w**Abstract**

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| --- | --- |
| Network Name: |  |
| Responsible Author(s):  |
| Contact:  |
| E-mail:  |
| Phone:  |
| Date:  |  |
| Status: | Draft / Final |

*Within one month of the completion of the last funded activity, please provide a concise (250 word maximum) assessment of the main activities and achievements with the funding disbursed. Describe the activities, how they were executed, and their impact.*

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1. Activity description

*Please complete and subsequently annex the sheet entitled ‘ACTIVITY DESCRIPTION’ within the file entitled 6. CIVINET\_ActivityFund\_AcitivityAndBudgetReportingAnnex\_2016.xls and briefly* ***highlight*** *below the main accomplishments of your activity plan according to the following categories:*

1. ***Capacity building******events*** *– where your organisation prepares workshops, seminars and webinars and provides expert advice to members, e.g. on gender/social inclusion/thematic categories/horizontal issues etc.*
2. ***Transfer and take-up activities*** *– where your organisation hosts fellow members for peer-to-peer exchanges on specific measures (i.e. site visits), study tours, work placements, undertake feasibility studies etc.*
3. ***CIVITAS Dissemination*** *– where your organisation prepares local language promotional material such as postcards, the “Welcome to CIVITAS” booklet, roll-ups; e-courses/learning material, thematic group content etc.*
4. ***Other activities –*** *where, for example, your organisation raises awareness of your network outside the network zone and exchange with cities, particularly non-EU cities or attend 3rd party events as speakers or participants (ie. national conferences, trainings and consultations not organised by your Network)*

*Please report in a clear and understandable manner. Where applicable, illustrate with quantified information. Feel free to insert figures, photos, tables and charts and kindly also append a list of your CIVINET’s city/town members. Please also explain any deviations from the work plan.*

*Within the ‘ACTIVITY DESCRIPTION’ sheet of the file entitled 6. CIVINET\_ActivityFund\_ActivityAndBudgetReportingAnnex\_2017.xls please describe the activities carried out according to the categories indicated. Please be as specific as possible: e.g. who gains which specific knowledge or benefits.*

*This section will be used as input to the SATELLITE Summary Report of Funded CIVINET Activities that will serve as the publishable report to share information about the CIVINETs with a wider audience engaged in realising cleaner and better transport in cities.*

1. Resource Use

*Please complete and subsequently annex the sheet entitled ‘COSTS’ according to the expenses incurred within the file entitled 6. CIVINET\_ActivityFund\_ActivityAndBudgetReportingAnnex\_2017.xls.[[1]](#footnote-1)*

1. Evaluation
2. CIVITAS National Networks (CIVINETs) translate CIVITAS activities and results to local contexts, thus allowing the initiative to transcend regional and language barriers. To what extent has the Activity Fund encouraged new measures in cities, or been key to recruiting new cities, in educating or raising awareness? Please give several examples.
3. Now that your network has been established, how are its prospects for sustaining its basic functions beyond the conclusion of the support received from the CIVINET Activity Fund?
4. The CIVINETs are well-placed to provide input to CIVITAS from (national) local perspectives in order to enrich and deepen European level discussions. To what extent has this been accomplished?
5. The CIVINETs are well placed to support the CIVITAS Initiative’s main assets such as the Forum network, the Forum conference, the Thematic Groups, the PAC and CIVITAS communications tools such as the website. To what extent was this successful?
6. How do the activities implemented and outcomes achieved support the implementation of the European Commission’s 2016 *Low Emission Mobility ‘Decarbonisation’ Strategy*[[2]](#footnote-2)?
7. Issues arising
8. Please describe any **drivers** that have positively influenced the implementation of your activities. What were the success factors? What worked well as an enabler for carrying out the activity?
9. Please enter information on any challenges faced in executing the foreseen activities and the barriers that have actually occurred and negatively influenced the implementation of those activities. How were the **barriers** overcome?
10. Reimbursement

**Your bank account details (only if different from that on your original application/sub-contract)**

* Bank Account Holder:
* Name of bank:
* Address of bank:
* Bank code (SWIFT):
* Bank account number (IBAN):
* Currency of the above account:
1. NB: according to Article 22.1.2 ‘Right to carry out reviews’ of the CIVITAS SATELLITE Grant Agreement, INEA or the Commission may carry out reviews directly (using its own staff) or indirectly (using external persons or bodies appointed to do so)… on a third party… up to two years after the payment of the balance. Therefore, please retain all original invoices, tickets, receipts, pay slips, timesheets etc. [↑](#footnote-ref-1)
2. https://ec.europa.eu/transport/themes/strategies/news/2016-07-20-decarbonisation\_en [↑](#footnote-ref-2)