

TAKING  
**COOPERATION**  
FORWARD



Lead applicant training  
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## How to develop a sound work plan - practical exercises



Interreg CENTRAL EUROPE | Joint secretariat

## Exercise 1:

Please define the outputs according to the information provided in the summary of a thematic work package



## Summary:

The thematic work package is devoted to the development of an innovative e-platform as a tool to improve information exchange and cooperation between various actors responsible for mobility planning and transport operators at functional urban area level. This approach supports in particular the creation of integrated models for low carbon urban mobility for the cities and their hinterlands. It will be complemented with the creation of a transnational educational model which will be applied in the frame of 5 trainings in 5 different regions (HU, PL, SK, SI, HR) of the CENTRAL EUROPE programme area targeted at developing and improving planning and managerial skills of mobility planners and operators (train-the-trainers approach). The sustainability of the educational model will be ensured by embedding it in the internal human resources development plans of the project partners.



# PRACTICAL EXERCISE 1

*One solution among many possible ones:*

Output title		Please provide a brief description of the project output and give reference to the activity leading to it	Programme output indicator	Quantification/target	Delivery date
<b>Output O.T1.1</b>	e-Platform for supporting the creation of integrated models for low carbon mobility in functional urban areas	Development of a transnational e-platform as a tool to improve information exchange and cooperation between mobility planners and transport operators, in particular targeting the creation of integrated models for low carbon mobility in functional urban areas. The platform is developed in English and is open source. Country specific adaptations will be made in national languages and linked to websites of regional partners.	<i>Number of tools and/or services for low carbon mobility in functional urban areas developed and/or implemented</i>	1	03.2018
<b>Output O.T1.2</b>	Transnational educational model for management skills improvement	Creation of a transnational educational model for developing and improving planning and managerial skills of mobility planners and transport operators in functional urban areas. The transnational model in English language will be respecting the legal and institutional contexts of the 5 countries covered and follow a train-the-trainers approach. Improved skills will allow for a better planning and management of low carbon mobility considering characteristics of functional urban areas.	<i>Number of tools and/or services for low carbon mobility in functional urban areas developed and/or implemented</i>	1	09.2017
<b>Output O.T1.3</b>	Trainings for improving planning and managerial skills of mobility planners and transport operators in FUAs	Preparation and implementation of 5 full day training sessions in 5 different regions (HU, PL, SK, SI, HR) applying the transnational educational model. The training contents are elaborated in national languages and integrated into the human resources development schemes of the mobility planners and transport operators in the functional urban areas	<i>Number of trainings implemented on low carbon solutions</i>	5	07.2018



## Exercise 2:

Please develop a possible work plan structure by defining activities and deliverables leading to the defined outputs

WP T2 is devoted to the implementation of 2 pilot actions applying tools for monitoring transport related CO2 emissions which were developed within WP T1.

Pilot action 1 targets the application of a novel transport related CO2 emission measurement approach in the functional urban area (FUA) of Prague (CZ). It foresees the installation of 3 CO2 emission sensing devices (investment costs of ca. 10.000€) in selected areas along main commuting routes which will be performed during a period of 12 months.

Pilot action 2 tests an advisory scheme with the aim of reducing transport related CO2 emissions of in the FUA of Katowice (PL). As a preparatory step an analysis of the challenges and the selection of the main territories to be targeted by the pilot action are planned. In order to ensure an active stakeholder involvement at least 3 meetings with relevant stakeholders are planned. Based on the findings the advisory scheme is deployed in the selected territories by conducting at least 10 structured consultations with transport key actors reducing transport related CO2 emissions.

The results of the pilot actions are valorised at transnational level through a transnational peer review process including an on-site visit and expert workshop for each of the pilot actions. In addition, an independent external evaluation analyzing the experiences and lessons learnt from all pilot actions is conducted including recommendations for follow up measures. Finally, the findings are used for issuing transnational recommendations on measures for the further improvement of the tools developed in WP T1 and their further deployment and transfer to other regions.



# PRACTICAL EXERCISE 2

Output title		Please provide a brief description of the project output	Programme output indicator	Quantification/Target	Delivery date
<i>Output O.T2.1</i>	<b><i>Pilot actions on monitoring transport related CO2 emissions in 2 functional urban areas (FUA)</i></b>	<p>Testing of tools developed in WP T1 through 2 pilot actions:</p> <ol style="list-style-type: none"> <li>1. Application of a novel transport related CO2 emission monitoring approach including 3 sensing devices on main commuting routes in Prague FUA (CZ) and monitoring of CO2 emissions for 12 months</li> <li>2. Testing of an advisory scheme on low carbon urban mobility in Katowice FUA (PL)</li> </ol>	<b><i>Number of pilot actions implemented for low-carbon mobility in functional urban areas</i></b>	2	07.2018



# PRACTICAL EXERCISE 2

One solution among many possible ones:

Activity title		Start date	End date	Indicative budget
Activity A.T2.1	<b>Implementation of pilot action 1: Monitoring of transport CO2 emission in Prague FUA</b>	02.2017	07.2018	64.000 EURO
Deliverables of activity T2.1				
D.T2.1.1	<b>Preparatory technical analysis and installation of sensing devices</b>	<b>Documentation of technical requirements for the installation of 3 CO2 sensing devices, their procurement and installation along main commuting routes in Prague FUA</b>	<b>Quantification/ target 1</b>	<b>Delivery month 05.2017</b>
D.T2.1.2	<b>Documentation of CO2 emission monitoring results</b>	<b>Report presenting the measurement and analysis of CO2 emissions for for a period of 12 months.</b>	<b>Quantification/ target 1</b>	<b>Delivery month 06.2018</b>
D.T2.1.3	<b>Report on Pilot action 1: Transport related CO2 emission monitoring in Prague FUA</b>	<b>Report presenting the technical details and findings of the application of the novel novel CO2 monitoring approach including the installation of CO2 sensing devices and the monitoring results for a 12 months period in Prague FUA</b>	<b>Quantification/ target 1</b>	<b>Delivery month 07.2018</b>

# PRACTICAL EXERCISE 2

*One solution among many possible ones (continued):*

Activity A.T2.2	<u>Activity title</u> <b>Implementation of pilot action 2: Advisory scheme on low carbon urban mobility, Katowice FUA</b>	<u>Start date</u> 02.2017	<u>End date</u> 07.2018	<u>Indicative budget</u> 75.000 EURO
<b>Deliverables of activity T2.2</b>				
<b>D.T2.2.1</b>	<u>Deliverable Title</u> <b>Report on selection of territories for pilot action</b>	<u>Description of deliverable</u> Analysis of the challenges of transport related CO2 emissions at the level of the Katowice FUA. Based hereon selection of the main territories to be targeted by the pilot action.	<u>Quantification/ target</u> 1	<u>Delivery month</u> 05.2017
<b>D.T2.2.2</b>	<u>Deliverable title</u> <b>Report on stakeholder meetings</b>	<u>Description of deliverable</u> Summary of outcomes of at least 3 stakeholder meetings (with e.g. transport operators) conducted at FUA level.	<u>Quantification/ target</u> 1	<u>Delivery month</u> 10.2017
<b>D.T2.2.3</b>	<u>Deliverable Title</u> <b>Deployment of advisors on low carbon urban mobility in selected territories</b>	<u>Description of deliverable</u> Documentation of structured consultations for supporting low carbon urban mobility . Consultations conducted with at least 10 transport key actors..	<u>Quantification/ target</u> 1	<u>Delivery month</u> 5.2018
<b>D.T2.2.4</b>	<u>Deliverable Title</u> <b>Report on Pilot action 2: Advisory scheme on low carbon urban mobility, Katowice FUA</b>	<u>Description of deliverable</u> Report describing the findings and results of the implementation of the advisory scheme for supporting low carbon urban mobility in Katowice FUA	<u>Quantification/ target</u> 1	<u>Delivery month</u> 07.2018





# PRACTICAL EXERCISE 2

One solution among many possible ones (continued):

Activity A.T2.3		Activity Title:	Start date	End date	Indicative budget
		<b>Evaluation of pilot action results and improvement of developed tools fostering low carbon mobility</b>	08.2018 █	03.2019 █	45.000 EURO █
Deliverables of activity T2.3					
	Deliverable Title	Description of deliverable	Quantification / target	Delivery month	
D.T2.3.1	<b>Transnational peer review report</b>	Documentation of the outcomes of a transnational peer review process in which partners are reviewing each of the pilot actions including 2 on-site visits and 2 expert workshops.	1 █	11.2018 █	
D.T2.3.2	<b>Evaluation report of pilot actions</b>	Report of an independent external evaluation analyzing the experiences and lessons learnt from the pilot actions, including recommendations for follow up measures at local and transnational level.	1 █	02.2019	
D.T2.3.3	<b>Report on measures for tools improvement and deployment</b>	Transnational recommendations on measures for the further improvement of the tools developed in WP T1 and their further deployment and transfer to other regions	1 █	03.2019 █	

