w

**SATELLITE application form for host cities**

Form A

|  |  |
| --- | --- |
| Project Acronym: | CIVITAS SATELLITE |
| Full Title: Support Action Towards Evaluation, Learning, Local Innovation, Transfer and Excellence | |
| Grant Agreement No.: | 713813 |
|  |  |
|  | |
| Deadline for application: 17th November 2017 | |
| Contact person: [melanie.leroy@eurocities.eu](mailto:melanie.leroy@eurocities.eu) | |
|  | |
|  |  |
|  |  |
|  |  |

**CIVITAS SATELLITE peer-to-peer activities in a nutshell**

CIVITAS SATELLITE is an initiative designed to support cities in gaining better access to innovative solutions and to address transport challenges by applying exchange mechanisms for transfer and take-up.

Between 2017 and 2020, SATELLITE will organise at least 20 visits, in the form of work placements and study visits, for city representatives willing to learn from each other and to exchange extensively with each other.

Participants for these peer-to-peer visits will be selected each year through calls for expression of interest.

***This call is for cities willing to host a SATELLITE work placement or a study visit (Form A). There is another form (Form B) for cities willing to apply as a visiting city.***

If you are selected as host city, you will

* Receive support for the organisation of the visit (facilitating contacts with visiting cities, elaborating the agenda of the visit, receive guidance on communication).
* Receive some financial support of up to €500 per work placement and up to €700 per study visit in order to cover costs related to the visit (coffee break, lunch) after providing us with invoices.

Apply!

Do you want take part to CIVITAS SATELLITE peer-to-peer exchanges? Please fill in the form below by 17th November 2017and send it back to [melanie.leroy@eurocities.eu](mailto:melanie.leroy@eurocities.eu).

Please note that there are 2 different forms: one for the host cities (Form A) – below- and one for the visiting cities (Form B), **you can apply both as host and as visitor**!

* Contact person:

If you have any questions, please contact Melanie Leroy: [melanie.leroy@eurocities.eu](mailto:melanie.leroy@eurocities.eu) (+32 2 552 0881)

Form A - CIVITAS SATELLITE Call for host cities

1. **Fundamental information**

|  |  |
| --- | --- |
| **Name of the city & Country** |  |
| **Structure & size** | City  Metropolitan area  Population: |
| **What kind of visit do you want to host?** | Work placement  Study visit |
| **Are you member of the CIVITAS Community?** | CIVITAS demonstration city  CIVITAS Forum network city  CIVINET member city  IA or RIA project partner city  None |
| **Has your city been awarded an award for its work on sustainable mobility?**  **If yes, which one?** | CIVITAS award  EUROPEAN**MOBILITY**WEEK award  SUMPs award  Other (please specify)  My city has applied or has been short listed but not selected  None |
| **Do you have recent experience of hosting an international visit? If yes, please give more details about it.** | Yes (Please specify below)  No |

1. **Organising the visit**

|  |  |
| --- | --- |
| **What are the main reason(s) why your city wants to host a CIVITAS SATELLITE visit?** |  |
| **How do you plan to bring and share your city’s experience and know how to the visiting city?** |  |
| **Which theme(s) would you be able to present during the visit** | Clean fuels and vehicles  Collective passenger transport  Car-independent lifestyles  Demand management strategies  Integrated planning  Mobility Management  Public involvement  Safety and security  Transport Telematics  Urban freight logistics  Other: (please specify) |
| **Which key local/regional decision makers, project managers and/or stakeholders will be involved in the visit?** |  |
| **Will you communicate about this visit? If yes how?** |  |

1. **Practicalities and joining instructions**

|  |  |  |
| --- | --- | --- |
| **Contact person(s) for the organisation of the visit** | Name:  Position:  Telephone:  Email:  Address: | Name:  Position:  Telephone:  Email:  Address: |
| **Can you confirm and make sure that your colleagues have a sufficient level of English to present their experience?** | Yes  No | |
| **Technical facilities available (meeting rooms, conference centre …) and capacities** |  | |
| **How did you fid out about the CIVITAS SATELLITE work placement / study visit?** |  | |
| **Other information** |  | |

**Final declaration**

I have the pleasure to inform you that the city of name of the city/region supports the participation of its staff in the CIVITAS SATELLITE initiative and the visit that we want to host in our city in [2018].

|  |
| --- |
| Place  Click here to enter a date.  Name  Position  City/region |

NB: this form should be signed by the Mayor, the Vice-Mayor or the Director of the Transport department in your municipality

ADDITIONAL INFORMATION TO READ BEFORE APPLYING

* What is a work placement?

CIVITAS SATELLITE work placements offer transport professionals hands-on learning experience in another European city that leads in a specific area of sustainable urban mobility. These 3 day placements will focus on a concrete topic and respond to a local challenge faced by the applicant/visiting city. The main objective is to transfer practical knowledge and expertise from the host city to help achieve a specific objective. Financial support is available to cover travel and accommodation costs.

* What is a study visit?

CIVITAS SATELLITE study visits offer the opportunity for up to 10 city representatives to travel to another European city facing similar challenges in sustainable urban mobility to learn about possible solutions and best practices. These 2,5-3 day study visit will be tailored to the needs of the participating cities and take an interactive approach, to facilitate in-depth exchange, and strengthen cooperation. City representatives will benefit from financial support covering travel and accommodation costs.

* Why join CIVITAS SATELLITE peer-to-peer programme?

If you are host city, you will:

* Have the chance to showcase your city’s achievements in the field of sustainable urban mobility,
* Have the opportunity to exchange directly with peers,
* Be featured on the CIVITAS website and European-wide media outlets through a dedicated article/interview.
* Be offered speaker slots at high-level European events.
* What will be the tasks of cities involved?

If you are host city, you will:

* Liaise with the CIVITAS SATELLITE team to agree on the objectives of the visit
* Develop a work placement / study visit programme, with the support of CIVITAS SATELLITE, tailored towards the challenges identified by the visiting city’s representative,
* Provide documentation outlining the key points of the practices implemented locally
* Ensure in liaison with CIVITAS SATELLITE team, that all logistical arrangements are put into place