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1 INTRODUCTION

This report summarises the activities carried out by the Management Committee and the Secretariat, CDV, for the CIVINET Czech and Slovak Republics Network over 1 January to 31 December 2014. It has been prepared by the Secretariat on behalf of the Management Committee.

2 GENERAL INFORMATION ABOUT THE NETWORK

2.1 Terms of reference

The Terms of Reference (ToR) for the CIVINET Czech and Slovak Republics were revised in October 2014, based on a template provided via the CAPITAL project. They were officially approved by the Management Committee on 6 October 2014. They were formally approved by the European Commission on 4 August 2014 and will be adopted at the next Annual General Meeting on March 31 2015.

2.2 Support funding

Initially launched in 2014, the CIVINET Czech and Slovak Republics network receives support funding from the European Commission via the CIVITAS CAPITAL project from 1 September 2013 to 31 August 2016.

The CIVINET Czech and Slovak Republics Network is currently one of ten national networks. There are nine other complementary national networks: Francophone, Italy, Netherlands & Flanders, Spain & Portugal, UK & Ireland, German speaking, Hungary, Poland, and Slovenia & Croatia.

The Czech and Slovak network has no other financial resources.

2.3 Fee structure

There is no membership fee settled. Cities are given a chance to first “taste the flavour” of the CIVINET and its possibilities and services. That is why the Management Committee agreed not to collect fees during the continuation of the CAPITAL project.
2.4 Membership

There is no membership fee settled. Cities are given a chance to first “taste the flavour” of the CIVINET and its possibilities and services. That is why the Management Committee agreed not to collect fees during the continuation of the CAPITAL project.

At the end of 2014 CIVINET Czech and Slovak Republics membership comprised:

- Three full members (all from the Czech Republic):
  - Jihlava
  - Olomouc
  - Karlovy Vary

- Five associate members:
  - Association of cycling cities (CZ)
  - Partnership Foundation (CZ)
  - Public Transport Agency of Košice (SK)
  - Research Centre of the University of Žilina (SK)
  - ROPID (the coordinator of the integrated public transport of Prague, CZ)

2.5 Financial administration

The CIVINET Czech and Slovak Republic has no income of its own. The income from the CIVITAS CAPITAL project is administered by CDV.

2.6 Management Committee

During the reporting period the Czech and Slovak CIVINET Management Committee members were:

- Olomouc (the National Network Manager, NNM)
- Jihlava
- Karlovy Vary

The secretariat was provided by CDV.

Two Management Committee meetings were held:

- The meeting of the CIVINET founder members on 6 October 2014 in Brno. The meeting was a key step in the launch of the association, because the terms of reference of the CIVINET Czech and Slovak Republics were officially approved as well as the Management Committee members and the NNM being elected. The meeting focused primarily on coordination and managing of further legal steps to register the new association (the CIVINET Czech and Slovak Republics).
• The Management Committee on 19 November 2014 in Brno. The Management Committee discussed and approved the Business plan for 2015, the main CIVINET activities in 2015, the strategy to attract new members especially from the Slovak Republic and a communication strategy with other national bodies, among others.

During preparation of the registration of CIVINET as an association, potential founder cities received an internal newsletter with information about CIVINET, CIVITAS, its activities and benefits of membership. There were also described steps necessary to register the network.

There is also regular email and phone communication (when needed, about two times a month) with all full members of the CIVINET Czech and Slovak Republics. Specific tasks are often discussed between the secretariat and the National Network Manager (the city of Olomouc), which gets involved in necessary steps as the NNM.

2.7 Political Committee

The Czech and Slovak CIVINET Political Committee was inactive during the reporting period, the membership is under review. This issue was considered by the Management Committee during its second meeting in November. It is a challenge to get politicians to devote time to the political committee. That is why necessary steps to establish this Committee in March 2015 have been already taken (e.g. members started preparing nominations of the Political Committee from their city).

2.8 Links with other bodies

2.8.1 National government

The Ministries of Transport of the Czech and Slovak Republics was informed about the CIVINET activities. The Czech Ministry was even actively involved in organising the first CIVINET workshop on February 20, 2014. The workshop of interested cities focused on introduction of CIVITAS and CIVINETs. It took place directly at the Ministry of Transport in Prague and there was also a speaker from the Czech Ministry.

At the end of the year the Network contacted also the Czech Ministry of the Environment to start cooperation with members of the Ministerial Committee on Sustainable Transport and the National Council for Sustainable Development. The first particular activities under the patronage of the Ministry will take place in 2015.
2.8.2 Other national networks

One of the national networks, the Association of Cycling Cities, is an associated member of the CIVINET. In this way the Network is in touch with its 49 members (cities).

There is also established cooperation with the National Association of Cities and Municipalities (NACM): two articles about CIVINET were published in its printed Newsletter and a representative of NACM participated at the first CIVINET workshop in February 2014 in Prague.

There are plans to coordinate activities of the CIVINET and five main national networks of cities under the patronage of the Committee on Sustainable Transport of the Czech Ministry of the Environment.

The contacts were opened also with other networks, such as the National Healthy Cities Network or the Society for Sustainable Life.

Common goals are pursued also together with the associated members – like the Partnership foundation which is also focused on sustainable mobility as part of its activities.

2.8.3 Regional bodies

Regional bodies will be involved in CIVINET events so that they can debate with Czech and Slovak cities on preparation of transport programmes (EU funds, regional projects, etc.). Up to now no closer cooperation has been established.

2.8.4 CIVITAS and other European initiatives

There is an established cooperation with ENDURANCE project (the Czech and Slovak partners of ENDURANCE). A joint event took place in 2014 and there are already agreed joint events which will take place in 2015.

The Slovak partner of ENDURANCE serves also as a distributor of the newsletters and other promotion materials of the Czech and Slovak CIVINET.

3 DISSEMINATION AND OUTREACH

3.1 Sustainable mobility events programme

During 2014, all together three events were organized by the CIVINET Czech and Slovak Republics and the CIVINET representatives also participated at 20 third party events.
<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Date</th>
<th>Description of the event</th>
<th>Covering host</th>
<th>Themes</th>
<th>Format</th>
<th>Main sessions / contributors</th>
<th>Type of audience + No. of delegates</th>
<th>Feedback on success of event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch meeting of CIVINET</td>
<td>Prague</td>
<td>20 Feb</td>
<td>CIVINET establishment, CIVITAS topics and framework for the Czech and Slovak CIVINET</td>
<td>Ministry of Transport</td>
<td>CIVITAS integrated approach And Integrated Planning</td>
<td>Workshop</td>
<td>Introduction of CIVITAS and CIVINETs, discussions on topics, activities and services of the new CIVINET and thematic groups</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference on integrated transport planning</td>
<td>Prague</td>
<td>26 Jun</td>
<td>Workshop for cities interested in the CIVINET Czech and Slovak Republics</td>
<td>City of Prague</td>
<td>Integrated planning And SUMP</td>
<td>Conference</td>
<td>Focus on chosen aspects of SUMPs (involvement of stakeholders, land-use planning and sustainability, above all)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC and launching of the CIVINET</td>
<td>Brno</td>
<td>6 Oct</td>
<td>Meeting of the CIVINET founder members to register CIVINET and to nominate the Management Committee</td>
<td>CDV</td>
<td>Other</td>
<td></td>
<td>Management and launching of the CIVINET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC and site visit</td>
<td>Brno</td>
<td>19-20 Nov</td>
<td>Meeting of the CIVINET Management committee</td>
<td>CDV</td>
<td>Other</td>
<td></td>
<td>Management of the CIVINET</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Three events were organized in 2014.

The first workshop of interested cities focused on introduction of CIVITAS and CIVINETs took place at the Ministry of Transport in Prague on 20 February (33 participants mainly from cities). The meeting was successful, because a systematic communication between some participants and the CIVINET secretariat started and it contributed to creation of the Czech and Slovak CIVINET as an association according to Czech law.

A conference dedicated to CIVINET activities and SUMP's was organized in cooperation with the city of Prague, at the Prague Congress Centre on 26 June (within the CAPITAL budget and budget of the city of Prague, about 100 participants). This was a big success in terms of people attending the event. No evaluation survey was done.

The meeting of the CIVINET founder members focused on preparation of the CIVINET registration as an association at the Czech Trade Register took place on 6 October in Brno. The meeting was a key factor in the launch of the association, because the Terms of Reference of the CIVINET Czech and Slovak Republics were approved. The meeting focused primarily on coordination and managing of the further legal steps to register the new association.

The Management Committee and site visit in Brno was held on 19 November. The Management Committee discussed and approved the Business plan for 2015, the main CIVINET activities in 2015, and the strategy to attract new members especially from the Slovak Republic etc. The day after the Management Committee, a site visit was organized to discuss experience of Brno with CIVITAS projects and to show the managing centre of the Brno public transport. Participants were not only the Management Committee members, but also representatives of about 10 other Czech and Slovak cities. The event was very fruitful and it brought two new CIVINET members.
## 3.2 Third party events

Table 2: Third party events

<table>
<thead>
<tr>
<th>Period</th>
<th>Name of the event</th>
<th>Location</th>
<th>Date</th>
<th>Description</th>
<th>Themes</th>
<th>Participation</th>
<th>Communication material distributed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Cycling academy</td>
<td>Brno</td>
<td>14 Jan</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td>Presentation and information leaflets were distributed</td>
</tr>
<tr>
<td></td>
<td>Cycling academy</td>
<td>Ostrava</td>
<td>21 Feb</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cycling academy</td>
<td>Břeclav</td>
<td>22 Feb</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cycling academy</td>
<td>Uničov</td>
<td>23 Feb</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cycling academy</td>
<td>Moravská Třebová</td>
<td>13 Feb</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cycling academy</td>
<td>Domažlice</td>
<td>26 Feb</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cycling academy</td>
<td>Jičín</td>
<td>4 Mar</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cycling academy</td>
<td>Moravská Třebová</td>
<td>13 Feb</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Training event on SUMP</td>
<td>Brno</td>
<td>17-18 Apr</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td>Presentation</td>
</tr>
<tr>
<td></td>
<td>Training event on SUMP</td>
<td>Prague</td>
<td>15-16 May</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td>Presentation</td>
</tr>
<tr>
<td></td>
<td>Training event on SUMP</td>
<td>Pardubice</td>
<td>18-20 Jun</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td>Presentation</td>
</tr>
<tr>
<td></td>
<td>15 events organised as a part of the Cycling academy in different Czech cities</td>
<td>Nové Město nad Metují</td>
<td>5 Mar</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td>Presentation</td>
</tr>
<tr>
<td></td>
<td>Czech-Slovak cycling and sustainable urban mobility conference</td>
<td>Bratislava</td>
<td>23-25 Sep</td>
<td></td>
<td>Car-independent lifestyles</td>
<td>Speaker</td>
<td>Leaflets, CIVINET newsletter</td>
</tr>
</tbody>
</table>
The CIVINET Czech and Slovak Republics was represented at the following third party events within 2014:

- Training event on SUMP, Třebíč, 19-21 March. A presentation was made by Radomíra Jordová.
- Training event on SUMP, Brno, 17-18 April. A presentation was made by Radomíra Jordová.
- Training event on SUMP, Prague, 15-16 May. A presentation was made by Hana Brůhová-Foltýnová.
- Training event on SUMP, Pardubice, 18-20 June. A presentation was made by Hana Brůhová-Foltýnová.
- 15 events organised as a part of the Cycling academy in different Czech cities. A presentation and information leaflets were distributed by Jaroslav Martínek. The events were namely:
  - 14 January – Brno
  - 21 January – Ostrava
  - 22 January – Břeclav
  - 23 January – Uničov
  - 13 February – Moravská Třebová
  - 26 February – Domažlice
  - 4 March – Jičín
  - 5 March - Nové Město nad Metují
  - 6 March – Prague
  - 13 March – Karlovy Vary
  - 18 March – Jihlava
  - 20 March – Uherské Hradiště
  - 24 March Prague
  - 31 March – Vsetín
  - 22 May – Tábor
- Czech-Slovak cycling conference, Bratislava, 23-25 September. A presentation was made by Zbyněk Sperat.

3.3 Website and social media

3.3.1 CIVITAS website

The CIVINET Czech and Slovak Republics web pages were maintained at http://www.civitas.eu/civinet/civinet-czech-and-slovak-republics. They set out the Network’s aims and current membership. Information on joining the Network and membership benefits was also provided.

The Network’s page on civitas.eu was viewed 1896 times.
3.3.2 Social media

The CIVINET Czech and Slovak Republics has no social media strategy. It is because it is not so widely used by cities.

However there is a database of contacts on representatives of over 100 Czech and Slovak cities over 15,000 inhabitants, which is used for communication with cities.

3.4 Newsletters

Table 3: Newsletters

<table>
<thead>
<tr>
<th>Period N°</th>
<th>Distribution</th>
<th>Date issued</th>
<th>Number of recipients</th>
<th>Topics</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mailing</td>
<td>May 2014</td>
<td>About 200 emails, 100 Czech and Slovak cities over 15,000 inhabitants</td>
<td>CIVITAS integrated approach</td>
<td>Introductory newsletter about CIVINET and CIVITAS, 5 pages</td>
</tr>
<tr>
<td>2</td>
<td>Mailing</td>
<td>Sep 2014</td>
<td>10 cities</td>
<td>CIVITAS integrated approach</td>
<td>Information on registration process of the CIVINET and instructions on planning activities incl. The Activity Fund, electronically released to cities interested to be founder members</td>
</tr>
<tr>
<td>3</td>
<td>Mailing</td>
<td>Sep 2014</td>
<td>About 200 emails, 100 Czech and Slovak cities over 15,000 inhabitants</td>
<td>CIVITAS integrated approach, Integrated Planning, Mobility Management</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Mailing</td>
<td>Dec 2014</td>
<td>About 200 emails, 100 Czech and Slovak cities over 15,000 inhabitants</td>
<td>CIVITAS integrated approach, Clean Fuels and Vehicles, Car-independent lifestyles</td>
<td></td>
</tr>
</tbody>
</table>
All together four newsletters were prepared and sent electronically to representatives of more than 100 Czech and Slovak cities. The newsletter is a tool aiming to attract attention of potential member cities and how to increase knowledge about integrated planning and SUMP in the Czech and Slovak Republics.

The first newsletter was an introductory one, prepared in May, it presented CIVINET and CIVITAS. It also provided instructions on how to become a CIVINET member and what are the benefits of the membership.

At the beginning of September, an internal newsletter was created and sent to CIVINET founder members (and also potential members). It provided information on the registration process of the CIVINET and further steps to create the network and register the association.

The first “regular” newsletter was released in September. It provided news in the field of sustainable urban mobility, integrated planning and cycling and walking. There was also an overview of forthcoming events.

The second “regular” newsletter was distributed in December. It provided information on registration of the CIVINET and bodies of the registered association, and also news in the field of sustainable urban mobility, mobility management, integrated planning and cycling and walking. There was also an overview of forthcoming events.

### 3.5 Communications Materials

#### Table 4: Brochure

<table>
<thead>
<tr>
<th>Period</th>
<th>Copies</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&quot;-2”-M4</td>
<td>0</td>
</tr>
<tr>
<td>Jul-Dec13</td>
<td></td>
</tr>
<tr>
<td>M5-M10</td>
<td>120</td>
</tr>
<tr>
<td>Jan-Jun 14</td>
<td></td>
</tr>
<tr>
<td>M11-M16</td>
<td>40</td>
</tr>
<tr>
<td>Jul-Dec 14</td>
<td></td>
</tr>
<tr>
<td>M17-M22</td>
<td></td>
</tr>
<tr>
<td>Jan-Jun 15</td>
<td></td>
</tr>
<tr>
<td>M23-M28</td>
<td></td>
</tr>
<tr>
<td>Jul-Dec 15</td>
<td></td>
</tr>
<tr>
<td>M29-M36</td>
<td></td>
</tr>
<tr>
<td>Jan-Aug 16</td>
<td></td>
</tr>
</tbody>
</table>

#### Table 5: Banners and exhibition stands

<table>
<thead>
<tr>
<th>Period</th>
<th>Occasions</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&quot;-2”-M4</td>
<td>0</td>
</tr>
<tr>
<td>Jul-Dec13</td>
<td></td>
</tr>
<tr>
<td>M5-M10</td>
<td>2</td>
</tr>
<tr>
<td>Jan-Jun 14</td>
<td></td>
</tr>
<tr>
<td>M11-M16</td>
<td>1</td>
</tr>
<tr>
<td>Jul-Dec 14</td>
<td></td>
</tr>
<tr>
<td>M17-M22</td>
<td></td>
</tr>
<tr>
<td>Jan-Jun 15</td>
<td></td>
</tr>
<tr>
<td>M23-M28</td>
<td></td>
</tr>
<tr>
<td>Jul-Dec 15</td>
<td></td>
</tr>
<tr>
<td>M29-M36</td>
<td></td>
</tr>
<tr>
<td>Jan-Aug 16</td>
<td></td>
</tr>
</tbody>
</table>
Table 6: Introductory newsletters

<table>
<thead>
<tr>
<th>Newsletters</th>
<th>How many newsletters did you distribute at events within the following period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&quot;-2&quot;-M4</td>
<td>M17-M22</td>
</tr>
<tr>
<td>Jul-Dec13</td>
<td>Jan-Jun 15</td>
</tr>
<tr>
<td>M5-M10</td>
<td>M23-M28</td>
</tr>
<tr>
<td>Jan-Jun 14</td>
<td>Jul-Dec 15</td>
</tr>
<tr>
<td>M11-M16</td>
<td>M29-M36</td>
</tr>
<tr>
<td>Jul-Dec 14</td>
<td>Jan-Aug 16</td>
</tr>
</tbody>
</table>

3.6 Media relations and advertising

Attention of media was attracted through two press releases on launching registration of the CIVINET and the launching workshop at the Czech Ministry of Transport in Prague.

The following articles were published:

- A paper about CIVITAS and CIVINET in the Proceedings from the conference Transport, Health and the Environment, which took place in Brno on 10-11 November.
- Two articles about CIVINET in the Information service of the National Association of Cities and Municipalities of the Czech Republic.
- Smart cities journal (distributed for free to all larger Czech cities) – a dedicated issue on integrated planning and SUMP’s and CIVITAS, released in November.

4 SUMMARY OF 2014 ACTIVITIES

4.1 Impact

The main impacts of the Network activities in 2014 were above all:

- Formation of the group of founder members and registration of the CIVINET Czech and Slovak Republics as an association according to the Czech law;
- Attracting attention of cities towards the topic of sustainable urban mobility, integrated planning and SUMP’s;
- There are three regular members and five associated members;
- A close cooperation with the Czech Association of cycling cities was established; and
- A close cooperation with CIVITAS cities and CIVINET potential members and their contribution to the CIVINET activities – Brno and Usti nad Labem (co-organisation of site visits), Prague (co-organisation of the conference).
4.2 Challenge

The main challenge of the Network activities in 2014 was to approach CIVINET founder cities and to attract them to become CIVINET members.

5 NEW ANNUAL ACTIVITY AND BUSINESS PLAN

An Annual Activity and Business Plan has been prepared for 2015, based on a template provided via the CAPITAL project. This was approved by the Management Committee on 19 November 2014 and will be adopted at the next Annual General Meeting on 30 March 2015.