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1 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 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 Italia were revised in December 2014, based on a template provided via the CAPITAL project. They were approved by the Management Committee on 17 December 2014. They were formally approved by the European Commission in June 2014 and will be adopted at the next Annual General Meeting on 10 April 2015.

2.2 Support funding

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

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

2.3 Fee structure

CIVINET Italia does not require any fee nor for the membership or for participating workshops and events organized by the Network. During 2014, it was decided not to modify this provision also for 2015.
2.4 Membership

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

During 2013, the old network members were contacted to formally express the renewal of the membership and at the end of 2013 the number of members increased to 37. All members are based in Italy.

At the end of 2014, this is the members’ list:

Full members

| Comune di Alcamo       | Comune di Alessandria |
| Comune di Andria       | Comune di Bologna     |
| Comune di Campobasso   | Comune di Castellamare del Golfo |
| Comune di Castelvetrano| Comune di Catania     |
| Comune di Chiaravalle  | Comune di Cosenza    |
| Comune di Ferrara      | Comune di Galatina   |
| Comune di Genova       | Comune di Giardini Naxos |
| Comune di Lucca        | Comune di Messina    |
| Comune di Modena       | Comune di Monopoli   |
| Comune di Novara       | Comune di Padova     |
| Comune di Palermo      | Comune di Parma      |
| Comune di Perugia      | Comune di Pesaro     |
| Comune di Prato        | Comune di Ravenna    |
| Comune di Reggio Emilia| Comune di Roma       |
| Comune di San Giuseppe Vesuviano | Comune di Sarteano |
| Comune di Savigliano   | Comune di Savona     |
| Comune di Treviso      | Comune di Udine      |
| Comune di Venezia      |                         |

Associate members

| AIEE (associazione italiana economisti dell energia) | AM Reggio Emilia |
| AMI Ferrara                                         | AMO Modena |
| AMT Catania                                         | AMT Genova |
| Centro Studi Mobilità                               | CERPA (Centro Europeo di Ricerca e Promozione dell'Accessibilità) |
| ETS - Elettronica Terminali Sistemi                 | FIAB - ferazione italiana amici della bicicletta |
| GreenLifePugliaLab                                  | I.LOG - Iniziative Logistiche |
| ICOOR - Unimore (Interuniversity Consortium for Optimization and Operations Research) | Infomobility |
| ISFORT                                              | Mobilità di Marca SpA |
| POMOS                                               | Re Bike ALTERmobility |
| SIPET                                               | SMTP     |
The membership is therefore composed of:

- 37 municipalities;
- 10 transport agencies and operators;
- six associations working on sustainable mobility related issues. Among them, Unione dei Comuni della Valle dell’Orco is an union of five Italian City Councils;
- seven universities;
- eight research and consultancy institutes working on sustainable mobility.

2.5 Financial administration

At the end of CIVINET project Reggio Emilia reported all the expenses and all the costs were certified by the appointed Independent Auditor on 10 July 2013.

As CIVINET Italia does not require any fee both for the membership and for participating workshops and events organized by the Network, the managing body (composed by ISIS and Comune di Reggio Emilia) do not require further financial certification from an external auditor.

2.6 Management Committee

CIVINET Italia Management Committee is formed by the National Network Manager (Comune di Reggio Emilia) and the Secretariat (ISIS). The Secretariat chairs meetings of the Management Committee.

The Management Committee meets at least every six months and has continuous emails and phone contacts. The Management Committee has responsibility for, among other things, the following key tasks:

- Development of the network’s policies and procedures;
- Managing the network’s budget;
- Overall approval of programmes and activities for each financial year;
- External representation of the network; and
- Development and approval of the network’s communication strategy.

The second Management Committee took place on 19 March 2014 in Reggio Emilia (in conjunction with the General Assembly).
Weekly phone calls are organised between Reggio Emilia and ISIS to be updated on new adhesions, organisation of workshops and other activities as planned in the Annual plan.

2.7 Political Committee

The NNM and the Secretariat are working on the composition of the new Political Committee. So far the following cities expressed their interest in being members of the Political Committee: members are:

- City of Reggio Emilia
- City of Ravenna
- City of San Giuseppe Vesuviano

The first Political Committee will be organised in April 2015 in conjunction with the General Assembly.

CIVINET Italia signed the Annual Policy Statement of the CIVINETs.

2.8 Links with other bodies

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.

2.8.1 National government

CIVINET Italia obtained the patronage of the Ministry of Environment and ANCI (National Association of Italian Municipalities) which covers more than 7,000 Italian municipalities (roughly 90 percent of all municipalities, of which 150 have more than 50,000 inhabitants).

In the Annual Plan 2015 (submitted in December 2014 and currently under evaluation) CIVINET Italia proposed to organise a workshop in November 2015 in conjunction with ANCI focused on a new directive on Urban Cycling.

2.8.2 Other national networks

Moreover, as done till now, the network seeks to work in synergy with the other national bodies active in the field of sustainable urban mobility. In Italy this mainly entails engaging:

- The Ministry of Transport, which is responsible for the development of Sustainable Urban Mobility Plans (SUMPs);
- Euromobility, which is the association gathering the Italian mobility managers (see below for detailed information);
• Federmobilità, which is the association gathering regional, provincial and municipal authorities interested in discussing sustainable urban mobility; and
• The Italian National Contact Points, which for sustainable urban mobility in Italy are with APRE (the Agency for the Promotion of European Research).

2.8.3 Regional bodies

No activity in 2014 to report.

2.8.4 CIVITAS and other European initiatives

CIVINET Italia has already made concrete steps towards setting up mutually useful activities with the EU project ENDURANCE (EU-wide establishment of enduring national and European support networks for sustainable urban mobility, IEE, 2013-2016): together with Euromobility, the Italian partner in ENDURANCE, CIVINET Italia approached the Ministry of the Environment and got official support. Already during the first year, the two projects worked in synergy to organise the ENDURANCE annual conference and had a role in a dedicated session of ECOMM 2013. The cooperation continued in 2014: the September, CIVINET Italia and Endurance organised together the Workshop on ‘Mobility Manager and urban sustainable mobility’ in Reggio Emilia.

Moreover, CIVINET Italia continuously seeks cooperation with the other CIVITAS projects, in particular with CIVITAS WIKI.

3 DISSEMINATION AND OUTREACH

3.1 Sustainable mobility events programme

CIVINET Italia organised three events within the year 2014.

First was organised in Reggio Emilia in March 2014. It was a one day meeting to officially relaunch the Network.

The second event was a workshop organised with the European Project ENDURANCE, in Reggio Emilia in September 2014. The thematic addressed was the SUMPs.

Finally, the third event was a workshop on the CIVITAS Activity Fund and Horizon 2020 CIVITAS initiative. This info day was held in December in Rome.
Table 1: Network events

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Date</th>
<th>Description</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>CIVINET Italia General Assembly</td>
<td>Reggio Emilia</td>
<td>19 Mar</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; meeting of the new CIVINET Italia and General Assembly of the Network</td>
<td>ISIS</td>
<td>CIVNET Italia (scope, rules to participate, managing bodies, etc.) CIVITAS Activity Fund calls for applications</td>
<td>1 day meeting (9:30 – 17:00)</td>
<td>- Uberto Mimmo Spadoni, Council member - City of Reggio Emilia&lt;br&gt;- Alessandro Meggiato, Director of sustainable mobility policies – City of Reggio Emilia&lt;br&gt;- Loredana Marmora, ISIS - CIVINET Italia Secretariat</td>
<td>Members of CIVINET Italia + organisations interested to join the network</td>
<td>Approx. 40 participants. Feedback: press releases and articles in Italian journals&lt;br&gt;reception of several letter of adhesions</td>
</tr>
<tr>
<td>&quot;Mobility Manager and Sustainable Urban Mobility Plan (SUMP)&quot;</td>
<td>Reggio Emilia</td>
<td>16 Sep</td>
<td>Event organized in conjunction with ENDURANCE project</td>
<td>ISIS</td>
<td>- the role of the Mobility Manager&lt;br&gt;- the Sustainable Urban Mobility Plan (SUMP) in Italy</td>
<td>1 day meeting (10:00 – 16:30)</td>
<td>- Riccardo Canesi – Euromobility President&lt;br&gt;- Luca Vecchi – Mayor of Reggio Emilia&lt;br&gt;- Francesco La Pietra – ANCITEL&lt;br&gt;- Maurizio Tomassini – ISIS - CIVINET Italia Secretariat</td>
<td>Italian cities</td>
<td>Approx. 35 participants. In particular the cooperation with Endurance was very useful for both projects.</td>
</tr>
</tbody>
</table>
Infoday on Horizon 2020 CIVITAS call for application and CIVITAS Activity Fund

Infoday organized for the benefit of the CIVINET Italia members in order to provide information and practical insights on the Horizon 2020 and CIVITAS Activity Fund calls. The event took place in Rome on 9 Dec.

The infoday was organized by ISIS and featured presentations by Maurizio Tomassini – ISIS, Stefano Proietti – ISIS, and Marmora Loredana – ISIS. The event provided information and practical insights on the Horizon 2020 call for application (Scope, participation rules, procedures, etc.) and the CIVITAS Activity Fund calls (scope, participation rules, procedures, etc.).

The infoday was attended by approximately 25 participants, who appreciated the opportunity to clarify aspects of both funding opportunities. The event also gave the opportunity to strengthen the network between the members.

3.2 Third party events

Table 2: Third party events

<table>
<thead>
<tr>
<th>Name of the event</th>
<th>Location</th>
<th>Date</th>
<th>Description of the event</th>
<th>Themes</th>
<th>Kind of participation?</th>
<th>Communication material distributed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master degree on Sustainable Mobility</td>
<td>Cisterna Latina</td>
<td>21 Feb</td>
<td>Upon invite of CIVITAS Wiki, CIVINET Italia presented the network to the students of the master.</td>
<td>Urban Sustainable Mobility in Europe</td>
<td>Speaker</td>
<td>Leaflets</td>
</tr>
<tr>
<td>European Conference on Mobility Management</td>
<td>Florence</td>
<td>7-9 May</td>
<td>CIVITAS Initiative stand</td>
<td>Mobility Management</td>
<td>Stand</td>
<td>CIVITAS Initiative materials + CIVINET Italia materials (Calendar, Leaflets and USB pens)</td>
</tr>
<tr>
<td>ECOMONDO – Energy, technologies and mobility solutions for sustainable cities</td>
<td>Rimini</td>
<td>7 Nov</td>
<td>Seminar with presentations from experts and technicians of companies and research.</td>
<td>Sustainable mobility for smart cities</td>
<td>Attendance</td>
<td>20 brochures of CIVINET Italia network</td>
</tr>
</tbody>
</table>
3.3 Website and social media

3.3.1 CIVITAS website

From January till July 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.

However, the person in charge of the communication activities in ISIS left and since then the page has not been updated. ISIS asked for new training from CIVITAS Wiki but it was not possible to organise it.

ISIS will update the website as soon as possible.

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

In 2014, the Network’s page on civitas.eu was viewed 8429 times, which represents an increase of 200 percent of visits in comparison with the previous year.

3.3.2 Social media

Activities have not started yet.

3.4 Newsletters

Table 3: Newsletters

<table>
<thead>
<tr>
<th>Period</th>
<th>2014 Distribution</th>
<th>Date of issue</th>
<th>Number of recipient</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Email</td>
<td>Sep</td>
<td>100</td>
<td>CIVINET Italia</td>
</tr>
</tbody>
</table>

3.5 Communications materials

Table 4: Brochure

<table>
<thead>
<tr>
<th>Brochure</th>
<th>How many copies have been distributed within the following period:</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&quot;-2&quot;-M4</td>
<td>Jul-Dec13 0 M17-M22 Jan-Jun 15</td>
</tr>
<tr>
<td>M5-M10</td>
<td>Jan-Jun 14 100 M23-M28 Jul-Dec 15</td>
</tr>
<tr>
<td>M11-M16</td>
<td>Jul-Dec 14 200 M29-M36 Jan-Aug 16</td>
</tr>
</tbody>
</table>
The CIVINET events offered a great opportunity for promoting the Network to existing and potential new members. For the event, the following items were produced:

- 300 brochures;
- 100 USB sticks; and
- 50 writable calendars in A3 size.

The materials were appreciated by the public and proved to be effective in communicating CIVINET’s visual identity.

### 3.6 Communications materials

The events of CIVINET Italia were advertised with press releases distributed before the events to the ISIS database of media contacts, including general outlets, specialised magazines in the field of sustainable urban mobility and websites.

Moreover, ANCI and some of the members published the news to their website to spread the CIVINET message.

# 4 SUMMARY OF 2014 ACTIVITIES

### 4.1 Impact

In 2014, CIVINET Italia organised three workshops (one General Assembly and two thematic workshops) and participated in several events related to sustainable mobility issues in order to disseminate the CIVITAS Initiative message and to promote the Network and its activities.

The main result of those efforts is the commitment of public and private organisations to the network: CIVINET Italia doubled the number of members, passing from 37 at the end of 2013 to the current 66. The Management Committee decided to adopt a clear strategy concerning the composition of the network, preferring the adhesion of
cities (despite private organisations) in order to guarantee the main scope of the network.

Moreover, the involvement of the members in the organisation and participation to the organised activities show the engagement to the objective of the network and the interest to the activities carried out during the last year.

4.2 Challenge

The delay in the approval of the Annual Plan (May 2014 – five months late) postponed the implementation of the activities proposed in the plan. In fact, without formal approval of the Annual plan, ISIS cannot start organise the activities (e.g. workshops, etc.). Therefore, the biggest part of the budget will be spent during the second period of CIVITAS CAPITAL.

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 December 2014 and will be adopted at the next Annual General Meeting on March 2015.