

AGENDA

D.T3.4.1 and D.T3.4.2: Train the trainer
workshop on developing the Workplace
Mobility plan

20. - 22. 03. 2017

D.M.2.2 and D.M.3.2 Working and Steering
group meeting

Location: Baden, address: Theater am Steg / Kreativzentrum in Baden, Lower Austria (address: Johannesgasse 14, 2500 Baden, Austria)

Day 1: 20 th of March 17: 13.00 - 17.40		1 st Working Group meeting	
13:00 - 13:15	Arrival and welcome coffee		
13:15	Greetings and agenda presentation	LP + PP3	- Agenda presentation, aim of the meeting and some logistics;
13:25	WPT3: training, modal split, stakeholder involvement process, common questionnaire	PP3 + PP2 + PP4 + all PPs	<ul style="list-style-type: none"> a. Where are we? Presented by PP3 10' b. Brief introduction to D.T3.4.1+D.T3.4.2 (D.T3.2.2 - D.T3.2.14 discussed on Tuesday training) Presented by PP3 10' c. D.T3.1.1: Modal split: how to start? Who to involve and how? How many respondents? How to analyze the data? When to use Questionnaire and Interview? Lead and presented by PP2 30' Q and A 20' d. D.T3.2.15 - D.T3.2.21: how to involve stakeholders. How to get politicians on board? How to reach political commitment (LoC)? How to integrate the workplace mobility plan in ongoing work of the local authorities? What is the added value and how to overcome barriers? <ul style="list-style-type: none"> 1. Introduction: the outcomes of the deliverables in WPT1; presented by the PP4 15' 2. Exchange Phase: searching for the argumentation how to convince decision makers to enact the plan and implement it: SMALL WORKSHOP in two groups led by the LP and PP3 30' 3. Summary by each of moderators 15' e. D.T3.2.1: Common questionnaire: why and how to use it? Presented by PP3 20'
15:55	Coffee break		
16:10	WPT2: handbook and software application	PP2	<ul style="list-style-type: none"> - Where we are? Presented by PP2 10' - Presentation of the handbook (training material for Tuesday training will be derived from handbook); Presented by PP2 10' - Presentation of the application and what to do with the data

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			Presented by PP2 40'
17:10	WPT2: questions from the PPs	LP+PP2+all PPs	- Testing the application - Q and A
17:40	End of the day 1		- Some time to have a break.
19:30	Common Dinner		- Dinner will be paid by each PP - The meeting point will be communicated after the meeting;

Day 2: 21 st of March: 9.00 - 17:30 Train the trainer workshop on developing the workplace mobility plan			
8:50	Arrival and coffee		
09:00	WPT3: D.T3.4.1 + D.T3.4.2: Train the trainer workshop on developing the mobility plan - DEVELOPMENT	PP3 + all PPs	- "What is a mobility plan?" by Elke Sumper (PP3)
09:15	WPT3: D.T3.4.1 + D.T3.4.2: Train the trainer workshop on developing the mobility plan - DEVELOPMENT		- Mobility counselling for municipalities - how to do it in practice -by mobility expert Klaus Minati: stage by stage development presentation, discussion and group works; a) Developing a mobility concept
10:30	Coffee break		
10:45	WPT3: D.T3.4.1 + D.T3.4.2: Train the trainer workshop on developing the mobility plan - DEVELOPMENT	PP3 + all PPs	b) Building the mobility team c) Analysis of the existing situation d) Planning mobility measures e) Implementation of measures f) Evaluation - Questions from the PPs concerning concrete implementation of actions in their municipalities - Mr. Minati will answer - Presentation of the template "Guidelines for developing a mobility plan" by Elke Sumper (PP3)
13:00	Lunch break		
14:30	WPT3: D.T3.4.1 + D.T3.4.2: Train the trainer workshop on developing the mobility plan - EXPERIENCES AND IMPLEMENTATION	PP3 + all PPs	- Lunch will be paid by each PP - "How to approach employees and engage them" by Zdeněk Zabilanský - "Awareness raising and public relations: How to address and involve the public" by Hannes Höller (PR expert from Climate Alliance) - "The process of implementation of mobility measures" by Mr. Christian Grötsch (expert for mobility management in Leipzig)

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15:40			Good practice examples from different cities: How to implement new mobility measure(s), process from A-Z - “Car Sharing in Baden” by Herbert Först (Baden)
16:00	Coffee break		
16:15	WPT3: D.T3.4.1 + D.T3.4.2: Train the trainer workshop on developing the mobility plan - EXPERIENCES AND IMPLEMENTATION		<ul style="list-style-type: none"> - “Stadtradeln” by André Muno (Climate Alliance Europe) - “Mobility station in Leipzig” by Jan Rickmeyer (Cycling coordinator at the Administration of the City of Leipzig) - “How to encourage employees to commute in a sustainable way” Examples from BKK Centre for Budapest Transport” by Domokos Esztergár-Kiss (Budapest - PP4) - “Metrominuto” by Silvia Bernardi (City of Modena - PP7)
17:30	End of day 2		

Day 3: 22 nd of March 17: 9.00 - 13.00 1 st Working Group meeting + 2 nd Steering group meeting			
9:00	Agenda presentation	LP	- Agenda presentation;
9:10	WPC: promotional material and	LP	<ul style="list-style-type: none"> - Presentation of the promotional material - Discussion on website (visits) and social media - Technical issue on translation - WPC events
9:40	WPC: questions from the PPs	LP+ all PPs	- Q and A
10:00	Coffee break		
10:15	WPT2: D.T2.3.1: training for involved cities	PP2+ PP3 + all PPs	<ul style="list-style-type: none"> - D.T2.3.1: Brainstorming about training material and methodology moderated by PP2 and PP3 <ul style="list-style-type: none"> a. Discussion in plenum b. Group work
10:45	WPT2: questions from the PPs	LP+PP2+all PPs	- Q and A
11:15	WPM: Management issues	LP	- Indicators, reporting, next meeting, modifications, amendment, budget for external costs, etc.
11:45	WPM: questions from the PPs	LP+ all PPs	<ul style="list-style-type: none"> - Q and A - Reality check by WP leaders
12:15	2 nd Steering Group meeting		<ul style="list-style-type: none"> - Confirming and updating SG members - Discussion on deliverable quality and updates (D.T1.5.1 and D.T1.6.1)
13:00	Lunch break		- Lunch will be paid by each PP
14:00	End of the day 3		