



CiViTAS
Cleaner and better transport in cities

CAPITAL



Annual Report 2013

Of the five National / Regional Networks

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Abstract

This report gathers all the activities made by the five existing networks in 2013, in terms of dissemination, management and events organisation within the year 2013.

Project Partners

Organization	Country	Abbreviation
Euro Project Consult	FR	EPC
Transport and Travel Research Ltd	UK	TTR
ICLEI EUROPEAN SECRETARIAT GMBH	DE	ICLEI

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General Introduction

This report gathers all the activities undertaken by the following networks within the year 2013:

- CIVINET UK & Ireland
- CIVINET Francophone
- CIVINET Spain & Portugal
- CIVINET Italia
- CIVINET Netherland and Flanders

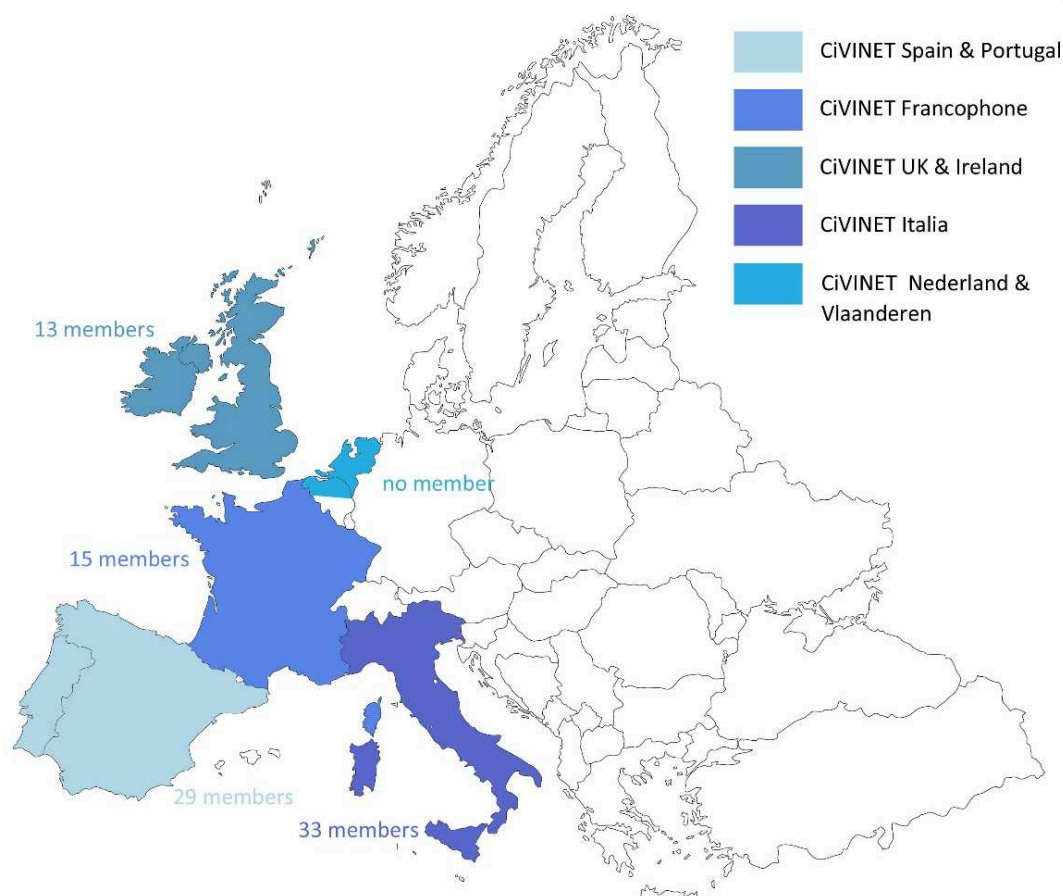


Figure 1 : This is the map of the five networks

At the global scale, within 2013, among those five networks:

- Eight events have been organised, gathering about 270 attendees, composed of local authorities, cities, national entities, EU representatives.
- 11 third party events have been attended. In UK, Spain, Switzerland, France and Germany.
- As a result of the transitional year, from the end of CIVINET to the beginning of CAPITAL, only few communication materials have been distributed, and two networks sent newsletters.
- Links have been made with various other bodies in all the networks, so as to place the network in a wider context.
- Nevertheless, the size of the audience was quite good, with about 8000 page views on the CIVITAS website for the whole of 2013.

CIVINET UK & Ireland

Introduction

This report summarises the activities carried out by the Management Committee and the Secretariat, Transport & Travel Research (TTR) Ltd, for the CIVINET UK & Ireland Network over 2013. It has been prepared by the Secretariat on behalf of the Management Committee. The National Network Manager (NNM) is Lancashire County Council.

CIVITAS CAPITAL started on 1 September 2013 and is supporting the CIVINET networks. Previous funding from the CIVINET project ended on 31 May 2013. Therefore there was limited Network activity between June and August 2013.

General information about the Network

Terms of reference

The terms of reference for CIVINET UK & Ireland were revised in November 2013, based on a template provided via the CIVITAS CAPITAL project. They were approved by the CIVINET UK & Ireland Management Committee on 20 November 2013. Subsequently they will be:

- submitted to the European Commission for formal approval; and
- adopted at the next Annual General Meeting (AGM) of the Network, which is expected to be held in the week beginning 19 May 2014.

Support funding

Initially launched in 2009, the CIVINET UK & Ireland Network receives support funding from the European Commission, via CAPITAL from 1 September 2013 to 31 August 2016.

CIVINET UK & Ireland is currently one of five national/regional networks. There are four other complementary networks: Francophone, Italy, Netherlands & Flanders and Spain & Portugal. Five further networks are in the process of being established: Czech Republic & Slovakia, German speaking, Hungary, Poland, and Slovenia & Croatia.

Other funding comes from member subscription fees and non-member involvement in Network events.

Fee structure

The Network fee structure that applied during the annual report period is shown below. These fees were approved by the AGM on 16 April 2013. They are effective from April 2013 to March 2014. It was possible to reduce membership fees by approximately one third due to a funding contribution from CAPITAL. The pricing of member subscriptions acknowledges the current financial climate.

	Fees (£)	Fees (€)
Membership		
Local Authorities: <250,000 population	£350	€410
Local Authorities: 250,001 to 1 million population	£750	€880
Local Authorities: 1 million +	£900	€1060
Associate Members	£250	€295

	Fees (£)	Fees (€)	
Other fees			
Annual event delegate rate: Member	FREE	FREE	
Annual event delegate rate: Non Member	£120	€140	Refunded on joining network
Annual event exhibitor rate	Price on application		
Workshops / seminars: Member	FREE	FREE	
Workshops / seminars: Non - Member	£50	€60	Refunded on joining network

Figure 2 : Fees for the CIVINET UK & Ireland Network

Membership

At the end of 2013 CIVINET UK & Ireland membership comprised:

- Ten full members, i.e. local authorities - Bath & North East Somerset Unitary Authority, Brighton & Hove City Council, Bristol City Council, Derry City Council, Hampshire County Council, Lancashire County Council, Leicestershire County Council, Norfolk County Council, Norwich City Council and Southend-on-Sea Borough Council.
- Three associate members (one consultancy and two academic bodies) - Counter Context, Coventry University and the Transport & Health Study Group.

Two new members joined in 2013, Counter Context and Coventry University. Six organisations that had previously been CIVINET UK & Ireland members did not renew membership subscriptions for the 2013-14 financial year. The main reason appears to have been financial constraints. Nevertheless, it is hoped that the fee reduction applied for 2013-14 will facilitate new member recruitment.

Financial Administration

The annual Balance Sheet and Income and Expenditure Account of the Network was published in May 2013, after consideration at the AGM. The accounts were certified by the NNM's internal auditor.

Annual General Meeting

The AGM took place on 16 April 2013 at the Department for Transport (DFT), in London. This meeting:

- reviewed Network activities over April 2012-March 2013, and approved the annual report for that period;
- considered a report on Network finances over 2012-13;
- considered the Activity and Business Plan for the forthcoming year;
- discussed current membership and approved the fee structure for 2013-14;
- elected the Management Committee; and
- received a presentation from the head of Transport, Brighton & Hove City Council, on implementing sustainable transport under a Green administration in Brighton.

Management Committee

During the reporting period the CIVINET UK & Ireland Management Committee members were:

- Bath and North East Somerset Council;
- Brighton & Hove City Council;
- Bristol City Council;
- Hampshire County Council;
- Lancashire County Council (NNM);
- Norfolk County Council;
- Norwich City Council; and
- Southend on Sea Borough Council.

The Local Government Association (LGA) for England and Wales and DFT were observers. The secretariat was provided by TTR.

Three Management Committee meetings were held:

- 16 April 2013, at DFT (after the AGM). Issues considered included membership accounts, European funding updates, future events and communication activities,
- 10 October 2013 via teleconference. Issues considered included membership accounts, CAPITAL update, future events and communication activities.
- 20 November 2013 at DFT. Issues considered included membership accounts, European funding updates, CAPITAL update, the activity and business plan for 2014, future events, communication activities and reinvigoration of the Network's Political Committee. Updated CIVINET UK & Ireland terms of reference were also approved.

Political Committee

The CIVINET UK & Ireland Political Committee was inactive during the reporting period, so the membership is under review. As noted above, this issue was considered by the Management Committee. It is a challenge to get politicians to devote time to European projects in the current economic climate.

Access to EC funding opportunities should be emphasised as a benefit of involvement. Politicians do not necessarily need a transport portfolio, as other remits are relevant e.g. sustainability. Through CAPITAL, it is hoped to make better connections between CIVINET Political Committees and the CIVITAS Political Advisory Committee. Councillor Ian Davey, Brighton & Hove City Council, was a member of the CIVINET UK & Ireland Political Committee. He is also a CIVINET “Political Champion” and a member of the CIVITAS Political Advisory Committee. In 2014 it is intended to renew the membership of the CIVINET UK & Ireland Political Committee, and to invite at least one politician from each member city to the next AGM to participate in a briefing session.

Links with other bodies

National government

DFT continued to provide support for the Network during the reporting period. It was an observer on the Management Committee. Several CIVINET meetings were hosted by DFT, including a cycling workshop in November 2013. The workshop included an informative presentation from the Head of Active Travel, DFT, about funding opportunities.

Other national networks

During the reporting period, the LGA was an observer on the Management Committee. The Secretariat was a member of ACT TravelWise, which was represented at a seminar in May 2013. This was run jointly by CIVINET and the EU QUEST project on Sustainable Urban Mobility Plans (SUMP) and Local Sustainable Transport Fund (LSTF) activity.

Integrated transport authorities

The Head of Sustainability from Centro chaired the seminar in May 2013. Transport for London (TfL) was represented at the cycling workshop, including a presentation from the Head of Delivery Planning on cycling in London.

CIVITAS and other European initiatives

- The Secretariat became a partner in the CIVITAS CAPITAL project, leading the work package on expanding CIVITAS Networks.
- Members of the Secretariat attended the annual CIVITAS Forum 30 September - 2 October 2013 in Brest and the Polis Annual Conference 4 - 5 December 2013 in Brussels.
- The CIVINET/QUEST seminar provided an opportunity to work with the Quality management tool for Urban Efficient Sustainable Transport (QUEST) project. QUEST was funded by the Intelligent Energy Europe programme, and developed an audit tool to evaluate and improve SUMP in nearly 50 European cities and towns.
- A number of CIVINET members were involved in other EU projects, e.g. Southend-on-Sea Borough Council in the INTERREG Bike Friendly Cities project and their involvement was presented at the cycling workshop by the Council's Group Manager, Strategic Transport and Planning.

Dissemination and outreach

Sustainable mobility events programme

Name of the event	Location	Date	Covering host	Theme	Format	Main sessions / contributors	Type of audience + No. of delegates
Shifting the balance towards walking and cycling: Innovative approaches in the North West	Preston	14 Mar 2013	Lancashire County Council	Car-independent lifestyles	Conference	the better use of limited road space use of the Local Sustainable Transport Fund (LSTF) to develop cycle networks in the region	40 attendees
QUEST national seminar in the UK together with CIVINET UK & Ireland event	Birmingham	16 May 2013	QUEST project and the Network	CIVITAS integrated approach & Car-independent lifestyles	Workshop & Conference	Provide a support forum for transport officers and will show how the QUEST tool can be used to aid sustainable urban mobility planning.	35 attendees
Cycling Workshop	London	20 Nov 2013	UK government Department for Transport	Car-independent lifestyles & Mobility Management	Workshop & Site visit	Update from DFT on funding opportunities, TfL on cycling in London, and the opportunity to learn from the Dutch and European experience from Velo Mondial. Case studies from Dublin City Council, and from the London European Partnership for Transport.	30 delegates, mostly local authority staff

Table 1: CIVINET UK & Ireland Network events

Three events were held in 2013.

The Regional Seminar on Active Travel: Shifting the balance towards walking and cycling - Innovative approaches in the North West. The chairman for the morning session was Councillor Tim Ashton, Cabinet member for Highways and Transport, Lancashire County Council, whose main address covered 20 mph speed limits and sustainable travel initiatives in Lancashire. This was followed by two officers' account, with outcomes so far, of the implementation of 20 mph limits throughout Lancashire, the most widespread such scheme in Britain.

The seminar had two further themes: the better use of limited road space, for example by the shared-space approach (of which Poynton in East Cheshire is an impressive new example and the subject of a video <<http://www.youtube.com/watch?v=-vzDDMzq7d0>>) and use of the Local Sustainable Transport Fund (LSTF) to develop cycle networks in the region. Steve Essex of Transport Initiatives chaired the afternoon session.

The LSTF Practitioners Workshop: QUEST Sustainable Urban Mobility Planning was hosted at Austin Court, in Birmingham. The audience mainly comprised local/integrated transport authority staff who deliver local/regional transport plans and sustainable transport projects. The QUEST Scientific Board and DFT were also represented. Sessions included excellent case studies of two UK cities - Blackburn with Darwen and Inverness - that participated in the QUEST process, breakout groups on challenges in delivering local sustainable transport projects and a discussion with an expert panel on future use of external auditing of SUMP. Over a third of delegates completed an evaluation survey, all of whom were either very satisfied or satisfied with the event overall.

The Cycling Workshop was hosted by DFT and shared cycling successes from across Europe. Most delegates were local authority staff. Presentations included an update from the DFT on funding opportunities, TfL on cycling in London, and the opportunity to learn from the Dutch and European experience from Velo Mondial. There were also case studies from Dublin City Council about reawakening a cycling culture in Dublin through the dublinbikes hire scheme, and from the London European Partnership for Transport on their involvement in EU cycling promotion projects involving schools and personal travel planning. Delegates also had a guided site tour of London's cycle hire and cycle superhighway. The feedback was very positive.

Third party events

Name of the event	Location	Date	Description of the event	Themes	Kind of participation?	Communication material distributed
Smarter Choices Workshop	Nottingham	13 Feb 2013	Workshop	Innovative Soft Measures	Speaker	Leaflets and Newsletter
Transport Ticketing		29 Jan 2013	Conference & Workshop	Clean Fuels and Vehicles Collective Passenger Transport Integrated Pricing Strategies Less Car Intensive Lifestyles	Speaker, attendance, Roundtable	Leaflets and Newsletter
A European research strategy for intermodal transport	Gran Canaria	17 Apr 2013	Conference & Workshop	Less Car Intensive Lifestyles Innovative Soft Measures Collective Passenger Transport Management	Roundtable	Leaflets and Newsletter
Mainstreaming Smarter Travel	Manchester	03-04 Dec 2013	Local Sustainable Transport Fund national conference	Range of sustainable transport issues	Attendance	Leaflets
Cycle Networks fit for Growth	Leeds	02 Dec 2013	DFT conference	Cycling	Attendance	Leaflets

Table 2 : CIVINET UK & Ireland third party events

In addition to the conferences mentioned in “Links with other bodies”, events at which the Network was represented during the reporting period included:

- 13 February 2013: Liz McClarty, from Lancashire County Council, spoke at the Smarter Choices Workshops on Innovative Soft measures in Nottingham.
- 29 January 2013: The transport ticketing Conference and workshop in London was attended by Mark Fell who spoke about CIVINET Networks and participated in roundtables and debates.
- 17 April 2013: A conference and workshop on European research strategy for intermodal transport took place in Gran Canaria. David Blackledge participated in roundtables and debates.
- 3 - 4 December 2013, Mainstreaming Smarter Travel - LSTF national conference, attended by Lancashire County Council and Bristol City Council
- 2 December 2013, Cycle Networks Fit for Growth, organised by DFT and attended by Bristol City Council.

Website and social media

CIVITAS website

The CIVINET UK & Ireland web pages were maintained at: www.civitas.eu/civinet/civinet-uk-ireland. They set out the Network’s aims and current membership. Information on joining the Network and membership benefits was also provided. Due to restructuring of the CIVITAS website in connection with the start of CAPITAL, access to the Members Only Area was removed temporarily. Its status is still unclear, and is being pursued with CAPITAL staff.

In 2013, the network’s page on civitas.eu was viewed 1981 times.

Social media

The Linked In group for CIVINET UK & Ireland was maintained at: www.linkedin.com/groups/CIVINET-UK-Ireland-Network-3299067. There were 132 members at the time of writing this report.

Newsletters

Between April and December 2013, two newsletters were emailed to Network members:

- Issue 12, June 2013, featured articles on sustainable transport projects run by local /integrated transport authorities - Healthy Streets by Lancashire County Council, Carbon Quids by Bournemouth Borough Council, and Smart Network, Smarter Choices by Centro.

- Issue 13, October 2013, included articles on CAPITAL, QUEST and the joint seminar with CIVINET, funding opportunities across the UK and Ireland, and the reduction in membership fees.

A recent initiative has been the production of ad-hoc newsflashes focusing on topics of current interest. Two newsflashes were emailed to Network members in the reporting period:

- November 2013, publicising the outcome of the CIVINET cycling workshop and the CAPITAL training needs survey.
- December 2013, publicising the first call for the CAPITAL Activity Fund.

Number of the newsletter	Method of distribution	Date of issue	Number of recipient	Topic
1 (Issue 12)	Email, members only area of website	Jun 2013	13 members	CIVITAS integrated approach Car-independent lifestyles Mobility Management
	Email, members only area of website	Oct 2013	13 members	CIVITAS integrated approach Integrated Planning Car-independent lifestyles
	Email, members only area of website	Nov 2013	13 members	CIVITAS integrated approach Car-independent lifestyles
	Email, members only area of website	Dec 2013	13 members	CIVITAS integrated approach

Table 3 : CIVINET UK & Ireland newsletters sent

Communications materials

The promotional leaflet was revised in the previous reporting period and continued to be used over 2013, 350 leaflets have been distributed.

This is available both in electronic and hard copy. An additional leaflet was produced by CAPITAL which publicised national/regional Networks. The two existing exhibition stand/banners were used at events.

Media relations and advertising

A free quarter-page advert was included in a trade journal to advertise the CIVINET/QUEST seminar. A press release was issued after this event reporting on its outcome.

New Annual Activity and Business Plan

An Annual Activity and Business Plan was prepared for 2014, based on a template provided via the CAPITAL project. This was approved by the Management Committee on 23 December 2013 and will be adopted at the next AGM.

CIVINET Francophone

Introduction

This report summarises the activities carried out by the Management Committee and the Secretariat, for the CIVINET Francophone over 1 January to 31 December 2013. It has been prepared by the Secretariat on behalf of the Management Committee.

General information about the Network

Terms of reference

The Terms of Reference (ToR) for the CIVINET Francophone have not been yet revised based on a template provided via the CAPITAL project. The last version of those terms was approved by the launching General Assembly on May 2011.

Support funding

Initially launched in January 2010, and formed as an association in August 2011, the CIVINET Francophone Network received support funding from the European Commission, via the CIVINET project until the 4 July 2013 and via the CIVITAS CAPITAL project from 1 September 2013 to 31 August 2016.

The CIVINET Francophone Network is currently one of five national networks. There are four other complementary national Networks: Italy, Netherlands & Flanders, Spain & Portugal, and UK & Ireland. Five further networks are in the process of being established: Czech Republic & Slovakia, German speaking, Hungary, Poland, and Slovenia & Croatia.

Other funding comes from member subscription fees and non-member involvement in Network events.

Fee structure

There are three types of membership status of the CIVINET Francophone association:

- Members: cities eligible as CIVITAS demonstration sites (urban transport authorities);
- Associate Members: generally cities, but also potentially other transport authorities (county and regional council), not eligible as CIVITAS demonstration sites; and
- Associate Partners: cities networks, universities... upon decision of the Management.

Each category is subject to different fees, as shown by the structure presented below. This 2013 fee structure has been approved by the General Assembly.

An increase by 30 percent has been decided for the year 2014.

MEMBRE		
En euros, en fonction du nombre d'habitants *		
<small>* Si une collectivité locale de votre AOT est adhérente, votre nombre d'habitants de référence sera diminué d'autant.</small>		
Catégorie d'adhérent	Nombre d'habitants	Montant de la cotisation annuelle
Catégorie 1	Moins de 80 000 habitants	500 €
Catégorie 2	Entre 80 000 et 150 000 habitants	650 €
Catégorie 3	Entre 150 000 et 250 000 habitants	750 €
Catégorie 4	Entre 250 000 et 500 000 habitants	900 €
Catégorie 5	Entre 500 000 et 1 000 000 habitants	1 050 €
Catégorie 6	Entre 1 000 000 et 2 000 000 habitants	1 200 €
Catégorie 7	Entre 2 000 000 et 4 000 000 habitants	1 400 €
Catégorie 8	Entre 4 000 000 et 8 000 000 habitants	1 600 €
Catégorie 9	Plus de 8 000 000 habitants	1 800 €

Figure 3 : CIVINET Francophone fees for members

COLLECTIVITÉ ASSOCIÉE		
En euros, en fonction du nombre d'habitants *		
<small>* Si une agglomération de votre territoire est adhérente, votre nombre d'habitants de référence sera diminué d'autant.</small>		
Catégorie d'adhérent	Nombre d'habitants	Montant de la cotisation annuelle
Catégorie 1	Moins de 80 000 habitants	500 €
Catégorie 2	Entre 80 000 et 150 000 habitants	600 €
Catégorie 3	Entre 150 000 et 250 000 habitants	700 €
Catégorie 4	Entre 250 000 et 500 000 habitants	850 €
Catégorie 5	Entre 500 000 et 1 000 000 habitants	1 000 €
Catégorie 6	Entre 1 000 000 et 2 000 000 habitants	1 150 €
Catégorie 7	Entre 2 000 000 et 4 000 000 habitants	1 350 €
Catégorie 8	Entre 4 000 000 et 8 000 000 habitants	1 550 €
Catégorie 9	Plus de 8 000 000 habitants	1 750 €

Figure 4 : CIVINET Francophone fees for associated members

PARTENAIRE ASSOCIÉ		
En euros, en fonction du nombre de salariés		
Catégorie d'adhérent	Nombre de salariés	Montant de la cotisation annuelle
Catégorie 1	Moins de 5 salariés	550 €
Catégorie 2	Entre 5 et 10 salariés	650 €
Catégorie 3	Entre 10 et 20 salariés	750 €
Catégorie 4	Entre 20 et 50 salariés	850 €
Catégorie 5	Entre 50 et 100 salariés	1 000 €
Catégorie 6	Entre 100 et 250 salariés	1 200 €
Catégorie 7	Entre 250 et 500 salariés	1 400 €
Catégorie 8	Entre 500 et 1 000 salariés	1 600 €
Catégorie 9	Plus de 1 000 salariés	1 800 €

Figure 5 : CIVINET Francophone fees for associated partners

Membership

At the end of 2013 CIVINET Francophone Network membership comprised:

- 12 full members, Bruxelles Mobilité, Carcassonne Agglo, Clermont-Ferrand, Communauté d'agglomération de La Rochelle, Communauté d'agglomération de Poitiers, Communauté Urbaine de Bordeaux, Grand Angoulême, La Créa (Communauté de l'agglomération Rouen-Elbeuf-Austreberthe), Lille Métropole, Nantes Métropole, Rennes Métropole, Toulouse (Tisséo-SMTC);
- Two associated partners, Aire 198 and GET 974; and
- One associate member, Ville du Croisic

Four new members joined in 2013, La Créa (Communauté de l'agglomération Rouen-Elbeuf-Austreberthe), Bruxelles Mobilité, Carcassonne Agglo and GET 974.

Financial Administration

The annual Balance Sheet and Income and Expenditure Account of the Network was published in January 2013, after consideration at the AGM. The accounts were certified by the NNM's internal auditor.

Annual General Meeting

The AGM took place on 17 January 2013 in La Rochelle. This meeting aimed at:

- Presenting the activity report.
- Raising an important point: the necessity of moving workshops towards a wider audience in order to increase the association receipts and conquer new members.

Management Committee

During 2013, the CIVINET Francophone Network Management Committee members were:

- Denis LEROY, from Communauté d'Agglomération de La Rochelle as President.
- Albert ODOUART, from SMTC de l'agglomération Clermontoise as Vice-President.
- Jean-François RETIERE, from Nantes Métropole as Secretary.
- Jean-Jacques GUERIN, from Communauté d'Agglomération Grand Poitiers, as Treasurer.

The Secretariat was provided by EPC.

A Management Committee meeting was held on 5 March 2013. Issues considered included: review of financial statement, prospecting CAPITAL possibilities, boosting membership plan.

Political Committee

A Political Committee meeting took place the 17th January 2013 in La Rochelle to prepare the General Assembly.

During 2013, the CIVINET Francophone Network Political Committee members were: Bruxelles Mobilité, Carcassonne Agglo, Clermont-Ferrand, Communauté d'agglomération de La Rochelle, Communauté d'agglomération de Poitiers, Communauté Urbaine de Bordeaux, Grand Angoulême, La Créa (Communauté de l'agglomération Rouen-Elbeuf-Austreberthe), Lille Métropole, Nantes Métropole, Rennes Métropole, Toulouse (Tisséo-SMTC).

Each member has a place at the Political Committee through their elected Referent or elected Deputy.

No policy statement was produced by the Committee in 2013.

Links with other bodies

In April 2013, Marie Launay from EPC had a meeting with the CERTU to discuss their possible involvement in the Network. This was following their collaboration through the co-organisation of a workshop on SUMP's during the COR Open Days in Brussels in October 2012.

Dissemination and outreach

Sustainable mobility events programme

Name of the event	Location	Date	Covering host	Themes	Format	Main sessions / contributors	Type of audience + No. of delegates
Inclusion and Mobility	Bordeaux	24 Jan 2013	Bordeaux	Car-independent lifestyles & Collective Passenger Transport	Workshop & Site visit	How to stimulate a vocational rehabilitation through an associative initiative: presentation of the development of a solidary garage. Social inclusion and sustainable mobility: The bikes economy in Brussels	21 attendees
Mobility and Disability	Rouen	03 Oct 2013	CREA	Collective Passenger Transport & Car-independent lifestyles	Workshop & Site visit	Framing the issue of accessibility in France and elsewhere. Presentation of the situation on mobility and accessibility in several cities: Toulouse, Arras, Grenoble and Nantes. General overview in Europe by POLIS.	14 participants : Technicians and directors of local authorities

Table 4: CIVINET Francophone Network events

Two events were held in 2013.

Workshop and site visit about Inclusion and Mobility – Held in Bordeaux

Thanks to the experiences and feedback from Toulouse, Angouleme, Bordeaux and Brussels, the strategies to promote alternative mobility for specific members of the public were discussed in order to facilitate economic and social integration. After the discussion that took place in the morning, a site visit was organized in an associative garage "Le Garage Moderne" that offers low cost cars and bikes repaired by people being brought back into society.

Workshop and site visit about Mobility and Disability – Held in Rouen

In the National context, where a law will make compulsory in 2015 the fact that disabled persons must have an access to all the public places and transport, the aim of this workshop was, to present the current state of accessibility in urban areas. Presentation of the situation in several cities (Toulouse, Arras, Grenoble and Nantes) was made by specialists. A general overview in Europe was provided by POLIS. The feedback was very positive.

Third party events

Name of the event (National Language and/or English)	Location	Date	Description of the event	Themes	Kind of participation?	Communication material distributed
7th European Conference of sustainable	Geneva	16 Apr 2013	Conference	Urban sustainability	Attendance	
Walk21 Conference	Munich	Sep 2013	Conference	Walking	Attendance	
Annual CIVTAS Forum Conference	Brest	Oct 2013	Conference / Workshop	Civitas Integrated approach	Stand	Flyer

Table 5 : CIVINET Francophone third party participation

The CIVINET Francophone Network was represented within the following events:

- On 16 April 2013, Marie Launay went to the 7th European Conference of sustainable cities (<http://www.sustainablegeneva2013.org/>) that took place in Geneva (Switzerland).
- September 2013, Marie Launay attended the Walk21 Conference held in Munich (<https://www.walk21munich.com>).
- October 2013, Marie Launay and Aude Langlais from EPC exhibited a stand in Brest at the Annual CIVITAS Forum Conference.

Website and social media

The CIVINET Francophone web pages were maintained at: <http://civitas.eu/civinet/civinet-francophone>. They set out the Network's aims and current membership. Information on joining the Network and membership benefits was also provided.

In 2013, the Network's page on civitas.eu was viewed 3405 times.

Newsletter

One newsletter has been issued in 2013 and emailed to the Network members in December. This last issue before the Horizon 2020 release was mainly focused on the funding opportunities for the cities. Moreover, the newsletter has emphasized how members can benefit from CAPITAL.

Method of distribution	Date of issue	Number of recipient	Topics
Email	Dec 2013	15 members	CAPITAL, EU Funding, CIVITAS integrated approach

Table 6 : CIVINET Francophone newsletter sent

Communications materials

A few leaflets have been distributed at the CIVITAS Forum in Brest.

A stand has been exhibited at the CIVITAS Forum.

Media relations and advertising

No advertisement made.

New Annual Activity and Business Plan

No Annual Activity and Business Plan has been prepared for 2014.

CIVINET Spain & Portugal

Introduction

This report summarises the activities carried out by the Management Committee and the Secretariat, José María Díez, for the CIVINET Spain and Portugal Network over 1 January to 31 December 2013. It has been prepared by the Secretariat on behalf of the Management Committee.

General information about the Network

Terms of reference

The Terms of Reference (ToR) were not necessary for the CIVINET Spain and Portugal Network, as from 24 May 2013, the Network became a legal Association. The Statutes of the Association have been used, since that moment, as Terms of Reference.

The European Commission was informed within the CIVINET project. The General Assembly and the first Management Committee were organized the same day. Both meeting minutes were given to the Spanish Ministry, the entity in charge of giving the official approval.

Support funding

Initially launched in January 2010, the CIVINET Spain and Portugal Network receives support funding from the European Commission, via the CIVINET project until 4th July 2013 and via the CIVITAS CAPITAL project from 1 September 2013 to 31 August 2016.

The Spain and Portugal Network is currently one of five national networks. There are four other complementary national networks: Francophone, Italy, Netherlands & Flanders, and UK & Ireland. Five further networks are in the process of being established: Czech Republic & Slovakia, German speaking, Hungary, Poland, and Slovenia & Croatia.

Sponsors can provide co-funding to the Network. Also the collaboration of the cities is welcome, in terms of budget, venues and personnel.

Fee structure

It was decided that the Network would maintain the structure of a no-fee association, but it is possible that a fee could be requested in the future if the Network needs it. Nevertheless, it was decided that it will be possible to ask for some funds via sponsors (private and public) in order to support activities. It was also approved that cities can contribute to the Network in terms of organizing events, visits or workshops.

Membership

The number of organizations is 19 in total, with two Associated Members (a university and a research centre). The rest are cities with the exception of two members, the communities of Cantabria and Pamplona. These two communities (Mancomunidades in Spanish) refer to two cities: Santoña and Pamplona, but they work together with the small cities and towns around in terms of mobility.

The Network had more members before May 2014, when it changed into an Association. Prior to the change, it was only necessary to sign the Terms of Reference, but now it is necessary to

officially approve the Statutes in Official Assembly in the Councils, and some of the cities did not approve the Statutes.

List of cities, associated members and the different classifications: member (cities that can participate in the General Assembly), Secretariat, Presidency (two, one for Spain and another for Portugal) and Vice Presidency (the same: two, one for each country) and the associated members are:

1	Alcobendas	Member
2	Amadora	Member
3	Aranjuez	Member
4	Badajoz	Member
5	Burgos	Secretariat
6	Cartif	Associated
7	Coimbra	Presidency
8	Coruña	Member
9	Funchal	Vice Presidency
10	Irún	Member
11	Leon	Member
12	Madrid	Member
13	Málaga	Member
	Mancomunidad de Municipios	
14	Sostenibles	Member
15	Mancomunidad de Pamplona	Member
16	Móstoles	Member
17	Murcia	Vice Presidency
18	Oviedo	Member
19	Palencia	Member
20	Palma de Mallorca	Member
21	Ponferrada	Member
22	Pontevedra	Member
23	Sabadell	Member
24	Salamanca	Member
25	Santander	Presidency
26	Santiago de Compostela	Member
27	Tores Vedras	Member
28	Universidad de Burgos	Associated
29	Vitoria	Member

Financial Administration

In 2013, no official financial report was produced, it being voted that the official report will be done in September 2014, and disseminated at the October 2014 MC meeting.

The expenses in 2013 in meetings and travels were 2,021.05 € which is equal to the CAPITAL budget for this period (without taking into account personnel costs). The data was approved at the MC meeting held in March 2014.

These expenses include travels and expenses of one single event, and they cover from 1 September 2013 to 31 December 2013.

Management Committee

The Management Committee members are the following:

1	Alcobendas	Member
2	Aranjuez	Member
3	Badajoz	Member
4	Burgos	Secretariat
5	Coimbra	Member
6	Coruña	Member
7	Funchal	Member
8	Leon	Member
9	Madrid	Member
	Mancomunidad de Municipios	
10	Sostenibles	Member
11	Mancomunidad de Pamplona	Member
12	Móstoles	Member
13	Oviedo	Member
14	Palencia	Member
15	Ponferrada	Member
16	Pontevedra	Member
17	Sabadell	Member
18	Salamanca	Member
19	Santander	National Network Manager
20	Santiago de Compostela	Member
21	Tores Vedras	Member

Among the members, cities that wanted to be part of the Management Committee joined it. Not all of the members decided to join. Also an associated member cannot join the Management Committee.

The frequency of meetings is at least two per year. Nevertheless, it is possible to organise a third meeting each year at the occasion of the local Forum. For example in 2013, an additional meeting was organized, due to the fact that the network was going to change its nature.

The teleconferences are mainly organized between the Secretariat and the Network Manager, normally monthly, or more often if needed (close to a Management Committee, for example).

Members have at disposal the official minutes in a virtual space, and general updates are emailed weekly.

In 2013 there were three MC meetings, two in the CIVINET project (Lisbon, February 2013 and Santander, May 2013) and one inside the Capital project (Madrid, October 2013). It was necessary to organize an additional meeting along with the local Forum in Madrid in October.

Political Committee

As the Management Committee is comprised of only Politicians, all of them join the Political Committee as well as other cities involved.

- 1 Alcobendas
- 2 Amadora
- 3 Aranjuez
- 4 Badajoz
- 5 Burgos
- 6 Coimbra
- 7 Coruña
- 8 Funchal
- 9 Irún
- 10 Leon
- 11 Madrid
- 12 Málaga
- 13 Mancomunidad de Municipios Sostenibles
- 14 Mancomunidad de Pamplona
- 15 Móstoles
- 16 Murcia
- 17 Oviedo
- 18 Palencia
- 19 Palma de Mallorca
- 20 Ponferrada
- 21 Pontevedra
- 22 Sabadell
- 23 Salamanca
- 24 Santander
- 25 Santiago de Compostela
- 26 Tores Vedras
- 27 Vitoria

The last Political Meeting was organized in Santander in May 2013, along with the local Forum and the GA meeting.

The Policy Statement in 2013 was about Smart Cities and Mobility, explaining the necessity of the cities concerned with the Smart Cities to implement ITS in a proper manner, along with other activities in order to help the citizen, trying not to exclude any sector of the population from the benefits of the innovative tools.

The Forum was organized around this topic as well.

Links with other bodies

National government

The Network engaged in relations with the following bodies:

- Spanish Civil Engineering Ministry: Due to the economic crisis they stopped working on this topic but they are kept informed and they previously attended some of the meetings.
- Spanish Industry Ministry: they manage funds for energy saving activities but not for networks. They attended some events and they know the Network, but they are not going to offer funding.
- Spanish Innovation Ministry and the contact points for the 7th FP (and Horizon 2020) in Spain and Portugal, they have attended our Forums and Meetings and the interchange of knowledge is fluid.
- The IMTT Portuguese (entity in charge of the SUMP's in Portugal).

Other national networks

- National association of local authorities: The FEMP (Spanish Association of Cities and Municipalities) participates actively in CIVINET. They even organized meetings in their premises.
- Other national networks. CIVINET is part of the "Network of Networks" led by the Environmental Issues Ministry.

Regional bodies

- Some regional bodies (Cantabria or Castilla and León) participate actively.
- Regional agencies (the Energy Agencies of Murcia and Vigo) participate actively.

CIVITAS and other European initiatives

The Network has relations with the CiViTAS initiative, although now there is only one representative in the PAC. Currently two Spanish cities are organizing demonstration projects in Palma de Mallorca and Málaga, both in the CIVINET Network.

The Network has organized meetings and events along with European Projects (POSSE) or has been the platform to present European Projects (EUNOIA in the Forum in May in 2013).

In general terms, more European projects have been invited to disseminate among the members of the Network. The Network itself has provided contacts and relations to cities in order they can join Horizon 2020 projects.

Dissemination and outreach

Sustainable mobility events programme

Name of the event	Location	Date	Covering host	Theme	Format	Main sessions / contributors	Type of audience + No. of delegates
Management Committee and Event about Smart Cities-Portugal	Lisbon	5 Mar 2013	Lisbon	Smart Cities, ITS, Actions regarding Mobility	Presentation/ Organization	Experiences from Torres Vedras, Coimbra, Funchal and Lisbon. Also presentation from IMT and 7 th FP local Contact.	30, cities and members
Annual General Assembly, Local Forum, Politicians Forum and First MC meeting of the Association	Santander	23 May 2013	Santander	Smart Cities and Mobility	Presentation, Organization, Secretariat Tasks	Contributions from Burgos, Bilbao, Funchal, Coimbra, Murcia and Smart Cities Santander. Some private companies the first day explaining European Projects (EUNOIA, Integra...)	50, mainly cities and members
Management Meeting and Open Data Meeting	Madrid	28 Oct 2013	Madrid City Council	Other		Presentations from the Cities of Madrid, Santander and Zaragoza. Presentation from the POSSE project, National entities as Red.es and ITS Spain and finally three privates as ETRA, Sice and GeoActio.	51, mainly cities and national entities

Table 7 : CIVINET Spain and Portugal Network events

Three events were organised in 2013.

The Management Committee and Event about Smart Cities-Portugal: After the Management Committee, a workshop was organized to talk about the experience and the concept of the Smart Cities. The debate was very interesting. The Management Committee was a key factor in the launch of the association, allowing it to receive the final support from the cities. The evaluation was good, in general terms; maybe there were too many presentations and little time for debate.

The Annual General Assembly, Local Forum, Politicians Forum and First MC meeting of the Association: This started with the General Assembly and some examples of the smart cities projects implemented in cities. On the second day the concept was Smart Cities and firstly there was a round of cities talking about the concept and what they think about Smart Cities. In the second part some companies explained their vision. At the end the official signature for the launch of the association was organized and the members agreed and signed an Agreement about Smart Cities (each year members are invited to sign a Political agreement towards sustainable mobility). The evaluation was very good, with all participants agreeing it was a good venue (Palace of Magdalena) and good organization (with the collaboration of the University of Cantabria, in Santander).

Management Meeting and Open Data Meeting: Firstly the meeting was about the Open Data and the Standards in Transport and Mobility, in collaboration with the POSSE project (Interreg IVC Regio). Then, the Management Committee was organized. This was a big success in terms of people attending the event and feedback from cities (the attendance was even better than the following meeting), no evaluation survey was done.

Third party events

Name of the event	Location	Date	Description of the event	Themes	Kind of participation?	Communication material distributed
Spanish Smart Cities Association Meeting	Madrid	30 Jan13	Meeting of the Mobility Group of the Association	ITS	Presentation	
Forum CiVITAS	Brest	20 Sep 2013	Meeting Capital-CIVINET	CIVINET issues	Speaker	Leaflets distributed in the stand (old leaflets from the CIVINET project)
Meeting CeroCO2	Soria (Spain)	8 Oct2013	Meeting about a Life project	CIVINET and Sustainable Mobility issues at Spanish level	Speaker	Presentation

Table 8 : CIVINET Spain and Portugal third party events participation

The CIVINET Spain & Portugal Network was represented at three third party events within 2013:

- The Spanish Smart Cities Association Meeting, held in Madrid in January 2013. A presentation was made by José Maria Diez.
- The CIVITAS Forum held in Brest on 20 September 2013. A stand was exhibited by José Maria.
- The CeroCO2 meeting, organised in Soria, by a Life project. José Maria made a presentation about the Network and Sustainable Mobility issues at Spanish level.

Website and social media

CIVITAS website

The CIVINET Spain and Portugal web pages were maintained at <http://civitas.eu/civinet/civinet-españa-y-portugal>. They set out the Network's aims and current membership. Information on joining the Network and membership benefits was also provided.

In 2013 the Network's page on civitas.eu was viewed 2202 times.

Social media

CIVINET Spain and Portugal has got a very active Facebook page with 69 followers: <http://on.fb.me/1teS5Qx>

Photos of events and newsletters are displayed there, along with information about coming activities.

Newsletters

No newsletter has been sent in 2013 by the CIVINET Spain and Portugal Network.

Communications materials

90 copies of the promotional leaflet have been distributed within 2013. It is important to remark that the leaflets distributed are from the former CIVINET project, so they are old and they do not really explain the procedures to join the Network right now. Some cards were created at least for contacting the Secretariat and explain clearly the way to become a member now.

No stands have been set up in 2013.

Media relations and advertising

There was a lot of media attention while implementing the new Network, and when the local Forum was organized including 15 articles in websites and papers, four of them at national level.

Also the Network was mentioned in the "Ciudad Sostenible" magazine with an article.

Everything can be found (including links) in the Facebook website.

New Annual Activity and Business Plan

An Annual Activity and Business Plan has been prepared for 2014, based on a template provided via the CAPITAL project. This was approved by the Management Committee on 29 October 2013 and will be adopted at the next Annual General Meeting on 27 May 2014.

CIVINET Italia

Introduction

This report summarises the activities carried out by the Management Committee and the Secretariat, ISIS, for the CIVINET Italia Network over 1 January to 31 December 2013. It has been prepared by the Secretariat on behalf of the Management Committee.

General information about the Network

Terms of reference

The Terms of Reference (ToR) for the CIVINET Italia were revised on 29 November 2013, based on a template provided via the CAPITAL project. They were formally approved by the European Commission within 2014 and have been adopted by the Annual General Meeting on 19 March 2014.

Support funding

Initially launched in June 2010, the CIVINET Italia Network receives support funding from the European Commission, via the CIVINET project until 4 July 2013 and via the CIVITAS CAPITAL project from 1 September 2013 to 31 August 2016.

The CIVINET Italia Network is currently one of five national networks. There are four other complementary national networks: Francophone, Netherlands & Flanders, Spain & Portugal, and UK & Ireland. Five further networks are in the process of being established: Czech Republic & Slovakia, German speaking, Hungary, Poland, and Slovenia & Croatia.

Fee structure

CIVINET Italia does not require any fee both for membership and for participating in workshops and other events organized by the Network. During 2013, it was decided not to modify this provision also for 2014.

Membership

At the end of the first CIVINET, there were 33 Network members, 14 Effective Members (Municipalities, Mobility Agencies and Transport Authorities) and 19 Associated Members (Universities, Associations, Research Centres and Private Companies):

Company	Effective Members/ Associated Members	Ente Pubblico/ Privato
ACTT - Trasporto Urbano Pubblico di Treviso	E	EP
AMI Ferrara	A	EP
AMI Genova	A	EP
AMO Agenzia Mobilità Modena	E	EP
AMT Genova	A	EP
AMT Verona	A	EP
Centro Studi Mobilità	A	P
Comune di Andria	E	EP
Comune di Genova	E	EP
Comune di Lucca	E	EP
Comune di Manfredonia	E	EP
Comune di Monza	E	EP
Comune di Napoli	E	EP
Comune di Novara	E	EP
Comune di Perugia	E	EP
Comune di Pisa	E	EP
Comune di Reggio Emilia	E	EP
Comune di Savona	E	EP
Comune di Treviso	E	EP
ETS - Elettronica Terminali Sistemi	A	P
FIAB - federazione italiana amici della bicicletta	A	P
Genova Car Sharing	A	P
ILOG - Iniziative Logistiche	A	P
ICS - Iniziativa Car sharing	A	EP
TBTecnica	A	P
TRT -Trasporti e Territorio	A	P
UISP Salerno - Ambiente/Ecologia	A	P
Università Genova - DIMSET (Istituto trasporti)	A	EP
Università Genova -DIMSET (ICEG)	A	EP
Università Napoli - Istituto Trasporti	A	EP
Università Palermo - DITRA	A	EP
Università Pisa - Dip.Ingegneria Civile	A	EP
Università Salerno	A	EP

Figure 6 : CIVINET Italia, July 2013 members list

Since the start of CIVITAS CAPITAL, CIVINET Italia had a new kick start: all the old Network members have been contacted to formally express the renewal of the membership, and a huge effort to broaden the membership has been initiated, especially towards municipalities.

Organisation name		Organisation name	
1	AIEE	20	Comune di Savigliano
2	AMI Ferrara	21	ETS - Elettronica Terminali Sistemi
3	AMO Modena	22	FIAB
4	AMT Genova	23	I.LOG - Iniziative Logistiche
5	Comune di Andria	24	ICOOR-Unimore
6	Comune di Bologna	25	Infomobility
7	Comune di Campobasso	26	Mobilità di Marca SpA (ex ACTT)
8	Comune di Chiaravalle	27	SIPET
9	Comune di Ferrara	28	SRM - Reti e Mobilità
10	Comune di Galatina	29	TEP.S.P.A
11	Comune di Genova	30	TRT -Trasporti e Territorio
12	Comune di Novara	31	Università di Cagliari
13	Comune di Padova	32	Università Genova - DIMSET
14	Comune di Perugia	33	Università Napoli
15	Comune di Pesaro	34	Università Palermo
16	Comune di Reggio Emilia	35	Università Salerno
17	Comune di Roma	36	Re Bike ALTERmobility
18	Comune di San Giuseppe Vesuviano	37	POMOS
19	Comune di Sarteano		

Figure 7 : CIVINET Italia, end of 2013, members' list

Financial Administration

The Municipality of Reggio Emilia carried out the administrative activities and functions identified in the generic Terms of Reference for the Network's Secretariat and required for good functioning of the Network from the 5 December 2012 (official take over from the Municipality of Genoa) to 4 July 2013. At the end of CIVINET project Reggio Emilia reported all the expenses and all the costs were certified by the appointed independent auditor on the 10 July 2013.

Management Committee

The last Management Committee meeting dates back to the end of 2011, when the following Management Committee was elected by the General Assembly:

ACTT, Municipality of Andria, Municipality of Genova, Municipality of Lucca, Municipality of Reggio Emilia.

During the Third General Assembly (November 2012), with the end of the project approaching and the turnover at NNM and Secretariat level (from the Municipality of Genoa to the Municipality of Reggio Emilia), no further Management Committee elections took place. In the first six months of 2013 (i.e. in the last six months of CIVINET project), no General Assembly nor Management Committee meetings were organized.

After the beginning of CIVITAS CAPITAL, ISIS and the Municipality of Reggio Emilia decided to submit to the next General Assembly (to be held in the first semester of 2014) the proposal to modify the ToR and the Statutes of the Network in this sense: the Management Committee will be formed by the NNM and the Secretariat, responsible to the General Assembly for the good management of the Network, thus allowing stability and a clear managing line. This change will

be ratified by the next General Assembly in 2014. In the meantime, a first Management Committee with this formula took place in Reggio Emilia on the 29 October 2013 with ISIS and the Municipality of Reggio Emilia, to assure the management of the Network until the next GA; if the GA will agree on this for the rest of CIVITAS CAPITAL the Management Committee will follow this provision, meeting every six months.

Political Committee

CIVINET Italia in 2013 had no Political Committee: despite the efforts undertaken to form the Committee in 2012, it was impossible to find enough candidates for the Committee among Deputy Mayors of the member cities. When the Municipality of Reggio Emilia took over the responsibility of NNM and Secretariat from the Municipality of Genoa, there was no time and motivation to renew the efforts for it.

With the start of CIVITAS CAPITAL, NNM and the Secretariat are willing anyway to make new efforts to form a Political Committee; proposals to the member cities and a call for candidacies will be opened in 2014, after the first General Assembly.

Links with other bodies

In 2013, key stakeholders have been contacted to promote, participate or support the Italian Network such as Mobility Agencies, Environment Ministry, Transport Ministry, Universities, Italian Municipality and Provinces, Italian Transport University Teacher Association, research Centres and private companies active in the transport and mobility field.

Further dialogues with the Government and other national entities such as Federmobilità and ANCI (Associazione Nazionale Comuni Italiani, Italian National Association of Cities) have resulted into cooperation with the Italian Network to promote its activities.

Since the beginning of CIVITAS CAPITAL, CIVINET Italia has contacted and liaised with national government, national complementary networks and other European projects involving Italian partners. Several links have been established in order to:

- get political support (for example from national authorities as the Ministry of Environment or ANCI-)
- discuss the potential for joint working and co-hosting events
- promote each other's networks to both memberships (other networks and EU projects- BUMP and ENDURANCE).

The objective for 2014 will be to have intensified contacts towards a stronger collaboration with political authorities. This should strengthen support for the Network and its promotion. CIVINET Italia will outline the potential for greater cooperation between other complementary networks and projects, in particular regarding marketing activities and events.

Dissemination and outreach

Sustainable mobility events programme

No events held in 2013.

Third party events

No external events attended in 2013.

Website and social media

CAPITAL website

From January 2014, the CIVINET Italia subpage was updated with the latest information on the Network, including a new list of members, updated contact persons, instructions to join the Network, news on the CIVINET's launch events and any other relevant information. Presentations and minutes from the launch event (19 March 2014) were also made available in the "Download" section of the website.

Link to the website: <http://civitas.eu/civinet/civinet-italia>

In 2013, the Network's page on civitas.eu was viewed 2838 times.

Social media

Activities on social media have not started yet, and are foreseen in the upcoming months.

Newsletters

No newsletter was circulated in 2013.

The next newsletter of CIVINET should be circulated during the month of May 2014, as soon as a final template is received. The Newsletter will be bi-monthly and will be sent to all CIVINET members, plus additional stakeholders and experts interested in sustainable urban mobility (from the ISIS database). All recipients will be able to manage their subscription, and will receive the Newsletter only if interested in it.

The newsletter aims to include success stories, news, events and opportunities from Italy and from Europe.

Communications materials

Within 2013, no leaflets have been distributed nor a stand used.

Media relations and advertising

The launch of CIVINET was advertised with a press release distributed before the event to the ISIS database of media contacts, including general outlets, specialised magazines in the field of sustainable urban mobility and online websites. CIVINET's launch obtained great media coverage in terms of both quantitative and qualitative results. The Network was advertised on the environmental section of "La Repubblica", in the online version of the Italian second most read newspaper: Link to the article: <http://bit.ly/1kBDwPx>

The launch of CIVINET was also picked up by over 100 online outlets, including specialized newspapers, magazines and websites in the field of smart cities, urban mobility and environment. All articles used a positive narrative to describe the CIVINET project.

In addition, the event was reported on ISIS channels (website, twitter and LinkedIn), as well as on the website of the Reggio Emilia city.

Links to coverage from ISIS and Reggio Emilia:

- <http://www.isis-it.com/wordpress/save-the-date-civinet-italia-19-march/>
- <http://www.municipio.re.it/retecivica/urp/retecivi.nsf/PESDocumentID/99EB0516CB63EB06C1257C9E004A3D75?opendocument&FROM=19mrzprszndCvnttl>

Media outreach before the launch event was coordinated with the Reggio Emilia's press office, mainly in charge of contacting local journalists.

New Annual Activity and Business Plan

An Annual Activity and Business Plan has been prepared for 2014, based on a template provided via the CAPITAL project. This was approved by the Management Committee in November 2013 and has to be adopted at the next Annual General Meeting on 19th March 2014.

CIVINET Netherland and Flanders

Introduction

This report summarises the activities carried out by the Management Committee and the Secretariat, DTV Consultants, for the CIVINET Netherlands and Flanders Network over 1 January to 31 December 2013. It has been prepared by the Secretariat on behalf of the Management Committee.

General information about the Network

Terms of reference

The Terms of Reference (ToR) for the CIVINET Netherlands and Flanders were revised in December 2013, based on a template provided via the CAPITAL project. The terms were approved by the Management Committee in December 2013. They were formally approved by the European Commission in May 2014 and will be adopted at the next Annual General Meeting on 19 June 2014.

Support funding

Initially launched in November 2011, the Netherlands and Flanders Network receives support funding from the European Commission, via the CIVINET project until 4 July 2013 and via the CIVITAS CAPITAL project from 1 September 2013 to 31 August 2016.

The Netherlands and Flanders Network is currently one of five national networks. There are four other complementary national networks: Francophone, Italy, Spain & Portugal, and UK & Ireland. Five further networks are in the process of being established: Czech Republic & Slovakia, German speaking, Hungary, Poland, and Slovenia & Croatia.

Fee structure

In 2013 no fees were payable.

Membership

At the end of 2013 the Province of North Brabant (NL) decided to become the NNM for CIVINET Netherlands and Flanders. Before having an official NNM it was not possible to find members for the Network. The structure of the Network had to be shaped together with the Network manager. Despite the many efforts to find members for the Network subsequently, the Network did not have any members in 2013. After the kick-off event in 2014 members registered for CIVINET Netherlands and Flanders which are:

- Turnhout (Belgium)
- Hasselt
- 's Hertogenbosch
- Eindhoven
- Breda
- Helmond

Financial Administration

DTV carried out the administrative activities and the Network's Secretariat from November 2011 to 4th July 2013. At the end of CIVINET project DTV reported all the expenses and all the costs were certified by the appointed independent auditor on the 18th October 2013.

Management Committee

In 2013 the Province of North Brabant became the National Network Manager. DTV Consultants is the secretariat of the Network.

In October 2013 the Province of North Brabant became NNM. Since that date they had monthly meetings:

A meeting was organised the 22nd October 2013 in Den Bosch. The aim was to discuss the structure of CIVINET Netherlands and Flanders as well as the role of the NNM and the Network Secretariat. They also had a discussion about the official documents for CIVINET

The management committee met the 11th November 2013 in Breda. The agenda was to discuss the official documents: Business & Activity plan as well as the Terms of Reference.

They met in Den Bosch the 10th December 2013 to exchange ideas about events to be organised in 2014 and prepare the kick-off event on 23th of January 2014.

Political Committee

In 2013 no Political Committee operated.

Links with other bodies

In 2013 the main focus of CIVINET Netherlands and Flanders was finding an NNM. In October 2013 the Province of North Brabant decided to fulfil this role. In 2013 the secretariat has spent time finding interested cities. The Network Secretariat was in contact with several interested cities, the national government (Ministry of Infrastructure and the Environment), national networks (Association of Dutch Municipalities) and Knowledge Institutes (KPVV). They have all showed their interest for CIVINET Netherlands and Flanders. However without a National Network Manager for most of the year, it was not possible to decide upon the final structure of the Network.

Dissemination and outreach

Sustainable mobility events programme

No events were organised in 2013.

Third party events

No participation in third party events in 2013.

Website and social media

The dedicated webpages on the CIVITAS website (<http://www.civitas.eu/civinet/civinet-nederland-vlaanderen>) give a short description of CIVINET Netherlands and Flanders, advantages of becoming a member, how to become a member, existing members, downloads (leaflet and newsletter) and contact information.

In 2013, the Network's page on civitas.eu was viewed 425 times.

The Network had no interaction with social media in 2013.

Newsletters

No newsletters were sent in 2013.

Communications materials

No material was distributed in 2013.

Media relations and advertising

No media relations advertising activities in 2013.

New Annual Activity and Business Plan

An Annual Activity and Business Plan will be prepared for 2014/2015, based on a template provided via the CAPITAL project. This will be approved by the Management Committee on 19 of June and will be adopted at the next Annual General Meeting on the 19 of June 2014.