

# STAKEHOLDERS' INPUT WITHIN MOBILITY PLANNING PROCESS

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D.T3.2.15

Version 1

11.2017

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Title Stakeholders' input within SI Mobility planning process activities  
Deliverable D.T3.2.15  
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Contributors  
Status draft  
Reviewed by  
Submission



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## 1. Summary

This document provides the insight into the stakeholder meetings that have been organised with the established mobility team at the Municipality Ljutomer for Workplace mobility plan development. The team was composed only from internal stakeholders (this is to be the employees from Municipality of Ljutomer) and representatives of Development agency Sinergija. The external stakeholders have been invited twice at the different stages of the process. The meetings have been important for engaging the stakeholders into the process, to be part of the development of Workplace mobility plan (WMP) and to disseminate a positive information on WMP among other employees. But the original idea to include them into the mobility team has been to obtain the information and feedback. Their opinion worth and should be considered to make the commitment on the WMP approval and implementation bigger. The meetings have been organized in each stage/phase of the WMP process thus we met seven times, some of the phases have been overlapped. The reason was repeating the information just to make sure we are on truck and that everyone understands it correctly. The inputs have been recorded in a style of minutes and facilitate to prepare the WMP. To conclude, the WMP would not have such wider acceptance if the employees of the municipality have not been participated in the process. They would not be aware of the procedure, about the aim of the WMP and the proposed measures.

The external stakeholders have been invited, but not responded as their point of view is still very traditional. Some transport providers don't see any added value of the cooperation, especially if their way of thinking bases on economic profit.

## 2. Date and place

### 2.1. Meeting No. 1

The meeting was held on 5<sup>th</sup> of April 2017 at the Municipality of Ljutomer.

### 2.2. Meeting No. 2

The meeting was held on 10<sup>th</sup> of May 2017 at the Municipality of Ljutomer.

### 2.3. Meeting No. 3

The meeting was held on 7<sup>th</sup> of June 2017 at the Municipality of Ljutomer.

### 2.4. Meeting No. 4

The meeting was held on 6<sup>th</sup> of July 2017 at the Municipality of Ljutomer.

### 2.5. Meeting No. 5

The meeting was held on 29<sup>th</sup> of August 2017 at the Municipality of Ljutomer.



## 2.6. Meeting No. 6

The meeting was held on 14th of September 2017 at the Municipality of Ljutomer.

## 2.7. Meeting No. 7

The meeting was held on 22th of November 2017 at the Municipality of Ljutomer.

# 3. Number and types of participants/target groups

## 3.1. Meeting No. 1, No. 2, No. 4, No. 6 and No. 7

The participants of the meetings 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 WMP process. The number varied from 5 to 7 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.

## 3.2. Meeting No. 3 and No. 5

The selected meetings have been special due to the participation of the external stakeholders. The number varied from 6 to 8 people. The stakeholders have come from different institutions. On the third meeting we invited the representative of the Taxi company, which is important factor in calls on demand. The fifth meeting was attended by several public institutions, especially related to education and NGO dealing with the youth.

# 4. Topics tackled and links to deliverables, outputs

Each meeting was related to the specific WMP phase. It corresponded to the specific content. Development agency Sinergija led the meetings, moderated the debate, guided the participants and the employees obtained the useful input for development of the Workplace mobility plan. Here below the content of each meeting is presented. All meetings, especially this deliverable is linked to deliverable D.T3.2.2. Workplace mobility plan for Municipality of Ljutomer and to the output O.T3.1: 13 mobility plans developed for 13 central Europe municipality's units to fostering CO2 reduction.

The presented deliverable reflects the stages which led to the final document, which is Workplace mobility plan for Municipality of Ljutomer. It outlines how and what the mobility team has done and achieved that the WMP has been developed. It emphasizes the importance of the stakeholder engagement in such process.

## 4.1. Meeting No. 1

The first meeting was related to the mobility team establishment. To start with the WMP process we had to make sure the people from the municipality are with us, on the same side and committed to attend the meeting and cooperate. The established mobility team has made the first selection of additional stakeholders to be invited on the next meetings. The team has discussed on the values of the municipality



and employees. The values can give us a certain feedback on what is important to the employees, what issues should be tackled or what is missing. It reflects the wishes of the improvements. The employees had to list the values to be followed in WMP.

## 4.2. Meeting No. 2

On the second meeting we had discussed on the commitment and mission of the institution. We have briefly scanned the existing strategies which could be embedded into the WMP. According to the values, previously set up, the vision of the WMP has been established. Some preliminary general objectives have been defined mainly based on the vision.

## 4.3. Meeting No. 3

The external stakeholder has participated at the meeting. This is to be the representative of the Taxi company who is dealing with the increased demand of the people for short distances. The discussion was running on the call on the demand offer, which could be proposed also to the employees. The taxi companies have been approached also within the SUMP process already, so the negotiations are still ongoing. Generally, the meeting was dedicated to the analysing of the status quo.

## 4.4. Meeting No. 4

The agenda of the meeting was introduction to the questionnaire feedback. The input was gained by all employees who filled out the online questionnaire. The members of mobility team made aware of the data. The walking and cycling audit was made at the streets of the Ljutomer. The photos were taken and list of barriers have been indicated.

## 4.5. Meeting No. 5

One of the meeting was dedicated to the external stakeholders. Mostly representatives of other public institutions have attended. We have discussed the commuting issues also within their institutions and how they can improve and influence internally the conditions.

## 4.6. Meeting No. 6

This meeting was one of the most important as we set up the specific objectives derives from the general objectives. The specific objectives have been defined and merged into the thematic pillars. Each pillar contains the appropriate measures.

## 4.7. Meeting No. 7

The meeting No. 7 was the last meeting of the WMP. The mobility team has prepared the Action plan according to the ranking of the measures by other employees within the training.



## 5. Expected effects and follow up

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 be also part of this process. The moderators are needed to guide the conversation and the work flow. Having WMP without the employees input is worthless. They are the key component of the planning, the measures which have been selected have the wider and joint consensus and will be easily implemented.

The follow up activities are the actions towards the successful WMP implementation. One of the activity is related to the pilot action which will be implemented within MOVECIT project in next year. The employees will be engaged through various activities and promotional events to get to know the planned pilot. After the pilot implementation a few steps should be taken to evaluate the success of the pilot and other proposed measures.

## 6. Annexes

### 6.1. Invitation and Agenda

The invitation and agenda have not been needed, the meetings have ben agreed internally, based on the availability of all mobility team members. The agenda was prepared based on the WMP phases.





## 6.2. List of participants and pictures

### 6.2.1. Meeting No. 1



## LISTA PRISOTNOSTI






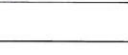
D.T3.2.15 prvi sestanek z deležniki za  
načrtovanje mobilnostnega načrta na občini  
Ljutomer

05. 04. 2017

Page 1



LISTA PRISOTNOSTI: Prvi sestanek z deležniki za načrtovanje mobilnostnega načrta na občini Ljutomer, Ljutomer, 05. 04. 2017

Zap. št.	Ime in priimek	Organizacija	Elektronski naslov, telefonska številka	Podpis
1.	JERNEJA ZAVNER	OBČINA LJUTOMER	jernejazavner@ljutomer.si	
2.	MILICA KURBA	Opčina Ljutomer	Milica.Kurba@ljutomer.si	
3.	KATJA KAPBA	RA SINERGIJA	katja@ra-sinerija.si 02-538-13-56	
4.	ANA ŽNIDARIČ	OBČINA LJUTOMER	ana.znidaric@ljutomer.si	
5.	ANGELA LUKMAN	OBČINA LJUTOMER	angela.lukman@ljutomer.si	
6.	TADEJA BENČAK	OBČINA LJUTOMER	tadega@ra-sinerija.si	
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## 6.2.2. Meeting No. 2



## LISTA PRISOTNOSTI

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




D.T3.2.15 drugi sestanek z deležniki za  
načrtovanje mobilnostnega načrta na občini  
Ljutomer

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10. 05. 2017



LISTA PRISOTNOSTI: Drugi sestanek z deležniki za načrtovanje mobilnostnega načrta na občini Ljutomer, Ljutomer

Zap. št.	Ime in priimek	Organizacija	Elektronski naslov, telefonska številka	Podpis
1.	KARMEN LAH	OBČINA LJUTOMER	karmen.lah@ljutomer.si	
2.	KARMEN JELEN	OBČINA LJUTOMER	karmen.jelen@ljutomer.si	
3.	MIRA KOLBE	OBČINA LJUTOMER	Mira.Kolbe@ljutomer.si	
4.	KATJA KAPBA	RA SINERGJA	Katja@ra-sinergja.si	
5.	TADEJA BENČAK	RA SINERGJA	tadeja@ra-sinergja.si	
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### 6.2.3. Meeting No. 3



## LISTA PRISOTNOSTI







D.T3.2.15 tretji sestanek z deležniki za  
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Ljutomer

07.06.2017

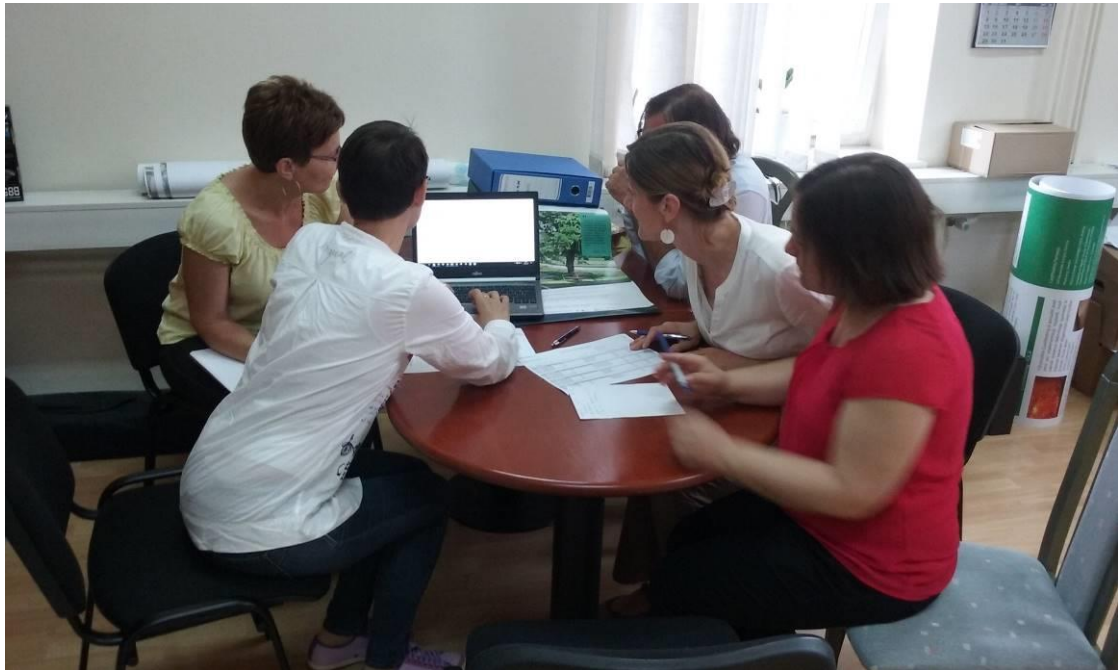
Page 1



LISTA PRISOTNOSTI: Tretji sestanek z deležniki za načrtovanje mobilnostnega načrta na občini Ljutomer, Ljutomer, 07. 06. 2017

Zap. št.	Ime in priimek	Organizacija	Elektronski naslov, telefonska številka	Podpis
1.	MIRA UJČIČ	OBČINA LJUTOMER	MIRA.UJCI@ljutomer.si	
2.	ALEŠ VAUPOVIČ	OBČINA LJUTOMER	ales.vaupotic@ljutomer.si	
3.	KARMEN JEVEN	OBČINA LJUTOMER	karmen.jeven@ljutomer.si	
4.	KARMEN LAH	OBČINA LJUTOMER	karmen.lah@ljutomer.si	
5.	JERNEJA BAJNER	OBČINA LJUTOMER	jernepa.bajner@ljutomer.si	
6.	KATJA KARBA	RA SINERGISA	KATJA@ra-sinergija.si	
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#### 6.2.4. Meeting No. 4



## LISTA PRISOTNOSTI

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D.T3.2.15 četrti sestanek z deležniki za  
načrtovanje mobilnostnega načrta na občini  
Ljutomer

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06.07.2017



LISTA PRISOTNOSTI: Četrty sestanek z deležniki za načrtovanje mobilnostnega načrta na občini Ljutomer, Ljutomer, 06. 07. 2017

Zap. št.	Ime in priimek	Organizacija	Elektronski naslov, telefonska številka	Podpis
1.	ALES VAUPOTIČ	OBČINA LJUTOMER	ales.vaupoti@ljutomersi	
2.	IJIDA KLANČIČ	OBČINA LJUTOMER	ijida.klan@ljutomersi	
3.	JERNEJA BAJNER	OBČINA LJUTOMER	jerneja.bajner@ljutomersi	
4.	KARMEN JELEN	OBČINA LJUTOMER	karmen.jelen@ljutomersi	
5.	KARMEN LAH	OBČINA LJUTOMER	karmen.lah@ljutomersi	
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7.	KATJA KAPBA	RA SINERGIIJA	katja@ra-sinergija.si	
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6.2.5. Meeting No. 5



LISTA PRISOTNOSTI

D.T3.2.15 peti sestanek z deležniki za  
načrtovanje mobilnostnega načrta na občini  
Ljutomer

29.08.2017

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LISTA PRISOTNOSTI: Peti sestanek z deležniki za načrtovanje mobilnostnega načrta na občini Ljutomer, Ljutomer, 29.08.2017

Zap. št.	Ime in priimek	Organizacija	Elektronski naslov, telefonska številka	Podpis
1.	ALEŃICA STUJNICA	MLADINSKI CENTER PRLEKIJE	mcp@niof.mel, 031 32 8547	
2.	KATJA KARBA	RA SINERGIJA	katja@ra-sinergija.si 031 596-751	
3.	MIRJA KOTNIK	OBČINA LJUTOMER	MIRJA.KOTNIK@LJUTOMER.SI	
4.	Marija HUNDA	f	HUNDAH 44 @ GMAIL.COM	
5.	MOJCA SLAVIČ	OŠ IVANA CANKARJA L.	mojca.slavica@yphoo.com	
6.	BRIGITA HOJNIK	OŠ CEZARJEVIČ	brigita.hojnik@guest.omeca.si	
7.	SUZANA VLATKOVIČ	Dom starejših občanov Ljutomer	031 400 2338 suzana.vlatkovic@dc-ljutomer.si	
8.	KSENJA ŽUMAR	Kmetec Ljutomer	kxenja.zumar@gmail.com	
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### 6.2.6. Meeting No. 6



## LISTA PRISOTNOSTI






D.T3.2.15 šesti sestanek z deležniki za  
načrtovanje mobilnostnega načrta na občini  
Ljutomer

14.09.2017





LISTA PRISOTNOSTI: Šesti sestanek z deležniki za načrtovanje mobilnostnega načrta na občini Ljutomer, Ljutomer, 14.09.2017

Zap. št.	Ime in priimek	Organizacija	Elektronski naslov, telefonska številka	Podpis
1.	KARMEN LAH	OBČINA LJUTOMER	karmen.lah@ljutomer.si 02 88 90 24	
2.	KARMEN JELEN	OBČINA LJUTOMER	karmen.jelen@ljutomer.si	
3.	ANTON NOVAK	PREVOZNIŠTVO D.O.O.		
4.	MISA KALIN	OBČINA LJUTOMER	MISA.KALIN@LJUTOMER.SI	
5.	KATJA KARBBA	RA SINERGISA	katja@ra-sinergija.si	
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6.2.7. Meeting No. 7



LISTA PRISOTNOSTI



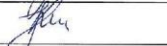

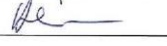
D.T3.2.15 sedmi sestanek z deležniki za  
načrtovanje mobilnostnega načrta na občini  
Ljutomer

22.11.2017

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LISTA PRISOTNOSTI: Sedmi sestanek z deležniki za načrtovanje mobilnostnega načrta na občini Ljutomer, Ljutomer, 22.11.2017

Zap. št.	Ime in priimek	Organizacija	Elektronski naslov, telefonska številka	Podpis
1.	MIRJA KOLM	OBČINA LJUTOMER	MIRJA.KOLM@LJUTOMER.SI	
2.	JERNEJA ZAVNER	OBČINA LJUTOMER	j.zavner@ljutomer.si	
3.	KATJA KARBBA	RA SINERGIA	katja@ra-sinergija.si	
4.	KARMEN JELEN	OBČINA LJUTOMER	karmen.jelen@ljutomer.si	
5.	ALEJŠ VAUPOTIČ	OBČINA LJUTOMER	ales.vaupotic@ljutomer.si	
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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.