



2020
CiViTAS
Cleaner and better transport in cities

SATELLITE



SATELLITE application form for host cities

Form A

Project Acronym:	CIVITAS SATELLITE
Full Title: Support Action Towards Evaluation, Learning, Local Innovation, Transfer and Excellence	
Grant Agreement No.:	713813
Deadline for application: 7 th November 2016	
Contact person: melanie.leroy@eurocities.eu	

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THE CIVITAS INITIATIVE
IS CO-FINANCED BY THE
EUROPEAN UNION

CIVITAS SATELLITE peer-to-peer activities in a nutshell

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

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

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

This call is for cities willing to host a SATELLITE work placement or a study visit (form A)

- **What is a work placement?**

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

- **What is a study visit?**

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

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

If you are a host city, you will...

- Have the chance to showcase your city's achievements in the field of sustainable urban mobility,
- Have the opportunity to exchange on a one-to-one basis with peers,
- Be featured on the CIVITAS website and European-wide media outlets through a dedicated article/interview.

- Be offered speaker slots at high-level European events.

- **What will CIVITAS SATELLITE provide in terms of funding and support?**

If you are a host city, you will..

- Receive support in the organisation of the visit (facilitating contacts with visiting city, elaborating the agenda of the visit).
- Financial support of up to €500 per work placement and €1000 per study visit.

- **What will be the tasks of cities involved?**

If you are a host city, you will

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

- **Apply!**

Do you want take part to CIVITAS SATELLITE peer-to-peer exchanges? Please fill in the questionnaire below by 7th November 2016 and send it back to melanie.leroy@eurocities.eu.

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

- **Contact person:**

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

Form A - CIVITAS SATELLITE Call for host cities

I. Fundamental information

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

II. Organising the visit

What are the main reason(s) why your city wants to host a CIVITAS SATELLITE visit?	
How do you plan to bring and share your city's experience and know how to the visiting city?	

Which theme(s) would you be able to present during the visit	<input type="checkbox"/> Clean fuels and vehicles <input type="checkbox"/> Collective passenger transport <input type="checkbox"/> Car-independent lifestyles <input type="checkbox"/> Demand management strategies <input type="checkbox"/> Integrated planning <input type="checkbox"/> Mobility Management <input type="checkbox"/> Public involvement <input type="checkbox"/> Safety and security <input type="checkbox"/> Transport Telematics <input type="checkbox"/> Urban freight logistics <input type="checkbox"/> Other: (please specify)
Which key local/regional decision makers, project managers and/or stakeholders will be involved in the visit?	
Will you communicate about this visit? If yes how?	

III. Practicalities and joining instructions

Contact person(s) for the organisation of the visit	Name: Position: Telephone: Email: Address:	Name: Position: Telephone: Email: Address:
Can you confirm and make sure that your colleagues have a sufficient level of English to present their experience?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical facilities available (meeting rooms, conference centre ...) and capacities		
How did you find out about the CIVITAS SATELLITE work		

placement / study visit?	
Other information	

Final declaration

I have the pleasure to inform you that the city of [name of the city/region](#) supports the participation of its staff in the CIVITAS SATELLITE initiative and the visit that we want to host in our city in [2017].

<p>Place</p> <p>Click here to enter a date.</p> <p>Name</p> <p>Position</p> <p>City/region</p>
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