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TRANSNATIONAL REPORT ON SEVEN REGIONAL TRAININGS FOR MUNICIPALITIES ON TOOLS FOR MOBILITY PLANS

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1. Overview

There are seven countries in the MOVECIT project consortium: Slovenia, Czechia, Austria, Hungary, Slovakia, Germany and Italy. These seven countries have organized trainings for the municipalities which are involved in the project as well. These municipalities are connected to the project because the workplace mobility plans are being developed at their City halls, universities, hospitals or other institutions. There were 10 trainings organized overall - 1 per country, only in Austria there are 4 municipalities involved, for which the trainings were organized separately.

The trainings were mostly conducted in October and November 17; however, the last two trainings were organized in February 18. The majority of the trainings was located directly at the municipalities, at which the workplace mobility plans are developed. The only exception was the municipality Békéscsaba, whose employees attended the training held in Budapest which was joined together for Békéscsaba City Hall, Centre for Budapest Transportation and Faculty of Transportation Engineering and Vehicle Engineering. The duration of the trainings was from 2 hours to 1,5 days.

The trainings have reached overall 149 attendees and were focused mostly on the mobility teams at the relevant institutions. A lot of the participants of the trainings were therefore internal stakeholders (leaders of departments, local representatives atc.), external stakeholders and experts and employees.

1.1. Ljutomer (SI)

Date: 16 - 17 November 2017

Location and NUTS region(s) where training(s) have been conducted (relevant NUTS level): Municipality of Ljutomer, NUTS3 Pomurje region

Duration: the training was held for 1.5 day.

Number of people reached: 23 people (employees)

List of participants: the participants are all employed at the municipality Ljutomer

Target group(s): The target group was only employees of the municipality

1.2. Litoměřice (CZ)

Date: 24 - 25 October 2017

Location and NUTS region(s) where training(s) have been conducted (relevant NUTS level): Municipality of Litoměřice (CZ042)

Duration: 1,5 days

Number of people reached: 29

List of participants:

For full lists of participants see annex 1, 2 and 3. The institutions reached by this training were following:

- Municipality of Litoměřice
- Municipal hospital of Litoměřice
- Czech Environmental Partnership foundation
- The center of tourism of Litoměřice
- Municipal police of Litoměřice
- Regional office of Ústecký region



- Transport research center
- Cycling shops: Bike & Skate (Cykloobchod-půjčovna); Cyklo & Hobby

Target group(s):

Target group of the training was primarily:

- the mobility teams,
- internal stakeholders (local representatives, municipal departments),
- external stakeholders (local entrepreneurs, Transport research center, Ústecký region, etc.),
- employees which are interested in the topic.

1.3. Austria

1.3.1. Baden (AT)

Date: 27 November 2017

Location and NUTS region(s) where training(s) have been conducted (relevant NUTS level): Austria, Baden, NUTS Region AT 127 Wiener Umland Südteil with the FUA AT 130 Vienna

Duration: 14:00 - 18:00

Number of people reached: 3

List of participants: Gumilar Christian, Koch Gerfried, Michael Madreiter

Target group(s): The target group of the training in Baden were only employees of the municipality. They are heads of important departments of the municipality.

1.3.2. Mödling (AT)

Date: 30 November 2017

Location and NUTS region(s) where training(s) have been conducted (relevant NUTS level): Austria, Mödling, NUTS Region AT 127 Wiener Umland Südteil with the FUA AT 130 Vienna

Duration: 14.00 - 18.00

Number of people reached: 11

List of participants: Franziska Olischer, Berger Werner, Mag. Schneider, Martin Czeiner, Helga Schlechta, Werner Deringer, Gerhard Wannemacher, Peter Dörner, Alexander Steppan, Yves Mattis, Gerhard Puchegger

Target group(s): The target group of the training in Mödling were employees of the municipality.

1.3.3. Leoben (AT)

Date: 19 February 2018

Location and NUTS region(s) where training(s) have been conducted (relevant NUTS level): Austria, Leoben, NUTS Region AT 223 Östliche Obersteiermark with the FUA AT 221 Graz

Duration: 13.00 - 15.00

Number of people reached: 3

List of participants: Gernot Kreindl, Dagmar Weinhandl, Kristina Jevsenak

Target group(s): The target group of the training were heads of important departments of the municipality.



1.3.4. Bruck an der Mur (AT)

Date: 27 February 2018

Location and NUTS region(s) where training(s) have been conducted (relevant NUTS level): Austria, Bruck an der Mur, NUTS Region AT 223 Östliche Obersteiermark with the FUA AT 221 Graz

Duration: 10.00 - 12.00

Number of people reached: 4

List of participants: Markus Hödl, Peter Nistelberger, Markus Noll, Siegfried Schauersberger

Target group(s): The target group of the training was heads of important departments of the municipality.

1.4. Budapest (HU)

Date: 25 October 2017

Location and NUTS region(s) where training(s) have been conducted (relevant NUTS level): Budapest HU101

Duration: 9.30 - 14.45

Number of people reached: 20

List of participants: The stakeholders from Békéscsaba City Hall, Centre for Budapest Transportation and Faculty of Transportation Engineering and Vehicle Engineering. Namely: SOLTÉSZ Tamás, DALOS Péter, FÖLDES Fávid, BÁNFI Miklós, MÉSZÁROS Ferenc, CSONKA Bálint, HÖRCHER Dániel, MÁTRAI Tamás, BEDE Zsuzsanna, TÓTH Patrik, FODOR Anikó, BALOGH István, Dr. DEÁK Zoltán, WITTMANN László, Dr. ALBERT Judit, LOVAS László, KÓRIZS András, BERECZKY Ákos, HALMOS Tamás, LÉNÁRT Máté

Target group(s): The target groups were the Mobility Teams of Békéscsaba City Hall, Centre for Budapest Transportation and Faculty of Transportation Engineering and Vehicle Engineering and other mobility experts from these institutions.

1.5. Banská Bystrica (SK)

Date: 6 October 2017

Location and NUTS region(s) where training(s) have been conducted (relevant NUTS level): Banská Bystrica, City Hall, NUTS SK0321 Banská Bystrica

Duration: 4 hours

Number of people reached: 26 participants of the training

List of participants: The participants were the employees of the municipality of Banská Bystrica from these departments:

- Department of City Planning and City Architect (Odbor územného plánovania a architekta mesta)
- Department of waste and public spaces management (Oddelenie odpadového hospodárstva a údržby verejných priestranstiev)
- Department of Culture, Sport and Tourism (Odbor kultúry, športu a cestovného ruchu)
- Department of Development Activities of the City (Odbor rozvojových aktivít mesta)
- Finance Department (Ekonomický odbor)
- Department of accounting and asset management center (Oddelenie evidencie a správy majetku mesta)
- IT Department (Oddelenie informatiky)



- Department of first income (Oddelenie prvého príjmu)
- Building Department (Stavebný odbor)
- Department of Social Affairs (Odbor sociálnych vecí)

Target group(s): employees of the City Hall

1.6. Leipzig (DE)

Date: 24 November 2017

Location and NUTS region(s) where training(s) have been conducted (relevant NUTS level): Leipzig

Duration: one day

Number of people reached: 9 (there will be more trainings until May 2018 with ap. 45 more participants)

List of participants: Verkehrs- und Tiefbauamt Leipzig, Umweltamt Leipzig

Target group(s): Heads of department, Fleetmanager

1.7. Modena (IT)

Date: 7 December 2017

Location and NUTS region(s) where training(s) have been conducted (relevant NUTS level): Modena, Modena, Italia, ITH54

Duration: 1 day (2 pm - 7pm)

Number of people reached: 21

List of participants:

- | | |
|----------------------|--------------------------|
| ▪ Luciano Grandi | Assets Department |
| ▪ Luca Tandini | Local Police |
| ▪ Laura Seidenari | Human Ressources |
| ▪ Elena D'Auro | Institutional Affaires |
| ▪ Emanuele Murgolo | European Policies Office |
| ▪ Amelia Manzini | Education |
| ▪ Tania Federzoni | Planning |
| ▪ Katia Vallini | Planning |
| ▪ Anna Pratissol | Planning |
| ▪ Fabio Sola | Economy, Town Promotion |
| ▪ Katia Valli | Public Works |
| ▪ Giuseppe Caruso | Directorate General |
| ▪ Aurelia Trafilante | Cultural Department |
| ▪ Giovanni Bici | Economy and promotion |
| ▪ Gheduzzi Walter | Urban services |
| ▪ Erci Morena | Urban services |
| ▪ Donato Infante | Public Works |
| ▪ Luca Lodi | Environment |
| ▪ Sonia Giuliani | Environment |
| ▪ Giulia Ferrari | Environment |
| ▪ Cristina Montanari | Environment |



Target group(s): the target group was composed by the mobility team created within all Municipality of Modena employees. The team was composed by mobility experts, transports' experts, representative people of Human Resources office, public relation office, environment, cultural, urban services departments as employees "ambassadors" chosen by the employees themselves and one representative of local police. There were mainly internal stakeholders of the Municipality and employees.



2. Content

The content of the trainings was focused both on theoretical and practical issues connected to the workplace mobility planning. The theoretical approach consisted mostly of familiarizing the participants with the process of mobility planning and workplace mobility plans in general. What are the objectives of the planning, why do we create the workplace mobility plans etc. Another theoretical topic which was part of the program as well was presenting the results of the questionnaire. This survey was held (as a part of the project MOVECIT) among the employees of each institution. This training was a perfect opportunity to get the stakeholders and employees know the results of the questionnaire which they were already familiar with. The presentation of the results showed them how the data can be used. The theoretical parts of the presentations were in some municipalities thematically connected also to other transportation topics, especially about mobility planning in the city and regional level, transport policies and urban mobility in general.

The practical part was mostly connected with the development of the workplace mobility plans at each institution. The measures and their implementation were discussed and the best approach was debated. Some municipalities, especially those who had employees as their target group at the training as well, had included some motivational exercises and demonstrations and field trips about sustainable modes of transportation, examples of good practice and good mobility measures. In Leipzig they had quite a unique training which was a mobility parkour, which was designed to promote intermodal travelling and motivate participants e.g. to learn how to use e-carsharing, by giving the participants their (first) experience. The whole training had a concept of team race, where the employees had to network to solve the problems and experienced the positive and negative aspects of each modal choice.

Presentations and discussions were used mostly as the training measures on the meetings, especially for the more theoretical topics. For the practical topics were used mostly the workshop style of training where the participants were even more active at debating and round tables. Also, the demonstrations and practical usage of the sustainable mobility modes (e.g. folding bikes and pedelec presentation) and challenges were involved as well, which are described more in previous paragraph.

The target group of the trainings was consisted mostly of employees, internal and external stakeholders and members of the mobility teams. The goals of the trainings were mostly connected to the workplace mobility plans and motivation of the participants for choice of sustainable transport usage. The goals connected to the process of WMPs were connected mostly with the measures which were going to be incorporated to the action plan. The goals were to explain, develop and find the best way to implement the measures or even prioritize the measures. Another goal was to include the employees to the decision-making process, give them chance to get further knowledge and network. The trainings were also great opportunity to familiarize the stakeholders and employees with the mobility planning process and to present recent data and results.

The results of the trainings were involved and motivated employees and stakeholders, who were informed about the mobility planning process and its consequences. The measures from action plan of the workplace mobility plans have been approved/improved/prioritized/discussed. Some mobility tools have been introduced. In Ljutomer the employees also created a carpooling map, which can help the employees as a planning tool.

2.1. Ljutomer (SI)

Program of the training:

The program of the training consisted of 2 days. First day was dedicated to the theoretical (presented the process of the plan making and the Travel survey results) and practical part (motivation exercises). Motivational part consisted of the presentation of the concrete benefits that the employees could gain and



of active participation of the employees in ranking and prioritizing the proposed measures for the Action plan. Additionally, one of the activities was the creation of the Carpool map, which indicates the possible combining of the car drivers. Second day consisted of the field trip around the city and searching for the hot spots that should be considered for possible improvements.

Summary description of the implemented training measure(s) or any other content of the training:

For the training we used a mixture of the moderate tools. On the one hand the training was completely theoretical and in a panel style, the discussion was not possible. But on the other hand, the training was in workshop style where the participants could express their opinion; they were actively involved in creation of Carpool map. They have learned also the benefits of sustainable commuting.

Specific goal(s) of the training and target groups:

The aim of the training was to present the data and results of the Travel survey to the employees and to motivate them in sense of the sustainable commuting and share the facts that can influence their commuting and ease the decision for changing the transport modes.

What was the result of the training:

There is a more results of the training:

- Motivated employees;
- Carpool map which can be used by employees when planning the carpool;
- Approved and prioritized measures by employees;

2.2. Litoměřice (CZ)

Program of the training:

The first day of the training there were two interactive meetings with mobility teams where measures implementation was discussed.

The second day was the program divided into three sections.

1. Wider framework - linking the institutional mobility plan to the city's transport policy
 - a. Presentation of transport projects of Litoměřice
 - b. Introducing the Sustainable Urban Mobility Plan
 - c. Survey of traffic behavior of the inhabitants of Litoměřice
 - d. Transport model for Litoměřice
2. Institutional Plan for Mobility of the Municipal Office and the Municipal Hospital of Litoměřice
 - a. Presentation of the mobility plan methodology
 - b. Results of the survey of the transport behavior of employees
3. Workshop about public transportation, cycling and parking.
 - a. Identification of the current problems of urban mobility in Litoměřice from the point of view of its users
 - b. Specification of draft measures to improve conditions for users of public and bicycle transport



Summary description of the implemented training measure(s):

Part of the training was done as the presentation which was always followed by lively discussion. Other parts of the training were in a format of workshops and round tables where certain topics were discussed among the stakeholders. The leaders of the workshops had an access to the training materials which they used for an inspiration and as a source of good practice.

Specific goal(s) of the training and target groups:

Target group of the training was primarily the mobility teams, internal (local representatives, municipal departments) and external stakeholders (local entrepreneurs, Transport research center, Ústecký region, etc.) and also for employees which are interested in the topic. The aim of the training was to familiarize participants with the principles of sustainable mobility development, with the methodology of creating an institutional mobility plan and with the tools developed within the MOVECIT project. Another aim was to share the data from the travel staff survey and address some mobility plan measures and their possible implementation.

What were the results of the trainings:

The main obstacles to the development of public, cycling and pedestrian traffic in Litoměřice were formulated. Training participants have created a list of recommended actions to improve conditions for the development of sustainable mobility. This list will be taken into account when creating the design part of the mobility plan.

2.3. Baden, Mödling, Leoben, Bruck an der Mur (AT)

Program of the trainings:

1. Introduction
2. Presentation of the powerpoint: Results of the questionnaire, developed measures, discussion of the measures
3. Discussion and documentation of the measures on the flipchart
4. information about letter of commitment

Summary description of the implemented training measure(s):

The Training was organized as a half-day or two hour meeting. We developed a training guideline which was used for both trainings. At the training two people of Klimabündnis made the presentation and guided the discussion of the measures.

The training contained 3 parts:

The first part of the training contains a presentation of the results of the questionnaire and ideas of possible measures.

In the second part of the training different measures were discussed. Decision-makers got more information about the measures, which were already developed with the responsible ones for the project MOVECIT of the city. Ideas and possible problems were discussed in a solution-oriented discussion. The focus was on the



responsibility, costs, who takes care of the costs and the schedule of the implementation of the measures. The action plan with all its measures was completed after the training.

The third part of the training contained information about the implementation of different measures. Concrete benefits of measures for employees were an important point in the training. It was discussed how measures will be implemented and how they will be brought close to the employees. In this part of the training the folding bike and the scooter were presented as an exemplary illustration for decided measures.

Specific goal(s) of the training and target groups:

The main focus of the meeting was on the developed measures. A discussion about which measures are realistic, finding new measures that can be easily implemented and the implementation of the decided measures were forced.

The target group of the trainings was the staff department of the city and the heads of important departments. These are decision-makers in the community and have the knowledge about their employees, which measures are reasonable and in what way it is possible to implement them in their departments.

What were the results of the trainings:

In all four trainings measures were elaborated during the training. The benefit of the trainings was the understanding of the measures and the milestones for the implementation of these measures. Experts of the mobility department and the staff department discussed their ideas and experiences. The presentation and the open discussion impacted directly the workspace mobility plans. The implementations of the measures were discussed and the responsibility was assigned to the responsible ones.

In all fields measures were developed to raise awareness about sustainable mobility among employees and change their type of mobility in a more sustainable way.

2.4. Budapest (HU)

Program of the training:

| | |
|-------------|--|
| 9:30-10:30 | Presentation of the MoveCit Project |
| 10:30-11:00 | Objectives of Workplace Mobility Plans, Basic examinations of the WMPs |
| 11:00-12:00 | Tools and measures of WMPa |
| 12:00-13:00 | Testing opportunity for a Pedelec electric bike |
| 13:00-14:00 | Lunch |
| 14:00-14:15 | Evaluation of best measures |
| 14:15-14:45 | Summary, questions and answers |

Summary description of the implemented training measure(s):

Two measures were implemented during the training day. One is involvement during presentations with interactive games. This provides a better commitment and understanding of the topics. The other was a testing opportunity of an electric bike. Personal experiences have a major role on decisions.



Specific goal(s) of the training and target groups:

The target groups were the Mobility Teams of Békéscsaba City Hall, Centre for Budapest Transportation and Faculty of Transportation Engineering and Vehicle Engineering, covering experts of mobility, strategy and development, and HR. The goal of training to give a wide overview of workplace mobility plans, and to create chance for networking and best practice sharing from different partners.

What were the results of the trainings:

The results of the trainings were (1) better understanding of measures and the opportunities in measures, (2) raising awareness amongst the participants on importance of sustainable commuting and (3) engagement through testing for (electric) bikes.

2.5. Banská Bystrica (SK)

Program of the training:

1. Presentation of the WMP as whole - methods and findings of the surveys and analysis
2. Detail presentation of the measures defined in the WMP
3. Explanation how to implement individual measures, discussion about the best way of implementation
4. Discussion and comments about measures and how to implement them in everyday life
5. Presentation of the Action plan

Summary description of the implemented training measure(s):

The training was organized in a form of a half day interactive meeting. Participants gathered in the City Hall meeting room. The main emphasis was put on explanation of the measures and thorough discussion how employees may use them in their everyday commuting and in-town working travels.

Specific goal(s) of the training and target groups:

The target groups of the training was employees as far they are the final addressees of the WMP implementation. That is why there where goals of the training regarded the measures: to explain measures, to get feedback and to talk about how to use them in everyday life.

What were the results of the trainings:

The main result of the training was good knowledge of participants about measures which will be implemented and how to use them. When the WMP implementation will be launched in upcoming months, participants will be ready to use the measures, adjust their behavior.

The participants also learned a lot about the purpose and methodology of the WMP so they understand a context. Important result was also feedback of participants so the WMP experts could even improve the measures according to the grassroots experience of employees.



2.6. Leipzig (DE)

Program of the training:

The intermodal mobility parcours

In a sustainable, intermodal mobility course, the workshop participants will be taught an innovative mobility behavior with all opportunities and obstacles. They are supposed to live through an everyday reality that is as realistic as possible. The task is to carry out a fictional everyday journey from the workplace to the home alone or in a small group of up to a maximum of three people. On the way is also a small concern to be done - a large bottle of water and an apple to be bought. The starting point and the destination of the course is the venue.

The intermodal course itself can and should go through as many different means of transport as possible (see sketch). The use of all legal, official and available tools such as local knowledge and contacts, smartphones and apps, information points etc. is expressly permitted and desired. Part of the intermodal course is also to be done by the local public transport in line operation. Participants must purchase an adequate and suitable public transport ticket. The purchase price may be reimbursed by the local public transport provider.

In the mobility course, the infrastructure and the current space conditions of the respective modes of transport should, if possible, be experienced / experienced on the road. Here it is necessary to perceive and evaluate subjectively the spaces and space conditions. Is sufficient space available in the road area for the currently used transport?

A further goal is to promote networking among the participants by solving this complex task together. Everyone can contribute something to the course.

Through the active experience of this sustainable, intermodal mobility course, the strengths and weaknesses of the particular type of mobility are immediately apparent. The division of the road area and the space conditions for the respective modes of transport can also be intuitively performed in this way.

Summary description of the implemented training measure(s):

Mobility course in connection with the project MOVECIT

Member: 9 employees of the office of Traffic and Road construction

Climate Protection Manager of the City of Leipzig (Environmental Protection Office)

Mr. Manuel Emmelmann, part car

Ms. Heidi Bretschneider, nextbike

Place: Technical City Hall of the City of Leipzig

Procedure:

- Brief introduction to the MOVECIT project (goals, mobility management concept)
- Short presentation nextbike (company presentation, development, perspectives, functionality of bike sharing)
- Brief presentation teilauto (company presentation, development, perspectives, how carsharing works)
- Start of the parcours with an introduction to how the mobility station works (app for using nextbike and teilauto)
- Introduction to the functioning of the teilauto electric vehicle (e-Golf) (how to start, drive and charge)
- Start in two groups (one group of bikes / one group of cars) over Prager Strasse or Strasse des 18. Oktober towards the mobility station at the New Town Hall



- Arriving almost at the same time!
- Change of vehicles and driving back
- Arrival at the Technical City Hall
- Short evaluation: It has been confirmed that the willingness to use alternative mobility offers can be effectively increased through information and testing.

Specific goal(s) of the training and target groups:

- Goal is to sensitize employees of departments of Cities and of environmental friendly mobility behavior. A further goal is to promote networking among the participants by solving this complex task together. Everyone can contribute something to the course.

What were the results of the trainings:

- Showing mobility alternatives (all kinds of ways during worktime or for the distance between workplace and home)
- The economic and ecological relevance by choosing a personal mobility
- Possibilities of booking and payment for different kinds of mobility (apps, websites ...)
- How do the interfaces and transfer points (mobility stations) work?
- New tools to make it easier to choose alternative mobility offers (rain cloth for cyclists, security details for bikes...)
- Detailed informations about the accesses to mobility-systems
- How to deal with obstacles (delay, detours, sharing, transport issues...)

2.7. Modena (IT)

Program of the training:

- Urban Mobility and general aspects of sustainable mobility;
- Modal split and traffic topics in Italian towns and cities;
- Basic principles and tools of how to develop a strategic workplace mobility plan;
- Presentation and analysis of Modena mobility survey's results, the state of art of the Municipality modal split within its employees and mobility habits
- Analysis of different measures, European and Italian best practices
- Open discussion about measures to inspire Modena Workplace Mobility Plans and sharing of difficulties, problems, risks and advices
- Sharing of ideas concerning the role and responsibilities that the employees' ambassadors and representatives can play

Summary description of the implemented training measure(s):

Two measures were taken:

- 1) one discussion on data that came to light through the questionnaire, compared to the Italian situation about Mobility topic and sharing of ideas concerning city of Modena situation
- 2) one discussion about hypothesis of drafted measures: sharing of a common strategy to be taken concerning communication on the workplace mobility plan, measures to facilitate the adoption and positive implementation of the plan with the colleagues and concrete actions

Specific goal(s) of the training and target groups:



1. Give basic knowledge of what workplace mobility plans are and what is the process of participatory planning, implementation and evaluation of mobility plans, which are the tools and the indicators that must be used to evaluate the process.
2. Make employees feel part of the process and multipliers actors of the cultural change that the workplace mobility plan will entail.

The target group was composed mainly by internal stakeholders and employees.

What were the results of the training:

Discussions and possible measures to be harmonized and gathered together to elaborate the workplace action plan.

Arise of awareness, motivation and responsibility concerning sustainable mobility and the key role the employees can play in their offices.

The main responsibilities the employees can take have been identified but not yet conferred and divided into working groups or specific people.



3. Impact

The expected impact and benefits of the training for the target group can be generally summarized as these matters and related to these topics:

- awareness raising of stakeholders and employees
- consensus on measures (specific or improved measures), involvement of the stakeholders and employees
- understanding the reasons for the mobility planning
- change of behaviour
- networking
- knowledge transfer
- better accessibility, improved traffic condition and improving the travelling towards low carbon sustainable solutions
- image of the municipalities as a leader in sustainable mobility
- new connections across the scheme of influencers and stakeholders
- improved infrastructure

There were many lessons learned from the trainings and their organization process. Each municipality had a different experience, so it is difficult to summarize their experience. These differences come as well from different size of the municipalities (both population and number of employees in the administration). This predisposition has influenced the characters of the trainings since some smaller municipalities (such as Ljutomer) could involve all employees and some municipalities focused their target group mostly on the mobility teams or smaller groups. These lessons learned are therefore described below for each municipality.

3.1. Ljutomer (SI)

Expected impact and benefits of the trainings for the concerned territories and target groups:

- Better awareness of the employees on the sustainable commuting;
- Joint agreement and consensus on proposed measurement achieved by each part (developer and employees);
- It is expected to increase the carpooling among employees;
- Better awareness on new traffic planning;
- Increased used of the sustainable modes (cycling, walking, carpooling);
- Municipality as a role model in eye of other municipalities;
- Improved traffic condition in the proximity of the municipality;

Lessons learned from implementation of training measures and added value of transnational cooperation:

- Participation of the employees in the process of the Workplace mobility plan development is essential to gain a wide acceptance of the plan;
- Training in small size municipality is easier to be implement as all employees can participate;
- Good relationship with the decision makers of the municipality is important as the agreements and consensus are easier to be reached. The head manager thus let all employees to attend the training.
- The practical exercises and information are much more interested to employees than theoretical backgrounds and statistics data.
- Site audit makes the training more attractive and people can learn from the concrete examples;
- Best practices presented are good tool how to motivate people;



- Giving employees to ranking the measures and express their opinion integrate them more into the process of Workplace mobility plan development.

3.2. Litoměřice (CZ)

Expected impact and benefits of the trainings for the concerned territories and target groups:

- Training participants understood the importance and benefits of implementing mobility management at the level of workplace or institutions.
- Long-term active collaboration of the participants with the working group can be expected in implementing the concrete actions proposed by the Action Plan.
- New connections were made across the broad scheme of influencers and better communication is expected in matter of the municipal transport issues as well as the workplace mobility issues.
- The participants were familiarized with the results of travel staff survey and see where room for improvements is.
- The target groups across the spectrum had a chance to discuss measures which will help with the implementation.

Lessons learned from implementation of training measures and added value of transnational cooperation:

- The proposal part of a workplace mobility plan must be in line with higher-level strategic documents.
- For individual institutions, it is very difficult to implement some measures with a city-wide impact (such as infrastructure modifications, urban transport timetables etc.) in isolation, so it is a good idea to timely build workplace mobility plans at the same time as preparing or updating SUMP.
- Best practices can be a good inspiration for people who don't have such an optimistic point of view.
- Engaging different stakeholders can bring up much more different sides of the same issue. It is good to have a debate where different stakeholders, employees and other can discuss together and transfer their knowledge to each other.

3.3. Baden, Mödling, Leoben, Bruck an der Mur (AT)

Expected impact and benefits of the trainings for the concerned territories and target groups:

The benefit of the training was the understanding of the measures and the milestones for the implementation of these measures. The presentation and the open discussion impacted directly the workspace mobility plans.

- Awareness rising on sustainable mobility among the participants
- Participants understood the importance of sustainable mobility and the benefits by implementing them
- Participants are open for awareness rising among employees by reasonable measures that will be implemented
- Target group has the possibility to discuss the measures and bring new ideas
- A list of measures was created in the training, which now can be implemented
- Increase pedestrian awareness by creating maps with walking destinations and other competitions
- Best-practice example for other municipalities around
- Improve the infrastructure for sustainable transport systems in the municipality



Lessons learned from implementation of training measures and added value of transnational cooperation:

- Prepare a good PowerPoint presentation with facts of the questionnaire
- include measures that could be implemented easily and are already implemented by other communities
- prepare flipchart charts for the measures and write down ideas and comments immediately
- organize trainings with other staff-meetings, so no extra meeting and time is needed
- operate as a team of two people for the trainings, easier to handle a big group with lots of ideas
- focus on positive elements, especially the issue mobility and car are very sensitive these days
- including stakeholder and decisions makers from different fields is important for discussion
- bring material to demonstrate measures directly (folding bike, scooter, etc.)

3.4. Budapest (HU)

Expected impact and benefits of the trainings for the concerned territories and target groups:

The main benefit of the day came from the composition of the attendance. Experts from university (BME), from capital's transport authority (BKK) and a city's urban management (Békéscsaba) had the chance to discuss their ideas, experience and best practices. The presentations, the testing opportunity and the open discussions impacted directly the workplace mobility plans (e.g. both BKK and City Hall of Békéscsaba planned to purchase pedelecs).

Lessons learned from implementation of training measures and added value of transnational cooperation:

During presentation of measures, each participant has the task to evaluate every measure from one to ten by its effectiveness. During lunch, these evaluations were summarized, and after lunch we discussed the results. It turned out, that after some predictable winner (like home office, developing cycling infrastructure, or end-point services for cyclists), some measure is very divisive (e.g. financial incentives, institute owned bike park etc.).

3.5. Banská Bystrica (SK)

Expected impact and benefits of the trainings for the concerned territories and target groups:

The main benefit of the training for the target group lies in good understanding of proposed measures and thus changing of the modal split of commuting and work travel after launching of the WMP implementation. It is good that employees, who are the main addressees of the WMP, are ready to use the measures, they understand how and why to use them and they are motivated.

So, it will bring benefits either to a part of employees (less stressful commuting, more active life style) and to the City hall (lower expenses on travel work, better motivated employees) and for inhabitants of the streets around the City hall (less employees' cars parking in streets).

Lessons learned from implementation of training measures and added value of transnational cooperation:

Some of the lessons learned:

- organize training in working time - it increases interest of employees;



- prepare very good PPT presentation; put each idea (e.g. description of measure) on separate slide so participants could focus only on that measure;
- pay strong emphasis on facilitating of discussion to keep it structured and clear and not to waste time with empty talks;
- make somebody else than facilitator to write down all ideas, comments and feedbacks; you will not remember all of them after the training;

3.6. Leipzig (DE)

Expected impact and benefits of the trainings for the concerned territories and target groups:

... for employees

- Reduction of labour mobility costs
- Better accessibility and relaxed arrival
- Improve fitness through daily exercise and less stress

... for a company or city administration

- Improving accessibility for customers, visitors and employees
- Reduction of operating mobility costs (25%)
- Reduction of parking space bottlenecks (15%)
- Reduction of car traffic at the location between 5 and 25%
- Reduction of parking space requirements and thus savings on construction, rental (25%)
- Maintenance of parking spaces
- Promotion of health, motivation and satisfaction of employees
- Improving the company image: Environmentally aware, innovative, employee-friendly

... for the environment

- Reduction of traffic-related environmental and climate impacts (5% +)
- Reduce the consumption of fossil fuels (5% +)

Lessons learned from implementation of training measures and added value of transnational cooperation:

- More time for practice than for theoretical advises
- There is a need for regular refreshing because of the fast development in alternative mobility offers
- Personal impact in mobility behaviour is a long-term matter
- The trainings should not take more time than 2 hours
- Offering the possibility for mobility providers to take part in the training

3.7. Modena (IT)

Expected impact and benefits of the trainings for the concerned territories and target groups:

- A better knowledge and awareness about sustainable mobility plans and a deeper comprehension on the importance of the plan application and implementation in the municipality.
- The awareness of employees' role as example within the municipality and towards all the other "external eyes" (other municipalities, private enterprises and other external stakeholders)
- The engagement of employees to take action and be focal point of best practices inside their workplace.



Lessons learned from implementation of training measures and added value of transnational cooperation:

- The participation of the employees in the elaboration of the workplace mobility plan give more chance to positive results because it has been discussed, concertized and accepted by the final direct beneficiaries
- The idea of giving more power to the final beneficiaries and involving them in the planning create a link between mobility experts and employees, two categories that normally are quite far away; that allows a deeper comprehension of the whole project and all the actions that will be implemented
- Training people, that normally are not called to be mobility manager, to urban mobility and general aspects of sustainable mobility, allows employees to have a larger view, not only about the implementing workplace mobility plan, but also on all the other trips they do in their everyday life. So, they can be key influencers and multipliers of a new sustainability urban mobility in their families and “micro-societies”.



4. Annex - Pictures

4.1. Ljutomer (SI)









4.2. Litoměřice (CZ)



4.3. Baden, Mödling, Leoben, Bruck an der Mur (AT)



Figure 1 Training Baden



Figure 2 Training Mödling



Figure 3 Training Leoben

4.4. Budapest (HU)







4.5. Banská Bystrica (SK)





4.6. Leipzig (DE)





4.7. Modena (IT)







5. Annex - List of participants

5.1. Ljutomer (SI)

LISTA PRISOTNOSTI: Usposabljanje zaposlenih na Občini Ljutomer - trajnostna mobilnost med zaposlenimi, Ljutomer, 16. - 17.11.2017

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

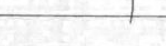
5.2. Litoměřice (CZ)

SEZNAM ÚČASTNÍKŮ: Projekt MOVECIT, Městská nemocnice v Litoměřicích – jednání pracovní skupiny 24. 10. 2017


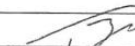


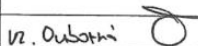

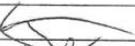

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SEZNAM ÚČASTNÍKŮ: Projekt MOVECIT, Školení k institucionálním plánům mobility a workshop se stakeholdery k veřejné dopravě, parkování a cyklodopravě, Litoměřice, 25. 10. 2017
(organizováno v rámci akce „Budoucnost dopravy v Litoměřicích – role města a městského úřadu“)

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J. BROŽOVÁ*

member of ENVIRONMENTAL PARTNERSHIP ASSOCIATION

5.3. Baden (AT)

Workshop Workplace Mobility Plan & Training

Location: Baden (Lower Austria, Industrieviertel, Rathaus Hauptplatz 1)

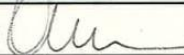
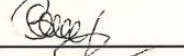
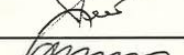
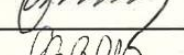
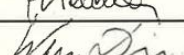
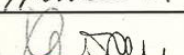


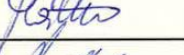
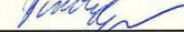

Date & Time: 27th November 2017, 15.00 - 16.30

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5.4. Mödling (AT)

Workshop Workplace Mobility Plan & Training
Location: Mödling (Lower Austria, Industrieviertel, Stadtamt Pfarrgasse 9)
Date & Time: 30th November 2017, 14:30 - 16:30

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| WERNER BERGER | — " — | bauamt@mödling.at | 0664/1525246 |  |
| GERHARD WANNENMACHER | — " — | gerhard.wannenmacher@acg.at | 076/7000173 |  |
| PETER DOORNER | — " — | peter.doerner@mödling.at | 0664/1525299 |  |
| ALEXANDER STEPPAN | — " — | facility@mödling.at | 0664/1525220 |  |
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SABINE LUCA Klimabündnis
NATALIE WEISS Klimabündnis natalie.weiss@klimabundnis.at



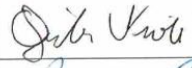

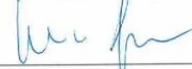



5.5. Leoben (AT)

Workshop Workplace Mobility Plan & Training

Location: Rathaus Leoben, Erzherzog Johann-Straße 2, 8700 Leoben

Date and Time: February 19 2018; 13 – 15




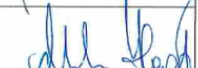
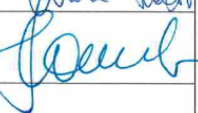
| Participant list | | | | |
|--------------------|--------------------------|-------------------------------|-------|---|
| Name | Company | Email | Phone | Signature |
| Ginter, Nicole | Climate Alliance Austria | nicole.ginter@klima.burgen.at | — |  |
| Gernot, Kveindl | Stadtgemeinde Leoben | gernot.kveindl@leoben.at | |  |
| Jensenok, Kristina | — | kristina.jensenok@leoben.at | — |  |
| Weinhandl Doreen | — | doreen.weinhandl@leoben.at | |  |
| | | | | |
| | | | | |
| | | | | |

5.6. Bruck an der Mur (AT)

Workshop Workplace Mobility Plan & Training

Location: Rathaus Bruck, Koloman Wallisch Platz 1, 8600 Bruck an der Mur

Date and Time: February 27 2018; 10 – 12

| Participant list | | | | |
|------------------------|-----------------|--------------------------------|-------|---|
| Name | Company | Email | Phone | Signature |
| Ginter, Nicole | CAA | nicole.ginter@klima.burgen.at | — |  |
| Markus NOLL | Stadt Bruck/Mur | markus.noll@bruckmur.at | — |  |
| Peter Nistelberger | — | peter.nistelberger@bruckmur.at | — |  |
| Markus HÖLL | Stadt Bruck/Mur | markus.hoell@bruckmur.at | |  |
| Siegfried Schramberger | BIC | stoolwerkstatt@outlook.at | — |  |
| | | | | |
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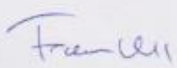


5.7. Budapest (HU)

Regional trainings for municipalities - List of Participants

Date: 2017.10.25

Place: BME, Budapest, Hungary

| Name | Company | Email | Signature |
|---------------------|---------------------|--------------------------------|---|
| Tóth Patrik | BKK | patrik.toth@bkk.hu |  |
| Fodor Anikó | KFTZU Pécs. HIV. | foan.aniko@ beka-sasaba.hu |  |
| Balogh Szerénia | BMZV Pécs. HIV. | balogh.s@beka-sasaba.hu |  |
| DR. DEÁK Zoltán | BMZV PÉCS. HIV. | deakz@beka-sasaba.hu |  |
| Wittmann László | - " - | wittmann@beka-sasaba.hu |  |
| ABA ATTILA | BME KSK KUKG | aba.attila@mail.bme.hu |  |
| DR. ALBERT JUDIT | BKK | judit.albert@bkk.hu |  |
| LOVAS László | BME KSK ISZT | LOVAS@KGE.BME.HU. | Lovas László |
| TÓTH JÁNOS | BME KSK KUKG | toth.janos@mail.bme.hu | Tóth János |
| MANDÓTI PÉTER | BME KSK KUKG | mandoti.peter@ mail.bme.hu. |  |



Regional trainings for municipalities - List of Participants

Date: 2017.10.25

Place: BME, Budapest, Hungary

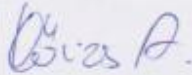

| Name | Company | Email | Signature |
|-------------------------|--------------------|--|---|
| SOLTÉSZ TAMÁS | BME KUKG | soltesz. tamás @ bme mail.bme.hu |  |
| Dulos Péter | BKK Bubi Todor. | peter.dulos@bkk.hu |  |
| FÖLDÉS DAVID | BME KUKG | FÖLDES.DAVID@ MAIL.BME.HU |  |
| BAUFI MIKLÓS | BME KUKG | BAUFI.MIKLOS@ MAIL.BME.HU |  |
| ESZTERGÁR-KÖR DOMÓTÓ | BTE KUKG | esztergar@mailbte.hu |  |
| MESTAYOS FERENC | BME KUKG | fmestayos@mail.bme.hu |  |
| Csonka Balint | BME KUKG | csotka.balint@ mail.bme.hu |  |
| HÖRCHER DANIEL | BME KUKG | horcher.daniel @mail.bme.hu |  |
| USTRAI TAMÁS | BME KUKG | tamas.ustrai@ mail.bme.hu |  |
| Bede Zsuzsanna | BME KJIT | bede.zsuzsanna@ mail.bme.hu |  |



Regional trainings for municipalities - List of Participants

Date: 2017.10.25


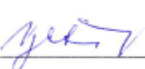
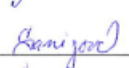


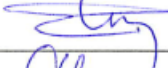

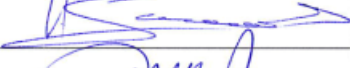

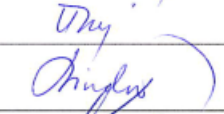




Place: BME, Budapest, Hungary

| Name | Company | Email | Signature |
|------------------|---------|-------------------------|---|
| Tóth Patrik | BKK | patrik.toth@bkk.hu |  |
| András Kövics | BKK | andras.kovics@bkk.hu |  |
| BERE GY, Ákos | BKK | akos.beresz@bkk.hu |  |
| HALMOS TAMÁS | BKK | TAMAS.HALMOS@ BKK.HU |  |
| LÉNÁRT MÁTÉ | BKK | mate.lenart@ bkk.hu |  |
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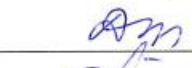


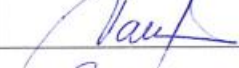




5.8. Banská Bystrica (SK)

Banská Bystrica, Mestský úrad, 19. september 2017

| Meno a priezvisko | Podpis |
|--------------------|--|
| ZDENKA GEORGIEVSKA |  |
| Iveta VYLETÁLOVÁ |  |
| EVA SAKIGOVÁ |  |
| MARTIN BOLO |  |
| ANDREA SEQUIACOVA |  |
| MILAN OZDIVEK |  |
| Ingrid Popovová |  |
| VITĚZSLAV JUREČEK |  |
| MURĽKA PAULÍNKOVÁ |  |
| DANKA HREGIOVÁ |  |
| MÁRIA ŠTRAJANĽKOVÁ |  |
| BEĽTA DINDĽKOVÁ |  |
| VITAMILAN FERIANC |  |
| JAN JENČIČ |  |



Banská Bystrica, Mestský úrad, 19. september 2017

| Meno a priezvisko | Podpis |
|---------------------|--|
| Andrea Šulajterová |  |
| ZUZANA GOMBALOVÁ |  |
| PEKA ZINGEROVÁ |  |
| JUD. PEČ |  |
| Zuzana Hrušková |  |
| Michal ŠTUBER |  |
| PANA DRÁBKOVÁ |  |
| Vladimír ZRIEDA |  |
| Juraj Šipola |  |
| Iveta Vargová |  |
| Ivica Gašparovičová |  |
| MARIÁN ZAUSKA |  |
| DANŠAN KOŽÁK |  |
| PETER TUHÁRSKY |  |

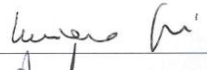

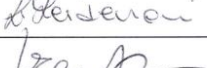
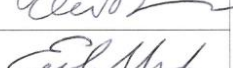
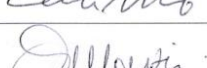
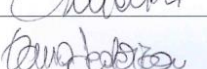
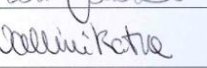
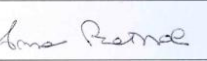

JÁN BOHÁČ



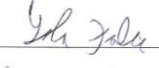

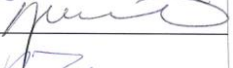


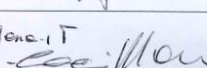
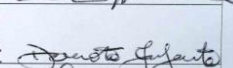
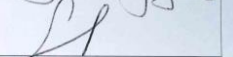

5.9. Leipzig (DE)

5.10. Modena (IT)

- ELENCO PRESENZE -

| NOME E COGNOME | SETTORE | INDIRIZZO E-MAIL (facoltativo) | FIRMA |
|------------------|---------------------------|--------------------------------|---|
| LUCIANO GRANDI | PATRIMONIO | |  |
| LUCA TANDINI | POLIZIA MUNICIPALE | |  |
| LAURA SEIDENARI | RISORSE UMANE | |  |
| ELENA D'AURO | AFFARI ISTITUZIONALI | |  |
| EMANUELE MURGOLO | UFFICIO POLITICHE EUROPEE | |  |
| AREUA MANDINI | ISTRUZIONE | |  |
| TANIA FEDERZONI | PIANIFICAZIONE | |  |
| KATIA VALLI | PIANIFICAZIONE | |  |
| ANNA PRISTISSOL | " | |  |

- ELENCO PRESENZE -

| NOME E COGNOME | SETTORE | INDIRIZZO E-MAIL (facoltativo) | FIRMA |
|--------------------|---------------------------------|---------------------------------|---|
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| KATIA VALLI | LL.PP. | Katia.valli@comune.modena.it |  |
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- ELENCO PRESENZE -

| NOME E COGNOME | SETTORE | INDIRIZZO E-MAIL (facoltativo) | FIRMA |
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| GIUGIA FERRARI | AMBIENTE | | <i>Giugia Ferrar</i> |
| CRISTINA MONTANARI | AMBIENTE | | <i>Crstalanti</i> |
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