

Monthly Record and Lessons Learnt Log

Month: October 2009			
Completed by: Noemí Fosas		Date record completed: 09/11/2009	
LTPN implementation activities completed this month: <i>Please list key activities chronologically and provide a brief description for each.</i>			
Activity (Meeting / email / call / survey etc)	Attendees / audience?	Details (purpose and outcomes)	Minutes/ notes attached? (file name)
Meeting	CCBages	Purpose: to define strategy and calendar activities for the implementation plan. Preliminary strategy agreed: organize a presentation, having previous contacts with main companies (check interest in the project)	
Meetings	Industrial site companies managers	Visits to main 3 companies of the industrial site in order to evaluate interest and involvement in the project. Positive answer. Some data has been requested in order to design specific mobility measures adapted to their needs.	
Follow-up of companies meetings	CCBages	Follow-up of data required. No answer from any of the companies.	
Meeting	ICAEN (Catalan Institute of Energy. Catalan Government)	State of the art of the vanpooling pilot project to be financed by ICAEN. ICAEN arises some doubts about project feasibility and encourages to perform a more detailed analysis of the following topics: potential demand (elaborate a list of interested users of vanpool service), to contact Catalan Transport Department in order to know their willingness to support the project after the pilot and explore other options as shared taxis.	
Meeting	CCBages	As any required data has been received from companies it is decided to change the strategy: it seems clear that more work on the field is needed in order to activate/motivate the network through a dynamisation team. It is decided to prepare a restricted tender for surveys development (the same surveys team will act as network activation team).	
Restricted Tender	CCBages	Surveys restricted tender is launched	
What has been achieved this month? Redefinition of implementation plan strategy Restricted tender for surveys and on-the-field activation team			

Have any problems or potential barriers to the implementation of the LTPN arisen this month? *Please summarise*

Lack of answers from companies to information requirement.

ICAEN asks for additional studies before financing vanpooling pilot Project.

What steps will be taken to overcome these barriers?

Put in place a team on the ground (keeping regular contact with site companies and organisations) in order to activate the network through surveys to employers and employees. This will raise awareness and will help to identify mobility measures adapted to workers and companies needs. The purpose is to introduce to the companies the concept of "mobility audit" instead "mobility surveys". Mobility audit is an action more "results oriented" in order to raise companies interest for identifying measures and evaluate its potential from sustainability and cost reduction point of view.

What are the main goals for next month?

Start the on-the-ground activities

How much has the whole network been involved in the implementation process this month? How have they contributed? What is the level of enthusiasm?

Good reaction in initial interviews, but lack of feedback. We hope that things will improve after the work on-the field started.

What advice could you provide to others involved in LTPN implementation, on the basis of your experiences this month?

To reinforce direct actions with beneficiaries.

Month: November -December 2009

Completed by: Noemí Fosas **Date record completed: 31/12/2009**

LTPN implementation activities completed this month:
Please list key activities chronologically and provide a brief description for each.

Activity (Meeting / email / call / survey etc)	Attendees / audience?	Details (purpose and outcomes)	Minutes/ notes attached? (file name)
Meeting	CCBages	Purpose: strategy planning (subcontracts and tasks for next months), follow up of surveys subcontracting. Laura Sellarès will finish its collaboration with CCBages. Another project responsible will be appointed in a short-time period.	
Meeting	ICAEN (Catalan Institute of Energy. Catalan Government)	ICAEN will organise a meeting with CCBages, Transport Dept. and Transport Authority for the implementation of the vanpooling project.	

What has been achieved this month?
Collection and analysis of offer received for surveys subcontracting.

Selection of a new project responsible in CCBages.

Have any problems or potential barriers to the implementation of the LTPN arisen this month? Please summarise

What steps will be taken to overcome these barriers?

What are the main goals for next month?

Start the on-the-ground activities and LPTN launching.

How much has the whole network been involved in the implementation process this month? How have they contributed? What is the level of enthusiasm?

What advice could you provide to others involved in LTPN implementation, on the basis of your experiences this month?

