DOCUMENT CONTROL SHEET

Project index number	CE1161
Project acronym	SMARTCOMMUTING
Work-package	WP T1
Deliverable	D.T1.1.2
Version	FINAL

Document History	Version	Issue Date
	FINAL	12/06/2018

Classification – This report is:							
Draft		Final	X	Confidential		Restricted	X	Public	

Partner owning	MUNICIPALITY OF RIMINI
Main editor/s	Emanuele Moretti
Made available to	All partners

This document was created as part of the SMART COMMUTING project.

University IUAV of Venice, Dorsoduro 2206, I-30123, Venice, Italy

Copyright © 12/06/2018

Please complete the following lists. You may have already done it following the "Guideline for SWOT analysis", now the final version is needed.

LIST OF STAKEHOLDERS INVOLVED

for Municipality of Rimini (LP).

A.1. Group A. Public authorities

1	Name	Municipality of Savignano sul Rubicone
	Field	Public Administration
	Headquarters address	Piazza Borghesi, 9 47039 Savignano sul Rubicone (Forlì-Cesena)
	Contacts	Barbara Casadei
2	Name	Municipality of Santarcangelo di Romagna
	Field	Public Administration
	Headquarters address	Piazza Ganganelli, 1, 47822 Santarcangelo di Romagna (Rimini)
	Contacts	Patrizia Fiannaca
3	Name	Municipality of Misano Adriatico
	Field	Public Administration
	Headquarters address	Via della Repubblica, 140, 47843 Misano Adriatico (Rimini)
	Contacts	Alberto Rossini
4	Name	Repubblica of San Marino (RSM)
	Field	National Government
	Headquarters address	Contrada Omerelli, 43 - 47890 Repubblica di San Marino
	Contacts	Silvia Santi

	Name	Istituto Tecnico Statale Economico "R. Valturio"
1	Field	High School
	Headquarters address	Via Grazia Deledda, 4, 47923 Rimini RN
	Contacts	Nicola Ialeggio ialeggio.nicola@valturio.it
	Name	Istituto Professionale di Stato per l'Industria e l'Artigianato "L.B. Alberti"
2	Field	High School
	Headquarters address	Via Clotilde Tambroni, 24, 47923 Rimini RN
	Contacts	Tiziano Giovannini tizianogiovannini65@libero.it
	Name	Liceo Classico Statale "G. Cesare-Valgimigli"
3	Field	High School
	Headquarters address	via Brighenti 38, 47921 Rimini via Missirini 10 (Viserba)
	Contacts	Nicola Ialeggio ialeggio.nicola@valturio.it
	Name	Liceo Scientifico Statale "A. Serpieri"
4	Field	High School
	Headquarters address	Via Sacramora, 52 - 47922 Rimini RN
	Contacts	Linda Fabrini lindafabrini@gmail.com
	Name	SCM Group Srl
5	Field	Business
	Headquarters address	Via Emilia, 77, 47921 Rimini RN
	Contacts	Giuseppe Lucisano

6	Name	Garden Sporting Centre
	Field	Sporting Centre
	Headquarters address	Viale Euterpe, 7, 47923 Rimini RN
	Contacts	Elisa

A.3. Group C. Infrastructure and service providers

1	Name	P.M.R. Srl - Transportation and Infrastructures Local Company
	Field	Transportation
	Headquarters address	Via D. Campana, 67 – 47922 -Rimini
	Contacts	Massimo Paganelli (CEO)
2	Name	A.M.R. Srl - Mobility and transportation Romagna Agency - Counties of Rimini, Forlì-Cesena, Ravenna
	Field	Transportation and Mobility Service
	Headquarters address	Via Giordano Bruno, 160, 47521 Cesena (Forlì-Cesena)
	Contacts	Local contact: Roberto Renzi
3	Name	Riccione Taxi Association
	Field	Mobility service
	Headquarters address	Pl. Cadorna, 8, 47838 Riccione (Rimini)
	Contacts	n.a.
4	Name	Ciclofficina Rimini
	Field	Cycling and bike Service
	Headquarters address	Viale Roberto Valturio, 4, 47923 Rimini
	Contacts	Valerio Minicucci
5	Name	
	Field	
	Headquarters address	

6	Contacts	
	Name	
	Field	
	Headquarters address	
	Contacts	

A.4. Group D. Interest groups, NGOs, business support organisations

1	Name	Rimini Venture - Piano Strategico
	Field	Promoting Public Association
	Headquarters address	Piazza Cavour, 27 Rimini
	Contacts	piano.strategico@comune.rimini.it
2	Name	AIA - Tourism and Hotel Association Riviera di Rimini
	Field	Tourism Association
	Headquarters address	Via Sassonia, 30
	Contacts	Anna Lisa Fuligni
3	Name	Pedalando&Camminando - FIAB
	Field	Biker and Cycling National Association
	Headquarters address	n.a.
	Contacts	Sandro Luccardi info@pedalandoecamminando.it
4	Name	
	Field	
	Headquarters address	
	Contacts	
	Name	

5	Field	
	Headquarters address	
	Contacts	
6	Name	
	Field	
	Headquarters address	
	Contacts	

D.T1.1.2
SWOT ANALYSIS

Key points interviews
General Summary
SWOT Analysis

DOCUMENT CONTROL SHEET

Project index number	CE1161
Project acronym	SMART COMMUTING
Work-package	WP T1
Deliverable	D.T1.1.2
Version	1

Document History	**Version**	**Issue Date**	**Distribution**
		10/30/2017	PP4 to IUAV

Classification – This report is:								
Draft		**Final**	X	**Confidential**		**Restricted**	X	**Public**	

Partner owning	PP4 Regional Development Centre Koper
Main editor/s	Regional Development Centre Koper staff
Partners contributed	IUAV staff, VUT staff
Made available to	All partners

This document was created as part of the SMART COMMUTING project.

Regional Development Centre Koper, Ulica 15. maja 19, 6000 Koper, Slovenia

Copyright © 10/30/2017

```
I
---
U
---
A
---
V
```

INDEX

1. LIST OF STAKEHOLDERS INVOLVED

1.1. Group A. Public authorities

1	Name	**Municipalty of Izola**
	Field	Public authority
	Headquarters address	Sončno nabrežje 8, 6310 Izola - Isola, Slovenia
	Contacts	tomaz.umek@izola.si; ales.pesko@izola.si
2	Name	**Municipality of Ankaran**
	Field	Public authority
	Headquarters address	Jadranska cesta 66, 6280 Ankaran - Ancarano, Slovenia
	Contacts	barbara.svagelj@obcina-ankaran.si
3	Name	**Municipality of Hrpelje-Kozina**
	Field	Public authority
	Headquarters address	Reška cesta 14, 6240 Kozina, Slovenia
	Contacts	robert.kastelic@hrpelje.si

Stakeholders who did not respond to the questionnaire yet: Municipality of Koper, Municipality of Piran.
Stakeholders from which we still expect filled questionnaire: Municipality of Koper, Municipality of Piran.

1.2. Group B. Large employers and schools

1	Name	**The Port of Koper, d. d.**
	Field	Port and logistics system
	Headquarters address	Vojkovo nabrežje 38, 6000 Koper - Capodistria, Slovenia
	Contacts	sebastjan.sik@luka-kp.si
2	Name	**Instesa Sanpaolo Bank, d. d.**
	Field	Banking services
	Headquarters address	Pristaniška ulica 14, 6000 Koper - Capodistria, Slovenia
	Contacts	aleksander.lozej@intesasanpaolobank.si
3	Name	**Izola hospital**
	Field	Healthcare services
	Headquarters address	Polje 40, 6310 Izola - Isola, Slovenia
	Contacts	aljaz.mersevicic@sb-Izola.si
4	Name	**University of Primorska**
	Field	Tertiary education
	Headquarters address	Titov trg 4, 6000 Koper - Capodistria, Slovenia
	Contacts	danijel.bozic@upr.si
5	Name	**Primary school Koper**
	Field	Primary education
	Headquarters address	Cesta Zore Perello - Godina 1, 6000 Koper - Capodistria, Slovenia
	Contacts	anton.baloh@siol.net, principle
6	Name	**Secondary school Izola**
	Field	Secondary education
	Headquarters address	Ulica prekomorskih brigad 7, 6310 Izola - Isola, Slovenia
	Contacts	dejan.muzina@guest.arnes.si
7	Name	**Hoteli Bernardin, d. d. Portorož**
	Field	Hoteliering and tourism

	Headquarters address	Obala 2, 6320 Portorož - Portorose, Slovenia
	Contacts	hr@bernardingroup.si
8	Name	**Health Centre Koper**
	Field	Healthcare services
	Headquarters address	Dellavallejeva ulica 6, 6000 Koper – Capodistria, Slovenia
	Contacts	karmen.medved@zd-koper.si & matevz.ravnikar@zd-koper.si

Stakeholders who did not respond to the questionnaire yet: Cimos d. d., Intereuropa d. d. Koper, Titus d. d., Gymnasium Koper, Gymnasium Piran, Secondary economic-business school Koper, Secondary technical school Koper, Istrabenz Turizem d. d., Health centre Piran, Droga Kolinska, Marjetica Koper d. o. o., Vinakoper d. o. o., Terme Čatež (hotel Žusterna, hotel Koper, marina Portorož).

Stakeholders from which we still expect filled questionnaire: /.

1.3. Group C. Infrastructure and service providers

1	Name	Rižanski vodovod, d. o. o.
	Field	Ecology: communal (water) distribution
	Headquarters address	Ulica 15. maja 13, 6000 Koper - Capodistria, Slovenia
	Contacts	sara.raspor@rvk.si
2	Name	
	Field	
	Headquarters address	
	Contacts	
3	Name	
	Field	
	Headquarters address	
	Contacts	

Stakeholders who did not respond to the questionnaire yet: Slovenske železnice d. o. o. (railways), Arriva (PE Koper) d. d., Avantcar d. o. o., Avtobusni prevozi Rižana d. o . o., Avrigo d. o. o.

Stakeholders from which we still expect filled questionnaire: Slovenske železnice d. o. o., Arriva (PE Koper) d. o. o.

1.4. Group D. Interest groups, NGOs, business support organisations

1	Name	**Primorska Chamber of Commerce**
	Field	Regional Chamber of Commerce (entrepreneurial services)
	Headquarters address	Ferrarska 2, 6000 Koper - Capodistria, Slovenia
	Contacts	info@pgz-slo.si
2	Name	**Chamber of Craft and Small Business Izola**
	Field	local chamber of craft and small business
	Headquarters address	Brkinska 13, 6310 Izola - Isola, Slovenia
	Contacts	tanja.zlogar@ozs.si
3	Name	**Kulturno izobraževalno društvo PINA**
	Field	Social and cultural development
	Headquarters address	Gregorčičeva ulica 6, 6000 Koper - Capodistria, Slovenia
	Contacts	info@pina.si
4	Name	**Središče Rotunda, Social Centre of Primorska, Koper**
	Field	Social and cultural development
	Headquarters address	Destradijev trg 11, 6000 Koper - Capodistria, Slovenia
	Contacts	info@sredisce-rotunda.si
5	Name	**UIP University development center and university incubator of Primorska l.t.d.**
	Field	Entrepreneurial incubator for university personnel
	Headquarters address	Ferrarska ulica 8, 6000 Koper - Capodistria, Slovenia
	Contacts	info@uip.si
6	Name	**Center for the Promotion of Entrepreneurship Piran, l.t.d.**
	Field	Promotion of entrepreneurship
	Headquarters address	Liminjanska 96, 6320 Portorož - Portorose, Slovenia
	Contacts	alberto.manzin@guest.arnes.si

Stakeholders who did not respond to the questionnaire yet: Local chamber of crafts and small businesses Piran, local chamber of crafts and small business Koper.

Stakeholders from which we still expect filled questionnaire: /.

2. TOPICS

Below are listed all the topics assigned to each question, divided into topics per group of stakeholders. The subdivision in topics will be useful to carry out the SWOT analysis properly.

2.1. Topics list

This is the full list of the topics and their codes that are used in WP_T1 (Table 1).

Topic	Topic Code
Demographic development	DD
Transport infrastructure	TI
Mobility behaviour	MB
Mobility service	MS
Transport policy	PP
Cooperation with other stakeholders	CO
Business organization and operation	BO
Geographic area of interest	GA
Own initiatives for sustainable mobility	OI
Future vision	FV
Activity field of organisation	AF
Urban facilities	UF

Table 1 – Topic list

2.2. Stakeholders and topics combinations

2.2.1. Group A. Public authorities

This is the list of the topics and their codes related to the Group A Public Authorities (Table 2).

Related topic to this Stakeholder Group	Topic Code
Demographic development	DD
Transport infrastructure	TI
Mobility behaviour	MB
Mobility service	MS
Transport policy	PP
Cooperation with other stakeholders	CO
Urban facilities	UF
Own initiatives for sustainable mobility	OI

Table 2 – Group A topic list

2.2.2. Group B. Large employers and schools

This is the list of the topics and their codes related to the Group B. Large employers and schools (Table 3).

Related topic to this Stakeholder Group	Topic Code
Business organization and operation	BO
Geographic area of interest	GA
Own initiatives for sustainable mobility	OI
Mobility behaviour	MB
Urban facilities	UF
Cooperation with other stakeholders	CO
Transport infrastructure	TI

Table 3 – Group B topic list

2.2.3. Group C. Infrastructure and service providers

This is the list of the topics and their codes related to the Group C. Infrastructure and service providers (Table 4).

Related topic to this Stakeholder Group	Topic Code
Mobility behaviour	MB
Mobility service	MS
Future vision	FV
Own initiatives for sustainable mobility	OI
Cooperation with other stakeholders	CO
Transport infrastructure	TI
Geographic area of interest	GA

Table 4 – Group C topic list

2.2.4. Group D. Interest groups, NGOs, business support organisations

This is the list of the topics and their codes related to the Group D. Interest groups, NGOs, business support organisations (Table 5).

Related topic to this Stakeholder Group	Topic Code
Activity field of organisation	AF
Own initiatives for sustainable mobility	OI
Cooperation with other stakeholders	CO

Table 5 – Group D topic list

3. QUESTIONNAIRE (A) _ Public Authorities

3.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

3.2. How will you be involved in "Smart Commuting"

3.2.1. A. WP T1 _ (06/2017 – 03/2018)
➢ **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**
To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner should collect many data and information from different stakeholders. To gather these data, we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics
In order to combine these two kinds of information, it is crucial to have a good framework about the main features of the territories involved in the project.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)
During this phase, the collaboration of stakeholders is required only in the form of possible additions to the previous interview.

3.2.2. B. WP T2 _ (04/2018 – 12/2018)
In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

3.2.3. C. WP T3 _ (01/2019 – 05/2020)
In the third step, stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups (such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc.) will be consulted in designing and implementing the tangible pilot actions.

3.3. Public Authorities questionnaire template

Questions about interviewer, interviewed and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location		
3 Date and place		
4 Interviewer's name and project partner		
General characteristics		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Describe the relationships with: • Surrounding municipalities (common plans and activities), • Main (local/regional/national) transport agencies and service, • Main local activities (that generate main commuting flows).	[CO]	
2 What is the population trend of the city? Can you provide some maps that show the main development of the city and inhabitants? • Household size and their locations. If possible, provide a map showing geographical tendency. • Please specify the annual percentage figures of demographic outflow and inflow) • Age structure within the administrated area.	[DD]	

3	Land use and housing distribution. • Approximate percentage of rented house/flats and owned ones • How many % of the developed urban land is within 500m and within 1km from public transport stops? If available, please provide a map, or similar documents.	[UF]	
4	What are the biggest employers? • List main the employers that generate major commuting flows e.g. education centres, health centres, other public or private institutes and activities. • List also both the main surrounding municipalities towards which commuters move, and the main surrounding municipalities from which external commuters come. • Provide a map to localize them. • List other activities that generate important commuting flows e.g. regular large-scale events, tourists, etc. • If possible indicate the main transport methods used to reach the main facilities and the scale of interest (for example the presence of a unique hospital in a range of 100 km).	[UF]	

Transport system of the municipality

QUESTIONS	TOPIC	ANSWERS
5 How is your transport system structured? Pay attention to distinguish city's from FUA's data. • What means of transport are available in your city? • What are the general and the commuter modal split?	[MS] [MB] [TI]	

	• What is the extension of the different transport networks? (highway, road, subway, tram, bicycle, pedestrian area).		

6	How many organisations manage the public transport? • Describe the relationships among the different organisations, especially between your local organisation(s) and other local, regional or national parties. • Provide public transport maps at different scales if possible.	[CO] [MS] [MS]	
7	How are the mobility trends (changes in traffic volume) of the latest years in your city? And during a single year (seasonality)? • How are the trends of inflow and outflow of commuters to/from neighbouring administrative areas (municipalities, regions)? • How are the trends of the commuters within the administrative area?	[MB]	
8	Which are the main characteristics of your mobility system? • Indicate the average distance per day travel by a person with public or private transport means. • Divide the inhabitants in the number of categories you consider useful to give consistent answers (e.g. students, workers, women, old people, etc.). • If possible sign in a map the main streets or places that are usually congested. Pay attention to the starting and ending points of them.	[MB] [MS]	
9	How many cars per 1,000 inhabitants are in the city?	[MB]	

10	Parking situations – available public parking in the city, pricing and location.	[TI]	
11	Average car occupancy rate, i.e. how many persons are in a car?	[MB]	
12	What is the general problem related to mobility or transport in the city?	[MB] [TI]	
13	What are typical wishes of inhabitants related to transport infrastructure or transport service provided in the administrated area?	[TI] [MS]	

Municipality sustainable transport policies

QUESTIONS		TOPIC	ANSWERS
14	Which are the main policies your municipality applies to make the transport system more sustainable? Can you put them in order of relevance? Is there anyone of these that have developed a sustainable commuting?	[OI]	
15	Do you have an ICT based navigation system for mobility in your city? • If yes, which tools are activated? (e.g. smartphone travel planner, dynamic traffic system, public transport priority) • If no, why? Have you ever thought about it? Do you have it in your plan? Are there any obstacles to be addressed?	[MS]	

4. QUESTIONNAIRE (B) _ Large employers and schools

4.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

4.2. How will you be involved in "Smart Commuting"

4.2.1. A. WP T1 _ (06/2017 – 03/2018)
➢ **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**
To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data, we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics
In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)
During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

4.2.2. B. WP T2 _ (04/2018 – 12/2018)
In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

4.2.3. C. WP T3 _ (01/2019 – 05/2020)
In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

4.3. Questionnaire for large employers and schools

Questions about interviewer, interviewed and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		
3 Date and place.		
4 Interviewer's name and project partner.		
Users information		
QUESTIONS	**TOPIC**	**ANSWERS**
1 What kind of business are you running?	[BO]	
2 How many users does your activity include? Divide them into categories. • How many employees do you have? • How many visiting customers/pupils do you have on an average day?	[BO]	
3 Describe your daily operational schedule e.g. when the work begins/ends for employees, shift operations, lunch break, peak time for customers if existing, opening/closing time to customers/pupils.	[BO]	
4 Is there any seasonal difference / particularity in your business operation?	[BO]	

5	Where do your employees commute from? - What is the % of employees from within 1km (within a reach on foot) - What is the % of employees from within 1-4km (within a reach by bicycle) - What is the % of employees from within 4-10km (within a reach by e-bikes, scooters) - What is the % of employees from within 10-20km? - What is the % of employees from the area beyond 20km? - If it is preferred, it is possible to provide information about the place of residence of your employees/students.	[GA]	
6	Where do your customers/pupils commute from? - What is the % of customers/pupils from within 1km (within a reach on foot) - What is the % of customers/pupils from within 1-4km (within a reach by bicycle) - What is the % of customers/pupils from within 4-10km (within a reach by e-bikes, scooters) - What is the % of customers/pupils from within 10-20km? - What is the % of customers/pupils from the area beyond 20km? - If it is preferred, it is possible to provide information about the place of residence of your customers/pupils.	[GA]	
7	What are the demographic characteristics of employees, customers, and pupils? (e.g. male/female, age, local people/domestic or international migrants, highest education, etc.)	[BO]	

Transport and service information		
QUESTIONS	**TOPIC**	**ANSWERS**
8 How do the employees commute? Do you have any idea of modal share?	[MB]	
9 How do your customers/pupils come to your location? Do you have any idea of modal share?	[MB]	
10 What is the % of employees sharing private vehicle to reach the place? Do such "sharers" have a particular characteristic? (e.g. also sharing a flat, people from a particular neighbourhood, etc.)	[MB]	
11 Is there a public transport service available around your location? Can you describe it in its main characteristics? Is it suitable for your employees', customers', and/or pupils' needs? If not, what is the main problem? Considering the last ten to twenty years, do you think the public transport system has been improved, deteriorated or unchanged?	[MS] [TI]	
12 What are the self-assessment of employees, customers and pupils about commuting to/arriving at your place? What is the main compliments and problems arising from them?	[MB]	
13 How many car parking spaces do you offer to your employees/customers/pupils (students)? • Is this number appropriate to your present needs? • Have your needs about parking spaces changed during the last ten years? How?	[TI]	

14	How many bicycles and scooters parking spaces do you offer to your employees/customers/pupils (students)?	[TI]	
15	What kind of services that your employees, customers and/or pupils would need every day (e.g. supermarkets, restaurants, schools, etc.) is available in a close proximity to your location?	[UF]	

Relationships between activities and services			
QUESTIONS		**TOPIC**	**ANSWERS**
16	Do you do anything to help your employees, customers and pupils to use the public transport? (providing information, giving subsidy to use public transport, discounted special rates, etc.) • Do you have any facilities offered for your employees or customers or pupils for e-mobility? (e.g. EV charging stations)	[OI]	
17	Do you offer any possibility for regular teleworking to your employees?	[BO]	
18	Does your activity promote in some way the awareness for sustainability?	[OI]	
19	Do you have any regular communication channels with others stakeholders e.g. public authorities or public transport agency to adjust your operational schedule to public transport timetable or to adjust public transport timetable to your operation schedule?	[CO] [BO]	
20	Does your school/company have any mobility management program with professionals committed to organise movements related to your activity? Could this idea interest you?	[CO] [BO]	

5. QUESTIONNAIRE (C) _ Infrastructure and service providers

5.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

5.2. How will you be involved in "Smart Commuting"

5.2.1. A. WP T1 _ (06/2017 – 03/2018)
  ➤ **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**
To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics
In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)
During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

5.2.2. B. WP T2 _ (04/2018 – 12/2018)
In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

5.2.3. C. WP T3 _ (01/2019 – 05/2020)
In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

5.3. Questionnaire for Infrastructure and service providers

Questions about interviewer, interviewee and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		
3 Date and place.		
4 Interviewer's name and project partner.		
All questions		
QUESTIONS	**TOPIC**	**ANSWERS**
1 In which field does your company work? What are the services you offer? Can you provide a schematic diagram of them?	[MS]	
2 What is the area that your company serve with its work? How large is it? Can you provide a map of the geographic area you serve and collocate in it your service?	[MS] [GA]	
3 How long have you been providing your service?	[MS]	
4 Is your service running under a contract with the authority, or do you run your service on your own?	[MS]	
5 Who are the main shareholders of your company? (if it is publicly owned or private?)	[MS]	

6	What is your principal expertise? Which are the themes you focus at? • Put in order of priority the following issue: energy renovation, low/zero gas emissions, no toxic waste, availability for everyone, flexibility, synergy with other company, competitiveness, tourism, economic efficiency, safety, affordable service, technical innovation. • Add any description to explain.	[MS]	
7	What is your future vision about your service in next 10 to 20 years?	[FV]	
8	How different is what you provide now compared to what you would like to offer in the future?	[FV]	
9	What are the future potentials, opportunities and obstacles to be addressed, or requirements in order for your agency to be able to realise your vision?	[FV]	
10	What is the main aspect you want/plan to improve in next 5 to 10 years, and what is the subject of your future investments?	[FV]	
11	What do you think about the current design of the street? • Do they need any change or improvement to make the public transport better? (e.g. lane reserved for public transport etc.) • Do they need any change or improvement to make the accessibility to the public transport stops/stations better?	[FV] [TI] [FV] [TI]	
12	Do you have any policy to subsidize students, tourists or other specific category to use your services?	[OI]	

13	Can you provide information about your categories and numbers of customers (students, workers, etc.)? If you offer subscriptions, can you provide statistics about sold subscriptions divided in typologies? Can you provide combined information about the two above mentioned? (How many students have a weekly/monthly subscription, etc.)	[MB]	
14	Do you collect data and feedback from your customers regularly? - If yes what do you ask? How often do you do them? What are the most relevant aspects? - If no, why? Have you ever thought about it?	[OI]	
15	Do you use data from national or regional level to explore the relationship between mobility, safety, and sustainability? - If yes, what datasets do you use? Where they come from? What are the advantages and disadvantages of current datasets? - If no, why? Have you ever tried to work with them?	[OI]	

6. QUESTIONNAIRE (D) _ Interest groups, NGOs, business support organisations

6.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

6.2. How will you be involved in "Smart Commuting"

6.2.1. A. WP T1 _ (06/2017 – 03/2018)
> **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**

To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics

In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)

During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

6.2.2. B. WP T2 _ (04/2018 – 12/2018)

In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

6.2.3. C. WP T3 _ (01/2019 – 05/2020)

In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

6.3. Questionnaire for Interest groups, NGOs, business support organisations

Questions about interviewer, interviewee and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		
3 Date and place.		
4 Interviewer's name and project partner.		
All questions		
QUESTIONS	**TOPIC**	**ANSWERS**
1 In which field does your organisation work in?	[AF]	
2 Who are the main shareholders of your organisation? (is it publicly owned or private?)	[AF]	
3 Which kind of activity do you organise? • How often? • Does everybody who wants to participate need to become a member? • If no, how many people, not members, are usually involved in your activity?	[OI]	
4 Do you organise also specific activity to improve sustainable mobility?	[OI]	

5	Do you do any questionnaires to your member? If yes, can you provide us a template? • Do you do them regularly? If yes, how often? If no, why? • What are the main issue that you ask? Do you do specific question about mobility? If yes, which? If no, why? • What are the main complaints?	[OI]	
6	Do you do any questionnaires to citizens? If yes, can you provide us a template? • Do you do them regularly? If yes, how often? If no, why? • What are the main issue that you ask? Do you do specific question about mobility? If yes, which? If no, why? • What are the main complaints?	[OI]	
7	Are there in your city other stakeholders that work in your field? If yes, please describe their main characteristics and differences with you.	[CO]	
8	Do you cooperate with other stakeholders? If yes, which kind? If no, why?	[CO]	
9	Do you cooperate with the municipality or, in general, with a public authority? If yes, how?	[CO]	

7. KEY POINTS INTERVIEWS TEMPLATE

Starting from interview results, the responsible person of each project partner has to highlight the important points from every stakeholder group (Group A Public authorities, Group B Large employers and schools, Group C Infrastructure and service providers, and Group D Interest groups, NGOs, business support organisations).

Attention:

- It is crucial to <u>point out the key findings related to the objective of Smart Commuting</u>. It is suggested to consider the more interesting things as far as commuting is concerned.
- Some of the "Topics" can be left empty if partners think these are not relevant to their FUA.
- <u>Partners do not have to specify the name of the stakeholders</u>. Key points from partner interviewers' point(s) of view are the most important thing!
- It is required <u>to use a bullet list</u> to enumerate the key findings from the interviews.
- Partners can <u>enlarge the table</u> below if needed.

7.1. Group A. Public authorities

TOPICS	CODE	HIGHLIGHTS
Demographic development	[DD]	• Minor increase in number of population in the past 20 years; • In rising population there are more immigrants than new-born children; • Population is getting older; • Households size accommodates 2 people in rough average.
Transport infrastructure	[TI]	• Railway connections only between Koper and Hrpelje-Kozina (no metro system); • Railway network does not meet demand. Port connection to the country hinterland is too weak. 60 % of goods is transported to the port by railway. Railway for public transport means is negligible; • Ankaran, Izola, Hrpelje-Kozina without urban bus connections; • Inadequate infrastructure for pedestrians and cyclists in some urban and suburban areas; • Decent quality of roads, some places are missing parking spaces; • Some parking spaces are free of charge; • High rate of personal car use because of simplicity (for all trip purposes).
Mobility behaviour	[MB]	• Seasonal difference in density of passenger cars (coastal area) on specific days; • Personal car represents approximately 75 % of all trips; • Insufficient pedestrian or cycling infrastructure forces people not to choose this type of transportation; • Work migrations on FUA level and capital city 100 kilometres away; • Transit locations in summer season (migrations towards Croatia); • 40-90 % people drive by themselves in a personal car.
Mobility service	[MS]	• High density of car ownership (550 per 1000 inhabitants); • Motorisation has reached its peak and it should settle in the future; • Lack of efficient IT system for public transport; • Suburban buses have low frequency and are slow; • Some cities too small for urban bus service.

TOPICS	CODE	HIGHLIGHTS
Transport policy	[TP]	• Development of municipal transportation plans is an undergoing process. • Izola, Koper, Piran has issued its urban mobility plans.
Cooperation with other stakeholders	[CO]	• Neighbouring municipalities and urban/suburban public transport providers; • Interest towards joint planning and providing communal services.
Urban facilities	[UF]	• Bus stations are not equipped with the same infrastructure everywhere; • To access higher levels of public services (for example high court, university clinical center, headquarters of different companies (banks, insurance companies, shopping centres) sometimes public has to travel up to 100 kilometres; • High percentage of working population work outside their resident municipality.
Own initiatives for sustainable mobility	[OI]	• Not all municipalities have yet created a Sustainable Urban Mobility Plan; • Organising round tables, consultation debates, lectures with the public; Organisation of round tables, consultation debates, lectures to the public on occasional opportunities (when an activity is related to a project, when new strategies or changes to spatial planning are proposed). • Intention to create mobility plans for specific institutions; • Lack of motivation and funds to implement new measures; • Organised European Mobility Weeks in certain municipalities.
Other important issue		Too little importance towards planning accessibility of different services in towns (ensuring as less mobility as possible) on local levels; During 2008 and 2013 the number of inhabitants in

TOPICS	CODE	HIGHLIGHTS
		the region has increased by 4.2 %, what is double than national average. The highest increase was in Koper and Hrpelje-Kozina municipalities. Non municipality had a decrease of population. Main driving fource of population increase is migration. Natural increase is lower than migration inflow, but the growth of both has decreased between 2008 and 2012. Population ageing has decreased by 10 % in 2012 compared to 2008 (due to increase of young population). In 2008 Coastal-Karst region had the highest ageing index in all statistical regions in Slovenia. Still it has 13 % higher ageing index than national average. The highest is in Piran and the lowest in Koper. Koper's index is still 8 % above national average.

7.2. Group B. Large employers and schools

TOPICS	CODE	HIGHLINE
Business organization and operation	[BO]	- Institutions with 80-1000 employees; - Health services, education, tourism and catering, logistics and port services, communal services; - Two or three shift working hours, seasonal difference in work intensity; - No significant number of international migrants; - Limited telework; - Only primary schools promote and develop public transportation services (for pupils because it is supported by national government); - Limited interest in organisation of public transport.
Geographic area of interest	[GA]	- No available data for character statistics; - Workers mostly from FUA region, lower share from the Coastal-Karst region and the capital city; - Small percentage of workers from neighbouring countries (Italy and Croatia).
Own initiatives for sustainable mobility	[OI]	- Lack of motivation and funds; - Interest in development of more sustainable ways to travel; - Education and promotion of sustainable transport is only part of educational curriculums.
Mobility behaviour	[MB]	- Small share of employees commute by bicycle or foot; - High share of personal cars, small number of car-sharers; - Pedestrians or cyclists only come from shorter distances (within 1 km); - Institutions do not collect location statistics from visitors or customers.
Urban facilities	[UF]	- Increased demand for parking spaces; - Good coverage with services (like restaurants, markets, bus stations, post offices, banks, bars) in close proximity.
Cooperation with other stakeholders	[CO]	- Only schools regularly communicate with municipalities or transportation providers. Others never or very rarely; - Do not see potential of cooperation with municipalities and transportation providers.
Transport infrastructure	[TI]	- Increased demand for personal car parking spaces; - Lack of bicycle and scooter parking spaces;

TOPICS	CODE	HIGHLINE
		• Benefits of paying for a car parking space.
Other important issue		

7.3. Group C. Infrastructure and service providers

TOPICS	CODE	HIGHLIGHTS
Mobility behaviour	[MB]	• Personal car is the most popular transport mode due to adjusted timetable and enough parking spaces; • Car-sharing share is negligible.
Mobility service	[MS]	• Well-equipped space with services and bus stations; • Offer narrowed down to the height of subsidies from the government or municipality.
Future vision	[FV]	• Ensuring quality services.
Own initiatives for sustainable mobility	[MB]	• Use of electric personal cars.
Cooperation with other stakeholders	[CO]	• Not favourable.
Transport infrastructure	[TI]	• Adequate number of parking spaces for personal cars, bicycles, scooters.
Geographic area of interest	[GA]	• Visitors and employees from nearby come by foot or bicycle, further distances are travelled by personal car.
Other important issue		

7.4. Group D. Interest groups, NGOs, business support organisations

TOPICS	CODE	HIGHLIGHTS
Activity field of organisation	[AF]	• Non-profit organisations (youth empowerment, social entrepreneurship, non-formal education, engagement of critical and responsible society, international (co)operation), business support organisations
Own initiatives for sustainable mobility	[MB]	• Indirectly through topic-related projects and educational events; • No particular questionnaires about mobility issues;
Cooperation with other stakeholders	[CO]	• Developed communication channels and networks of organisations; • Regular meetings and e-communication.
Other important issue		

8. GENERAL SUMMARY TEMPLATE

Each partner now has to choose from one to six most relevant <u>topics</u> in its opinion from the topic list, and points out the key findings related to each topic of its choice. To do it each partner uses the key points summarised for each stakeholder group.

Attention:

- In this step, partners do not have to divide it into stakeholders. The main objective of this summary is to <u>point out the main elements related to each topic</u> that are considered most relevant to each FUA.
- Is required to <u>use a bullet list</u> to enumerate the points of the summary.
- Partners can <u>enlarge the table if needed</u>.

Example (Table 6):

	TOPICS	CODE	SUMMARY
1	Demographic development	DD	• City centre is dense enough to accommodate public transport, but the outskirts urban density is low. • City centre's population tend to be old, while young families are living in the outskirts.
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	

Table 6 – example of summary

8.1. General summary template

	TOPICS	CODE	SUMMARY
1	Demographic development	DD	• Net migration flow is positive, while natural reproduction is negative; • Approximately 50 % of households accommodates 2 people; • Suburban, rural and remote areas are being slowly repopulated; • Ageing index is one of the highest in the Republic of Slovenia; • Ageing population means less working class.
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
2	Demographic development	DD	• Benefits of car parking dominate upon pros of public transport; • High number of cars per 1000 inhabitants; • Roads are designed car-friendly and less for cyclists; • Poor railway connection.
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
3	Demographic development	DD	• Public interest in achieving multiple destinations in shortest time as possible (by personal car); • Lack of mobility education and public mobility projects outside educational curriculums; • Low share of car-sharing, low share of commuters using bicycle or foot on distances above 1 kilometre; • Seasonal pressure of personal car density (international tourist migrations towards south)
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	

	Urban facilities	UF	
4	Demographic development	DD	• Good communication between neighbouring organisations, lack of regional/national information; • Bigger employees do not see interest in improving mobility issues; • Low number of practical mobility solutions (besides primary schools).
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
5	Demographic development	DD	• High share of commuters inside FUA area (provided services meet public needs); • Lack of location statistics;
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
6	Demographic development	DD	• Interest in changing commuting pattern is suppressed by available funding; • Some urban mobility plans are missing; • Pros of public transport, cycling or walking is not recognized.
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	

9. SWOT ANALYSIS TEMPLATE _ Smart Commuting template

Starting from the main topics identified in the previous phase, and the related data from the key findings from the interviews to stakeholders, partners will be able to fill the template of the SWOT analysis.

It is suggested to pay particular attention to distinguish the internal and external origin of each point. As a guideline, partners can use the following distinctions.

- <u>External</u> origin means what is out of a partner municipality's or FUA's control related to transport and mobility. For example, transport policy and regulations at the national and EU level, general macroeconomic trends, general technological innovations, or policies not directly related to mobility or transport such as education, falls under this group.
- <u>Internal</u> origin is what is under the control or in a competence area of partner municipality, associated stakeholders, etc. For example, property taxation, parking policy, public transport, traffic regulations, etc., can fall into this group.
- <u>There are some issues on a borderline between internal and external origin</u>, such as local socioeconomic trends and land use.

To fill the SWOT analysis, each partner will need:

- The general summary done at the end of the key points (page 35)
- The objective(s) that each partner has defined.

9.1. SWOT analysis templat

Partner's name: Regional Development Centre Koper

Objective: To increase the share of commuters who go to work and educational institutions by more sustainable ways of transport.

	HELPFUL	CODE	HARMFUL	CODE
INTERNAL ORIGIN	*Strengths*: • Majority of active population originates within FUA; • Biggest FUA municipalities have created urban mobility plans; • Available areas to build more sustainable ways of commuting; • Above average share of working population among inhabitants (regarding national average).	[GA] [CO] [UF] [DD]	*Weaknesses:* • Inappropriate approach to spatial planning: issue of accessibility neglected; • Motorisation in FUA is above national average; • Public transport in hinterland villages is inadequate; • Lack of mobility strategy on FUA level.	[GA] [MB] [MS] [CO]

EXTERNAL ORIGIN	*Opportunities:* • Immigrants positively impact share of active (labour) population; • Coastline is attractive place for living and working; • Favourable climate conditions and flat terrain in urban areas enables year-round use of bicycle or foot; • Exploitation of sea and coastline; • National concept of sustainable mobility.	[DD] [GA] [MS] [UF] [TP]	*Threats:* • Projections of population indicate decline of active population (ageing of population and decline in number of inhabitants); • Stable population in hinterland villages; • Increase of road network; • Travel refunds by legislation.	[FV] [GA] [TI] [TP]

TO RESUME (each partner adds considerations if any):

D.T1.1.2

SWOT ANALYSIS

Key points interviews
General Summary
SWOT Analysis

Version vf
11 2017

DOCUMENT CONTROL SHEET

Project index number	CE1161
Project acronym	SMARTCOMMUTING
Work-package	WP T1
Deliverable	D.T1.1.2
Version	Draft

Document History	**Version**	**Issue Date**	**Distribution**
	Draft	12/06/2018	IUAV to all partners

Classification – This report is:							
Draft	X	**Final**		**Confidential**		**Restricted**	X	**Public**	

Partner owning	IUAV staff
Main editor/s	Anna Franchini, Silvio Nocera (IUAV)
Made available to	All partners

This document was created as part of the SMART COMMUTING project.

University IUAV of Venice, Dorsoduro 2206, I-30123, Venice, Italy

Copyright © 12/06/2018

INDEX

1. LIST OF STAKEHOLDERS INVOLVED

1.1. Group A. Public authorities

1	Name	**Municipality of Velenje**
	Field	Local public authority
	Headquarters address	Titov trg 1, 3320 Velenje
	Contacts	Katarina.ostruh@velenje.si
2	Name	**Municipality of Šoštanj**
	Field	Local public authority
	Headquarters address	Trg svobode 12, 3325 Šoštanj
	Contacts	obcina@sostanj.si; verona.hajnrihar@sostanj.si
3	Name	**Municipality of Šmartno ob Paki**
	Field	Local public authority
	Headquarters address	Šmartno ob Paki 72, 3327 Šmartno ob Paki
	Contacts	joze.sinur@velenje.si
4	Name	**Municipality of Mislinja**
	Field	Local public authority
	Headquarters address	Remšnik 20, 2363 Podvelka
	Contacts	bogdan.slemenik@mislinja.si
5	Name	**Municipality of Dobrna**
	Field	Local public authority
	Headquarters address	Dobrna 19, 3204 Dobrna
	Contacts	uprava-zuvd@siol.net; mateja.cerenak@cudv-dobrna.si
6	Name	**Municipality of Mozirje**
	Field	Local public authority
	Headquarters address	Šmihelska cesta 2, 3330 Mozirje
	Contacts	janez.janko@mozorje.si
7	Name	**Municipality of Nazarje**
	Field	Local public authority
	Headquarters address	Savinjska cesta 4, 3331 Nazarje
	Contacts	lucija.policnik@nazarje.si

8	Name	**Regional development agency SAŠA ORA**
	Field	Regional public authority
	Headquarters address	Savinjska cesta 2, 3331 Nazarje
	Contacts	Biljana.skarja@saora.si; klavdija.semenc@saora.si

<u>Stakeholders who did not respond to the questionnaire yet</u>: Municipality of Žalec, Municipality of Celje, Municipality of Slovenj Gradec, Regional development agency of Savinjska region, Regional development agency of Koroška region.

<u>Stakeholders from which we still expect filled questionnaire</u>: Municipality of Žalec, Municipality of Celje, Municipality of Slovenj Gradec, Regional development agency of Savinjska region, Regional development agency of Koroška region.

1.2. Group B. Large employers and schools

1	Name	**Coal Mine Velenje**
	Field	Industry
	Headquarters address	Partizanska 78, 3320 Velenje
	Contacts	Zver.stanka@rlv.si
2	Name	**HTZ I.P. d.o.o**
	Field	Disability company
	Headquarters address	Partizanska 78, 3320 Velenje
	Contacts	Zver.stanka@rlv.si
3	Name	**Environmental Protection College**
	Field	Tertiary education
	Headquarters address	Trg mladosti 7, 3320 Velenje
	Contacts	info@vsvo.si; Irena.tekavec@vsvo.si
4	Name	**Thermal power plant Šoštanj**
	Field	Industry
	Headquarters address	Cesta Lole Ribarja 18, 3325 Šoštanj
	Contacts	info@te-sostanj.si
5	Name	**Hospital Topolšica**
	Field	Health care
	Headquarters address	Topolšica 61, 3326 Topolšica
	Contacts	blanka.brglez@b-topolsica.si; uprava@b-topolsica.si

6	Name	**Metalloplasty Povše**	
	Field	Industry	
	Headquarters address	Rečica ob Paki 34, 3327 Šmartno ob Paki	
	Contacts	info@kovinoplastika-povse.si	
7	Name	**Center for training, work and protection Dobrna**	
	Field	Education, health care	
	Headquarters address	Lokovina 13a, 3204 Dobrna	
	Contacts	uprava-zuvd@siol.net;	
8	Name	**Zincarine Celje - Mozirje**	
	Field	Industry	
	Headquarters address	Ljubija 11, 3330 Mozirje	
	Contacts	petra.bizjak@cinkarna.si; irena.vacovnik@cinkarna.si	
9	Name	**BSH group**	
	Field	Home appliances	
	Headquarters address	Savinjska cesta 30, 3331 Nazarje	
	Contacts	kristina.petek@bshg.com; anton.plostajner@bshg.com	
10	Name	**Elektro Celje**	
	Field	Electricity distribution	
	Headquarters address	Vrunčeva ulica 2a, 3000 Celje	
	Contacts	Vladka.gersak@elektro-celje.si	
11	Name	**Gorenje Keramika**	
	Field	Home appliances	
	Headquarters address	Gorenje 1b, 3327 Šmartno ob Paki	
	Contacts	Ida.mikek@gorenje.si	

Stakeholders who did not respond to the questionnaire yet: Gorenje, School center Velenje, Faculty for energetics, Thermal spa Topolšica, Turna, MPT d.o.o, Thermal spa Dobrna, Ski resort Golte, DAT - CON d.o.o., BASTL-REDUKTOR d.o.o., CAST, d.o.o., ELPROF, D.O.O., SKI & SEA, d.o.o., Kovinoplastika Benda, Podkrižnik, d.o.o., Pfeifer, d.o.o., Transporti Jožef Melavc, s.p., Dars, d. d., Celje, Cinkarna Celje, d. d., , ZLATARNA CELJE d.o.o., Cetis, d.d., Hospital Celje, Bussiness and commercial faculty, School center Celje, Facutly for logistics, JKP Žalec, d.o.o., TEHNOS d.o.o. Žalec, MATJAŽ, d.o.o., Petrovče, ALIANSA d.o.o., Hospital Slovenj Gradec, Adient Slovenj Gradec d.o.o., School center Slovenj Gradec, Faculty of polymer techonology.
Stakeholders from which we still expect filled questionnaire: Faculty of energetics Velenje.

1.3. Group C. Infrastructure and service providers

1	Name	**APS Velenje**
	Field	Transport provider
	Headquarters address	Koroška cesta 64, 3320 Velenje
	Contacts	zoran.zager@aps-velenje.com; info@aps-velenje.com
2	Name	**Municipality of Dobrna**
	Field	Local public authority
	Headquarters address	Dobrna 19, 3204 Dobrna
	Contacts	uprava-zuvd@siol.net; mateja.cerenak@cudv-dobrna.si
	Field	
	Headquarters address	
	Contacts	

Stakeholders who did not respond to the questionnaire yet: Slovenian infrastructure agency, PUP, Izletnik Celje, Slovenian railways.
Stakeholders from which we still expect filled questionnaire:/

1.4. Group D. Interest groups, NGOs, business support organisations

1	Name	Civil initiative Veleje na bicikl
	Field	Urban cycling advocacy
	Headquarters address	/
	Contacts	Velenjskikolesarji@gmail.com
2	Name	
	Field	
	Headquarters address	
	Contacts	
3	Name	
	Field	
	Headquarters address	
	Contacts	
4	Name	
	Field	
	Headquarters address	
	Contacts	
5	Name	
	Field	
	Headquarters address	
	Contacts	
6	Name	
	Field	
	Headquarters address	
	Contacts	

Stakeholders who did not respond to the questionnaire yet: /

Stakeholders from which we still expect filled questionnaire: /

2. TOPICS

Below are listed all the topics assigned to each question, divided into topics per group of stakeholders. The subdivision in topics will be useful to carry out the SWOT analysis properly.

2.1. Topics list

This is the full list of the topics and their codes that are used in WP_T1 (Table 1).

Topic	Topic Code
Demographic development	DD
Transport infrastructure	TI
Mobility behaviour	MB
Mobility service	MS
Transport policy	PP
Cooperation with other stakeholders	CO
Business organization and operation	BO
Geographic area of interest	GA
Own initiatives for sustainable mobility	OI
Future vision	FV
Activity field of organisation	AF
Urban facilities	UF

Table 1 – Topic list

2.2. Stakeholders and topics combinations

2.2.1. Group A. Public authorities

This is the list of the topics and their codes related to the Group A Public Authorities (Table 2).

Related topic to this Stakeholder Group	Topic Code
Demographic development	DD
Transport infrastructure	TI
Mobility behaviour	MB
Mobility service	MS
Transport policy	PP
Cooperation with other stakeholders	CO
Urban facilities	UF
Own initiatives for sustainable mobility	OI

Table 2 – Group A topic list

2.2.2. Group B. Large employers and schools

This is the list of the topics and their codes related to the Group B. Large employers and schools (Table 3).

Related topic to this Stakeholder Group	Topic Code
Business organization and operation	BO
Geographic area of interest	GA
Own initiatives for sustainable mobility	OI
Mobility behaviour	MB
Urban facilities	UF
Cooperation with other stakeholders	CO
Transport infrastructure	TI

Table 3 – Group B topic list

2.2.3. Group C. Infrastructure and service providers

This is the list of the topics and their codes related to the Group C. Infrastructure and service providers (Table 4).

Related topic to this Stakeholder Group	Topic Code
Mobility behaviour	MB
Mobility service	MS
Future vision	FV
Own initiatives for sustainable mobility	OI
Cooperation with other stakeholders	CO
Transport infrastructure	TI
Geographic area of interest	GA

Table 4 – Group C topic list

2.2.4. Group D. Interest groups, NGOs, business support organisations

This is the list of the topics and their codes related to the Group D. Interest groups, NGOs, business support organisations (Table 5).

Related topic to this Stakeholder Group	Topic Code
Activity field of organisation	AF
Own initiatives for sustainable mobility	OI
Cooperation with other stakeholders	CO

Table 5 – Group D topic list

3. QUESTIONNAIRE (A) _ Public Authorities

3.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

3.2. How will you be involved in "Smart Commuting"

3.2.1. A. WP T1 _ (06/2017 - 03/2018)
> **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**

To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner should collect many data and information from different stakeholders. To gather these data, we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics

In order to combine these two kinds of information, it is crucial to have a good framework about the main features of the territories involved in the project.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)

During this phase, the collaboration of stakeholders is required only in the form of possible additions to the previous interview.

3.2.2. B. WP T2 _ (04/2018 - 12/2018)

In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

3.2.3. C. WP T3 _ (01/2019 - 05/2020)

In the third step, stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups (such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc.) will be consulted in designing and implementing the tangible pilot actions.

3.3. Public Authorities questionnaire template

Questions about interviewer, interviewed and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location		
3 Date and place		
4 Interviewer's name and project partner		
General characteristics		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Describe the relationships with: • Surrounding municipalities (common plans and activities), • Main (local/regional/national) transport agencies and service, • Main local activities (that generate main commuting flows).	[CO]	
2 What is the population trend of the city? Can you provide some maps that show the main development of the city and inhabitants? • Household size and their locations. If possible, provide a map showing geographical tendency. • Please specify the annual percentage figures of demographic outflow and inflow) • Age structure within the administrated area.	[DD]	

3	Land use and housing distribution. • Approximate percentage of rented house/flats and owned ones • How many % of the developed urban land is within 500m and within 1km from public transport stops? If available, please provide a map, or similar documents.	[UF]	
4	What are the biggest employers? • List main the employers that generate major commuting flows e.g. education centres, health centres, other public or private institutes and activities. • List also both the main surrounding municipalities towards which commuters move, and the main surrounding municipalities from which external commuters come. • Provide a map to localize them. • List other activities that generate important commuting flows e.g. regular large-scale events, tourists, etc. • If possible indicate the main transport methods used to reach the main facilities and the scale of interest (for example the presence of a unique hospital in a range of 100 km).	[UF]	

Transport system of the municipality

	QUESTIONS	TOPIC	ANSWERS
5	How is your transport system structured? Pay attention to distinguish city's from FUA's data. • What means of transport are available in your city? • What are the general and the commuter modal split? • What is the extension of the different transport networks? (highway, road, subway, tram, bicycle, pedestrian area).	[MS] [MB] [TI]	

6	How many organisations manage the public transport? • Describe the relationships among the different organisations, especially between your local organisation(s) and other local, regional or national parties. • Provide public transport maps at different scales if possible.	[CO] [MS] [MS]	
7	How are the mobility trends (changes in traffic volume) of the latest years in your city? And during a single year (seasonality)? • How are the trends of inflow and outflow of commuters to/from neighbouring administrative areas (municipalities, regions)? • How are the trends of the commuters within the administrative area?	[MB]	
8	Which are the main characteristics of your mobility system? • Indicate the average distance per day travel by a person with public or private transport means. • Divide the inhabitants in the number of categories you consider useful to give consistent answers (e.g. students, workers, women, old people, etc.). • If possible sign in a map the main streets or places that are usually congested. Pay attention to the starting and ending points of them.	[MB] [MS]	
9	How many cars per 1,000 inhabitants are in the city?	[MB]	
10	Parking situations – available public parking in the city, pricing and location.	[TI]	
11	Average car occupancy rate, i.e. how many persons are in a car?	[MB]	
12	What is the general problem related to mobility or transport in the city?	[MB] [TI]	

	QUESTIONS	TOPIC	ANSWERS
13	What are typical wishes of inhabitants related to transport infrastructure or transport service provided in the administrated area?	[TI] [MS]	

Municipality sustainable transport policies

	QUESTIONS	TOPIC	ANSWERS
14	Which are the main policies your municipality applies to make the transport system more sustainable? Can you put them in order of relevance? Is there anyone of these that have developed a sustainable commuting?	[OI]	
15	Do you have an ICT based navigation system for mobility in your city? • If yes, which tools are activated? (e.g. smartphone travel planner, dynamic traffic system, public transport priority) • If no, why? Have you ever thought about it? Do you have it in your plan? Are there any obstacles to be addressed?	[MS]	

4. QUESTIONNAIRE (B) _ Large employers and schools

4.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

4.2. How will you be involved in "Smart Commuting"

4.2.1. A. WP T1 _ (06/2017 - 03/2018)
➢ **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**
To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data, we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics
In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)
During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

4.2.2. B. WP T2 _ (04/2018 - 12/2018)
In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

4.2.3. C. WP T3 _ (01/2019 - 05/2020)
In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

4.3. Questionnaire for large employers and schools

Questions about interviewer, interviewed and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		
3 Date and place.		
4 Interviewer's name and project partner.		
Users information		
QUESTIONS	**TOPIC**	**ANSWERS**
1 What kind of business are you running?	[BO]	
2 How many users does your activity include? Divide them into categories. • How many employees do you have? • How many visiting customers/pupils do you have on an average day?	[BO]	
3 Describe your daily operational schedule e.g. when the work begins/ends for employees, shift operations, lunch break, peak time for customers if existing, opening/closing time to customers/pupils.	[BO]	
4 Is there any seasonal difference / particularity in your business operation?	[BO]	

5	Where do your employees commute from? • What is the % of employees from within 1km (within a reach on foot) • What is the % of employees from within 1-4km (within a reach by bicycle) • What is the % of employees from within 4-10km (within a reach by e-bikes, scooters) • What is the % of employees from within 10-20km? • What is the % of employees from the area beyond 20km? • If it is preferred, it is possible to provide information about the place of residence of your employees/students.	[GA]	
6	Where do your customers/pupils commute from? • What is the % of customers/pupils from within 1km (within a reach on foot) • What is the % of customers/pupils from within 1-4km (within a reach by bicycle) • What is the % of customers/pupils from within 4-10km (within a reach by e-bikes, scooters) • What is the % of customers/pupils from within 10-20km? • What is the % of customers/pupils from the area beyond 20km? • If it is preferred, it is possible to provide information about the place of residence of your customers/pupils.	[GA]	
7	What are the demographic characteristics of employees, customers, and pupils? (e.g. male/female, age, local people/domestic or international migrants, highest education, etc.)	[BO]	

Transport and service information

	QUESTIONS	TOPIC	ANSWERS
8	How do the employees commute? Do you have any idea of modal share?	[MB]	
9	How do your customers/pupils come to your location? Do you have any idea of modal share?	[MB]	
10	What is the % of employees sharing private vehicle to reach the place? Do such "sharers" have a particular characteristic? (e.g. also sharing a flat, people from a particular neighbourhood, etc.)	[MB]	
11	Is there a public transport service available around your location? Can you describe it in its main characteristics? Is it suitable for your employees', customers', and/or pupils' needs? If not, what is the main problem? Considering the last ten to twenty years, do you think the public transport system has been improved, deteriorated or unchanged?	[MS] [TI]	
12	What are the self-assessment of employees, customers and pupils about commuting to/arriving at your place? What is the main compliments and problems arising from them?	[MB]	
13	How many car parking spaces do you offer to your employees/customers/pupils (students)? • Is this number appropriate to your present needs? • Have your needs about parking spaces changed during the last ten years? How?	[TI]	

	QUESTIONS	TOPIC	ANSWERS
14	How many bicycles and scooters parking spaces do you offer to your employees/customers/pupils (students)?	[TI]	

15	What kind of services that your employees, customers and/or pupils would need every day (e.g. supermarkets, restaurants, schools, etc.) is available in a close proximity to your location?	[UF]	

Relationships between activities and services

	QUESTIONS	TOPIC	ANSWERS
16	Do you do anything to help your employees, customers and pupils to use the public transport? (providing information, giving subsidy to use public transport, discounted special rates, etc.) • Do you have any facilities offered for your employees or customers or pupils for e-mobility? (e.g. EV charging stations)	[OI]	
17	Do you offer any possibility for regular teleworking to your employees?	[BO]	
18	Does your activity promote in some way the awareness for sustainability?	[OI]	
19	Do you have any regular communication channels with others stakeholders e.g. public authorities or public transport agency to adjust your operational schedule to public transport timetable or to adjust public transport timetable to your operation schedule?	[CO] [BO]	
20	Does your school/company have any mobility management program with professionals committed to organise movements related to your activity? Could this idea interest you?	[CO] [BO]	

5. QUESTIONNAIRE (C) _ Infrastructure and service providers

5.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

5.2. How will you be involved in "Smart Commuting"

5.2.1. A. WP T1 _ (06/2017 - 03/2018)
➢ **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**
To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics
In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)
During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

5.2.2. B. WP T2 _ (04/2018 - 12/2018)
In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

5.2.3. C. WP T3 _ (01/2019 - 05/2020)
In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

5.3. Questionnaire for Infrastructure and service providers

Questions about interviewer, interviewee and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		
3 Date and place.		
4 Interviewer's name and project partner.		

All questions		
QUESTIONS	**TOPIC**	**ANSWERS**
1 In which field does your company work? What are the services you offer? Can you provide a schematic diagram of them?	[MS]	
2 What is the area that your company serve with its work? How large is it? Can you provide a map of the geographic area you serve and collocate in it your service?	[MS] [GA]	
3 How long have you been providing your service?	[MS]	
4 Is your service running under a contract with the authority, or do you run your service on your own?	[MS]	
5 Who are the main shareholders of your company? (if it is publicly owned or private?)	[MS]	

6	What is your principal expertise? Which are the themes you focus at? • Put in order of priority the following issue: energy renovation, low/zero gas emissions, no toxic waste, availability for everyone, flexibility, synergy with other company, competitiveness, tourism, economic efficiency, safety, affordable service, technical innovation. • Add any description to explain.	[MS]	
7	What is your future vision about your service in next 10 to 20 years?	[FV]	
8	How different is what you provide now compared to what you would like to offer in the future?	[FV]	
9	What are the future potentials, opportunities and obstacles to be addressed, or requirements in order for your agency to be able to realise your vision?	[FV]	
10	What is the main aspect you want/plan to improve in next 5 to 10 years, and what is the subject of your future investments?	[FV]	
11	What do you think about the current design of the street? • Do they need any change or improvement to make the public transport better? (e.g. lane reserved for public transport etc.) • Do they need any change or improvement to make the accessibility to the public transport stops/stations better?	[FV] [TI] [FV] [TI]	
12	Do you have any policy to subsidize students, tourists or other specific category to use your services?	[OI]	

13	Can you provide information about your categories and numbers of customers (students, workers, etc.)? If you offer subscriptions, can you provide statistics about sold subscriptions divided in typologies? Can you provide combined information about the two above mentioned? (How many students have a weekly/monthly subscription, etc.)	[MB]	
14	Do you collect data and feedback from your customers regularly? • If yes what do you ask? How often do you do them? What are the most relevant aspects? • If no, why? Have you ever thought about it?	[OI]	
15	Do you use data from national or regional level to explore the relationship between mobility, safety, and sustainability? • If yes, what datasets do you use? Where they come from? What are the advantages and disadvantages of current datasets? • If no, why? Have you ever tried to work with them?	[OI]	

6. QUESTIONNAIRE (D) _ Interest groups, NGOs, business support organisations

6.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

6.2. How will you be involved in "Smart Commuting"

6.2.1. A. WP T1 _ (06/2017 - 03/2018)
> **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**

To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics

In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)

During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

6.2.2. B. WP T2 _ (04/2018 - 12/2018)

In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

6.2.3. C. WP T3 _ (01/2019 - 05/2020)

In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

6.3. Questionnaire for Interest groups, NGOs, business support organisations

Questions about interviewer, interviewee and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		
3 Date and place.		
4 Interviewer's name and project partner.		

All questions		
QUESTIONS	**TOPIC**	**ANSWERS**
1 In which field does your organisation work in?	[AF]	
2 Who are the main shareholders of your organisation? (is it publicly owned or private?)	[AF]	
3 Which kind of activity do you organise? • How often? • Does everybody who wants to participate need to become a member? • If no, how many people, not members, are usually involved in your activity?	[OI]	
4 Do you organise also specific activity to improve sustainable mobility?	[OI]	

5	Do you do any questionnaires to your member? If yes, can you provide us a template? • Do you do them regularly? If yes, how often? If no, why? • What are the main issue that you ask? Do you do specific question about mobility? If yes, which? If no, why? • What are the main complaints?	[OI]	
6	Do you do any questionnaires to citizens? If yes, can you provide us a template? • Do you do them regularly? If yes, how often? If no, why? • What are the main issue that you ask? Do you do specific question about mobility? If yes, which? If no, why? • What are the main complaints?	[OI]	
7	Are there in your city other stakeholders that work in your field? If yes, please describe their main characteristics and differences with you.	[CO]	
8	Do you cooperate with other stakeholders? If yes, which kind? If no, why?	[CO]	
9	Do you cooperate with the municipality or, in general, with a public authority? If yes, how?	[CO]	

7. KEY POINTS INTERVIEWS TEMPLATE

Starting from interview results, the responsible person of each project partner has to highlight the important points from every stakeholder group (Group A Public authorities, Group B Large employers and schools, Group C Infrastructure and service providers, and Group D Interest groups, NGOs, business support organisations).

Attention:

- It is crucial to point out the key findings related to the objective of Smart Commuting. It is suggested to consider the more interesting things as far as commuting is concerned.
- Some of the "Topics" can be left empty if partners think these are not relevant to their FUA.
- Partners do not have to specify the name of the stakeholders. Key points from partner interviewers' point(s) of view are the most important thing!
- It is required to use a bullet list to enumerate the key findings from the interviews.
- Partners can enlarge the table below if needed.

7.1. Group A. Public authorities

TOPICS	CODE	HIGHLIGHTS
Demographic development	[DD]	- As a result of suburbanisation and urbanisation of rural areas, it is common that inhabitants from urban areas are moving out. And urbanized municipalities are areas with decreased population. - In most of municipalities (9/11) the average age of inhabitants is lower than national average. The same two municipalities are the only one with ageing index higher than at national level. Nevertheless, the inhabitants are getting old (higher ratio of older people than young people). - Households size accommodates 2,5 people in average.

TOPICS	CODE	HIGHLIGHTS
Transport infrastructure	[TI]	- Railway is connecting 6 municipalities out of 11. - Infrastructure for railway traffic is inadequate (low frequencies, long travel time, old infrastructure, high prices, etc.). - Public transport is provided by one service provider in all the municipalities. - Inadequate infrastructure for pedestrians and cyclists in some urban and suburban areas. - Decent quality of roads, at rush hours' time there is too many cars, since majority of people are using cars. - In urban areas there are some parking garages and other parking spots for paying, in other, more rural areas there is lack of parking policy.
Mobility behaviour	[MB]	- High rate of personal car use (for all trip purposes) because of simplicity and lack of efficient alternatives. High ratio of car usage in modal split (no concrete data) and most of users are driving alone. - In more rural parts of region daily trips are long (no concrete data).

TOPICS	CODE	HIGHLIGHTS
Mobility service	[MS]	- As already stated there is railway service in accessible in 6 of 11 municipalities in region. Railway is offered by national railway company, so all the investments, improvements etc. are depending on national company and changes are happening really slow. - Buses are offered by one private company, from which we did not get any concrete data, but based on timetables accessible it is inadequate for everyday commuting (long travel times, not frequent, at some times of the day the buses are really rare).
Transport policy	[TP]	- 7 out of 11 municipalities already adopted local SUMP (Velenje, Šoštanj, Mislinja, Slovenj Gradec, Polzela, Žalec, Celje). - Probably there are also some other documents at local or regional level addressing transport, but specific data cannot be provided.
Cooperation with other stakeholders	[CO]	- 4 out of 11 municipalities has joint office for environment and spatial matters and also Inter-Municipal Inspectorate (Velenje, Šmartno ob Paki, Nazarje, Mozirje). - There is also strong connection in cooperation between Velenje and Šoštanj, two neighbourhood municipalities. - Also two other municipalities are having joint office, Mislinja and Slovenj Gradec.

TOPICS	CODE	HIGHLIGHTS
		- It can be predicted, that there is strong connection between municipalities Žalec and Celje, but lack of data is the reason, that we do not have any concrete information. - Respondents from other municipalities did not stated that they have any connections with other.
Urban facilities	[UF]	- There is no any concrete data on urban facilities in the region. - It can be stated that based on data of transport flows between municipalities, it is lack of multimodal infrastructure (ex. P+R).
Own initiatives for sustainable mobility	[OI]	- Creating local SUMPs for majority of municipalities are good base for further planning. - Interests for transport issues increased as a result of many public debates, round tables and other similar events. - European mobility week activities are also important for developing initiatives addressing sustainable mobility.
Other important issue		- There is a lack of interests for cooperation between all the municipalities, issue is also cooperation between public and companies, who do not see the importance in those matters. - The problem is also that inhabitants are not having any alternative for traveling, so it is

TOPICS	CODE	HIGHLIGHTS
		logical consequence, that car is used so often.
		- There is also a lack of systematic data collection, so the trends cannot be researched properly and future planning with trends predictions are hard.

7.2. Group B. Large employers and schools

TOPICS	CODE	HIGHLINE
Business organization and operation	[BO]	- We got response from different employers, from smaller ones (15 minimum) to big ones (more than 1000 people). - We got response from only two educational institutions (college and center for education, work and protection of people with psychical disabilities). - In case of large employers, we got responses from mainly industrial companies (coal mine, metalloplastiy industry, chemistry industry, thermal power plant, electric company etc.) and from one smaller hospital.
Geographic area of interest	[GA]	- Workers and students are coming mainly from FUA region. - Thermal power plant does not collect data from their employees so concrete data cannot be provided, but they have also some workers from other EU countries.
Own initiatives for sustainable mobility	[OI]	- In majority there is no any initiative within companies for sustainable mobility. - Electric company who is providing electricity within whole FUA has 8 station for charging e-cars, which are accessible to everyone for free. - The same company took a part in EU project EDISON - Eco Driving Innovative SOlutions and Networking, which is promoting e-mobility in general.

TOPICS	CODE	HIGHLINE
		- In college for environmental protection there is some part of studying curriculum dedicated to transport issues. - Coal Mine company in Velenje is providing bus transfers for their employers.
Mobility behaviour	[MB]	- Majority of accessible data are showing the largest share of those who are using cars for traveling to work. - They do not collect any data about carpooling, but there are some rare cases of doing it. - There is no any data about using bicycle or walking.
Urban facilities	[UF]	- In many cases big companies are located in some industrial zones, where there is a lack of some urban facilities.
Cooperation with other stakeholders	[CO]	- There is no any cooperation with stakeholders recorded. - The lack of responses to interview illustrates a bad picture on cooperation of companies.
Transport infrastructure	[TI]	- In majority cases of responses, they stated that they have enough parking spots, with exception of one (educational centre Dobrna), who have only occasional problems with parking (during some events). - There are also some spots provided for bicycles and scooters, boot share of those are low (ex. 750 parkings for cars and 30 for bycicles).

TOPICS	CODE	HIGHLINE
		– In majority of responses they stated that public transport is accessible, but not efficient or is not in close proximity, which means that travelling by car is optional.
Other important issue		/

7.3. Group C. Infrastructure and service providers

TOPICS	CODE	HIGHLINE
Mobility behaviour	[MB]	- Only respondent as a service provider (APS) to a questionnaire is bus transport service provider and they did not want to share statistics (stated as they are afraid of other service providers), so mobility behaviour of their customers cannot be completely researched. - The only respondent as an infrastructure provider was municipality of Dobrna who is a road manager for municipal roads there. They also did not provide any data on mobility behaviour.
Mobility service	[MS]	- In APS they are offering public busses, private renting of busses, technical inspections on cars and other similar services. - In municipality of Dobrna they do not have any data on mobility service.
Future vision	[FV]	- In APS they want to increase number of their services with emphasis on increased numbers of vehicles. They also want to increase number of their customers. - In municipality of Dobrna they want to develop sustainable tourism offer as part of their thermal tourism offer.
Own initiatives for sustainable mobility	[MB]	- From answers of APS any initiatives for sustainable mobility could not be recognized.

TOPICS	CODE	HIGHLINE
		- In Dobrna, as part of sustainable tourism development they could also develop some sustainable ways of transport.
Cooperation with other stakeholders	[CO]	- In APS they are cooperating with primary schools and they had some cooperation with municipality of Velenje.
Transport infrastructure	[TI]	- There is no any data on transport infrastructure.
Geographic area of interest	[GA]	- In APS they have costumers mainly from municipality of Velenje and they are also offering their services to Šoštanj and Šmartno ob Paki. - As already stated, Municipality of Dobrna is road manager only at area of municipality.
Other important issue		- The situation of getting only two respondents at the field of service in infrastructure providers is clear, that there is lack of interests and obligations to cooperate with stakeholders. - This can be quite problematic, as cooperation of all the stakeholders addressing manners of traffic, is important for implementing holistic approach to mobility planning.

7.4. Group D. Interest groups, NGOs, business support organisations

TOPICS	CODE	HIGHLINE
Activity field of organisation	[AF]	- Civil initiative Veleje na bicikl is acting on the field of urban cycling advocacy in Municipality of Velenje.
Own initiatives for sustainable mobility	[MB]	- Their main purpose is to initiate upon urban cycling as part of sustainable mobility.
Cooperation with other stakeholders	[CO]	- In past they did cooperate with stakeholders (municipality, event planning organizations, cycling network at national level).
Other important issue		- There is a lack of interests groups, NGOs or other similar organisations at the field of mobility in general. Those few who exists did not respond to questionnaire, so there is also a problem of lack of motivation to address such problems.

8. GENERAL SUMMARY TEMPLATE

Each partner now has to choose from one to six most relevant topics in its opinion from the topic list, and points out the key findings related to each topic of its choice. To do it each partner uses the key points summarised for each stakeholder group.

Attention:

- In this step, partners do not have to divide it into stakeholders. The main objective of this summary is to point out the main elements related to each topic that are considered most relevant to each FUA.
- Is required to use a bullet list to enumerate the points of the summary.
- Partners can enlarge the table if needed.

Example (Table 6):

	TOPICS	CODE	SUMMARY
1	Demographic development	DD	- City centre is dense enough to accommodate public transport, but the outskirts urban density is low. - City centre's population tend to be old, while young families are living in the outskirts.
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	

Table 6 – example of summary

8.1. General summary template

	TOPICS	CODE	SUMMARY
	Mobility behaviour	MB	- Mobility behaviour data in general is not collected. - The use of car is predominant.
	Transport policy	TP	- Transport policy is gaining importance in last year – several FUA municipalities has adopted local SUMP. - Local SUMPs are rather not coordinated between municipalities.
	Cooperation with other stakeholders	CO	- Cooperation is rather not good as the result of not prioritizing transport planning. - Cooperation with service and infrastructure providers has to be improved. - Many of those are working at larger areas than FUA or at national level (railway, Slovenian infrastructure agency) and are not interested in local level administration.
	Geographic area of interest	GA	- Three regional development agencies are covering parts of FUA, but not collecting relevant data. - Employees at companies are using mostly cars, only shortest distances are walked. - Companies are employing inhabitants of whole FUA.

Own initiatives for sustainable mobility	OI	-	Electric cars initiatives in case of EU project EDISON.	
Transport infrastructure	TI	-	All the respondents are not having a lack of parking for cars.	
Mobility service	MS	-	There is recorded a lack of coordinated timetables of public transport schedules, low frequency and long travel times.	

9. SWOT ANALYSIS TEMPLATE _ Smart Commuting template

Starting from the main topics identified in the previous phase, and the related data from the key findings from the interviews to stakeholders, partners will be able to fill the template of the SWOT analysis.

It is suggested to pay particular attention to distinguish the internal and external origin of each point. As a guideline, partners can use the following distinctions.

- External origin means what is out of a partner municipality's or FUA's control related to transport and mobility. For example, transport policy and regulations at the national and EU level, general macroeconomic trends, general technological innovations, or policies not directly related to mobility or transport such as education, falls under this group.
- Internal origin is what is under the control or in a competence area of partner municipality, associated stakeholders, etc. For example, property taxation, parking policy, public transport, traffic regulations, etc., can fall into this group.
- There are some issues on a borderline between internal and external origin, such as local socioeconomic trends and land use.

To fill the SWOT analysis, each partner will need:

- The general summary done at the end of the key points (page 35)
- The objective(s) that each partner has defined.

9.1. SWOT analysis templat

Partner's name: Municipality of Velenje

Objectives:

- Modal split of daily commuters in favour of sustainable way of traveling.
- Making public transport more efficient to serve as alternative to private cars.

	HELPFUL	CODE	HARMFUL	CODE
INTERNAL ORIGIN	*Strengths:* - Majority of employees are from FUA municipalities - In nine of eleven municipalities the average age is lower than at national level - One public transport provider is serving whole FUA region - Most of municipalities have adopted local SUMP in 2016 - Collaboration between municipalities in FUA that are located near	GA DD MS TP CO	*Weaknesses:* - Motorisation per households in increasing-high share of usage of cars - Lack of cooperation at the level of all FUA municipalities - Lack of interests of service providers at national level - Lack of effective alternatives to private transport - Low share of usage of active transport nodes at distances where it is possible (cycling, walking) - Lack of interested inhabitants, NGOs, etc. at the field of sustainable mobility	MB CO BO MS MB OI

	Opportunities:		Threats:	
EXTERNAL ORIGIN	- One bus service provider within whole FUA; easier implementing measures to make public transport more attractive	MS	- Hard changing of mind-set of inhabitants, who are using cars for commuting	MB
	- Implementing new infrastructure for fostering multimodal journeys	MI	- Demographic projections are showing trends of ageing and lowering the number of inhabitants – new flows from outside of FUA	DD
	- High share of companies with large number of employees – small measurements in companies can have large effect on mobility behaviour	MB	- Increasing the motorisation of inhabitants as cars got affordable (higher income as result of higher living standard after economy crisis)	MB
	- Initiative for E-mobility in Company for electricity distribution within whole FUA	MS	- High investment costs for making public transport more attractive	MS
	- Three regional development agencies are covering FUA level – engaging different stakeholders where cooperation is still missing	CO	- Lack of interests to cooperate between stakeholders – hard to implement new measurements	CO
	- Opportunities for financing new infrastructure (cycling, walking paths) at national and EU level	TI		

TO RESUME (each partner adds considerations if any):

D.T1.1.2
SWOT ANALYSIS

Stakeholders' Interviews

Key point interviews   **Version vf**

General Summary   **11 2017**

SWOT Analysis

DOCUMENT CONTROL SHEET

Project index number	CE1161
Project acronym	SMART COMMUTING
Work-package	WP T1
Deliverable	D.T1.1.2
Version	vf

Document History	Version	Issue Date	Distribution
	vf	10/30/2017	PP6 to IUAV

Classification – This report is:								
Draft		**Final**	X	**Confidential**		**Restricted**	X	**Public**	

Partner owning	Hranická rozvojová agentura, z.s.
Main editor/s	Michaela Škrobánková
Partners contributed	
Made available to	All partners

This document was created as part of the SMART COMMUTING project.

University IUAV of Venice, Dorsoduro 2206, I-30123, Venice, Italy

Copyright © 08/30/2017

I
- - -
U
- - -
A
- - -
V

INDEX

1. LIST OF STAKEHOLDERS INVOLVED

1.1. Group A. Public authorities

1	Name	Pavel Slovák
	Field	Municipality of Hranice - Department of transport
	Headquarters address	Pernštejnské náměstí 1, 753 01 Hranice
	Contacts	pavel.slovak@mesto-hranice.cz
2	Name	Jiří Kudláček
	Field	Municipality of Hranice - Mayor
	Headquarters address	Pernštejnské náměstí 1, 753 01 Hranice
	Contacts	starosta@mesto-hranice.cz
3	Name	Ing. Tomáš Nedbal, Coordinator of the Integrated Transport System of the Olomouc Region
	Field	Department of Transport and Transport Systems
	Headquarters address	Jeremenkova 40b 779 11 Olomouc
	Contacts	587 336 657 nedbal@kidsok.cz
4	Name	
	Field	
	Headquarters address	
	Contacts	

1.2. Group B. Large employers and schools

1	Name	Ing. Robert Selzer, SSI Scheafer Hranice
	Field	Machinery industry
	Headquarters address	ul. Tovární 325, 753 01 Hranice
	Contacts	robert.selzer@ssi-schaefer.cz
2	Name	Smiths Medical Czech Republic a.s.
	Field	Healthcare
	Headquarters address	Minneapolis, Minnesota, USA
	Contacts	Olomoucká 306, 753 01 Hranice
3	Name	Nemocnice Hranice
	Field	Hospital, heathcare
	Headquarters address	Zborovská 1245 75322 Hranice
	Contacts	MUDr. Eduard SOHLICH, MBA, director, 581 679 102 e-mail: sohe@nemocnice-hranice.cz
4	Name	Ing. Ivan Doležel, Technical school – secondary school
	Field	Technical education
	Headquarters address	Studentská 1384, 753 01 Hranice
	Contacts	dolezeli@spshranice.cz, phone: 00420 721 308 498
5	Name	Bohdana Opočenská, Lázně Teplice nad Bečvou
	Field	Healthcare, spa
	Headquarters address	Teplice nad Bečvou č.p. 63 753 01 Hranice
	Contacts	lazne@ltnb.cz +420 581 81 81 81
6	Name	Miroslav Kutý, Forestry School
	Field	Education – nature, forestry
	Headquarters address	Jurikova 588, 753 01 Hranice
	Contacts	kuty@slshranice.cz, +420581601231

1.3. Group C. Infrastructure and service providers

<table>
<tr><td rowspan="4">1</td><td>Name</td><td>Arriva Morava, Mr. Jiří Tylich</td></tr>
<tr><td>Field</td><td>Public transport</td></tr>
<tr><td>Headquarters address</td><td>Vítkovická 3133/5
702 00 Ostrava - Moravská Ostrava</td></tr>
<tr><td>Contacts</td><td>+420 597 827 221, email: jiri.tylich@arriva.cz</td></tr>
<tr><td rowspan="4">2</td><td>Name</td><td>Ing. Dalibor Blaščok, ČSAD Frýdek Místek</td></tr>
<tr><td>Field</td><td>Public transport</td></tr>
<tr><td>Headquarters address</td><td>Politických obětí 2238
738 01 Frýdek-Místek</td></tr>
<tr><td>Contacts</td><td>Ing. Jakub Vyvial

+420 599 501 153

email.:   vyvial@3csad.cz</td></tr>
<tr><td rowspan="4">3</td><td>Name</td><td></td></tr>
<tr><td>Field</td><td></td></tr>
<tr><td>Headquarters address</td><td></td></tr>
<tr><td>Contacts</td><td></td></tr>
<tr><td rowspan="4">4</td><td>Name</td><td></td></tr>
<tr><td>Field</td><td></td></tr>
<tr><td>Headquarters address</td><td></td></tr>
<tr><td>Contacts</td><td></td></tr>
<tr><td rowspan="4">5</td><td>Name</td><td></td></tr>
<tr><td>Field</td><td></td></tr>
<tr><td>Headquarters address</td><td></td></tr>
<tr><td>Contacts</td><td></td></tr>
<tr><td rowspan="4">6</td><td>Name</td><td></td></tr>
<tr><td>Field</td><td></td></tr>
<tr><td>Headquarters address</td><td></td></tr>
<tr><td>Contacts</td><td></td></tr>
</table>

1.4. Group D. Interest groups, NGOs, business support organisations

1	Name	Adam Purgert, Živé Hranice (Living Hranice)
	Field	NGO – environmental field, sustainable environment for the lives of future generations
	Headquarters address	Komenského 384, 753 01 Hranice, Czech Republic
	Contacts	Adam Purgert, +420 731 505 431, Adam.Purgert@aqpumpy.cz
2	Name	LAG Hranicko, z.s.
	Field	Local action group
	Headquarters address	Tř. 1. máje 328, 753 01 Hranice, Czech Republic
	Contacts	František Kopecký, e-mail: f.kopecky@regionhranicko.cz
3	Name	
	Field	
	Headquarters address	
	Contacts	
4	Name	
	Field	
	Headquarters address	
	Contacts	
5	Name	
	Field	
	Headquarters address	
	Contacts	
6	Name	
	Field	
	Headquarters address	
	Contacts	

2. TOPICS

Below are listed all the topics assigned to each question, divided into topics per group of stakeholders. The subdivision in topics will be useful to carry out the SWOT analysis properly.

2.1. Topics list

This is the full list of the topics and their codes that are used in WP_T1 (Table 1).

Topic	Topic Code
Demographic development	DD
Transport infrastructure	TI
Mobility behaviour	MB
Mobility service	MS
Transport policy	PP
Cooperation with other stakeholders	CO
Business organization and operation	BO
Geographic area of interest	GA
Own initiatives for sustainable mobility	OI
Future vision	FV
Activity field of organisation	AF
Urban facilities	UF

Table 1 – Topic list

2.2. Stakeholders and topics combinations

2.2.1. Group A. Public authorities

This is the list of the topics and their codes related to the Group A Public Authorities (Table 2).

Related topic to this Stakeholder Group	Topic Code
Demographic development	DD
Transport infrastructure	TI
Mobility behaviour	MB
Mobility service	MS
Transport policy	PP
Cooperation with other stakeholders	CO
Urban facilities	UF
Own initiatives for sustainable mobility	OI

Table 2 – Group A topic list

2.2.2. Group B. Large employers and schools

This is the list of the topics and their codes related to the Group B. Large employers and schools (Table 3).

Related topic to this Stakeholder Group	Topic Code
Business organization and operation	BO
Geographic area of interest	GA
Own initiatives for sustainable mobility	OI
Mobility behaviour	MB
Urban facilities	UF
Cooperation with other stakeholders	CO
Transport infrastructure	TI

Table 3 – Group B topic list

2.2.3. Group C. Infrastructure and service providers

This is the list of the topics and their codes related to the Group C. Infrastructure and service providers (Table 4).

Related topic to this Stakeholder Group	Topic Code
Mobility behaviour	MB
Mobility service	MS
Future vision	FV
Own initiatives for sustainable mobility	OI
Cooperation with other stakeholders	CO
Transport infrastructure	TI
Geographic area of interest	GA

Table 4 – Group C topic list

2.2.4. Group D. Interest groups, NGOs, business support organisations

This is the list of the topics and their codes related to the Group D. Interest groups, NGOs, business support organisations (Table 5).

Related topic to this Stakeholder Group	Topic Code
Activity field of organisation	AF
Own initiatives for sustainable mobility	OI
Cooperation with other stakeholders	CO

Table 5 – Group D topic list

3. QUESTIONNAIRE (A) _ Public Authorities

3.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

3.2. How will you be involved in "Smart Commuting"

3.2.1. A. WP T1 _ (06/2017 - 03/2018)
➤ **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**
To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner should collect many data and information from different stakeholders. To gather these data, we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics
In order to combine these two kinds of information, it is crucial to have a good framework about the main features of the territories involved in the project.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)
During this phase, the collaboration of stakeholders is required only in the form of possible additions to the previous interview.

3.2.2. B. WP T2 _ (04/2018 - 12/2018)
In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

3.2.3. C. WP T3 _ (01/2019 - 05/2020)
In the third step, stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups (such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc.) will be consulted in designing and implementing the tangible pilot actions.

3.3. Public Authorities questionnaire template

Questions about interviewer, interviewed and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association		**Pavel Slovák, Asset Management Officer, road maintentance, Municipality of Hranice**
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location		
3 Date and place		**Hranice 27. 10. 2017, Czech Republic**
4 Interviewer's name and project partner		**Michaela Škrobánková, Hranická rozvojová agentura, z.s., Czech Republic**
General characteristics		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Describe the relationships with: • Surrounding municipalities (common plans and activities), • Main (local/regional/national) transport agencies and service, • Main local activities (that generate main commuting flows).	[CO]	**The municipality of Hranice is member of Microregion Hranicko, it is the biggest town in region. The closest cooperation is with Hranicka rozvojová agentura, because we are one of its founders.** **The main local transport agencies are CSAD Frýdek Místek and Arriva – local public transport provider and interurban (regional) transport service provider.** **The main local activities which we see the generator of main commuting flows in our town are the big industry companies, and quite many new companies which are situated in industrial zone (former LG Philips Displays Technology Centre in Hranice, closed in 2006)**
2 What is the population trend of the city? Can you provide some maps that show the main development of the city and inhabitants? • Household size and their locations. If possible, provide a map showing geographical tendency. • Please specify the annual	[DD]	**See attachments**

	percentage figures of demographic outflow and inflow) • Age structure within the administrated area.		

3	Land use and housing distribution. • Approximate percentage of rented house/flats and owned ones • How many % of the developed urban land is within 500m and within 1km from public transport stops? If available, please provide a map, or similar documents.	[UF]	
4	What are the biggest employers? • List main the employers that generate major commuting flows e.g. education centres, health centres, other public or private institutes and activities. • List also both the main surrounding municipalities towards which commuters move, and the main surrounding municipalities from which external commuters come. • Provide a map to localize them. • List other activities that generate important commuting flows e.g. regular large-scale events, tourists, etc. • If possible indicate the main transport methods used to reach the main facilities and the scale of interest (for example the presence of a unique hospital in a range of 100 km).	[UF]	**CTPark (former LG Philips Technology Centre): around 5 big international companies; SSI Scheafer, Cement Hranice (part of Italian concern Buzzi Unicem); Hospital Hranice** **Bělotín, Hustopeče nad Bečvou – map is attached** **Our region is not so „overloaded" by tourists. It can be only the deepest abyss in the word which can attract the tourist, especially in the summer and next to Hranice is municipality Teplice nad Bečvou – spa resort. For the location - see the attached map. The visitors coming to these places are not entering the city centre they go through only.** **Hospital in Hranice is not the only one, there is another one in Přerov (27 km) or in Valašské Meziříčí (23 km) or in Olomouc is University Hospital (42 km), Ostrava University Hospital (60 km). But the main transport method is car.**
Transport system of the municipality			
QUESTIONS		**TOPIC**	**ANSWERS**

5	How is your transport system structured? Pay attention to distinguish city's from FUA's data. • What means of transport are available in your city? • What are the general and the commuter modal split? • What is the extension of the different transport networks? (highway, road, subway, tram, bicycle, pedestrian area).	[MS] [MB] [TI]	**The transport in the town is provided by ČSAD Frýdek Místek – transport company and other which provides interurban transport. Within the framework of coordinated transport, all carriers cooperate and mutually recognize fares.** **Trains (also international) and buses.** **Roads and local roads: 75 km** **Pavement: 47 km**
6	How many organisations manage the public transport? • Describe the relationships among the different organisations, especially between your local organisation(s) and other local, regional or national parties. • Provide public transport maps at different scales if possible.	[CO] [MS] [MS]	**The public transport is operated by two companies in Hranice: CSAD Frýdek-Místek a.s. a ARRIVA MORAVA a.s. Ostrava** **The collective transport is managed by the Coordinator of the Integrated Transport System of the Olomouc Region.** **Map of local transport system in Hranice is attached.**
7	How are the mobility trends (changes in traffic volume) of the latest years in your city? And during a single year (seasonality)? • How are the trends of inflow and outflow of commuters to/from neighbouring administrative areas (municipalities, regions)? • How are the trends of the commuters within the administrative area?	[MB]	**We do not have the data, the answer would be only gross unprofessional estimate.**
8	Which are the main characteristics of your mobility system? • Indicate the average distance per day travel by a person with public or private transport means. • Divide the inhabitants in the number of categories you consider useful to give consistent answers (e.g. students, workers, women, old people, etc.). • If possible sign in a map the main streets or places that are usually congested. Pay attention to the starting and ending points of them.	[MB] [MS]	**See the attachment – streets and places that are usually congested**

9	How many cars per 1,000 inhabitants are in the city?	[MB]	
10	Parking situations – available public parking in the city, pricing and location.	[TI]	**The parking system plan is attached.**
11	Average car occupancy rate, i.e. how many persons are in a car?	[MB]	**Gross estimate – 2 persons per car**
12	What is the general problem related to mobility or transport in the city?	[MB] [TI]	**One of the problem related the transport in the city and we try to solve it already years – we are transit city direction to Slovak Republic. All cars, trucks going from west to Slovak Republic (Žilina region) go through our town – see the transit map.**
13	What are typical wishes of inhabitants related to transport infrastructure or transport service provided in the administrated area?	[TI] [MS]	**Extension of number of public transport links on all routes (interval transport)**

Municipality sustainable transport policies

QUESTIONS		TOPIC	ANSWERS
14	Which are the main policies your municipality applies to make the transport system more sustainable? Can you put them in order of relevance? Is there anyone of these that have developed a sustainable commuting?	[OI]	
15	Do you have an ICT based navigation system for mobility in your city? • If yes, which tools are activated? (e.g. smartphone travel planner, dynamic traffic system, public transport priority) • If no, why? Have you ever thought about it? Do you have it in your plan? Are there any obstacles to be addressed?	[MS]	

4. QUESTIONNAIRE (B) _ Large employers and schools

4.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

4.2. How will you be involved in "Smart Commuting"

4.2.1. A. WP T1 _ (06/2017 - 03/2018)
> **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**

To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data, we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics

In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)

During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

4.2.2. B. WP T2 _ (04/2018 - 12/2018)

In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

4.2.3. C. WP T3 _ (01/2019 - 05/2020)

In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

4.3. Questionnaire for large employers and schools

Questions about interviewer, interviewed and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		**Director of the school, responsibility for education and upbringing of the students (in the field of forestry)**
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		**77 employees, 298 students**
3 Date and place.		**13th October 2017, Hranice (Czech Republic)**
4 Interviewer's name and project partner.		**Michaela Škrobánková, Hranická rozvojová agentura**
Users information		
QUESTIONS	**TOPIC**	**ANSWERS**
1 What kind of business are you running?	[BO]	**Education, economic activity of forestry**
2 How many users does your activity include? Divide them into categories. • How many employees do you have? • How many visiting customers/pupils do you have on an average day?	[BO]	**School Field has 21 employees, some of them live and sleep there (around 6 km from Hranice), some of them commute there.** **The rest of employees work at school or youth home, canteen. School has two youth home.** **3 people commute from Ostrava city but the rest is from Hranice and surrounding.**
3 Describe your daily operational schedule e.g. when the work begins/ends for employees, shift operations, lunch break, peak time for customers if existing, opening/closing time to customers/pupils.	[BO]	**Working day starts at 7:00 and ends at 15:30 (for employees).** **Students start at 7:00 if they have subject exercises, and if do not they start at 8:00. The end is different, the latest time is 16:00. The peak time is before 8:00.** **Because the students are from all over Moravia and also Slovakia, so the teaching ends at 12:30 on Fridays, that they can get home.**
4 Is there any seasonal difference / particularity in your business operation?	[BO]	**In the field of forestry everything depends on season, so also the teaching is divided into spring and autumn practice and school schedule is adapted to that. It is also**

			different class to class. The employees usually adapt to that.
5	Where do your employees commute from? • What is the % of employees from within 1km (within a reach on foot) • What is the % of employees from within 1-4km (within a reach by bicycle) • What is the % of employees from within 4-10km (within a reach by e-bikes, scooters) • What is the % of employees from within 10-20km? • What is the % of employees from the area beyond 20km? • If it is preferred, it is possible to provide information about the place of residence of your employees/students.	[GA]	**80% of employees commute from Hranice and surrounding and unfortunately I am not sure and cannot say how many of them walk, how many use the bicycle, scooter…** **1% come from south part of our region** **Not more than 1% from Ostrava city.**
6	Where do your customers/pupils commute from? • What is the % of customers/pupils from within 1km (within a reach on foot) • What is the % of customers/pupils from within 1-4km (within a reach by bicycle) • What is the % of customers/pupils from within 4-10km (within a reach by e-bikes, scooters) • What is the % of customers/pupils from within 10-20km? • What is the % of customers/pupils from the area beyond 20km? • If it is preferred, it is possible to provide information about the place of residence of your customers/pupils.	[GA]	**The students live in the whole Moravia region. The majority live in neighbouring regions Moravskoslezsky and Zlinsky. Then is our region Olomoucky, then Jihomoravsky, Vysočina. We have 2 – 3 students from Pardubicky region.** **We have in each grade 2 – 3 students from Slovakia.**

| 7 | What are the demographic characteristics of employees, customers, and pupils? (e.g. male/female, age, local people/domestic or international migrants, highest education, etc.) | [BO] | |

<table>
<tr><td colspan="5" align="center">employees by age and gender</td></tr>
<tr><td>age</td><td>men</td><td>women</td><td>total</td><td>%</td></tr>
<tr><td>up 20 years</td><td>0</td><td>0</td><td>0</td><td>0</td></tr>
<tr><td>21 – 30 l</td><td>6</td><td>5</td><td>11</td><td>14</td></tr>
<tr><td>31 – 40</td><td>4</td><td>8</td><td>12</td><td>16</td></tr>
<tr><td>41 – 50</td><td>9</td><td>7</td><td>16</td><td>21</td></tr>
<tr><td>51 – 60</td><td>14</td><td>18</td><td>32</td><td>42</td></tr>
<tr><td>61 and more</td><td>5</td><td>0</td><td>5</td><td>7</td></tr>
<tr><td>total</td><td>38</td><td>38</td><td>76</td><td>100,0</td></tr>
<tr><td>%</td><td></td><td></td><td>100,0</td><td>x</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
</table>

<table>
<tr><td colspan="5" align="center">Employees by education and gender</td></tr>
<tr><td>Education level</td><td>men</td><td>women</td><td>total</td><td>%</td></tr>
<tr><td>Primary school</td><td>1</td><td>2</td><td>3</td><td>4</td></tr>
<tr><td>Vocational certificate</td><td>6</td><td>12</td><td>18</td><td>24</td></tr>
<tr><td>secondary vocational</td><td>0</td><td>2</td><td>2</td><td>3</td></tr>
<tr><td>full secondary</td><td>7</td><td>7</td><td>14</td><td>18</td></tr>
<tr><td>higher professional degree</td><td>-</td><td>-</td><td>-</td><td>-</td></tr>
<tr><td>University degree</td><td>24</td><td>15</td><td>39</td><td>51</td></tr>
<tr><td>Total</td><td>38</td><td>38</td><td>76</td><td>100,0</td></tr>
</table>

Transport and service information

QUESTIONS	TOPIC	ANSWERS
8	How do the employees commute? Do you have any idea of modal share?	[MB]	**The majority of employees commute by car, train, by foot. One employee rides a bike. If they come by car, then usually each alone, they are not used for modal share. There is almost no car sharing between employees.**
9	How do your customers/pupils come to your location? Do you have any idea of modal share?	[MB]	**Students from 1st up to 3rd grade come by train (if they live in youth home) and the 4th grade students come by car. They are used to use car sharing (if they have their own or parent's car). When they come by train, they share taxi from the main train station to youth home or school.**
10	What is the % of employees sharing private vehicle to reach the place?	[MB]	**The employees use their own, private cars, but they do not share them. Unfortunately, I**

	Do such "sharers" have a particular characteristic? (e.g. also sharing a flat, people from a particular neighbourhood, etc.)		**am not able to say if they share flat or something like this. I do not see any "special" characteristics on these people.**
11	Is there a public transport service available around your location? Can you describe it in its main characteristics? Is it suitable for your employees', customers', and/or pupils' needs? If not, what is the main problem? Considering the last ten to twenty years, do you think the public transport system has been improved, deteriorated or unchanged?	[MS] [TI]	**Yes, we have public transport service in front of our school also close to our School Field. These are town buses and also interurban buses. If the students have practice and they have to go to School Field every day, the school order private bus for all the students. There is also train stop directly front of the school and the main train station is 3,5 km far.** **The public transport is not suitable for our students and employees because it does not follow end of our teaching, especially on Fridays when many students go home for weekend.** **The public transport system has been improved for sure. There are interurban buses to our school field already before 7 o'clock in the morning. The connection is better also in the afternoon.**
12	What are the self-assessment of employees, customers and pupils about commuting to/arriving at your place? What is the main compliments and problems arising from them?	[MB]	**Neither students nor employees are not claiming, they adapt to current possibilities and situation.** **Our school is very old and in the year of 1896 was moved to Hranice as to strategic place from the point of transport possibilities and very good accessible place. The Hranice municipality built in this school at that time (y. 1896) within 2 years + school arboretum.** **Hranice is placed on highway goes from Prague, through Brno, to Ostrava. It also lies on railway crossroad, all international trains stop in Hranice.**
13	How many car parking spaces do you offer to your employees/customers/pupils (students)? • Is this number appropriate to your present needs? • Have your needs about parking spaces changed during the last ten years? How?	[TI]	**There are 12 parking place behind the school and 16 front of the school. Another 20 parking places are available on public place. There are 10 parking places by School Field. The capacity is not appropriate to our needs because the needs have changed. The students of 4th grade come to school by cars and it is different trend than ten years ago. Students also use scooters in spring time.**

14	How many bicycles and scooters parking spaces do you offer to your	[TI]	**We have 25 parking places for bicycles and scooters.**

	employees/customers/pupils (students)?		
15	What kind of services that your employees, customers and/or pupils would need every day (e.g. supermarkets, restaurants, schools, etc.) is available in a close proximity to your location?	[UF]	**There was school buffet until 2016 but we have to close it after legislative changes (Decree on Dining of Children and Youth).** **The closest buffet is on the train station across the road.** **Our canteen is in Jungmanova street, 5 minutes walking from here, the students have all-day food there.**

Relationships between activities and services

	QUESTIONS	TOPIC	ANSWERS
16	Do you do anything to help your employees, customers and pupils to use the public transport? (providing information, giving subsidy to use public transport, discounted special rates, etc.) • Do you have any facilities offered for your employees or customers or pupils for e-mobility? (e.g. EV charging stations)	[OI]	**We recommend them to use public transport, but it is difficult to convince them.** **Unfortunately, we do not have any facilities for our students or employees for e-mobility.**
17	Do you offer any possibility for regular teleworking to your employees?	[BO]	**It is not possible in our case, we are school.** **But if the teachers stop teaching they can make the preparation and checking of the tests at home but they must be available on the phone.**
18	Does your activity promote in some way the awareness for sustainability?	[OI]	**I am not sure, I guess not.**
19	Do you have any regular communication channels with others stakeholders e.g. public authorities or public transport agency to adjust your operational schedule to public transport timetable or to adjust public transport timetable to your operation schedule?	[CO] [BO]	**We have quite regular meetings with municipality, we asked several times for better coordination of transport to our School Field (around 6 km far from Hranice), but because of big financial loss it could not be managed.** **The Olomouc region who is founder of our school is not interested at all.**
20	Does your school/company have any mobility management program with professionals committed to organise movements related to your activity? Could this idea interest you?	[CO] [BO]	**We do not have any mobility management program.** **But this idea is interested for us.**

Questions about interviewer, interviewed and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		**Director of the school, main manager of the organization, legal representative, founder Oloumoucky region**
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		**School organization for the field of secondary education – special education and school services – accommodation in youth home, canteen (Scholarest). The school has 2 two working places, it means 6 buildings, 82 employees.** **Address: Studentská street 1384, Hranice, services are provided on Studentská street nr. 1431 and place for polytechnic classes is situated in Partyzanska street nr. 2220, Hranice. Our seat is close to the centre, the polytechnic classes take a place more far, about 2 km.**
3 Date and place.		**23. 10. 2017**
4 Interviewer's name and project partner.		**Michaela Škrobánková, Hranická rozvojová agentura**
Users information		
QUESTIONS	**TOPIC**	**ANSWERS**
1 What kind of business are you running?	[BO]	**Secondary vocational education completed by test or vocational certificate. Specializations: fire protection, machinery, applied chemistry, furniture and wood production, machine mechanic, metal machining, plumber. Other services: accommodation, renting of the rooms or other of our buildings, places, small custom manufacturing, adult education and so on.**
2 How many users does your activity include? Divide them into categories. • How many employees do you have? • How many visiting customers/pupils do you have on an average day?	[BO]	**82 employees, 66 teachers, 16 operational employees.** **560 students (we have only daily study program)**
3 Describe your daily operational schedule e.g. when the work begins/ends for employees, shift	[BO]	**Operational employees usually from 6:00 till 14:30. Youth home is open 24 hours a day but from Sunday 16:00 till Friday 16:00.**

	operations, lunch break, peak time for customers if existing, opening/closing time to customers/pupils.		**School polytechnic classrooms usually from 6:30 till 14:00, teachers according to school schedule.** **School cleaning in split shifts between 6:00 – 10:30 up to 14:00 – 18:00 according to our needs and possibilities of our schedule.** **Lunch breaks are individual from 11:15 up to 13:45. Open hours of our secretary: every day from 7:00 till 15:00, till 17:00 on Mondays. Teachers and some operational employees have consultancy hours in their workplaces (cabinets).**
4	Is there any seasonal difference / particularity in your business operation?	[BO]	**There are no lessons during summer holiday (July, August), we are doing maintenance, repairs, some investments. We guarantee minimal operation, we have holiday for 14 days for whole school at the end of July, beginning of August. Similar limited operation is during other holidays or directors leave, which is announced before.**
5	Where do your employees commute from? • What is the % of employees from within 1km (within a reach on foot) • What is the % of employees from within 1-4km (within a reach by bicycle) • What is the % of employees from within 4-10km (within a reach by e-bikes, scooters) • What is the % of employees from within 10-20km? • What is the % of employees from the area beyond 20km? • If it is preferred, it is possible to provide information about the place of residence of your employees/students.	[GA]	**1 km: 10 (12%)** **1-4 km: 33 (41 %)** **4-10 km: 18 (22%)** **10-20 km: 15 (18%)** **beyond 20 km: 6 (7%)** **The place of residence of our employees is more-or-less middle Moravia around Hranice.**
6	Where do your customers/pupils commute from? • What is the % of customers/pupils from within 1km (within a reach on foot) • What is the % of customers/pupils from within 1-4km (within a reach	[GA]	**1 km: 83 (15%)** **1-4 km: 41 (7 %)** **4-10 km: 78 (14%)** **10-20 km: 141 (25%)** **beyond 20 km: 216 (39%)**

	by bicycle) • What is the % of customers/pupils from within 4-10km (within a reach by e-bikes, scooters) • What is the % of customers/pupils from within 10-20km? • What is the % of customers/pupils from the area beyond 20km? • If it is preferred, it is possible to provide information about the place of residence of your customers/pupils.		**Place of residence: whole Moravia, occasionally Bohemia, the students from bigger distance are accommodated in Youth home during the week (around 140 students).**
7	What are the demographic characteristics of employees, customers, and pupils? (e.g. male/female, age, local people/domestic or international migrants, highest education, etc.)	[BO]	**Employees: 42 women, 40 men, average age is 45 years, 40 people are local/42 are out of Hranice, all are from Czech Republic, 51 with University degree, 23 High school degree, 8 with vocational certificate.** **Students: 124 girls/ 435 boys, age from 15 up to 22. Around 156 are local, 403 out of Hranice, all from Czech Republic.**

Transport and service information		
QUESTIONS	**TOPIC**	**ANSWERS**
8 How do the employees commute? Do you have any idea of modal share?	[MB]	**15 by foot, 5 by bicycle, 1 scooter, local bus 0, interurban bus 11, 6 by the train, cars and the combination 44. The students are used to share the car, they go 2 or 3 by one car but even the local students come by car to the school.**
9 How do your customers/pupils come to your location? Do you have any idea of modal share?	[MB]	**122 by foot** **38 by bicycle** **17 by scooter** **6 by local bus** **82 by the train** **144 by interurban bus** **10 by car or combination** **the rest of 140 students accommodated in Youth home usually come by train and combination of train/bus.**
10 What is the % of employees sharing private vehicle to reach the place? Do such "sharers" have a particular characteristic? (e.g. also sharing a	[MB]	**Car sharing is complicated by differences in school schedule, so there is only occasional car sharing. Even the couples often do not travel together.**

11	Is there a public transport service available around your location? Can you describe it in its main characteristics? Is it suitable for your employees', customers', and/or pupils' needs? If not, what is the main problem? Considering the last ten to twenty years, do you think the public transport system has been improved, deteriorated or unchanged?	[MS] [TI]	**Yes, there is public transport, stop is front of our school. But the transport schedule is not suitable according to school schedule also number of the connections is not so high. The students use rather taxis to get to the train station or bus station, more on Fridays when the accommodated students go home for weekends. The local public transport is getting better, but they do not reflect our needs and do not want our feedback/ background for transport schedule preparation. But even though we periodic send comments of our students and employees to transport companies. Because of big distance to train/bus station we have let the students leave the school earlier or tolerate late come. We would like to enforce that almost from directions come the buses to the bus stop Šromotovo square, which is 5 minutes walking from our school.**
12	What are the self-assessment of employees, customers and pupils about commuting to/arriving at your place? What is the main compliments and problems arising from them?	[MB]	**There were no self-assessments from the students and employees, they have remarks to the times of arrivals and departures, which are not "in line" with our school schedule. The bus transport is praised more because of accuracy (time accuracy) but train connections are still worse in this. The problem is parking, we have very limited number of parking places.**
13	How many car parking spaces do you offer to your employees/customers/pupils (students)? • Is this number appropriate to your present needs? • Have your needs about parking spaces changed during the last ten years? How?	[TI]	**The employees can park in the school yard (around 18 places) and 10 places by the second school building. The students have no possibility to park cars inside the school areal (yard) and they have to park the cars on the streets around the school.** **The scooters can be parked inside the school areal. But the needs are growing and the parking place is limited and especially the employees have to park sometimes on the streets. Also, the places for scooters are limited and tentative, what is the same also for bicycles.**
14	How many bicycles and scooters parking spaces do you offer to your	[TI]	**Around 25 bicycles by the main school building (headquarter) and around 50**

	employees/customers/pupils (students)?		**bicycles by the second school building.**
15	What kind of services that your employees, customers and/or pupils would need every day (e.g. supermarkets, restaurants, schools, etc.) is available in a close proximity to your location?	[UF]	**School canteen, automatic for hot drinks. At the main school building, there is morning canteen opened and there is also Billa supermarket next to our school. The students have possibility to use these services: copying, printing and internet access. There is also school library in the Youth home, then sporting hall and fitness.**

Relationships between activities and services

	QUESTIONS	TOPIC	ANSWERS
16	Do you do anything to help your employees, customers and pupils to use the public transport? (providing information, giving subsidy to use public transport, discounted special rates, etc.) • Do you have any facilities offered for your employees or customers or pupils for e-mobility? (e.g. EV charging stations)	[OI]	**Information about public transport is available on the stops and actual transport schedule is published in both school buildings. The buses are not very good connected with trains (in sense of timing).** **We do not have facilities and there we no requirements until now. With respect to efficient energy management we do not allow mobile charging for students, except of those who are accommodated in Youth home.**
17	Do you offer any possibility for regular teleworking to your employees?	[BO]	**Indirect educational work can be done at home according to own discretion.**
18	Does your activity promote in some way the awareness for sustainability?	[OI]	**EVVO activities take regularly place at our school. The student balance the waste sorting every week and there is one employee responsible for collecting these data.**
19	Do you have any regular communication channels with others stakeholders e.g. public authorities or public transport agency to adjust your operational schedule to public transport timetable or to adjust public transport timetable to your operation schedule?	[CO] [BO]	**Regularly once a year we send initiatives from students' board regarding the change of transport schedule to transport companies, but until now there was no concrete response and no change happened. Shifting of working times was not required from our employees. The teaching schedule is individual for each Hranice school, it is not regulated and that is because of big differences between schools (needs and size).**
20	Does your school/company have any mobility management program with professionals committed to organise movements related to your activity?	[CO] [BO]	**The movements is managed only between two buildings and wrt safety of our students we try to eliminate the movement between building as much as possible. Optimization**

	Could this idea interest you?		and effectiveness of students end employee's arrivals is very important for us and we are interested in it. But there must be some concrete outcomes.

Questions about interviewer, interviewed and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		**CEO**
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		**SSI Schäfer s.r.o., Tovární 325, 753 01 Hranice** **1.300 employees** **Middle Moravai, Olomoucky region**
3 Date and place.		**27th October 2017, Hranice (Czech Republic)**
4 Interviewer's name and project partner.		**Michaela Škrobánková, Hranická rozvojová agentura**

Users information		
QUESTIONS	**TOPIC**	**ANSWERS**
1 What kind of business are you running?	[BO]	**Machinery**
2 How many users does your activity include? Divide them into categories. • How many employees do you have? • How many visiting customers/pupils do you have on an average day?	[BO]	**1.300 employees** **2-3 visitors per week**
3 Describe your daily operational schedule e.g. when the work begins/ends for employees, shift operations, lunch break, peak time for customers if existing, opening/closing time to customers/pupils.	[BO]	**06:00-14:00 – ca. 800 employees** **14:00-22:00 – ca. 350** **22:00-06:00 – ca. 150**
4 Is there any seasonal difference / particularity in your business operation?	[BO]	**No**

| 5 | Where do your employees commute from?
• What is the % of employees from within 1km (within a reach on foot)
• What is the % of employees from within 1-4km (within a reach by bicycle)
• What is the % of employees from within 4-10km (within a reach by e-bikes, scooters)
• What is the % of employees from within 10-20km?
• What is the % of employees from the area beyond 20km?
• If it is preferred, it is possible to provide information about the place of residence of your employees/students. | [GA] | **within 1 km -
1-4 km –450
4-10 km – 100
10-20 km –350
20 km and more - 400** |
| 6 | Where do your customers/pupils commute from?
• What is the % of customers/pupils from within 1km (within a reach on foot)
• What is the % of customers/pupils from within 1-4km (within a reach by bicycle)
• What is the % of customers/pupils from within 4-10km (within a reach by e-bikes, scooters)
• What is the % of customers/pupils from within 10-20km?
• What is the % of customers/pupils from the area beyond 20km?
• If it is preferred, it is possible to provide information about the place of residence of your customers/pupils. | [GA] | **99 % of customers are from all over the word
1 % of our customers is from Hranice** |

7	What are the demographic characteristics of employees, customers, and pupils? (e.g. male/female, age, local people/domestic or international migrants, highest education, etc.)	[BO]	**Women 9% men 91%** **Age average 38 years** **Highest education – primary school 3%, secondary vocational education 54%, high school 33%, university 10%**

Transport and service information		
QUESTIONS	TOPIC	ANSWERS
8	How do the employees commute? Do you have any idea of modal share?	[MB]	**Public transport, cars, bicycles, by foot**
9	How do your customers/pupils come to your location? Do you have any idea of modal share?	[MB]	**Customers – by airplane, by car**
10	What is the % of employees sharing private vehicle to reach the place? Do such "sharers" have a particular characteristic? (e.g. also sharing a flat, people from a particular neighbourhood, etc.)	[MB]	**We do not have these date.**
11	Is there a public transport service available around your location? Can you describe it in its main characteristics? Is it suitable for your employees', customers', and/or pupils' needs? If not, what is the main problem? Considering the last ten to twenty years, do you think the public transport system has been improved, deteriorated or unchanged?	[MS] [TI]	**Yes,** **Local public transport** **Bus and train station**
12	What are the self-assessment of employees, customers and pupils about commuting to/arriving at your place? What is the main compliments and problems arising from them?	[MB]	**We do not evidence any complains**

13	How many car parking spaces do you offer to your employees/customers/pupils (students)? • Is this number appropriate to your present needs? • Have your needs about parking spaces changed during the last ten years? How?	[TI]	**We have 630** **We would use (have) even more**

14	How many bicycles and scooters parking spaces do you offer to your employees/customers/pupils (students)?	[TI]	**Bicycle storage for 70 bicycles and 7 scooters.**
15	What kind of services that your employees, customers and/or pupils would need every day (e.g. supermarkets, restaurants, schools, etc.) is available in a close proximity to your location?	[UF]	**These services are available up to 3 km from our company (site).**

Relationships between activities and services

QUESTIONS		TOPIC	ANSWERS
16	Do you do anything to help your employees, customers and pupils to use the public transport? (providing information, giving subsidy to use public transport, discounted special rates, etc.) • Do you have any facilities offered for your employees or customers or pupils for e-mobility? (e.g. EV charging stations)	[OI]	**Employees get bonus for transport 500 – 2800 CZK (19,50 – 108 EUR) per month. The condition for getting the bonus is the permanent residence more than 7 km from Hranice.** **We do not have any charging stations.**
17	Do you offer any possibility for regular teleworking to your employees?	[BO]	**No**
18	Does your activity promote in some way the awareness for sustainability?	[OI]	**I do not know**
19	Do you have any regular communication channels with others	[CO] [BO]	**No**

	stakeholders e.g. public authorities or public transport agency to adjust your operational schedule to public transport timetable or to adjust public transport timetable to your operation schedule?		
20	Does your school/company have any mobility management program with professionals committed to organise movements related to your activity? Could this idea interest you?	[CO] [BO]	**No**

5. QUESTIONNAIRE (C) _ Infrastructure and service providers

5.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

5.2. How will you be involved in "Smart Commuting"

5.2.1. A. WP T1 _ (06/2017 - 03/2018)

> **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**

To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics

In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)

During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

5.2.2. B. WP T2 _ (04/2018 - 12/2018)

In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

5.2.3. C. WP T3 _ (01/2019 - 05/2020)

In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

5.3. Questionnaire for Infrastructure and service providers

Questions about interviewer, interviewee and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		**HR Manager, human resource management**
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		**Transport ensuring in Olomoucky and Moravskoslezsky region.** **We have around 1100 employees. Headquarter is in Ostrava.**
3 Date and place.		**20th October 2017, Ostrava**
4 Interviewer's name and project partner.		**Michaela Škrobánková, Hranická rozvojová agentura**
All questions		
QUESTIONS	**TOPIC**	**ANSWERS**
1 In which field does your company work? What are the services you offer? Can you provide a schematic diagram of them?	[MS]	**Public transport – bus transport.**
2 What is the area that your company serve with its work? How large is it? Can you provide a map of the geographic area you serve and collocate in it your service?	[MS] [GA]	**Moravskoslezsky and Olomoucky region, plus whole Czech Republic.**
3 How long have you been providing your service?	[MS]	**Around 70 years**
4 Is your service running under a contract with the authority, or do you run your service on your own?	[MS]	**We run under the contract with public administration body.**
5 Who are the main shareholders of your company? (if it is publicly owned or private?)	[MS]	**Private owner (Deutche Bahn)**

6	What is your principal expertise? Which are the themes you focus at? • Put in order of priority the following issue: energy renovation, low/zero gas emissions, no toxic waste, availability for everyone, flexibility, synergy with other company, competitiveness, tourism, economic efficiency, safety, affordable service, technical innovation. • Add any description to explain.	[MS]	**The principal expertise – public transport** - **Tourism** - **Availability for everyone** - **Competitiveness** - **Affordable service** - **Technical innovation** - **flexibility**
7	What is your future vision about your service in next 10 to 20 years?	[FV]	- **Modernization and expansion of our services** - **Better quality of our services** - **Buses innovation**
8	How different is what you provide now compared to what you would like to offer in the future?	[FV]	- **Less use of modern technology** - **Limited scope for expanding services**
9	What are the future potentials, opportunities and obstacles to be addressed, or requirements in order for your agency to be able to realise your vision?	[FV]	- **Rules and conditions of tenders** - **Contribution from the customer (Regional Offices)**
10	What is the main aspect you want/plan to improve in next 5 to 10 years, and what is the subject of your future investments?	[FV]	- **Modernization of rolling-stock (buses)** - **Better comfort for passengers**
11	What do you think about the current design of the street? • Do they need any change or improvement to make the public transport better? (e.g. lane reserved for public transport etc.) • Do they need any change or improvement to make the accessibility to the public transport stops/stations better?	[FV] [TI] [FV] [TI]	- **Improvement of road surface** - **Bus stops location** - **Reserved lines for buses**
12	Do you have any policy to subsidize students, tourists or other specific category to use your services?	[OI]	**Yes** - **Discounts on fare** - **Cyclobus, skibus**

13	Can you provide information about your categories and numbers of customers (students, workers, etc.)? If you offer subscriptions, can you provide statistics about sold subscriptions divided in typologies? Can you provide combined information about the two above mentioned? (How many students have a weekly/monthly subscription, etc.)	[MB]	

Individual fares

tariff	amount	%
Basic/usual	1,316,376	77
Reduced fare	159,172	9
pupil	53,152	3
student	117,793	7
senior	18,541	1
free	36,939	2
Total	1,701,973	100

Long-term fares

tariff	amount	%
Basic/usual – long-term	306,298	41
Reduced – long-term	406	0,1
Pupil – long-term	112,238	15
Student – long-term	202,765	27
Senior – long-term	132,263	18
Total	753,970	100

14	Do you collect data and feedback from your customers regularly? • If yes what do you ask? How often do you do them? What are the most relevant aspects? • If no, why? Have you ever thought about it?	[OI]	**Yes** - **We collect evaluation of our services (complaints and praises)**
15	Do you use data from national or regional level to explore the relationship between mobility, safety, and sustainability? • If yes, what datasets do you use? Where they come from? What are the advantages and disadvantages of current datasets? • If no, why? Have you ever tried to work with them?	[OI]	**Not yet**

Questions about interviewer, interviewee and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		**Independent technician for public transport**
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		**ČSAD Frýdek-Místek a.s.** **Headquarter: Politických obětí street, nr. 2238, 738 01 Frýdek-Místek** **Nr. of employees (drivers) providing the service in Hranice – 11.**
3 Date and place.		**25.10.2017 Havířov, Czech Republic**
4 Interviewer's name and project partner.		**Michaela Škrobánková, Hranická rozvojová agentura**
All questions		
QUESTIONS	**TOPIC**	**ANSWERS**
1 In which field does your company work? What are the services you offer? Can you provide a schematic diagram of them?	[MS]	**Our company provide the public transport in Hranice.**
2 What is the area that your company serve with its work? How large is it? Can you provide a map of the geographic area you serve and collocate in it your service?	[MS] [GA]	**Scheme of the lines in Hranice** **http://www.3csad.cz/mhd-hranice/schema-linek/**
3 How long have you been providing your service?	[MS]	**Since 2. 10. 2008**
4 Is your service running under a contract with the authority, or do you run your service on your own?	[MS]	**Yes, under the contract with Municipality of Hranice.**
5 Who are the main shareholders of your company? (if it is publicly owned or private?)	[MS]	**private**
6 What is your principal expertise? Which are the themes you focus at? • Put in order of priority the following issue: energy renovation,	[MS]	**We provide public transport in Hranice.**

	low/zero gas emissions, no toxic waste, availability for everyone, flexibility, synergy with other company, competitiveness, tourism, economic efficiency, safety, affordable service, technical innovation. • Add any description to explain.		
7	What is your future vision about your service in next 10 to 20 years?	[FV]	**No special future vision, we would like to still provide service in public transport.**
8	How different is what you provide now compared to what you would like to offer in the future?	[FV]	**There are no differences.**
9	What are the future potentials, opportunities and obstacles to be addressed, or requirements in order for your agency to be able to realise your vision?	[FV]	**no**
10	What is the main aspect you want/plan to improve in next 5 to 10 years, and what is the subject of your future investments?	[FV]	
11	What do you think about the current design of the street? • Do they need any change or improvement to make the public transport better? (e.g. lane reserved for public transport etc.) • Do they need any change or improvement to make the accessibility to the public transport stops/stations better?	[FV] [TI] [FV] [TI]	
12	Do you have any policy to subsidize students, tourists or other specific category to use your services?	[OI]	**We provide service according to approved transport and tariff conditions:** **http://www.3csad.cz/pagedata_cz/tpp/tpp_hranice.pdf** **Available only in Czech language.**
13	Can you provide information about your categories and numbers of	[MB]	**I do not have the data available.**

	customers (students, workers, etc.)? If you offer subscriptions, can you provide statistics about sold subscriptions divided in typologies? Can you provide combined information about the two above mentioned? (How many students have a weekly/monthly subscription, etc.)		
14	Do you collect data and feedback from your customers regularly? • If yes what do you ask? How often do you do them? What are the most relevant aspects? • If no, why? Have you ever thought about it?	[OI]	**Unfortunately, not**
15	Do you use data from national or regional level to explore the relationship between mobility, safety, and sustainability? • If yes, what datasets do you use? Where they come from? What are the advantages and disadvantages of current datasets? • If no, why? Have you ever tried to work with them?	[OI]	**No**

6. QUESTIONNAIRE (D) _ Interest groups, NGOs, business support organisations

6.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

6.2. How will you be involved in "Smart Commuting"

6.2.1. A. WP T1 _ (06/2017 - 03/2018)
➢ **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**
To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics
In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)
During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

6.2.2. B. WP T2 _ (04/2018 - 12/2018)
In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

6.2.3. C. WP T3 _ (01/2019 - 05/2020)
In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

6.3. Questionnaire for Interest groups, NGOs, business support organisations

Questions about interviewer, interviewee and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		**Chairman of society Living Hranice – responsible for management of the society, its activities and development.**
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		**The society is very small, we have only 7 members (registered members), but we also some volunteers. We are located in Hranice.**
3 Date and place.		**23rd October 2017**
4 Interviewer's name and project partner.		**Michaela Škrobánková, Hranická rozvojová agentura**
All questions		
QUESTIONS	**TOPIC**	**ANSWERS**
1 In which field does your organisation work in?	[AF]	**Environment, education (critical thinking, financial, media and juristic literacy), local patriotisms**
2 Who are the main shareholders of your organisation? (is it publicly owned or private?)	[AF]	**The main stakeholders are individuals and our society is private.**
3 Which kind of activity do you organise? • How often? • Does everybody who wants to participate need to become a member? • If no, how many people, not members, are usually involved in your activity?	[OI]	**We are very new society, we do some activity once or twice in half a year, but anyhow we try to intensify. Not all our active people, friends, stakeholders must be registered members.** **We have "around" us about 15 people now.**
4 Do you organise also specific activity to improve sustainable mobility?	[OI]	**Not yet, but anyhow we try to support bicycles as a health transport. And this we support between our friends, local companies and of course we support any similar initiative, for example if local companies can support their employees to use bikes as a transport to the work.**

5	Do you do any questionnaires to your member? If yes, can you provide us a template? • Do you do them regularly? If yes, how often? If no, why? • What are the main issue that you ask? Do you do specific question about mobility? If yes, which? If no, why? • What are the main complaints?	[OI]	**No, we are really very small society. The questionnaires would not make any sense, we better meet each other.** **Our main issues are environment and critical thinking. The mobility is the minority topic for us. But it can changed in the future.**
6	Do you do any questionnaires to citizens? If yes, can you provide us a template? • Do you do them regularly? If yes, how often? If no, why? • What are the main issue that you ask? Do you do specific question about mobility? If yes, which? If no, why? • What are the main complaints?	[OI]	**No, we don't, we are small society and we have not thought about questionnaires for public yet.**
7	Are there in your city other stakeholders that work in your field? If yes, please describe their main characteristics and differences with you.	[CO]	**There are many other associations, societis in our region and they deal with environmental too. But I think that none of them has the goal to cooperate with schools, create long-term cooperation based on development of local patriotism, critical thinking and nature / landscape protection. Work with public and build civil society, community.**
8	Do you cooperate with other stakeholders? If yes, which kind? If no, why?	[CO]	**Not that as we wish so. To tell the true, we do not seek them so actively and we are not sure how to find them, how to address them.. We are sure we want to cooperate with new society in Hranice called Zvěř, z.s.. They want to create and open new variable place for culture, meeting people, gallery caffe and so on.**
9	Do you cooperate with the municipality or, in general, with a public authority? If yes, how?	[CO]	**Partially. Because we operate in very small town we cooperate with our municipality, local companies and public authorities.**

Questions about interviewer, interviewee and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		**The main manager of MAS Hranicko (LAG Hranicko), responsible for realization of our own subsidy programs, projects, sustainable development of our region.**
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		**Local action group is non-profit organization associates entrepreneurs, NGOs, municipalities, individuals from complete urban region. Our main goals: support of development activities, realization of own subsidy programs. LAG has 53 members. The office is situated in Hranice, we have 4 employees.**
3 Date and place.		**25. 10. 2017 Hranice, Czech Republic**
4 Interviewer's name and project partner.		**Michaela Škrobánková, Hranická rozvojová agentura**
All questions		
QUESTIONS	**TOPIC**	**ANSWERS**
1 In which field does your organisation work in?	[AF]	**Development of urban areas, projects realization.**
2 Who are the main shareholders of your organisation? (is it publicly owned or private?)	[AF]	**The majority of our association is private (entrepreneurs) but the property is owned by all the members.**
3 Which kind of activity do you organise? • How often? • Does everybody who wants to participate need to become a member? • If no, how many people, not members, are usually involved in your activity?	[OI]	**Realization of own subsidy programs – preparation of long term strategy, preparation of conditions and rules, calls announcement, project applications receipt, overseeing of project implementation.** **Realization of our own projects, investment or non-investment projects.** **Publication, education, workshops, consultancy, seminar organization.** **We prefer that anybody who wants to cooperate become a member of LAG but cooperation also with non-members is also running.**
4 Do you organise also specific activity to improve sustainable mobility?	[OI]	**Our subsidy program MAS-IROP (LAG – Integrated Regional Operational Program) supports cycling path building, safety of pedestrians, building of P+R parking places. We supported bus stops building in small**

			villages in last period. In the years 2013 – 2016 we have prepared Strategy of Hranice region development which is in analytical and strategical part dedicated to problems in transport, commuting n road conditions and we see as the priority cycling or car sharing.
5	Do you do any questionnaires to your member? If yes, can you provide us a template? • Do you do them regularly? If yes, how often? If no, why? • What are the main issue that you ask? Do you do specific question about mobility? If yes, which? If no, why? • What are the main complaints?	[OI]	We do not prepare questionnaires for our members, we have professional background of 4 employees, all the members communicate with them. We have 11-members Board. We have 4x a year General Meeting.
6	Do you do any questionnaires to citizens? If yes, can you provide us a template? • Do you do them regularly? If yes, how often? If no, why? • What are the main issue that you ask? Do you do specific question about mobility? If yes, which? If no, why? • What are the main complaints?	[OI]	We do regular questionnaires for public/citizens, the last we map interest and better access to local products from farmers, before it was interest in cycling path building. The biggest questionnaire distribution/research was in 2012, focused on several main fields of quality living in rural areas and part of the questions were focused on mobility as well. We had 817 responds from our region, what is about 2,4% of all region inhabitants. The questionnaire is accessible here: http://www.regionhranicko.cz/dokumenty/ projekty/39/Dotaznikova%20setreni/dotazni k_obyvatele_regionu_Hranicko-verze_pro_tisk_a_rucni_vpylneni.pdf The questions about mobility: Do you register any mobility problems in your town? Do you have enough bus connections? What kind of transport do you use to come to your job/school? If you use car, do you travel alone or do you share it? The other questions were about feeling safety, or environmental impact.
7	Are there in your city other stakeholders that work in your field? If yes, please describe their main characteristics and differences with you.	[CO]	Next to LAG, the similar activities are under Microregion Hranicko (association of the municipalities).

8	Do you cooperate with other stakeholders? If yes, which kind? If no, why?	[CO]	**We have very close cooperation with Microregion Hranicko and Hranice development agency. We publish together half-year newsletter, common consultancy, common promotion.**
9	Do you cooperate with the municipality or, in general, with a public authority? If yes, how?	[CO]	**Our members are: 10 municipalities and 1 microregion, we cooperate with all municipalities in our region, especially as information channel, collecting of the data, seminar and excursion organization.** **In last two years we have closer cooperation with municipality of Hranice on realization of Local action plan of Education.**

7. KEY POINTS INTERVIEWS TEMPLATE

Starting from interview results, the responsible person of each project partner has to highlight the important points from every stakeholder group (Group A Public authorities, Group B Large employers and schools, Group C Infrastructure and service providers, and Group D Interest groups, NGOs, business support organisations).

Attention:

- It is crucial to point out the key findings related to the objective of Smart Commuting. It is suggested to consider the more interesting things as far as commuting is concerned.
- Some of the "Topics" can be left empty if partners think these are not relevant to their FUA.
- Partners do not have to specify the name of the stakeholders. Key points from partner interviewers' point(s) of view are the most important thing!
- It is required to use a bullet list to enumerate the key findings from the interviews.
- Partners can enlarge the table below if needed.

7.1. Group A. Public authorities

TOPICS	CODE	HIGHLIGHTS
Demographic development	[DD]	- decreasing trend of demographic development (less inhabitants) - slow increasing trend of population 65 and more years old
Transport infrastructure	[TI]	- Hranice lies at the crossroad of railways, main roads going from west to east of Czechia - international trains stop in our town - quality of the local regional/city roads is quite bad and the municipality is limited by financial means, the more is that most roads is owned by the Region (County).
Mobility behaviour	[MB]	
Mobility service	[MS]	- local public transport, only buses in FUA area - transport in city is operated by one transport company
Transport policy	[TP]	- the municipality negotiates with transport companies mainly about the price, it is difficult to negotiate the changes in the schedule - transport policy is given by the County (Olomoucky Region)
Cooperation with other stakeholders	[CO]	- in the field of transport is cooperation with transport companies ("supplier") - collective transport is managed by

TOPICS	CODE	HIGHLIGHTS
		Coordinator of Integrated Transport system of Olomouc Region
Urban facilities	[UF]	- many big companies for such a small town
Own initiatives for sustainable mobility	[OI]	- missing mobility plan
Other important issue		

7.2. Group B. Large employers and schools

TOPICS	CODE	HIGHLIGHT
Business organization and operation	[BO]	- Small town/region with quite many big high schools and big industry companies
Geographic area of interest	[GA]	- Declining population trend - More people commute to the region from larger distances
Own initiatives for sustainable mobility	[OI]	- Very less point of interest in E-mobility - Some effort to promote public transport
Mobility behaviour	[MB]	- People are not used to car-pooling, more students than employees - Employees use most of the cars as the means of transport and they travel alone (one person in one car) - Very slowly some employees start to use bicycles, employers try to support it
Urban facilities	[UF]	- Services for employees, students, customers are usually available at the place or very close
Cooperation with other stakeholders	[CO]	- Little effort to communicate with other stakeholders - If so – no reaction
Transport infrastructure	[TI]	- Public transport services are not suitable for students, employees in general - The transport services are available but the timing is not suitable
Other important issue		

TOPICS	CODE	HIGHLIGHT
Other important issue		

7.3. Group C. Infrastructure and service providers

TOPICS	CODE	HIGHLINE
Mobility behaviour	[MB]	- Transport companies see from the data they have that if the people use the public transport as a mean of transport to work/school, they are not used to buy a long-term ticket (for example for whole month), they buy ticket one by one, what means they do not expect to travel by public transport whole week, month … - The basic ticket is the most bought ticket – which means the majority of the passengers are adult people (less pupils, students, pensioners..)
Mobility service	[MS]	- Private companies providing the public transport - Long history of the providers - Providing transport under contract with public authority
Future vision	[FV]	- Almost no clear future visions - Expansion of the services, like number of vehicles and type (electro, CNG…) - Modernization of rolling-stock
Own initiatives for sustainable mobility	[MB]	- Unfortunately, no own initiatives for sustainable mobility - No feel of responsibility about this topic
Cooperation with other stakeholders	[CO]	- Unfortunately we cannot put any point here, they do not cooperate with other stakeholders, only dealing with County and

TOPICS	CODE	HIGHLINE
		the municipality
Transport infrastructure	[TI]	
Geographic area of interest	[GA]	- Both companies are operating bus services throughout Moravia - Provide also international bus service, one also trains service
Other important issue		

7.4. Group D. Interest groups, NGOs, business support organisations

TOPICS	CODE	HIGHLINE
Activity field of organisation	[AF]	- Local development - Project realization
Own initiatives for sustainable mobility	[MB]	- If we can call as "own initiatives" action of LAG in our region (sustainable development including mobility) then our LAG Hranicko is the main actor in this point
Cooperation with other stakeholders	[CO]	- Open atmosphere for establishing of cooperation - No hostile atmosphere - Good possibilities in cooperation due to small region and good neighbourly relations - Good connections to municipalities
Other important issue		
Other important issue		

8. GENERAL SUMMARY TEMPLATE

Each partner now has to choose from one to six most relevant <u>topics</u> in its opinion from the topic list, and points out the key findings related to each topic of its choice. To do it each partner uses the key points summarised for each stakeholder group.

Attention:

- In this step, partners do not have to divide it into stakeholders. The main objective of this summary is to <u>point out the main elements related to each topic</u> that are considered most relevant to each FUA.
- Is required to <u>use a bullet list</u> to enumerate the points of the summary.
- Partners can <u>enlarge the table if needed</u>.

Example (Table 6):

	TOPICS	CODE	SUMMARY
1	Demographic development	DD	- City centre is dense enough to accommodate public transport, but the outskirts urban density is low. - City centre's population tend to be old, while young families are living in the outskirts.
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	

Table 6 – example of summary

8.1. General summary template

	TOPICS	CODE	SUMMARY
1	Demographic development	DD	- General trend is that the population is getting old - more young families decide to live in rural areas - inflow in the region has not
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
2	Demographic development	DD	- People (employers, schools) maybe have some potential awareness that the cars are major transport system and that is not good trend - Lack of car-pooling system mostly because the people who use the cars come from short distance - rising changes in student mode of transport system, they use more of cars
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
3	Demographic development	DD	- NGOs are more used to cooperate with other stakeholders or organizations - But we see that even the private companies do not cooperate as much with others, there is good potential for better situation/progression
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	

4	Demographic development	DD
	Transport infrastructure	TI
	Mobility behaviour	MB
	Mobility service	MS
	Transport policy	TP
	Cooperation with other stakeholders	CO
	Business organization and operation	BO
	Geographic area of interest	GA
	Own initiatives for sustainable mobility	OI
	Future vision	FV
	Activity field of organisation	AF
	Urban facilities	UF

- Available mobility services are not on such a high level wrt flexibility, cooperation with other stakeholders, new offers, ideas …

- Last week: Hranice has become the first city in a country that has completely switched to electric power in urban transport. This makes Hranice the first city with fully electrified public transport in Europe. This is very big initiative of

5	Demographic development	DD
	Transport infrastructure	TI
	Mobility behaviour	MB
	Mobility service	MS
	Transport policy	TP
	Cooperation with other stakeholders	CO
	Business organization and operation	BO
	Geographic area of interest	GA
	Own initiatives for sustainable mobility	OI
	Future vision	FV
	Activity field of organisation	AF
	Urban facilities	UF

- There seems to be sufficient transport infrastructure for private and non-profit sector

- Very good train and bus connections from bigger distances

6	Demographic development	DD
	Transport infrastructure	TI
	Mobility behaviour	MB
	Mobility service	MS
	Transport policy	TP
	Cooperation with other stakeholders	CO
	Business organization and operation	BO
	Geographic area of interest	GA
	Own initiatives for sustainable mobility	OI
	Future vision	FV
	Activity field of organisation	AF
	Urban facilities	UF

- Big number of large employers for size of the town and the tendency is growing after the period of incredulity (closure of LG Philips Displays Technology Centre in Hranice)

- 5 big high schools with different focus, one of them is almost unique in Czech Republic (Forestry school – only 3 in Czech Republic) and even students from Slovakia come to study here

9. SWOT ANALYSIS TEMPLATE _ Smart Commuting template

Starting from the main topics identified in the previous phase, and the related data from the key findings from the interviews to stakeholders, partners will be able to fill the template of the SWOT analysis.
It is suggested to pay particular attention to distinguish the internal and external origin of each point. As a guideline, partners can use the following distinctions.

- <u>External</u> origin means what is out of a partner municipality's or FUA's control related to transport and mobility. For example, transport policy and regulations at the national and EU level, general macroeconomic trends, general technological innovations, or policies not directly related to mobility or transport such as education, falls under this group.
- <u>Internal</u> origin is what is under the control or in a competence area of partner municipality, associated stakeholders, etc. For example, property taxation, parking policy, public transport, traffic regulations, etc., can fall into this group.
- <u>There are some issues on a borderline between internal and external origin</u>, such as local socioeconomic trends and land use.

To fill the SWOT analysis, each partner will need:

- The general summary done at the end of the key points (page 35)
- The objective(s) that each partner has defined.

9.1. SWOT analysis template

Partner's name: Hranická rozvojová agentura

Objective: To show to the public that sustainable mobility is just as important as other parts of the region's development

	HELPFUL	CODE	HARMFUL	CODE
INTERNAL ORIGIN	*Strengths:* - smaller region which means better open communication and collaboration between private, NGOs, public sector - the city has a benefit with the connections to the international trains being a node point - many big employers for such a small region	[CO] [ ] [ ] [ ] [ ] [ ] [ ]	*Weaknesses:* - very bad system of car-pooling - bad public transport system usage because of bad schedule (timing) - lack of initiative from the authorities (municipality, region) to a higher initiative from transport service providers (more electric buses, better services…) - lack of facility infrastructure such a charging stations (for bikes, cars…), the poor network of cycle lanes through the whole city (they are available only in some parts of the city)	[ ] [ ] [ ] [ ] [ ] [ ] [ ]
EXTERNAL ORIGIN	*Opportunities:* - Strong presence of services very close to each other in the core city and in their surroundings, giving high potential for cycling - car-pooling - the short distance among the main points of the city; an average appealing weather; a flat territory; the presence of a river	[ ] [ ] [ ] [ ] [ ]	*Threats:* - Interurban bus transport is supported and subsidized by various municipalities. It may happen that some connections will be interrupted after the subsidy of the transport from municipalities side is cut.	[ ] [ ] [ ] [ ] [ ]

| | that go through the city and that could be a great place for a cycling lane | [   ] [   ] | | [   ] [   ] |

TO RESUME (each partner adds considerations if any):

Example from our neighbours: public transport in the town for free, there would be necessary feasibility study

Model: Using the taxi service for employees/students, but only if the taxi car is an electric or hybrid, gas (taxi service but ecological), can be subsidized from employers' side.

The municipality of Hranice is engaged in project called: To work on bike and we see increasing tendency, more employers, more people are involved in this project. But this is only one month in year…

D.T1.1.2
SWOT ANALYSIS

Key points interviews
General Summary
SWOT Analysis

Version 01
11 2017

DOCUMENT CONTROL SHEET

Project index number	CE1161
Project acronym	SMART COM
Work-package	WP T1
Deliverable	D.T1.1.2
Version	01

Document History	**Version**	**Issue Date**	**Distribution**
	01	08/30/2017	ZADRA NOVA to all partners

Classification – This report is:							
Draft	X	**Final**		**Confidential**		**Restricted**	X	**Public**	

Partner owning	ZADRA NOVA
Main editor/s	Marta Zubčić, Marica Babić
Partners contributed	
Made available to	All partners

This document was created as part of the SMART COMMUTING project.

Zadar County Development Agency ZADRA NOVA

Copyright © 08/30/2017

[AF1]

INDEX

1. LIST OF STAKEHOLDERS INVOLVED

1.1. Group A. Public authorities

1	Name	Darko Kasap
	Field	Head od Physical Planning and Construction Department, City of Zadar
	Headquarters address	Narodni trg 1
	Contacts	graditeljstvo@grad-zadar.hr
2	Name	Krešimir Laštro
	Field	Head of Department of Maritime domain, Sea and Traffic of Zadar County
	Headquarters address	Božidara Petranovića 8
	Contacts	pomorstvo-lastro@zadarska-zupanija.hr
3	Name	
	Field	
	Headquarters address	
	Contacts	
4	Name	
	Field	
	Headquarters address	
	Contacts	

1.2. Group B. Large employers and schools

1	Name	Sandra Šango
	Field	High school ''Vladimir Nazor''
	Headquarters address	Perivoj Vladimira Nazora 3/II,
	Contacts	gimnazija-vn@zd.t-com.hr
2	Name	Stanka Pera-Martinac
	Field	Elementary school ''Petar Preradović''
	Headquarters address	Trg Petra Preradovića 1, 23 000 Zadar
	Contacts	ured@os-ppreradovica-zd.skole.hr
3	Name	Svetko Perković
	Field	Maritime High school Zadar
	Headquarters address	Ante Kuzmanića 1, 23000 Zadar
	Contacts	svetko.perkovic@zd.t-com.hr
4	Name	CROMARIS LC
	Field	Large empoyers
	Headquarters address	Gaženička cesta 4b, 23000 Zadar
	Contacts	info@cromaris.hr
5	Name	
	Field	
	Headquarters address	
	Contacts	
6	Name	
	Field	
	Headquarters address	
	Contacts	

1.3. Group C. Infrastructure and service providers

1	Name	Ivan Bukvić - Čistoća d.o.o.
	Field	utilities
	Headquarters address	Stjepana Radića 33 - 23000 Zadar
	Contacts	info@cistoca-zadar.hr
2	Name	Tanja Maras - Liburnija D.o.o.
	Field	public bus traffic management
	Headquarters address	Ante Starčevića 1 – 23000 Zadar
	Contacts	liburnija-zadar@zd.t-com.hr
3	Name	Đoni Štambuk - Port of Zadar Authority
	Field	management of public sea travel
	Headquarters address	Gaženička cesta 28 A
	Contacts	tgjergja@port-authority-zadar.hr
4	Name	Tajana Grgić, Obala I lučice d.o.o.
	Field	management of public parking lots
	Headquarters address	Andrije Medulića 2 – 23000 ZADAR
	Contacts	info@oil.hr
5	Name	Krešimir Dvorski, NEXTBIKE
	Field	public bicycle system
	Headquarters address	Maceljska 4, 23000 Zadar
	Contacts	info@oil.hr
6	Name	
	Field	
	Headquarters address	
	Contacts	

1.4. Group D. Interest groups, NGOs, business support organisations

1	Name	Ivana Dević – Agency for Rural Development of Zadar County
	Field	Business support organization for rural development
	Headquarters address	Glagoljaška ulica 14, 23000 Zadar
	Contacts	Ivana.devic@aggra.hr
2	Name	Atana Grbić, Association 'EKO Zadar' '
	Field	ecological sustainability
	Headquarters address	Špire Brusine 12, 23000 Zadar
	Contacts	desk@ekozadar.hr
3	Name	Tonija Miletć - Institution for the Development of Competences, Innovations and Specializations of Zadar County - INOVAcija
	Field	Business support organisation
	Headquarters address	Trg 3 bunara 5 – 23000 Zadar
	Contacts	tonija.miletic@inovacija-zadar.hr
4	Name	Jasminka Smokrović - Association of Craftsmen Zadar
	Field	Expert-business organization that promotes interest of craftsmen
	Headquarters address	Špire Brusine 11, 23000 Zadar
	Contacts	info@uoz.hr
5	Name	
	Field	
	Headquarters address	
	Contacts	
6	Name	
	Field	
	Headquarters address	
	Contacts	

2. TOPICS

Below are listed all the topics assigned to each question, divided into topics per group of stakeholders. The subdivision in topics will be useful to carry out the SWOT analysis properly.

2.1. Topics list

This is the full list of the topics and their codes that are used in WP_T1 (Table 1).

Topic	Topic Code
Demographic development	DD
Transport infrastructure	TI
Mobility behaviour	MB
Mobility service	MS
Transport policy	PP
Cooperation with other stakeholders	CO
Business organization and operation	BO
Geographic area of interest	GA
Own initiatives for sustainable mobility	OI
Future vision	FV
Activity field of organisation	AF
Urban facilities	UF

Table 1 – Topic list

2.2. Stakeholders and topics combinations

2.2.1. Group A. Public authorities

This is the list of the topics and their codes related to the Group A Public Authorities (Table 2).

Related topic to this Stakeholder Group	Topic Code
Demographic development	DD
Transport infrastructure	TI
Mobility behaviour	MB
Mobility service	MS
Transport policy	PP
Cooperation with other stakeholders	CO
Urban facilities	UF
Own initiatives for sustainable mobility	OI

Table 2 – Group A topic list

2.2.2. Group B. Large employers and schools

This is the list of the topics and their codes related to the Group B. Large employers and schools (Table 3).

Related topic to this Stakeholder Group	Topic Code
Business organization and operation	BO
Geographic area of interest	GA
Own initiatives for sustainable mobility	OI
Mobility behaviour	MB
Urban facilities	UF
Cooperation with other stakeholders	CO
Transport infrastructure	TI

Table 3 – Group B topic list

2.2.3. Group C. Infrastructure and service providers

This is the list of the topics and their codes related to the Group C. Infrastructure and service providers (Table 4).

Related topic to this Stakeholder Group	Topic Code
Mobility behaviour	MB
Mobility service	MS
Future vision	FV
Own initiatives for sustainable mobility	OI
Cooperation with other stakeholders	CO
Transport infrastructure	TI
Geographic area of interest	GA

Table 4 – Group C topic list

2.2.4. Group D. Interest groups, NGOs, business support organisations

This is the list of the topics and their codes related to the Group D. Interest groups, NGOs, business support organisations (Table 5).

Related topic to this Stakeholder Group	Topic Code
Activity field of organisation	AF
Own initiatives for sustainable mobility	OI
Cooperation with other stakeholders	CO

Table 5 – Group D topic list

3. QUESTIONNAIRE (A) _ Public Authorities

3.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

3.2. How will you be involved in "Smart Commuting"

3.2.1. A. WP T1 _ (06/2017 - 03/2018)

➢ **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**

To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner should collect many data and information from different stakeholders. To gather these data, we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics

In order to combine these two kinds of information, it is crucial to have a good framework about the main features of the territories involved in the project.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)

During this phase, the collaboration of stakeholders is required only in the form of possible additions to the previous interview.

3.2.2. B. WP T2 _ (04/2018 - 12/2018)

In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

3.2.3. C. WP T3 _ (01/2019 - 05/2020)

In the third step, stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups (such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc.) will be consulted in designing and implementing the tangible pilot actions.

3.3. Public Authorities questionnaire template

Questions about interviewer, interviewed and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location		
3 Date and place		
4 Interviewer's name and project partner		
General characteristics		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Describe the relationships with: • Surrounding municipalities (common plans and activities), • Main (local/regional/national) transport agencies and service, • Main local activities (that generate main commuting flows).	[CO]	
2 What is the population trend of the city? Can you provide some maps that show the main development of the city and inhabitants? • Household size and their locations. If possible, provide a map showing geographical tendency. • Please specify the annual percentage figures of demographic outflow and inflow) • Age structure within the administrated area.	[DD]	

3	Land use and housing distribution. • Approximate percentage of rented house/flats and owned ones • How many % of the developed urban land is within 500m and within 1km from public transport stops? If available, please provide a map, or similar documents.	[UF]	
4	What are the biggest employers? • List main the employers that generate major commuting flows e.g. education centres, health centres, other public or private institutes and activities. • List also both the main surrounding municipalities towards which commuters move, and the main surrounding municipalities from which external commuters come. • Provide a map to localize them. • List other activities that generate important commuting flows e.g. regular large-scale events, tourists, etc. • If possible indicate the main transport methods used to reach the main facilities and the scale of interest (for example the presence of a unique hospital in a range of 100 km).	[UF]	

Transport system of the municipality

QUESTIONS	TOPIC	ANSWERS
5 How is your transport system structured? Pay attention to distinguish city's from FUA's data. • What means of transport are available in your city? • What are the general and the commuter modal split? • What is the extension of the different transport networks? (highway, road, subway, tram, bicycle, pedestrian area).	[MS] [MB] [TI]	

6	How many organisations manage the public transport? • Describe the relationships among the different organisations, especially between your local organisation(s) and other local, regional or national parties. • Provide public transport maps at different scales if possible.	[CO] [MS] [MS]	
7	How are the mobility trends (changes in traffic volume) of the latest years in your city? And during a single year (seasonality)? • How are the trends of inflow and outflow of commuters to/from neighbouring administrative areas (municipalities, regions)? • How are the trends of the commuters within the administrative area?	[MB]	
8	Which are the main characteristics of your mobility system? • Indicate the average distance per day travel by a person with public or private transport means. • Divide the inhabitants in the number of categories you consider useful to give consistent answers (e.g. students, workers, women, old people, etc.). • If possible sign in a map the main streets or places that are usually congested. Pay attention to the starting and ending points of them.	[MB] [MS]	
9	How many cars per 1,000 inhabitants are in the city?	[MB]	
10	Parking situations – available public parking in the city, pricing and location.	[TI]	
11	Average car occupancy rate, i.e. how many persons are in a car?	[MB]	
12	What is the general problem related to mobility or transport in the city?	[MB] [TI]	

13	What are typical wishes of inhabitants related to transport infrastructure or transport service provided in the administrated area?	[TI] [MS]	

Municipality sustainable transport policies

	QUESTIONS	TOPIC	ANSWERS
14	Which are the main policies your municipality applies to make the transport system more sustainable? Can you put them in order of relevance? Is there anyone of these that have developed a sustainable commuting?	[OI]	
15	Do you have an ICT based navigation system for mobility in your city? • If yes, which tools are activated? (e.g. smartphone travel planner, dynamic traffic system, public transport priority) • If no, why? Have you ever thought about it? Do you have it in your plan? Are there any obstacles to be addressed?	[MS]	

4. QUESTIONNAIRE (B) _ Large employers and schools

4.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

4.2. How will you be involved in "Smart Commuting"

4.2.1. A. WP T1 _ (06/2017 - 03/2018)
➢ **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**
To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data, we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics

In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)
During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

4.2.2. B. WP T2 _ (04/2018 - 12/2018)

In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

4.2.3. C. WP T3 _ (01/2019 - 05/2020)

In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

4.3. Questionnaire for large employers and schools

Questions about interviewer, interviewed and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		
3 Date and place.		
4 Interviewer's name and project partner.		
Users information		
QUESTIONS	**TOPIC**	**ANSWERS**
1 What kind of business are you running?	[BO]	
2 How many users does your activity include? Divide them into categories. • How many employees do you have? • How many visiting customers/pupils do you have on an average day?	[BO]	
3 Describe your daily operational schedule e.g. when the work begins/ends for employees, shift operations, lunch break, peak time for customers if existing, opening/closing time to customers/pupils.	[BO]	
4 Is there any seasonal difference / particularity in your business operation?	[BO]	

5	Where do your employees commute from? • What is the % of employees from within 1km (within a reach on foot) • What is the % of employees from within 1-4km (within a reach by bicycle) • What is the % of employees from within 4-10km (within a reach by e-bikes, scooters) • What is the % of employees from within 10-20km? • What is the % of employees from the area beyond 20km? • If it is preferred, it is possible to provide information about the place of residence of your employees/students.	[GA]	
6	Where do your customers/pupils commute from? • What is the % of customers/pupils from within 1km (within a reach on foot) • What is the % of customers/pupils from within 1-4km (within a reach by bicycle) • What is the % of customers/pupils from within 4-10km (within a reach by e-bikes, scooters) • What is the % of customers/pupils from within 10-20km? • What is the % of customers/pupils from the area beyond 20km? • If it is preferred, it is possible to provide information about the place of residence of your customers/pupils.	[GA]	
7	What are the demographic characteristics of employees, customers, and pupils? (e.g. male/female, age, local people/domestic or international migrants, highest education, etc.)	[BO]	

Transport and service information

	QUESTIONS	TOPIC	ANSWERS
8	How do the employees commute? Do you have any idea of modal share?	[MB]	
9	How do your customers/pupils come to your location? Do you have any idea of modal share?	[MB]	
10	What is the % of employees sharing private vehicle to reach the place? Do such "sharers" have a particular characteristic? (e.g. also sharing a flat, people from a particular neighbourhood, etc.)	[MB]	
11	Is there a public transport service available around your location? Can you describe it in its main characteristics? Is it suitable for your employees', customers', and/or pupils' needs? If not, what is the main problem? Considering the last ten to twenty years, do you think the public transport system has been improved, deteriorated or unchanged?	[MS] [TI]	
12	What are the self-assessment of employees, customers and pupils about commuting to/arriving at your place? What is the main compliments and problems arising from them?	[MB]	
13	How many car parking spaces do you offer to your employees/customers/pupils (students)? • Is this number appropriate to your present needs? • Have your needs about parking spaces changed during the last ten years? How?	[TI]	

14	How many bicycles and scooters parking spaces do you offer to your employees/customers/pupils (students)?	[TI]	

| 15 | What kind of services that your employees, customers and/or pupils would need every day (e.g. supermarkets, restaurants, schools, etc.) is available in a close proximity to your location? | [UF] | |

Relationships between activities and services

QUESTIONS		TOPIC	ANSWERS
16	Do you do anything to help your employees, customers and pupils to use the public transport? (providing information, giving subsidy to use public transport, discounted special rates, etc.) • Do you have any facilities offered for your employees or customers or pupils for e-mobility? (e.g. EV charging stations)	[OI]	
17	Do you offer any possibility for regular teleworking to your employees?	[BO]	
18	Does your activity promote in some way the awareness for sustainability?	[OI]	
19	Do you have any regular communication channels with others stakeholders e.g. public authorities or public transport agency to adjust your operational schedule to public transport timetable or to adjust public transport timetable to your operation schedule?	[CO] [BO]	
20	Does your school/company have any mobility management program with professionals committed to organise movements related to your activity? Could this idea interest you?	[CO] [BO]	

5. QUESTIONNAIRE (C) _ Infrastructure and service providers

5.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

5.2. How will you be involved in "Smart Commuting"

5.2.1. A. WP T1 _ (06/2017 - 03/2018)

➢ **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**

To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics

In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)

During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

5.2.2. B. WP T2 _ (04/2018 - 12/2018)

In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

5.2.3. C. WP T3 _ (01/2019 - 05/2020)

In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

5.3. Questionnaire for Infrastructure and service providers

Questions about interviewer, interviewee and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		
3 Date and place.		
4 Interviewer's name and project partner.		

All questions		
QUESTIONS	**TOPIC**	**ANSWERS**
1 In which field does your company work? What are the services you offer? Can you provide a schematic diagram of them?	[MS]	
2 What is the area that your company serve with its work? How large is it? Can you provide a map of the geographic area you serve and collocate in it your service?	[MS] [GA]	
3 How long have you been providing your service?	[MS]	
4 Is your service running under a contract with the authority, or do you run your service on your own?	[MS]	
5 Who are the main shareholders of your company? (if it is publicly owned or private?)	[MS]	

6	What is your principal expertise? Which are the themes you focus at? • Put in order of priority the following issue: energy renovation, low/zero gas emissions, no toxic waste, availability for everyone, flexibility, synergy with other company, competitiveness, tourism, economic efficiency, safety, affordable service, technical innovation. • Add any description to explain.	[MS]	
7	What is your future vision about your service in next 10 to 20 years?	[FV]	
8	How different is what you provide now compared to what you would like to offer in the future?	[FV]	
9	What are the future potentials, opportunities and obstacles to be addressed, or requirements in order for your agency to be able to realise your vision?	[FV]	
10	What is the main aspect you want/plan to improve in next 5 to 10 years, and what is the subject of your future investments?	[FV]	
11	What do you think about the current design of the street? • Do they need any change or improvement to make the public transport better? (e.g. lane reserved for public transport etc.) • Do they need any change or improvement to make the accessibility to the public transport stops/stations better?	[FV] [TI] [FV] [TI]	
12	Do you have any policy to subsidize students, tourists or other specific category to use your services?	[OI]	

13	Can you provide information about your categories and numbers of customers (students, workers, etc.)? If you offer subscriptions, can you provide statistics about sold subscriptions divided in typologies? Can you provide combined information about the two above mentioned? (How many students have a weekly/monthly subscription, etc.)	[MB]	
14	Do you collect data and feedback from your customers regularly? • If yes what do you ask? How often do you do them? What are the most relevant aspects? • If no, why? Have you ever thought about it?	[OI]	
15	Do you use data from national or regional level to explore the relationship between mobility, safety, and sustainability? • If yes, what datasets do you use? Where they come from? What are the advantages and disadvantages of current datasets? • If no, why? Have you ever tried to work with them?	[OI]	

6. QUESTIONNAIRE (D) _ Interest groups, NGOs, business support organisations

6.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

6.2. How will you be involved in "Smart Commuting"

6.2.1. A. WP T1 _ (06/2017 - 03/2018)
  ➢ **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**
To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics
In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)
During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

6.2.2. B. WP T2 _ (04/2018 - 12/2018)

In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

6.2.3. C. WP T3 _ (01/2019 - 05/2020)

In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

6.3. Questionnaire for Interest groups, NGOs, business support organisations

Questions about interviewer, interviewee and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		
3 Date and place.		
4 Interviewer's name and project partner.		
All questions		
QUESTIONS	**TOPIC**	**ANSWERS**
1 In which field does your organisation work in?	[AF]	
2 Who are the main shareholders of your organisation? (is it publicly owned or private?)	[AF]	
3 Which kind of activity do you organise? • How often? • Does everybody who wants to participate need to become a member? • If no, how many people, not members, are usually involved in your activity?	[OI]	
4 Do you organise also specific activity to improve sustainable mobility?	[OI]	

5	Do you do any questionnaires to your member? If yes, can you provide us a template? • Do you do them regularly? If yes, how often? If no, why? • What are the main issue that you ask? Do you do specific question about mobility? If yes, which? If no, why? • What are the main complaints?	[OI]	
6	Do you do any questionnaires to citizens? If yes, can you provide us a template? • Do you do them regularly? If yes, how often? If no, why? • What are the main issue that you ask? Do you do specific question about mobility? If yes, which? If no, why? • What are the main complaints?	[OI]	
7	Are there in your city other stakeholders that work in your field? If yes, please describe their main characteristics and differences with you.	[CO]	
8	Do you cooperate with other stakeholders? If yes, which kind? If no, why?	[CO]	
9	Do you cooperate with the municipality or, in general, with a public authority? If yes, how?	[CO]	

7. KEY POINTS INTERVIEWS TEMPLATE

Starting from interview results, the responsible person of each project partner has to highlight the important points from every stakeholder group (Group A Public authorities, Group B Large employers and schools, Group C Infrastructure and service providers, and Group D Interest groups, NGOs, business support organisations).

Attention:

- It is crucial to point out the key findings related to the objective of Smart Commuting. It is suggested to consider the more interesting things as far as commuting is concerned.
- Some of the "Topics" can be left empty if partners think these are not relevant to their FUA.
- Partners do not have to specify the name of the stakeholders. Key points from partner interviewers' point(s) of view are the most important thing!
- It is required to use a bullet list to enumerate the key findings from the interviews.
- Partners can enlarge the table below if needed.

Group A. Public authorities

TOPICS	CODE	HIGHLIGHTS
Demographic development	[DD]	
		- Population growth - Aging of the population - reduction of migration - the average age in the county is higher than the national average - the average age in the city is lower than the national average
Transport infrastructure	[TI]	
		- good road connection with the rest of the country - a poor railroad - a good maritime affinity with the islands - Congested traffic on the peninsula especially in the summer - poor traffic planning on the peninsula – lack of parking space
Mobility behaviour	[MB]	- about 367/1000 inhabitants use the car - most commonly used cars, then buses and boats - congested traffic on the peninsula - lack of coordination of semaphore devices - insufficient permeable power for cars on the roads - insufficient data on mobility

TOPICS	CODE	HIGHLIGHTS
		- More than 50% of the inhabitants of the rural area around the city of Zadar travel daily to work in the city of Zadar
Mobility service	[MS]	- there are a large number of public enterprise management companies - the presence of a state-owned public transport company - the average driving time is 30 minutes - a good bus connection in the city, in the rest of the county depends on which municipality it is - there is a need to plan the mobile system - The City of Zadar is currently working on SUMP
Transport policy	[TP]	- extensive traffic studies on urban traffic for city of Zadar - There are no sustainable mobility studies for the whole Zadar county or FUA - unfinished SUMP
Cooperation with other stakeholders	[CO]	Good co-operation with decision-makers - Most public transport companies are in urban or state ownership
Urban facilities	[UF]	- transporting residents to the city center by car - inflow of tourists in July and August
Own initiatives for sustainable mobility	[OI]	- Introduced green waves in traffic - more and more circular flows

TOPICS	CODE	HIGHLIGHTS
		- the problem of the absence of a "lower emission zone" (LEZ) - is planned in the future in the center of Zadar
Other important issue		

Group B. Large employers and schools

TOPICS	CODE	HIGHLINE
Business organization and operation	[BO]	- Schools closed in the summer - the problem of lack of management [AF3]for mobility for both schools and business
Geographic area of interest	[GA]	- Most of the surveyed schools and businesses are located in the city center
Own initiatives for sustainable mobility	[OI]	- lack of mobility initiatives
Mobility behaviour	[MB]	- Most employees [AF4]use the car - Most students use the bus - due to the crowding on the peninsula, employees and students face daily delay problems
Urban facilities	[UF]	- There are supermarkets in the center of the city, and everything else is needed
Cooperation with other stakeholders	[CO]	- schools have agreements with public transport companies and are aligned with the school start / finish - companies do not have an agreement with public transport companies
Transport infrastructure	[TI]	- insufficient number of parking spaces in peninsula in Zadar

TOPICS	CODE	HIGHLINE

Group C. Infrastructure and service providers

TOPICS	CODE	HIGHLINE
Mobility behaviour	[MB]	
		- pupils and students use mostly public transport - reduction of ticket sales for public transport - Introduced the Nextbike public bicycle system.
Mobility service	[MS]	
		- Good coverage of public transport in the city of Zadar, the problem is the traffic congestion of the peninsula. The traffic flow on the peninsula is weak, resulting in a delay in public rush
Future vision	[FV]	
		- Facilitate [AF5] ticket sales for workers (more workers use cars) and pupils (generally reducing the number of enrolled students in schools) - Increase County Coverage by Public Transport - Improvement of infrastructure

TOPICS	CODE	HIGHLINE
Own initiatives for sustainable mobility	[MB]	- disinterest for sustainable mobility
Cooperation with other stakeholders	[CO]	- Good co-operation with decision-makers, mostly in companies owned by the city or state
Transport infrastructure	[TI]	
		- poor road infrastructure - the need for better buses stops
Geographic area of interest	[GA]	
		- the public bicycle [AF6][WU7]system has coverage in the city of Zadar, the rest of the public transport companies have covered the entire Zadar County.
Other important issue		

TOPICS	CODE	HIGHLINE

Group D. Interest groups, NGOs, business support organisations

TOPICS	CODE	HIGHLINE
Activity field of organisation	[AF]	Supporting Institutions, County-owned Agencies, Craftsmen's Associations and Ecology Associations
Own initiatives for sustainable mobility	[MB]	-
Cooperation with other stakeholders	[CO]	good cooperation with other institutions and with the authorities
Other important issue		
Other important issue		

8. GENERAL SUMMARY TEMPLATE

Each partner now has to choose from one to six most relevant <u>topics</u> in its opinion from the topic list, and points out the key findings related to each topic of its choice. To do it each partner uses the key points summarised for each stakeholder group.

Attention:

- In this step, partners do not have to divide it into stakeholders. The main objective of this summary is to <u>point out the main elements related to each topic</u> that are considered most relevant to each FUA.
- Is required to <u>use a bullet list</u> to enumerate the points of the summary.
- Partners can <u>enlarge the table if needed</u>.

Example (Table 6):

	TOPICS	CODE	SUMMARY
1	Demographic development	DD	- City centre is dense enough to accommodate public transport, but the outskirts urban density is low. - City centre's population tend to be old, while young families are living in the outskirts.
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	

Table 6 – example of summary

8.1 General summary

	TOPICS	CODE	SUMMARY
1	Demographic development	DD	- more and more residents from rural areas come to live in the city of Zadar - the young population migrates to the city of Zadar - Generally the number of inhabitants in the city of Zadar is growing
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
2	Demographic development	DD	- poor road infrastructure, the need for better buses stops - good road connection with the rest of the country - a poor railroad - a good maritime connection with the islands - Congested traffic on the peninsula especially in the summer - poor traffic planning on the peninsula - lack of parking space - The road network is branched - inadequate transport infrastructure in the area of the City of Zadar - no multi-way inbound road was built. - unresolved property and legal relations for the construction of new and reconstruction of existing road structures - Road infrastructure is not tailored to people with special needs.
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
3	Demographic development	DD	– There is a problem in planning the "smart mobility" in the city itself. There isn't a good coordination of traffic lights
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	

	Transport policy	TP	in traffic. A large number of residents use the car instead of public transport. There are not enough quality studies that deal with the topic of "smart mobility".
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	– In companies and schools operating in the center of the city of Zadar - the peninsula, there is a noticeable delay of employees and students due to the congestion of traffic on the peninsula.
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
			- The City of Zadar is currently working on SUMP
4	Demographic development	DD	– Although good co-ordination between public transport companies and decision-makers, still is not sufficiently developed their own initiative for sustainable mobility.
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
5	Demographic development	DD	– Good co-operation between public transport companies and primary and secondary schools in harmonizing public traffic for students
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	– Good co-operation between decision-makers and public transport companies (companies are mostly owned by the city)
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
6	Demographic development	DD	– insufficient linkage of local self-government units in rural areas with bus lines
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	– the average driving time is 30 minute
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	

Own initiatives for sustainable mobility	OI	
Future vision	FV	
Activity field of organisation	AF	
Urban facilities	UF	

9. SWOT ANALYSIS TEMPLATE _ Smart Commuting template

Starting from the main topics identified in the previous phase, and the related data from the key findings from the interviews to stakeholders, partners will be able to fill the template of the SWOT analysis.

It is suggested to pay particular attention to distinguish the internal and external origin of each point. As a guideline, partners can use the following distinctions.

- External origin means what is out of a partner municipality's or FUA's control related to transport and mobility. For example, transport policy and regulations at the national and EU level, general macroeconomic trends, general technological innovations, or policies not directly related to mobility or transport such as education, falls under this group.
- Internal origin is what is under the control or in a competence area of partner municipality, associated stakeholders, etc. For example, property taxation, parking policy, public transport, traffic regulations, etc., can fall into this group.
- There are some issues on a borderline between internal and external origin, such as local socioeconomic trends and land use.

To fill the SWOT analysis, each partner will need:

- The general summary done at the end of the key points (page 35)
- The objective(s) that each partner has defined.

9.1. SWOT analysis

Partner's name: **ZADRA NOVA**

Objective:
development of the
the peninsula

Improvement of intermodal infrastructure and idling [AF8][WU9]traffic and the Intelligent Transport System (ITS) in the city of Zadar with emphasis on relationship (?)[AF10]

OBJECTIVE:

To decrease traffic and congestions we want to improve/develop of:

- intermodal infrastructure

- intelligent transport system (ITS)

- the establishment and organization of a special traffic zone on the peninsula

	HELPFUL	CODE	HARMFUL	CODE
INTERNAL ORIGIN	*Strengths:* - There is a good road connection in the entire Zadar County. - High level of development of public transport in the city of Zadar. - Introduction of the public bicycle system. - The County of Zadar is well connected with other parts of Croatia - Good co-operation between public transport companies and primary and secondary schools in harmonizing public traffic for students - The City of Zadar is currently working on SUMP	[TI] [TI] [TI] [TI] [CO] [MB]	*Weaknesses:* - congestion of traffic on the peninsula and [AF11] - [WU12]the absence of complete coordination of semaphore devices. - The absence of a strategic document dealing with intermodal transport - unsatisfactory condition and insufficient utilization of railway infrastructure - lack of parking spaces - insufficient linkage of local self-government units of bus lines in rural areas - the averge driving time is 30 minutes (20 minutes average in Europe) - absence of a ''lower emission zone'' (LEZ) - reduced ticket sales in public transport - preference of automobile in compare to the expense of all other forms of transport by the local population - Congested traffic on the peninsula especially during summer	[PP] [TI] [TI] [TI] [MS] [MS] [OI] [MB] [MB] [MB]

	Opportunities:		Threats:	
EXTERNAL ORIGIN	- the average age in the city is lower than national average - reduction of migration - favourable geographical position - Increase of investment in road maintenance	[DD] [DD] [DD] [TI]	- the average age in the county is higher than the national average - young people are moving from rural parts to urban part of the county (city of Zadar) - the great influence of the tourist season on road and maritime traffic - absence of railway passenger traffic[AF13][WU14] - More than 50% of the inhabitants of the rural area around the city of Zadar travel daily to work in the city of Zadar	[DD] [DD] [MB] [TI] [MB]

TO RESUME [AF15][WU16]*(each partner adds considerations if any):*

The good geostrategic position in FUA of Zadar is the basis for creating a policy for traffic in the future development of the FUA Zadar. Progress must first be achieved in the local transport network by integrating local traffic routes in order to gain flowability, higher traffic communication and a unique traffic unit. Further efficient development of the city's overall urban transport system requires intermodality of traffic routes, which implies directing traffic from the roads to the rail, coastal and inland navigation, thereby reducing the road traffic burden and its negative environmental impact. The very centre of the city of Zadar (peninsula), which is the most congested – with daily commuting as well as tourism in the season, requires urgent problem solving through special traffic regulation.

A major problem is created by the influx of residents from the rural area into the Zadar area, especially in the younger population. On the other hand, most residents who live in rural areas mostly travel to Zadar every day to work. This is a consequence of the imbalance in development between smaller municipalities and cities and the city of Zadar. Because of this strong inflow of residents from the rest of the FUA and the county, pressure on road traffic is taking place in the very center of the city.

With the pressure of the local population on the very center of the City of Zadar, in the summer, there is even greater pressure on road and sea traffic due to tourists coming to the county. In the last 7 years, the number of overnight stays in the city has increased by 60% and in the county by 70%. A large amount of tourists is expressed when bad weather conditions are in the heart of the season, and tourists from all parts of the county use this time to tour the old part of the city of Zadar on the peninsula. That brings to the great congestion of the road in the City area causing massive tie ups in all directions

Measures for achieving sustainable mobility:

· Improvement of the quality of road, pedestrian and idling traffic of the road network and improvement of the traffic management and control system

· Improvement of the public transport system and creation of preconditions for the development of intermodal transport

· Development of maritime infrastructure and services and support of the Project Gaženica port as a port of international significance

· Promotion and development of bicycle traffic

T1.1.2
SWOT ANALYS

Key points interviews
General Summary
SWOT Analysis

Version vf
2 2017

DOCUMENT CONTROL SHEET

Project index number	CE1161		
Project acronym	SMART COMMUTING		
Work-package	WP T1		
Deliverable	D.T1.1.2		
Version	Vf2		
Document History	**Version**	**Issue Date**	**Distribution**
	Vf2	11/17/2017	PP8 to IUAV

Classification – This report is:							
Draft	X	**Final**		**Confidential**		**Restricted**	X	**Public**	

Partner owning	Municipality of Weiz
Main editor/s	DI Rauer, Nathalie Wagner
Partners contributed	VUT staff, IUAV
Made available to	All partners

This document was created as part of the SMART COMMUTING project.

University IUAV of Venice, Dorsoduro 2206, I-30123, Venice, Italy

Copyright © 08/30/2017

```
I
- - -
U
- - -
A
- - -
V
```

Commentato [AD1]: Please put your information in these spaces

INDEX

1. KEY POINTS INTERVIEWS TEMPLATE

Starting from interview results, the responsible person of each project partner has to highlight the important points from every stakeholder group (Group A Public authorities, Group B Large employers and schools, Group C Infrastructure and service providers, and Group D Interest groups, NGOs, business support organisations).

Attention:

- It is crucial to point out the key findings related to the objective of Smart Commuting. It is suggested to consider the more interesting things as far as commuting is concerned.
- Some of the "Topics" can be left empty if partners think these are not relevant to their FUA.
- Partners do not have to specify the name of the stakeholders. Key points from partner interviewers' point(s) of view are the most important thing!
- It is required to use a bullet list to enumerate the key findings from the interviews.
- Partners can enlarge the table below if needed.

A. LIST OF STAKEHOLDERS INVOLVED

A. Group A. Public authorities

1	Name	Municipality of Weiz
	Field	Municipality
	Headquarters address	Hauptplatz 7, 8160 Weiz
	Contacts	MA, MAS Erwin Eggenreich (Mayor), 03172 2319 105

2	Name	Municipality of St. Ruprecht
	Field	Municipality
	Headquarters address	Untere Hauptstraße 27 8181 St. Ruprecht/Raab
	Contacts	Herbert Pregartner (Mayor); (Bürgerservice) 03178 2218-300

3	Name	Municipality of Naas
	Field	Municipality
	Headquarters address	In der Weiz 37
	Contacts	LAbg. Bernhard Ederer (Mayor), 03172/2441

4	Name	Municipality of Mitterdorf
	Field	Municipality
	Headquarters address	Mitterdorf 5 8181 Mitterdorf an der Raab
	Contacts	Franz Kreimer (Mayor), 03178 51 50

5	Name	Municipality of Mortantsch
	Field	Municipality
	Headquarters address	Göttelsberg 160 8160 Mortantsch
	Contacts	Alois Breisler (Mayor), +43 3172 67550

6	Name	Municipality of Thannhausen
	Field	Municipality
	Headquarters address	Thannhausen 1 A-8160 Weiz
	Contacts	Gottfried Heinz (Mayor), +43 (0)664 85 75 003

B. Group B. Large employers and schools

1	Name	**Siemens**
	Field	Generator Step UP Transformers single-phase and three-phase, Substation Transformers
	Headquarters address	Elingasse 3 8160 Weiz
	Contacts	+43 (0) 51707 71998+43 (0) 51707 / 71998 +43 (0) 51707 / 71998
2	Name	Magna Presstec
	Field	Metal production and processing, Structural parts for the automotive industry
	Headquarters address	Elin-Süd-Straße 16, 8160 Weiz
	Contacts	+43 3172 6100
3	Name	Mosdorfer, Knill Gruppe
	Field	fittings and damping systems for high-voltage overhead transmission
	Headquarters address	Eisengasse 25, 8160 Weiz
	Contacts	+43 (3172) 2505 15
4	Name	Lieb Gruppe
	Field	General contractor, building contractors, building construction, civil engineering, timber constriction, massive house building
	Headquarters address	Birkfelder Str. 40, 8160 Weiz
	Contacts	+43 (0) 3172 2417-0
5	Name	Weitzer Parkett
	Field	parquet manufacturers
	Headquarters address	Klammstraße 24, 8160 Weiz
	Contacts	+43 3172 / 23 72 - 0
6	Name	Federal school center
	Field	Combines the 3 big secondary schools in Weiz in one building (in the order of size) : HTL (Technical College with the branches Mechanical Engineering, Industrial Engineering and Electrical Engineering, Environmental Engineering), HAK (The trade academy and the commercial school) , HLW(The secondary schools for economic)

	Headquarters address	Dr.-Karl-Widdmann-Straße 40, 8160 Weiz
	Contacts	Purkarthofer Gottfried Prof. DI (HTL); HR Dir. Mag. Barbara Hauswiesner (HAK); HR Mag. Gabriele Zierler (HLW)
7	Name	Andritz Hydro
	Field	Research and competence center for hydro and turbo generators; development of generator technology, generators production
	Headquarters address	Dr. Karl-Widdmann-Strasse 5 8160 Weiz
	Contacts	+43 (3172) 606 2212
8	Name	Elin Motoren
	Field	Wind Energy; Plastics & Tunneling; Power Plants; Marine, Oil & Gas; Decentralized Energy Systems; Industrial Plant Applications
	Headquarters address	Elin-Motoren-Straße 1 / 8160 Preding/Weiz
	Contacts	+43 3172 90 606-1000

C. Group C. Infrastructure and service providers

1	Name	Steiermärkische Landesbahnen
	Field	Public transport, train/bus, freight transport
	Headquarters address	Eggenberger Straße 20, 8020 Graz
	Contacts	+43/316/812581-0
2	Name	Taxi Temmel
	Field	Taxi, private transport; WASTI (Weizer automobile collection taxi) operates as a version of a city bus
	Headquarters address	Klammstraße 2, 8160 Weiz
	Contacts	03172 4010
3	Name	Amt der Steiermärkischen Landesregierung, Abteilung 16
	Field	Traffic and country building construction, department public transport
	Headquarters address	Stempfergasse 7, 8010 Graz
	Contacts	0316/877-2550 (Stefan Walter)
4	Name	Steirische Verkehrsverbund GmbH
	Field	Bus-Train-Tram Network
	Headquarters address	Friedrichgasse 13, A-8010 Graz
	Contacts	Tel.: (+43) 0316/812138-24 DI Wolfgang Futter

D. Group D. Interest groups, NGOs, business support organisations

1	Name	Stadtmarketing
	Field	City marketing, economy and events
	Headquarters address	Hauptplatz 7 8160 Weiz
	Contacts	Mag.(FH) Axel Dobrowolny, MBA 03172/2319-650
2	Name	Tourismus
	Field	Tourism in Weiz, promotion and improvement of Weiz as a tourist destination
	Headquarters address	Hauptplatz 18 8160 Weiz
	Contacts	Mag.(FH) Axel Dobrowolny, MBA 03172/2319-650
3	Name	Energy region Weiz-Gleisdorf
	Field	Environmental and energy related projects in the regions between Weiz and Gleisdorf
	Headquarters address	Franz-Pichler-Straße 32 8160 Weiz
	Contacts	Christoph Stark +43 (0)3172 / 603 4069
4	Name	Youth center, Area 52
	Field	Free time activities and events planned and organised for teenagers between 10 and 18 years
	Headquarters address	Franz-Pichler-Straße 17 8160 Weiz
	Contacts	Mag. Brigitte Koschier, 03172/2319854
5	Name	Lebenshilfe Weiz
	Field	Caretaking and supporting of handicapped persons
	Headquarters address	Goethegasse 31 8160 Weiz
	Contacts	Peter Breitenberger, 03172/5610

1. GENERAL SUMMARY TEMPLATE

Each partner now has to choose from one to six most relevant <u>topics</u> in its opinion from the topic list, and points out the key findings related to each topic of its choice. To do it each partner uses the key points summarised for each stakeholder group.

Attention:

- In this step, partners do not have to divide it into stakeholders. The main objective of this summary is to <u>point out the main elements related to each topic</u> that are considered most relevant to each FUA.
- Is required to <u>use a bullet list</u> to enumerate the points of the summary.
- Partners can <u>enlarge the table if needed</u>.

Example (Table 6):

	TOPICS	CODE	SUMMARY
1	Demographic development	DD	- City centre is dense enough to accommodate public transport, but the outskirts urban density is low. - City centre's population tend to be old, while young families are living in the outskirts.
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	

Table 6 – example of summary

1.1. General summary template

	TOPICS	CODE	SUMMARY
1	Demographic development	DD	- 80% of the employees in large companies and 41% of the students of the Federal School Center drive to work / school by their own car - The bicycle is not anchored as an everyday mode for transport in the mind of the people
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
2	Demographic development	DD	- The extension of the railway line S31 to the school center is an opportunity for the public transport. The exploitation of the train will increase by pupils and commuters which will reach school and place of work in the center of Weiz without changing. - On the other hand, there is insufficient or missing infrastructure for regional buses - inadequate or missing bicycle infrastructure in the municipalities (FUA), but also in the center of Weiz
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
3	Demographic development	DD	- public transport: The offer is decided by the higher regional authority (Land Steiermark, Verkehrsverbund) and (largely) financed, the room for actions of the region is small - Micro-public transport systems: here the planning is decided by the municipalities / the region
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	

Commentato [AD2]: So, do you think that, even though positive, it could be better exploited?

4	Demographic development	DD
	Transport infrastructure	TI
	Mobility behaviour	MB
	Mobility service	MS
	Transport policy	TP
	Cooperation with other stakeholders	CO
	Business organization and operation	BO
	Geographic area of interest	GA
	Own initiatives for sustainable mobility	OI
	Future vision	FV
	Activity field of organisation	AF
	Urban facilities	UF

- The existing decentralized settlement structure of houses and the tendency to further urban sprawl weaken the public transport and lead to a high dependence on the car

- Many origin points of traffic relations to Weiz are within the e-bike reachable area of 10 km (see map at chapter 1.2 – Commuters).

Commentato [AD3]: Please explain better the meaning of „traffic relations"
Do you mean the main origin/destination points?

5	Demographic development	DD
	Transport infrastructure	TI
	Mobility behaviour	MB
	Mobility service	MS
	Transport policy	TP
	Cooperation with other stakeholders	CO
	Business organization and operation	BO
	Geographic area of interest	GA
	Own initiatives for sustainable mobility	OI
	Future vision	FV
	Activity field of organisation	AF
	Urban facilities	UF

- The city of Weiz already set numerous initiatives (bike rental system, e-car sharing, WASTI, sponsorship for the inhabitants if they buy an e- bike, for cards for public transport)
-
- Activities of individual companies to promote sustainable mobility (for Example co-driving and "picking up" apprentices, cheap public transport season tickets)

6	Demographic development	DD
	Transport infrastructure	TI
	Mobility behaviour	MB
	Mobility service	MS
	Transport policy	TP
	Cooperation with other stakeholders	CO
	Business organization and operation	BO
	Geographic area of interest	GA
	Own initiatives for sustainable mobility	OI
	Future vision	FV
	Activity field of organisation	AF
	Urban facilities	UF

- - As a result of the ongoing projects, a coordinated sustainable mobility strategy for the city of Weiz will be developed
- - The public transport authorities and the transport companies themselves have the goal of further improving's of the public transport offer
- The energy region Weiz-Gleisdorf and the LEADER region are working on the subject of "sustainable mobility" and want to try to set further initiatives within their own reach of influence

2. SWOT ANALYSIS TEMPLATE _ Smart Commuting template

Starting from the main topics identified in the previous phase, and the related data from the key findings from the interviews to stakeholders, partners will be able to fill the template of the SWOT analysis.

It is suggested to pay particular attention to distinguish the internal and external origin of each point. As a guideline, partners can use the following distinctions.

- <u>External</u> origin means what is out of a partner municipality's or FUA's control related to transport and mobility. For example, transport policy and regulations at the national and EU level, general macroeconomic trends, general technological innovations, or policies not directly related to mobility or transport such as education, falls under this group.
- <u>Internal</u> origin is what is under the control or in a competence area of partner municipality, associated stakeholders, etc. For example, property taxation, parking policy, public transport, traffic regulations, etc., can fall into this group.
- <u>There are some issues on a borderline between internal and external origin</u>, such as local socioeconomic trends and land use.

To fill the SWOT analysis, each partner will need:

- The general summary done at the end of the key points (page 35)
- The objective(s) that each partner has defined.

2.1. SWOT analysis template

Partner's name: Municipality of Weiz

Objective: increase the share of sustainable transport in the modal split of commuting

_____

	HELPFUL	CODE	HARMFUL	CODE
INTERNAL ORIGIN	Strengths: - Importance of the city of Weiz as a school and workplace center - Existing inter-municipality cooperation in the development of new bicycle infrastructure and routes - Activities of individual enterprises towards less commuting traffic already existing (for example, carpooling and the "collecting" of workers with a bus by Pichler Werke) - Existing bicycle rental system - Existing call collecting taxi - WASTI - Extension of train line S31 with high quality and two new stations in the center to the school center in Weiz (almost) completed - Mobility Office of the City of Weiz already existing; it is a big chance to supplement additional services of mobility management - Weiz is an environment-friendly and energy-saving city	[UF] [CO] [OI] [MS] [MS] [TI] [AF] [AF]	Weaknesses: - 80% of the commuters are coming by car - The bicycle is not anchored in everyday life - Insufficient or missing bicycle infrastructure in the municipalities, but also in the town center (bicycle paths, bicycle parking) - Low occupancy rate of cars in everyday traffic - No company or school mobility management at the moment - most of the employees of the big industries and factories do not live in the city of Weiz and therefore they think that the companies are currently only/best accessible by one's own car (exception: Andritz Hydro and Siemens with an inner city location in Weiz); the result is different regarding the people living in the core city: nearly 20% of them walk or cycle to work - Too many cheap or free	[MB] [MB] [TI] [MB] [OI] [TI] [UF]

Interreg
CENTRAL EUROPE
European Union
European Regional
Development Fund
SMART COMMUTING

		[MS]	parking spaces in the town center of Weiz and at the major traffic originsdestinations	
	- Other already implemented or planned mobility projects such as cycling strategy ,e-bike strategy, new kind of micro-public transport, e-car sharing, city walks, project to strengthen walking			
	- There is already an effort to eliminate some of the free parking spaces e.g. at the school center	[TP]		
	- Larger companies promote the use of public transport to the employees	[OI]		
	- Good contact and connections with the worker's councils of the large enterprises	[AF]		
	- Many traffic connections are within the e-bike area of 10 km (see the map at chapter 1.2 with the most important origin municipalities of commuters to Weiz)	[GA]		
	- Every company is generally accessible by public transport - has at least one public transport stop	[GA]		
	- The "flagship companies" (that means companies with a long tradition and an above average share of workers using sustainable means of transport have strong regional ties on the management level	[OI]		

Commentato [AD7]: This is an interesting point. Here it is possible to see that a measure to reduce cars rather than implement public services it is a positive quality.

Often the balanced combination of limits and proposals/services achieves best results.

Commentato [AD8]: Please be more precise in explaining the meaning of "traffic connections". Maybe a map could be useful to understand this concept and to give it a more concrete shape.

Commentato [C29]: Ich würde diesen Punkt ganz herausstreichen (Rettensteiner)

Commentato [AD10]: Even in this case a map or similar could be very useful to understand better the shape of the transport service in relation with the activity distribution.

A territorial point of view is always precious to understand transportation issues.

Commentato [T11]: What is the „flagship company" and what is the „regional ties"? Please specify.

EXTERNAL ORIGIN	Opportunities: - On a regional scale, Energy region Weiz-Gleisdorf and the LEADER region are working with the topic of sustainable mobility	[CO]	Threats: - Offer gaps in public transport in the morning, on Saturdays and Sundays, and during holidays	[MS]
	- The start and finish times of the large companies are the same (3-shift operation 06:00 - 14:00, 14:00 - 22:00, 22:00 - 06:00) = potential for bundling of trips (71% Employees are from the region)	[BO]	- The offer of the public transport ends too early in the evening, there is no possibility for the trip back	[MS]
	- micro-public transport systems (demand-responsive transport): municipalities and the region have the planning authority	[TP]	- insufficient or missing infrastructure for regional buses (bus lanes, bus traffic, changing places in the region, attractive interchanges)	[TI]
	- Further unification of transport prices	[TP]	- There are no statistics on commuters who use public transport	[BO]
	- Promotion of multimodal nodes at major public transport stops (Mobility hubs) by local and regional gouvernments.	[TI]	- existing decentralised settlement and the trend to raise the urban sprawl	[GA]
	- Increasing number of one-person households (currently about 38% in the city of Weiz) form a potential for car sharing	[DD]	- Use of e-mobility depends exclusively on subsidies and financial benefits such as free charging, free parking, purchase promotion otherwise the initial cost incurred by each individual is too expensive. Additional it is to say that the decision on a higher level (national and/or regional) for subsidizing EV doesn't help to reduce cars.	[TP]
	- important for the public transport authority (state, transport association) are "availability for everyone", "economic efficiency" and also the consideration about the "tourism" -	[FV]	- The offer in public transport is decided by (and largely) financed by the higher-ranking regional authority (Land Steiermark, Verkehrsverbund Organisation), the scope for action from the region is low	[TP]

Commentato [AD14]: Who is promoting this measure? National or regional government? How does it become an opportunity for you? Maybe some extra funding?

Commentato [AD15]: Very interesting.
The most of people consider this topic as a problem, it is interesting to turn in in an opportunity.

TO RESUME (each partner adds considerations if any):

The SWOT analysis reveals two main areas of action:
1. Further improvement of the infrastructure, especially for regular public transport, cycling and the interconnection of different modes of transport (multimodal Hubs)
2. Development of a set of measures to raise awareness among the population, with a focus on schools and enterprises

Accordingly, the strategy to be developed should focus on these two points.

WP T1.1.1
GUIDELINE FOR SWOT ANALYSIS

To do

Version 1.0

11 2017

DOCUMENT CONTROL SHEET

Project index number	CE1161
Project acronym	SMART COM
Work-package	WP T1
Deliverable	D.T1.1.1
Version	vf

Document History	**Version**	**Issue Date**	**Distribution**
	1.0	20/11/2017	SZOLNOK to IUAV

Classification – This report is:								
Draft		**Final**	X	**Confidential**		**Restricted**	X	**Public**	

Partner owning	IUAV staff
Main editor/s	Silvio Nocera, Alberto Dianin, Anna Franchini (IUAV)
Partners contributed	VUT staff
Made available to	All partners

This document was created as part of the SMART COMMUTING project.

University IUAV of Venice, Dorsoduro 2206, I-30123, Venice, Italy

Copyright © 08/30/2017

INDEX

1. LIST OF STAKEHOLDERS INVOLVED

1.1. Group A. Public authorities

1	Name	Dr. Balogh Gyula
	Field	Deputy Registrar, District Office Szolnok
	Headquarters address	5000 Szolnok, Kossuth squere 1.
	Contacts	56/795-666

1.2. Group B. Large employers and schools

1	Name	Grunda Miklós
	Field	HR Director, MÁV Railway Vehicle Repair, Szolnok
	Headquarters address	Szolnok, Kőrösi Str, 5000
	Contacts	
2	Name	Hicsó György
	Field	Head of Institution, Szolnok Center Of Vocational Technical Training
	Headquarters address	5000 Szolnok, Baross Str. 37/A
	Contacts	56/425-844
3	Name	Mohácsi Mónika
	Field	HR Generalist; Stadler Szolnok Vehicle Repair, Szolnok
	Headquarters address	5000 Bánki donát u. 5.
	Contacts	
4	Name	Mohácsi Csilla
	Field	Head of Institution, Vásárhelyi Pál Vocational School of Economics, Health Care and Tourism, Member of Szolnok Center of Vocational Service Training
	Headquarters address	
	Contacts	
5	Name	Simon Gyula
	Field	Head of Institution, Vocational School and College of Textil

		Industry, Member of Szolnok Center of Vocational Service Training
	Headquarters address	5000 Szolnok, Áchim András utca 12-14.
	Contacts	
6	Name	Dr. Mózer Erzsébet
	Field	Géza Hetényi County Hospital, Szolnok
	Headquarters address	5000 Szolnok Hősök tere 2-4.
	Contacts	
7	Name	Strázsi Sándor
	Field	Deputy Head of Institution, Vocational School of Commerce and Hotel Trade, Member of Szolnok Center of Vocational Service Training
	Headquarters address	5000 Szolnok, Károly Róbert utca 2.
	Contacts	
8	Name	Szilvás Ágnes
	Field	Head of Institution, Sipos Orbán Vocational School, Member of Szolnok Center of Vocational Service Training
	Headquarters address	5000 Szolnok, Gyermekváros utca 1.
	Contacts	

1.3. Group C. Infrastructure and service providers

1	Name	Menkó Mihály
	Field	Head of Traffic Management, Central-Hungarian Center for Transport (Regional Bus Operator)
	Headquarters address	5000 Szolnok, Nagysándor József út 24.
	Contacts	
2	Name	Kondor Balázs
	Field	Regional Head of Infrastructure Division, Hungarian Railways Co.
	Headquarters address	5000 Szolnok, Jubileum tér 1-3.
	Contacts	

1.4. Group D. Interest groups, NGOs, business support organisations

1	Name	Balázsiné Gődér Ágnes
	Field	Head of Cultural and Community Centre
	Headquarters address	5000 Szolnok, Jubileum tér 1/a.
	Contacts	

2. TOPICS

Below are listed all the topics assigned to each question, divided into topics per group of stakeholders. The subdivision in topics will be useful to carry out the SWOT analysis properly.

2.1. Topics list

This is the full list of the topics and their codes that are used in WP_T1 (Table 1).

Topic	Topic Code
Demographic development	DD
Transport infrastructure	TI
Mobility behaviour	MB
Mobility service	MS
Transport policy	PP
Cooperation with other stakeholders	CO
Business organization and operation	BO
Geographic area of interest	GA
Own initiatives for sustainable mobility	OI
Future vision	FV
Activity field of organisation	AF
Urban facilities	UF

Table 1 – Topic list

2.2. Stakeholders and topics combinations

2.2.1. Group A. Public authorities

This is the list of the topics and their codes related to the Group A Public Authorities (Table 2).

Related topic to this Stakeholder Group	Topic Code
Demographic development	DD
Transport infrastructure	TI
Mobility behaviour	MB
Mobility service	MS
Transport policy	PP
Cooperation with other stakeholders	CO
Urban facilities	UF
Own initiatives for sustainable mobility	OI

Table 2 – Group A topic list

2.2.2. Group B. Large employers and schools

This is the list of the topics and their codes related to the Group B. Large employers and schools (Table 3).

Related topic to this Stakeholder Group	Topic Code
Business organization and operation	BO
Geographic area of interest	GA
Own initiatives for sustainable mobility	OI
Mobility behaviour	MB
Urban facilities	UF
Cooperation with other stakeholders	CO
Transport infrastructure	TI

Table 3 – Group B topic list

2.2.3. Group C. Infrastructure and service providers

This is the list of the topics and their codes related to the Group C. Infrastructure and service providers (Table 4).

Related topic to this Stakeholder Group	Topic Code
Mobility behaviour	MB
Mobility service	MS
Future vision	FV
Own initiatives for sustainable mobility	OI
Cooperation with other stakeholders	CO
Transport infrastructure	TI
Geographic area of interest	GA

Table 4 – Group C topic list

2.2.4. Group D. Interest groups, NGOs, business support organisations

This is the list of the topics and their codes related to the Group D. Interest groups, NGOs, business support organisations (Table 5).

Related topic to this Stakeholder Group	Topic Code
Activity field of organisation	AF
Own initiatives for sustainable mobility	OI
Cooperation with other stakeholders	CO

Table 5 – Group D topic list

3. QUESTIONNAIRE (A) _ Public Authorities

3.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

3.2. How will you be involved in "Smart Commuting"

3.2.1. A. WP T1 _ (06/2017 - 03/2018)

> **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**

To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner should collect many data and information from different stakeholders. To gather these data, we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics

In order to combine these two kinds of information, it is crucial to have a good framework about the main features of the territories involved in the project.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)

During this phase, the collaboration of stakeholders is required only in the form of possible additions to the previous interview.

3.2.2. B. WP T2 _ (04/2018 - 12/2018)

In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

3.2.3. C. WP T3 _ (01/2019 - 05/2020)

In the third step, stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups (such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc.) will be consulted in designing and implementing the tangible pilot actions.

3.3. Public Authorities questionnaire template

Questions about interviewer, interviewed and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location		
3 Date and place		
4 Interviewer's name and project partner		
General characteristics		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Describe the relationships with: • Surrounding municipalities (common plans and activities), • Main (local/regional/national) transport agencies and service, • Main local activities (that generate main commuting flows).	[CO]	
2 What is the population trend of the city? Can you provide some maps that show the main development of the city and inhabitants? • Household size and their locations. If possible, provide a map showing geographical tendency. • Please specify the annual percentage figures of demographic outflow and inflow) • Age structure within the administrated area.	[DD]	

3	Land use and housing distribution. • Approximate percentage of rented house/flats and owned ones • How many % of the developed urban land is within 500m and within 1km from public transport stops? If available, please provide a map, or similar documents.	[UF]
4	What are the biggest employers? • List main the employers that generate major commuting flows e.g. education centres, health centres, other public or private institutes and activities. • List also both the main surrounding municipalities towards which commuters move, and the main surrounding municipalities from which external commuters come. • Provide a map to localize them. • List other activities that generate important commuting flows e.g. regular large-scale events, tourists, etc. • If possible indicate the main transport methods used to reach the main facilities and the scale of interest (for example the presence of a unique hospital in a range of 100 km).	[UF]

Transport system of the municipality

QUESTIONS	TOPIC	ANSWERS
5 How is your transport system structured? Pay attention to distinguish city's from FUA's data. • What means of transport are available in your city? • What are the general and the commuter modal split? • What is the extension of the different transport networks? (highway, road, subway, tram, bicycle, pedestrian area).	[MS] [MB] [TI]	

6	How many organisations manage the public transport?	[CO] [MS]	
	• Describe the relationships among the different organisations, especially between your local organisation(s) and other local, regional or national parties.		
	• Provide public transport maps at different scales if possible.	[MS]	
7	How are the mobility trends (changes in traffic volume) of the latest years in your city? And during a single year (seasonality)?	[MB]	
	• How are the trends of inflow and outflow of commuters to/from neighbouring administrative areas (municipalities, regions)?		
	• How are the trends of the commuters within the administrative area?		
8	Which are the main characteristics of your mobility system?	[MB] [MS]	
	• Indicate the average distance per day travel by a person with public or private transport means.		
	• Divide the inhabitants in the number of categories you consider useful to give consistent answers (e.g. students, workers, women, old people, etc.).		
	• If possible sign in a map the main streets or places that are usually congested. Pay attention to the starting and ending points of them.		
9	How many cars per 1,000 inhabitants are in the city?	[MB]	
10	Parking situations – available public parking in the city, pricing and location.	[TI]	
11	Average car occupancy rate, i.e. how many persons are in a car?	[MB]	
12	What is the general problem related to mobility or transport in the city?	[MB] [TI]	

	QUESTIONS	TOPIC	ANSWERS
13	What are typical wishes of inhabitants related to transport infrastructure or transport service provided in the administrated area?	[TI] [MS]	

Municipality sustainable transport policies

	QUESTIONS	TOPIC	ANSWERS
14	Which are the main policies your municipality applies to make the transport system more sustainable? Can you put them in order of relevance? Is there anyone of these that have developed a sustainable commuting?	[OI]	
15	Do you have an ICT based navigation system for mobility in your city? • If yes, which tools are activated? (e.g. smartphone travel planner, dynamic traffic system, public transport priority) • If no, why? Have you ever thought about it? Do you have it in your plan? Are there any obstacles to be addressed?	[MS]	

4. QUESTIONNAIRE (B) _ Large employers and schools

4.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

4.2. How will you be involved in "Smart Commuting"

4.2.1. A. WP T1 _ (06/2017 - 03/2018)
➢ **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**
To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data, we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics
In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)
During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

4.2.2. B. WP T2 _ (04/2018 - 12/2018)
In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

4.2.3. C. WP T3 _ (01/2019 - 05/2020)
In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

4.3. Questionnaire for large employers and schools

Questions about interviewer, interviewed and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		
3 Date and place.		
4 Interviewer's name and project partner.		
Users information		
QUESTIONS	**TOPIC**	**ANSWERS**
1 What kind of business are you running?	[BO]	
2 How many users does your activity include? Divide them into categories. • How many employees do you have? • How many visiting customers/pupils do you have on an average day?	[BO]	
3 Describe your daily operational schedule e.g. when the work begins/ends for employees, shift operations, lunch break, peak time for customers if existing, opening/closing time to customers/pupils.	[BO]	
4 Is there any seasonal difference / particularity in your business operation?	[BO]	

5	Where do your employees commute from? • What is the % of employees from within 1km (within a reach on foot) • What is the % of employees from within 1-4km (within a reach by bicycle) • What is the % of employees from within 4-10km (within a reach by e-bikes, scooters) • What is the % of employees from within 10-20km? • What is the % of employees from the area beyond 20km? • If it is preferred, it is possible to provide information about the place of residence of your employees/students.	[GA]	
6	Where do your customers/pupils commute from? • What is the % of customers/pupils from within 1km (within a reach on foot) • What is the % of customers/pupils from within 1-4km (within a reach by bicycle) • What is the % of customers/pupils from within 4-10km (within a reach by e-bikes, scooters) • What is the % of customers/pupils from within 10-20km? • What is the % of customers/pupils from the area beyond 20km? • If it is preferred, it is possible to provide information about the place of residence of your customers/pupils.	[GA]	
7	What are the demographic characteristics of employees, customers, and pupils? (e.g. male/female, age, local people/domestic or international migrants, highest education, etc.)	[BO]	

Transport and service information		
QUESTIONS	**TOPIC**	**ANSWERS**
8 How do the employees commute? Do you have any idea of modal share?	[MB]	
9 How do your customers/pupils come to your location? Do you have any idea of modal share?	[MB]	
10 What is the % of employees sharing private vehicle to reach the place? Do such "sharers" have a particular characteristic? (e.g. also sharing a flat, people from a particular neighbourhood, etc.)	[MB]	
11 Is there a public transport service available around your location? Can you describe it in its main characteristics? Is it suitable for your employees', customers', and/or pupils' needs? If not, what is the main problem? Considering the last ten to twenty years, do you think the public transport system has been improved, deteriorated or unchanged?	[MS] [TI]	
12 What are the self-assessment of employees, customers and pupils about commuting to/arriving at your place? What is the main compliments and problems arising from them?	[MB]	
13 How many car parking spaces do you offer to your employees/customers/pupils (students)? • Is this number appropriate to your present needs? • Have your needs about parking spaces changed during the last ten years? How?	[TI]	

14	How many bicycles and scooters parking spaces do you offer to your employees/customers/pupils (students)?	[TI]	
15	What kind of services that your employees, customers and/or pupils would need every day (e.g. supermarkets, restaurants, schools, etc.) is available in a close proximity to your location?	[UF]	

Relationships between activities and services

QUESTIONS		TOPIC	ANSWERS
16	Do you do anything to help your employees, customers and pupils to use the public transport? (providing information, giving subsidy to use public transport, discounted special rates, etc.) • Do you have any facilities offered for your employees or customers or pupils for e-mobility? (e.g. EV charging stations)	[OI]	
17	Do you offer any possibility for regular teleworking to your employees?	[BO]	
18	Does your activity promote in some way the awareness for sustainability?	[OI]	
19	Do you have any regular communication channels with others stakeholders e.g. public authorities or public transport agency to adjust your operational schedule to public transport timetable or to adjust public transport timetable to your operation schedule?	[CO] [BO]	
20	Does your school/company have any mobility management program with professionals committed to organise movements related to your activity? Could this idea interest you?	[CO] [BO]	

5. QUESTIONNAIRE (C) _ Infrastructure and service providers

5.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

5.2. How will you be involved in "Smart Commuting"

5.2.1. A. WP T1 _ (06/2017 - 03/2018)
> **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**

To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics

In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)

During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

5.2.2. B. WP T2 _ (04/2018 - 12/2018)

In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

5.2.3. C. WP T3 _ (01/2019 - 05/2020)

In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

5.3. Questionnaire for Infrastructure and service providers

Questions about interviewer, interviewee and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		
3 Date and place.		
4 Interviewer's name and project partner.		

All questions		
QUESTIONS	**TOPIC**	**ANSWERS**
1 In which field does your company work? What are the services you offer? Can you provide a schematic diagram of them?	[MS]	
2 What is the area that your company serve with its work? How large is it? Can you provide a map of the geographic area you serve and collocate in it your service?	[MS] [GA]	
3 How long have you been providing your service?	[MS]	
4 Is your service running under a contract with the authority, or do you run your service on your own?	[MS]	
5 Who are the main shareholders of your company? (if it is publicly owned or private?)	[MS]	

6	What is your principal expertise? Which are the themes you focus at? • Put in order of priority the following issue: energy renovation, low/zero gas emissions, no toxic waste, availability for everyone, flexibility, synergy with other company, competitiveness, tourism, economic efficiency, safety, affordable service, technical innovation. • Add any description to explain.	[MS]	
7	What is your future vision about your service in next 10 to 20 years?	[FV]	
8	How different is what you provide now compared to what you would like to offer in the future?	[FV]	
9	What are the future potentials, opportunities and obstacles to be addressed, or requirements in order for your agency to be able to realise your vision?	[FV]	
10	What is the main aspect you want/plan to improve in next 5 to 10 years, and what is the subject of your future investments?	[FV]	
11	What do you think about the current design of the street? • Do they need any change or improvement to make the public transport better? (e.g. lane reserved for public transport etc.) • Do they need any change or improvement to make the accessibility to the public transport stops/stations better?	 [FV] [TI] [FV] [TI]	
12	Do you have any policy to subsidize students, tourists or other specific category to use your services?	[OI]	

13	Can you provide information about your categories and numbers of customers (students, workers, etc.)? If you offer subscriptions, can you provide statistics about sold subscriptions divided in typologies? Can you provide combined information about the two above mentioned? (How many students have a weekly/monthly subscription, etc.)	[MB]	
14	Do you collect data and feedback from your customers regularly? • If yes what do you ask? How often do you do them? What are the most relevant aspects? • If no, why? Have you ever thought about it?	[OI]	
15	Do you use data from national or regional level to explore the relationship between mobility, safety, and sustainability? • If yes, what datasets do you use? Where they come from? What are the advantages and disadvantages of current datasets? • If no, why? Have you ever tried to work with them?	[OI]	

6. QUESTIONNAIRE (D) _ Interest groups, NGOs, business support organisations

6.1. What is "Smart Commuting"?

"Smart Commuting" is a EU-funded project promoted by the programme Interreg Central Europe (2014-2020). The project belongs to the theme "Low-carbon economy", which is one of the four categories of topics faced by Interreg. The main objective of the project is to find new solutions to make commuting smarter in the context of central Europe, referring to some sample cities as case studies. Dealing with commuting means not only to improve the quality of our cities in daily-life, but also to address the plague of CO_2 emissions efficiently. Working on this topic represents a crucial chance to develop more sustainable cities both from urban and environmental point of view.

To reach the objective of a smarter commuting the project is organised in three main steps:
- WP T1: Elaboration of a Transnational Strategy through the SWOT Analysis at FUA level.
- WP T2: Enhancement of mobility capacity planning and coordinating at FUA level.
- WP T3: Realisations of Pilot actions.

6.2. How will you be involved in "Smart Commuting"

6.2.1. A. WP T1 _ (06/2017 - 03/2018)
> **T1.1 Realisation of the SWOT Analysis _ (06/2017 – 10/2017)**

To realise the SWOT Analysis and, subsequently, to elaborate the Transnational Strategy, each partner has to collect many data and information from different stakeholders. To gather these data we kindly ask partners to answer to the questioner here proposed. It is composed by:
- Generic questions
- Required data, maps and statistics

In order to combine these two kinds of information, it is crucial to have a good framework about the currently situation of territories.

T1.2 Elaboration of a Transnational Strategy _ (11/2017 – 03/2018)

During this phase, it is not required the collaboration of stakeholders unless there will be some necessary addition to the previous interview.

6.2.2. B. WP T2 _ (04/2018 - 12/2018)

In the second step, each stakeholder will be invited to jointly establish a coordinated organisational structure to address commuting issues in your FUA. Furthermore, stakeholders will be invited to annual conferences organised in each FUA to find common solutions on low-carbon and smart commuting. A shared institutional digital platform will be realised to allow sharing information and ideas among the stakeholders and partners.

6.2.3. C. WP T3 _ (01/2019 - 05/2020)

In the third step stakeholders will be involved in the SUMP elaboration through the coordinated structures established at FUA level in the previous phases. Some stakeholders as interest groups such as the Chamber of Commerce, association of entrepreneurs and workers; NGOs etc. will be consulted in designing and implementing the tangible pilot actions.

6.3. Questionnaire for Interest groups, NGOs, business support organisations

Questions about interviewer, interviewee and organisation		
QUESTIONS	**TOPIC**	**ANSWERS**
1 Please describe your position and responsibilities in the municipality/enterprise/association.		
2 Describe your administrative organisation. Specify: size, number of employees/members, headquarter and location.		
3 Date and place.		
4 Interviewer's name and project partner.		
All questions		
QUESTIONS	**TOPIC**	**ANSWERS**
1 In which field does your organisation work in?	[AF]	
2 Who are the main shareholders of your organisation? (is it publicly owned or private?)	[AF]	
3 Which kind of activity do you organise? • How often? • Does everybody who wants to participate need to become a member? • If no, how many people, not members, are usually involved in your activity?	[OI]	
4 Do you organise also specific activity to improve sustainable mobility?	[OI]	

5	Do you do any questionnaires to your member? If yes, can you provide us a template? • Do you do them regularly? If yes, how often? If no, why? • What are the main issue that you ask? Do you do specific question about mobility? If yes, which? If no, why? • What are the main complaints?	[OI]	
6	Do you do any questionnaires to citizens? If yes, can you provide us a template? • Do you do them regularly? If yes, how often? If no, why? • What are the main issue that you ask? Do you do specific question about mobility? If yes, which? If no, why? • What are the main complaints?	[OI]	
7	Are there in your city other stakeholders that work in your field? If yes, please describe their main characteristics and differences with you.	[CO]	
8	Do you cooperate with other stakeholders? If yes, which kind? If no, why?	[CO]	
9	Do you cooperate with the municipality or, in general, with a public authority? If yes, how?	[CO]	

7. KEY POINTS INTERVIEWS TEMPLATE

Starting from interview results, the responsible person of each project partner has to highlight the important points from every stakeholder group (Group A Public authorities, Group B Large employers and schools, Group C Infrastructure and service providers, and Group D Interest groups, NGOs, business support organisations).

Attention:

- It is crucial to point out the key findings related to the objective of Smart Commuting. It is suggested to consider the more interesting things as far as commuting is concerned.
- Some of the "Topics" can be left empty if partners think these are not relevant to their FUA.
- Partners do not have to specify the name of the stakeholders. Key points from partner interviewers' point(s) of view are the most important thing!
- It is required to use a bullet list to enumerate the key findings from the interviews.
- Partners can enlarge the table below if needed.

7.1. Group A. Public authorities

TOPICS	CODE	HIGHLIGHTS
Demographic development	[DD]	
Transport infrastructure	[TI]	- Clearway M/4 between Budapest-Szolnok–Fegyvernek is under construction - Bike path is incomplete among Szolnok and the towns in its agglomeration - Bridges over River Tisza and Zagyva are overloaded - The network of the bike path in the city is in good condition and is under continuous development - The enhancement of the parking capacity is a must - There are several pay parking lots in the city center, outside areas and near to the larger office and public buildings, but it is difficult to find parking spaces during workdays. - There are no railway stations in many settlements, so a lot of people are forced to commute if they are want to travel by railway - Motorway, metro, trams, trolleybuses are not available in the area of Szolnok District Office
Mobility behaviour	[MB]	- Morning and afternoon rush hours - The bikers often violates the traffic regulation - The two main cities where the commuters come from (or go to) are Martfű and Újszász - Some public events (Sport events, festivals) attract a lot of people to Szolnok

TOPICS	CODE	HIGHLIGHTS
Mobility service	[MS]	- Szolnok is a centre of region - Lack of integrated tariff- and fare system related to the local and suburban public transport - Lack of region-wide E-ticketing system (only in Szolnok public transport), no information on the ridership and the travel preferences - The on-board units on local and reginal buses are outdated, they must be renewed soon - The financing of public transport service providers is insufficient - The city has no navigation system supporting the transport, lack of integrated journey planner related to the local and suburban public transport - The subsidiary system of commuting doesn't motivate the choose of sustainable mode of transport - The volume of bike transport is not enough for a sustainable bike sharing system
Transport policy	[TP]	
Cooperation with other stakeholders	[CO]	- Cooperation between township and the Mayor's Office is continuous - There is an operative cooperation among the police, the trainband and the Mayor's Office - Direct contact between big companies, with several shifts and the Mayor's Office - The schools are operated with the coordination of the Mayor's Office - The operation and the development of national roads is the responsibility of the Hungarian Road Maintenance Co. - Separated institutional framework and financing related to local and suburban transport - Some of the market players dealing with commuting transport reach competitive advantages illegally by violating different regulations (for instance regulation of employment, benefit paying etc.) - Five cities belong to the administrative area of Szolnok District Office: Szolnok, Besenyszög, Martfű, Rákóczifalva és Újszász

TOPICS	CODE	HIGHLIGHTS
Urban facilities	[UF]	
Own initiatives for sustainable mobility	[OI]	- Development of bike path in the industry park - Construction of public lighting of bike path network - Development of the navigation system of the city - Continuous introduction of electric or hybrid vehicles and replacement of diesel busses - These are the main targets in order to reach sustainable transport: reducing travel time; reducing individual travel costs; reducing noise pollution; reducing the number of accidents; reducing fuel consumption; reducing resource requirements; reducing CO2 emission; reducing environmental pollution
Other important issue		- Reconstruction of new bridges over River Tisza - Installation of automatic traffic counting equipment in to the main junctions - Evaluation of traffic situation and implementing the necessary measures - The biggest problems are: bottlenecks in main traffic routes, lack of bypasses, only few people use public transport and bicycles - Expectations of public: elimination of traffic jams, low parking charges/fees; modern public transport facilities; alternative bypasses

7.2. Group B. Large employers and schools

TOPICS	CODE	HIGHLINE
Business organization and operation	[BO]	- Provides opportunity to work from home (Home Office)
Geographic area of interest	[GA]	- (Breakdown of commute distances of MÁV employees: 20% (1-4km); 20% (4-10km); 20% (10-20km); 40% (more than 20km)) - (Breakdown of commute distances of SZMSZC employees: 1% (1km); 5% (1-4km); 34% (4-10km); 40% (10-20km); 20% (more than 20km)) - (Breakdown of commute distances of SZMSZC students: 8% (1km); 2% (1-4km); 30% (4-10km); 40% (10-20km); 20% (more than 20km)) - (Breakdown of commute distances of Vehicle Repair employees: 30% (1-4km); 8% (4-10km); 16% (10-20km); 46% (more than 20km))
Own initiatives for sustainable mobility	[OI]	- Development of bike path in the industry park - Construction of public lighting of bike path network
Mobility behaviour	[MB]	- Morning and afternoon rush hours - Most of the workers use their own car or car sharing to go to work, because the location (periphery) and starting time of work make it not possible (or just partly) to use public transport - Those workers who come from the same settlement and work in the same shift commute with one car - Entrant administrative workers use public transport

TOPICS	CODE	HIGHLINE
Urban facilities	[UF]	
Cooperation with other stakeholders	[CO]	- Direct contact between big companies, with several shifts and the Mayor's Office - The schools are operated with the coordination of the Mayor's Office - Some of the market players dealing with commuting transport reach competitive advantages illegally by violating different regulations (for instance regulation of employment, benefit paying etc.) - The timetable (the arrival and departure of busses and trains) is aligned with the worker's morning and afternoon shifts, but public transport is not available for night-shift workers
Transport infrastructure	[TI]	- Clearway M/4 between Budapest-Szolnok–Fegyvernek is under construction - The network of the bike path in the city is in good condition and is under continuous development - The enhancement of the parking capacity is a must
Other important issue		- There is a direct link between Szolnok and the towns in its agglomeration with scheduled bus service - There is a direct link between Szolnok and seven towns in its agglomeration with scheduled train service - The volume of bike transport is not enough for a sustainable bike sharing system - Setting trees in the downtown, reducing air pollution

7.3. Group C. Infrastructure and service providers

TOPICS	CODE	HIGHLINE
Mobility behaviour	[MB]	- Morning and afternoon rush hours
Mobility service	[MS]	- Szolnok is a centre of region - There is a direct link between Szolnok and the towns in its agglomeration with scheduled bus service - There is a direct link between Szolnok and seven towns in its agglomeration with scheduled train service - Lack of integrated tariff- and fare system related to the local and suburban public transport - Lack of region-wide E-ticketing system (only in Szolnok public transport), no information on the ridership and the travel preferences - The on-board units on local and reginal buses are outdated, they must be renewed soon - The financing of public transport service providers is insufficient - The city has no navigation system supporting the transport, lack of integrated journey planner related to the local and suburban public transport
Future vision	[FV]	- Reconstruction of new bridges over River Tisza - Installation of automatic traffic counting equipment in to the main junctions - Evaluation of traffic situation and implementing the necessary measures
Own initiatives for sustainable mobility	[MB]	- Development of bike path in the industry park - Construction of public lighting of bike path network - Continuous introduction of electric or hybrid vehicles and replacement of diesel busses

TOPICS	CODE	HIGHLINE
Cooperation with other stakeholders	[CO]	- There is an operative cooperation among the police, the trainband and the Mayor's Office - The operation and the development of national roads is the responsibility of the Hungarian Road Maintenance Co. - Some of the market players dealing with commuting transport reach competitive advantages illegally by violating different regulations (for instance regulation of employment, benefit paying etc.)
Transport infrastructure	[TI]	- Clearway M/4 between Budapest-Szolnok–Fegyvernek is under construction - The network of the bike path in the city is in good condition and is under continuous development - The 70 % of the street-lighting in the city is updated - The city is equipped with configured and lighted up crosswalks - The enhancement of the parking capacity is a must
Geographic area of interest	[GA]	
Other important issue		- Main problems: lack of available and skilled labour: increase in average age of doctors; early retirement of assistants; exodus of skilled workers

7.4. Group D. Interest groups, NGOs, business support organisations

TOPICS	CODE	HIGHLINE
Activity field of organisation	[AF]	
Own initiatives for sustainable mobility	[MB]	- Continuous introduction of electric or hybrid vehicles and replacement of diesel busses
Cooperation with other stakeholders	[CO]	- Some of the market players dealing with commuting transport reach competitive advantages illegally by violating different regulations (for instance regulation of employment, benefit paying etc.)
Other important issue		- Setting trees in the downtown, reducing air pollution - Questionnaire does not contain relevant info regarding commute.

8. GENERAL SUMMARY TEMPLATE

Each partner now has to choose from one to six most relevant <u>topics</u> in its opinion from the topic list, and points out the key findings related to each topic of its choice. To do it each partner uses the key points summarised for each stakeholder group.

Attention:

- In this step, partners do not have to divide it into stakeholders. The main objective of this summary is to <u>point out the main elements related to each topic</u> that are considered most relevant to each FUA.
- Is required to <u>use a bullet list</u> to enumerate the points of the summary.
- Partners can <u>enlarge the table if needed</u>.

Example (Table 6):

	TOPICS	CODE	SUMMARY
1	Demographic development	DD	- City centre is dense enough to accommodate public transport, but the outskirts urban density is low. - City centre's population tend to be old, while young families are living in the outskirts.
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	

Table 6 – example of summary

8.1. General summary template

	TOPICS	CODE	SUMMARY
1	Demographic development	DD	- Clearway M/4 between Budapest-Szolnok–Fegyvernek is under construction - Bike path is incomplete among Szolnok and the towns in its agglomeration - Bridges over River Tisza and Zagyva are overloaded - The network of the bike path in the city is in good condition and is under continuous development - The 70 % of the street-lighting in the city is updated - The city is equipped with configured and lighted up crosswalks - The enhancement of the parking capacity is a must - There are several pay parking lots in the city center, outside areas and near to the larger office and public buildings, but it is difficult to find parking spaces during workdays. - There are no railway stations in many settlements, so a lot of people are forced to commute if they are want to travel by railway - Motorway, metro, trams, trolleybuses are not available in the area of Szolnok District Office
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
2	Demographic development	DD	- Morning and afternoon rush hours - The bikers often violates the traffic regulation - The car drivers are impatient - The bus drivers usually behave passenger friendly - The two main cities where the commuters come from (or go to) are Martfű and Újszász - Some public events (Sport events, festivals) attract a lot of people to Szolnok - Most of the workers use their own car or
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	

<table>
<tr>
<td></td>
<td colspan="2"></td>
<td colspan="2" style="color:red">car sharing to go to work, because the location (periphery) and starting time of work make it not possible (or just partly) to use public transport
- Those workers who come from the same settlement and work in the same shift commute with one car
- Entrant administrative workers use public transport</td>
</tr>
<tr>
<td rowspan="13">3</td>
<td>Demographic development</td>
<td>DD</td>
<td colspan="2" rowspan="13">- Szolnok is a centre of region
- There is a direct link between Szolnok and the towns in its agglomeration with scheduled bus service
- There is a direct link between Szolnok and seven towns in its agglomeration with scheduled train service
- Lack of integrated tariff- and fare system related to the local and suburban public transport
- Lack of region-wide E-ticketing system (only in Szolnok public transport), no information on the ridership and the travel preferences
- The on-board units on local and reginal buses are outdated, they must be renewed soon
- The financing of public transport service providers is insufficient
- The city has no navigation system supporting the transport, lack of integrated journey planner related to the local and suburban public transport
- The subsidiary system of commuting doesn't motivate the choose of sustainable mode of transport
- The volume of bike transport is not enough for a sustainable bike sharing system</td>
</tr>
<tr><td>Transport infrastructure</td><td>TI</td></tr>
<tr><td>Mobility behaviour</td><td>MB</td></tr>
<tr><td>Mobility service</td><td>MS</td></tr>
<tr><td>Transport policy</td><td>TP</td></tr>
<tr><td>Cooperation with other stakeholders</td><td>CO</td></tr>
<tr><td>Business organization and operation</td><td>BO</td></tr>
<tr><td>Geographic area of interest</td><td>GA</td></tr>
<tr><td>Own initiatives for sustainable mobility</td><td>OI</td></tr>
<tr><td>Future vision</td><td>FV</td></tr>
<tr><td>Activity field of organisation</td><td>AF</td></tr>
<tr><td>Urban facilities</td><td>UF</td></tr>
<tr><td></td><td></td></tr>
<tr>
<td rowspan="13">4</td>
<td>Demographic development</td>
<td>DD</td>
<td colspan="2" rowspan="13">- Cooperation between township and the Mayor's Office is continuous
- There is an operative cooperation among the police, the trainband and the Mayor's Office
- Direct contact between big companies, with several shifts and the Mayor's Office
- The schools are operated with the coordination of the Mayor's Office
- The operation and the development of national roads is the responsibility of the Hungarian Road Maintenance Co.</td>
</tr>
<tr><td>Transport infrastructure</td><td>TI</td></tr>
<tr><td>Mobility behaviour</td><td>MB</td></tr>
<tr><td>Mobility service</td><td>MS</td></tr>
<tr><td>Transport policy</td><td>TP</td></tr>
<tr><td>Cooperation with other stakeholders</td><td>CO</td></tr>
<tr><td>Business organization and operation</td><td>BO</td></tr>
<tr><td>Geographic area of interest</td><td>GA</td></tr>
<tr><td>Own initiatives for sustainable mobility</td><td>OI</td></tr>
<tr><td>Future vision</td><td>FV</td></tr>
<tr><td>Activity field of organisation</td><td>AF</td></tr>
<tr><td>Urban facilities</td><td>UF</td></tr>
</table>

				- Separated institutional framework and financing related to local and suburban transport - Some of the market players dealing with commuting transport reach competitive advantages illegally by violating different regulations (for instance regulation of employment, benefit paying etc.) - Five cities belong to the administrative area of Szolnok District Office: Szolnok, Besenyszög, Martfű, Rákóczifalva és Újszász - The timetable (the arrival and departure of busses and trains) is aligned with the worker's morning and afternoon shifts, but public transport is not available for night-shift workers
5	Demographic development	DD		- Development of bike path in the industry park - Construction of public lighting of bike path network - Development of the navigation system of the city - Continuous introduction of electric or hybrid vehicles and replacement of diesel busses - These are the main targets in order to reach sustainable transport: reducing travel time; reducing individual travel costs; reducing noise pollution; reducing the number of accidents; reducing fuel consumption; reducing resource requirements; reducing CO2 emission; reducing environmental pollution
	Transport infrastructure	TI		
	Mobility behaviour	MB		
	Mobility service	MS		
	Transport policy	TP		
	Cooperation with other stakeholders	CO		
	Business organization and operation	BO		
	Geographic area of interest	GA		
	Own initiatives for sustainable mobility	OI		
	Future vision	FV		
	Activity field of organisation	AF		
	Urban facilities	UF		
6	Demographic development	DD		- Reconstruction of new bridges over River Tisza - Installation of automatic traffic counting equipment in to the main junctions - Evaluation of traffic situation and implementing the necessary measures - Setting trees in the downtown, reducing air pollution
	Transport infrastructure	TI		
	Mobility behaviour	MB		
	Mobility service	MS		
	Transport policy	TP		
	Cooperation with other stakeholders	CO		
	Business organization and operation	BO		
	Geographic area of interest	GA		
	Own initiatives for sustainable mobility	OI		
	Future vision	FV		
	Activity field of organisation	AF		
	Urban facilities	UF		

	TOPICS	CODE	SUMMARY
7	Demographic development	DD	- Provides opportunity to work from home (Home Office)
	Transport infrastructure	TI	
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	
	Activity field of organisation	AF	
	Urban facilities	UF	
8	Demographic development	DD	- (Breakdown of commute distances of MÁV employees: 20% (1-4km); 20% (4-10km); 20% (10-20km); 40% (more than 20km))
	Transport infrastructure	TI	- (Breakdown of commute distances of SZMSZC employees: 1% (1km); 5% (1-4km); 34% (4-10km); 40% (10-20km); 20% (more than 20km))
	Mobility behaviour	MB	
	Mobility service	MS	
	Transport policy	TP	
	Cooperation with other stakeholders	CO	- (Breakdown of commute distances of SZMSZC students: 8% (1km); 2% (1-4km); 30% (4-10km); 40% (10-20km); 20% (more than 20km))
	Business organization and operation	BO	
	Geographic area of interest	GA	
	Own initiatives for sustainable mobility	OI	
	Future vision	FV	- (Breakdown of commute distances of Vehicle Repair employees: 30% (1-4km); 8% (4-10km); 16% (10-20km); 46% (more than 20km))
	Activity field of organisation	AF	
	Urban facilities	UF	

9. SWOT ANALYSIS TEMPLATE _ Smart Commuting template

Starting from the main topics identified in the previous phase, and the related data from the key findings from the interviews to stakeholders, partners will be able to fill the template of the SWOT analysis.

It is suggested to pay particular attention to distinguish the internal and external origin of each point. As a guideline, partners can use the following distinctions.

- <u>External</u> origin means what is out of a partner municipality's or FUA's control related to transport and mobility. For example, transport policy and regulations at the national and EU level, general macroeconomic trends, general technological innovations, or policies not directly related to mobility or transport such as education, falls under this group.
- <u>Internal</u> origin is what is under the control or in a competence area of partner municipality, associated stakeholders, etc. For example, property taxation, parking policy, public transport, traffic regulations, etc., can fall into this group.
- <u>There are some issues on a borderline between internal and external origin</u>, such as local socioeconomic trends and land use.

To fill the SWOT analysis, each partner will need:

- The general summary done at the end of the key points (page 35)
- The objective(s) that each partner has defined.

9.1. SWOT analysis template

Partner's name: _____

Objective: _____

	HELPFUL	CODE	HARMFUL	CODE
INTERNAL ORIGIN	*Strengths:* - Szolnok is a centre of region - Good transport connection among Szolnok and the towns in its agglomeration – direct link between Szolnok and the towns in its agglomeration with scheduled bus service - Direct link between Szolnok and seven towns in its agglomeration with scheduled train service - Direct contact between big companies and the Mayor's Office - The network of the bike path in the city is in good condition and is under continuous development - The city is equipped with configured and lighted up crosswalks - Cooperation between large employers and transport companies	[MS] [MS] [MS] [CO] [TI] [TI] [CO]	*Weaknesses:* - Bottleneck in road infrastructure – bridges over River Tisza and Zagyva are overloaded - Bike path is incomplete among Szolnok and the towns in its agglomeration - The 70 % of the street-lighting in the city is updated - The public lighting of bike path network is uncompleted - Lack of integrated tariff- and fare system related to the local and suburban public transport - Lack of E-ticketing system - Separated institutional framework and financing related to local and suburban transport - Lack of bypasses - Only few people use public transport and bicycles - Morning and afternoon rush hours - Difficult to find parking spaces	[TI] [TI] [TI] [OI] [MS] [MS] [CO] [TI] [MB] [MB] [TI]

	Opportunities:		Threats:	
EXTERNAL ORIGIN	- Enhancement of parking capacity (P+R), (B+R) - Elimination of bottlenecks – new Tisza bridge - Development of bike path in the industry park - Construction of public lighting of bike path network - Development of navigation system and integrated journey planner related to local and suburban transport - The government supports the introduction of electronic vehicles, there are EU-tender opportunities for procurement of electronic or hybrid vehicles - Change the subsidiary system of commuting, motivating with financial tools into the direction of public transport - Motivating the spread of making mobility plan by the companies (workplaces) - Development of integrated public transport authorities and services related to local and suburban transport - Implementing integrated local and suburban tariff system and E-ticketing system - Enhancement the efficiency and the frequency of the tax and legal audit of market players dealing with commuting transport - Work from home opportunity - Car sharing	[TI] [OI] [OI] [OI] [TI] [MS] [MS] [CO] [MS] [MS] [OI]	- Clearway M/4 between Budapest-Szolnok – Fegyvernek is under construction - Unfavorable demographic trends (aging population, exodus) - Increas in use of cars - Growth of bicycle use - Decreaseing number of passengers both in local and suburban public transport	[MB] [MS] [MS] [MS] [MS]

TO RESUME (each partner adds considerations if any):