview for Personalized Mobility plan development



LISTA PRISOTNOSTI

D.T3.3.1 pilotna aktivnost - PTP - intervjuji

5.4.2018

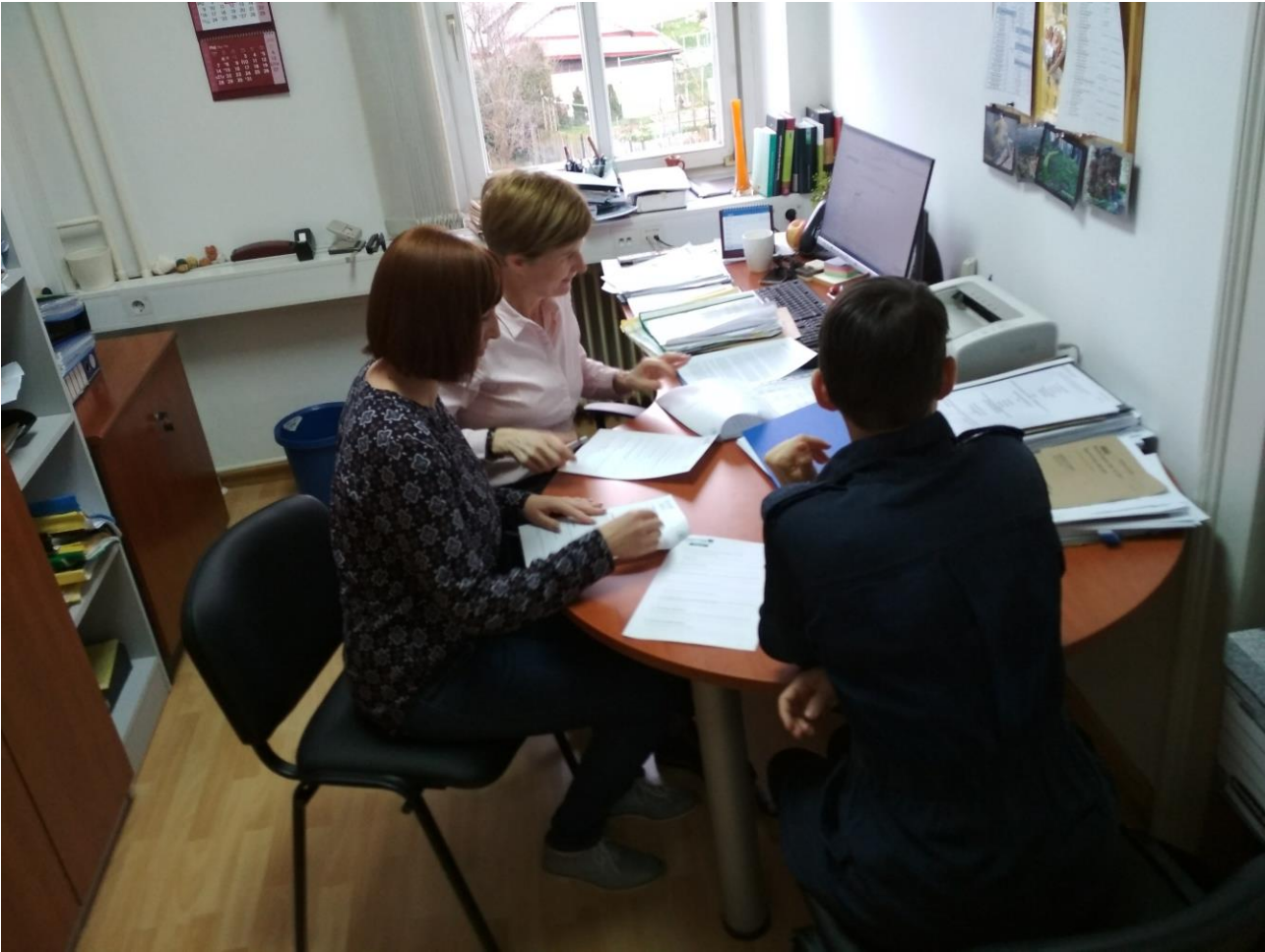
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LISTA PRISOTNOSTI: Pilotna aktivnost - PTP - intervjuji, Ljutomer, 5.4.2018

Zap. št.	Ime in priimek	Organizacija	Elektronski naslov, telefonska številka	Podpis
1.	MARTINA KLEHENT	OBČINA LJUTOMER	martina.klehent@ljutomer.si	M. Klehent
2.	ANDREJA TORIČ	OBČINA LJUTOMER	andreja.toruc@ljutomer.si	Torič
3.	RENATA PRINSKI	OBČINA LJUTOMER	renata.prinski@ljutomer.si	Prinski
4.	Blanka MIT	ENERGAP	branka.mit@energap.si	BM
5.	KATJA KAPBA	RA SINERGIJA	Katja@ra-sinerija.si	Kapba
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LISTA PRISOTNOSTI

D.T3.3.1 pilotna aktivnost - PTP - spremljanje

8.8.2018

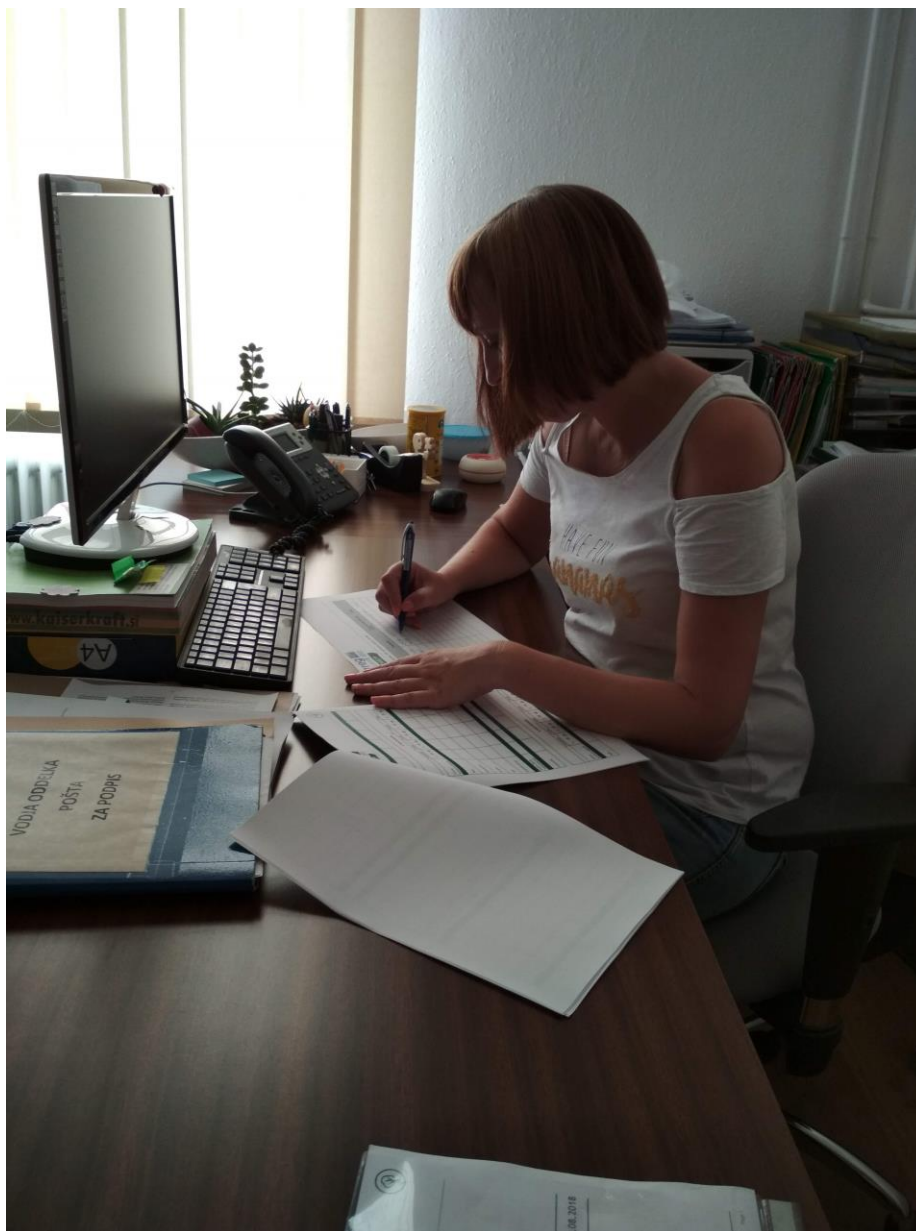
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LISTA PRISOTNOSTI: Pilotna aktivnost - PTP - spremljanje, Ljutomer, 8.8.2018

Zap. št.	Ime in priimek	Organizacija	Elektronski naslov, telefonska številka	Podpis
1.	ANDREJA TURIČ	OBČINA LJUTOMER	andrea.turic@ljutomer.si	Turic
2.	MARTINA KLEMENT	OBČINA LJUTOMER	martina.klement@ljutomer.si	M.Klement
3.	KATJA KARSA	RA SINERGIA	katja@ra-sinerija.si	[Signature]
4.	BRANKA MIRIČ	ENERGAP	branka.miric@energap.si	[Signature]
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6.3. Media coverage

No media announcements are available

6.4. Web-links

No web links of announcement of the meetings are available.