

WORKPLACE MOBILITY PLAN FOR (MUNICIPALITY)

Template for D.T.3.2 (- D.T.3.14)

Version 1
06 2017





1. Summary

In English language only, the rest of the documents will be in national language!!!

2. Introduction

2.1. MOVECIT Project

General Text about the project and its goals

2.2. (Your Municipality)

Describing the role of the Partner and Municipality / Institution

Size, number of employees

Status-quo on sustainable mobility principles (history and current commitment)

Special subjects eg. strengths and weakness of your city / region

Why you have chosen to take part in MOVECIT project?

2.3. Elaboration of the Mobility Plan

Describe the timeplan, steps and milestones, the area, which stakeholders have been included and how, etc.

Success stories and Problems

Have you introduced pilot actions? Have they worked well and been implemented permanently?

Have you achieved a formal assignment? If not, why etc.?

explain and describe that this is a new planning approach, which involve stakeholders, etc.

to point out the aim and intention to develop such documents; what is the aim of the document? What benefit and opportunities could the municipality gain and which challenges have faced;

describe some preliminary promotional activities??



3. Mobility Concept

3.1. Commitment and involvement

SEE GUIDELINES 1.1 and 1.2 and 2

Describe on how you got you created you mobility team, how you got the stakeholders on board (excerpts from D.T3.2.15 - D.3.2.21 Stakeholder's input)

Describe the mobility team, working group

Short report on meetings

Report the decisions

3.2. Aims and specific targets

SEE GUIDELINES 1.3.

Describe the elaborated vision

What are the goals of your mobility plan? What is wanted to be achieved?

Provide the general and specific goals and also targetable values

Indicators of how the achievement of goals is measured etc.



4. Analysis of the existing situation

4.1. Description of you institution(s)

Map of location(s) (very important!)

Description of work locations / buildings

The accessibility situation of the institution

4.2. Mobility survey

Report on pre condition describe the travel habits of the employees
the most significant outcomes + provide some graphs, ...

4.3. Site audits

Report on the site audits with pictures!

Address the problems!



5. Planned measures

5.1. Overview

Description on what measures have been selected and why (concerning the aims and goals)

Table on Action Plan

Measure	Type	Cost	Indicator	Complexity	Responsibility	Implementation date	Comments
Measure 1	*	€	Eg. modal-split change	High, medium, low	Eg. Department for XXX	March 2018	xxx
Measure 2	*						
Etc.							

* Type of Measures: Strategic, Promotional, Walking, Cycling, Public Transport, Motorized Traffic (Cars)

5.2. Measure 1

Detailed description on measure 1 (the background, goal of the measure, the responsible person)

Pictures, Maps, Costs, Responsible Stakeholders, Time Frame, etc.

5.3. Measure 2

5.4. Measure 3

5.5. Measure X