



Interim Technical Implementation Report

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Progress Report Summary

1.1 Objectives and achieved results of the period

Objectives	Achieved result
WP1: Management	
<ul style="list-style-type: none"> • Successful kick-off meeting (Leuven) • Successful 2nd consortium meeting (Graz) • Successful 3rd consortium meeting (Peterborough) • Successful 4th consortium meeting (Stockholm) • Establish and maintain communication flow 	<ul style="list-style-type: none"> • Kick-off meeting in Leuven was successful. All partners attended the meeting and contributed significantly. • 2nd consortium meeting was very productive and cleared a lot of open issues on designing of the training modules. All partners attended the meeting. • Focus was on the first test results of the TOGETHER-materials. Open issues concerning delays were tackled. This meeting constituted a second start for the project • Main issues were the final design, the evaluation and dissemination of training materials. • 4 telephone meetings were held + regular communication via e-mail and telephone • For each of the partner organisations at least one contact person was appointed. In consequence of remarks of our project officer after PR 1, every partner provided a second contact person.
WP2: Background analysis and context conditions	
<ul style="list-style-type: none"> • Establish state-of-the-art on situation of immigrants in EU-countries • Establish overview of context 	<ul style="list-style-type: none"> • D2.1. State-of-the-art is submitted. Executive summary was already submitted earlier. All partner countries (except STA and JMP) have carried out focus groups with immigrants and finalised their desk research in due time. JMP's focus groups are rescheduled to November to serve as a test panel for the training modules. • D2.2.Context conditions is submitted

<p>conditions</p> <ul style="list-style-type: none"> • Develop policy integration strategy 	<p>M21 took over this task from STA. All partners carried out focus groups.</p> <ul style="list-style-type: none"> • D2.3 Policy integration strategy is submitted
<p>WP3: Creative process</p>	
<ul style="list-style-type: none"> • Successful Creative meeting • Successful 1st Expert meeting • Design of 5 draft training modules 	<ul style="list-style-type: none"> • Creative Meeting in Graz was very productive and therefore successful. All partners have clear ideas on the concept of the training modules. All partner attended to the meeting. • First Expert Meeting in Graz was very successful. Expertise of present experts was very much appreciated by all partners. . Experts were present from Norway, Belgium and Austria. The UK expert participated through an online presentation and discussion via Skype. A follow up meeting took place in London whereby the expert provided comments about the first draft of the training materials. The experts had a substantial role and contribution to the discussion and further development of the tasks in the project. • Final English versions are ready. All modules have been sent to partners for country-specific adaptations and translation. D3.3. Training Set is submitted with this Interim Report.
<p>WP4: Implementation</p>	
<ul style="list-style-type: none"> • Run test phase reaching 100 participants providing 42 hours of training. • Successful 2nd Expert meeting 	<ul style="list-style-type: none"> • All partners carried out test trainings. D4.1. Test Phase Report is submitted with this Interim Report. Altogether, in the test phase 453 participants were reached and trained for a total of 102.5 training hours. Their feedback as well as the teacher’s feedback proved to be very valuable for the final design of the training materials. • The second expert meeting D4.2. was held in Peterborough. Experts gave very valuable insights and views on the test results. Whereas the first expert meeting focussed more on theoretical build-up of the training modules, the

<ul style="list-style-type: none"> • Train-the-trainer blue-print 	<p>second meeting focussed more on practical issues of the training itself. During an interactive working session every module was scrutinized in detail by both the responsible partners as the experts. The results of the expert meeting were found very valuable and gave partners the right information for the finalisation of the training modules.</p> <ul style="list-style-type: none"> • D4.3. is submitted with this Interim Report. Organisation of train-the-trainer sessions will happen after Summer of 2012.
<p>WP5: Process and Impact Assessment</p>	
<ul style="list-style-type: none"> • Develop Process and Impact Assessment Plan • Make a solid start with assessing process • Making sure process assessment feeds back to consortium • Provide solid evaluation tools to evaluate impact assessment 	<ul style="list-style-type: none"> • D5.1. Process and Impact Assessment Plan is submitted • 1st Expert Meeting and Creative Process are assessed. (using questionnaires and interviews) • 2nd Expert Meeting is assessed (questionnaires and interviews) • Results of process assessment were presented by TOI at every consortium meeting • TOI drafted an additional Specific Impact Assessment Plan which defines and gives guidance about how impact will be assessed during the implementation phase. It's clear for every partner what is expected.
<p>WP6: Communication and dissemination</p>	
<ul style="list-style-type: none"> • Develop Communication Plan • Develop TOGETHER corporate identity • Website online • Promotion package to support 	<ul style="list-style-type: none"> • D6.2. Communication and dissemination plan is submitted • TOGETHER Word-template for reports and PPT-template has been developed. TOGETHER-logo has been developed. • Website http://www.together-eu.org is online. • D6.3. Promotion Package is

implementation	submitted with this Interim Report.
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1.2 Identified problems and corrective actions taken in the period

Problems	Corrective action
Slow communication with some partners	The issue was raised during the first telephone conference and on the 2 nd Consortium Meeting. Communication runs better now but needs continued attention.
Delay in finalising WP2	<ul style="list-style-type: none"> • WP-leader and taskleaders were asked to provide sufficient, albeit still in rough format, info to start WP3. • Budget was shifted from STA towards TOI, who finished the work on D2.1. • M21 produced a draft of D2.2. mainly focussing on pedagogical and didactical guidelines. This was sent to all partners to ensure WP3 could start. • During the 1st Expert Meeting, experts were asked to share as much knowledge as possible on context conditions. • The Draft Training Modules were checked retro-actively using output of WP2. (focus groups of JMP and STA) • M21 took over D2.2. and finalised it.
Confusion amongst some partners on how training towards immigrants should be done	<ul style="list-style-type: none"> • During the Creative Process and again during the second meeting the partners agreed on the principles, the expected output and format of the training modules. • Thanks to the contribution of the experts, the hands-on experience from the coordinator and proactive discussions with partners all have now a clear vision on training and needed modules for our target group.

1.3 Main activities until the end of the action

WP 1

- Next Consortium Meetings will be:
 - November 2012 in Vienna (Austria)
 - August 2013 in Oslo (Norway)
 - December 2013 in Brussels (Belgium), Final Meeting
- Quality check of Deliverables
- Follow-up on implementation, targets and impact of the action
- Strengthen and continue efforts on communication within the consortium
- Close follow-up on tasks and results
- Prepare Progress Report 2 (M28) and Final Report (M36)

WP2

- Finished

WP3

- Translation of Final Training Modules into partner languages

WP4

- Organise Train-the-Trainer workshops
- Implementation of Training Modules
- Compilation of D4.4. Implementation Report

WP5

- Implement Process and Impact Assessment Plan concerning training modules
- Analysis of impact assessment results
- Organise 3rd Expert Meeting
- Compilation of D5.3. Process and Impact Assessment Report

WP6

- Implement Communication and Dissemination Plan
- Implement sustainability strategy

- Training Modules online
- Organise national conferences

2 Consortium management in the period

2.1 Contractual, financial and administrative coordination

A Consortium Agreement was drafted and signed by all partners. This Agreement defines responsibilities of partners and coordinator and introduces decision procedures in case of mishaps.

The Coordinator keeps track of all administrative or financial questions and liaises with EACI if necessary. In the reporting period, two changes have been requested:

- TOI has taken over some tasks from STA. This was communicated bilaterally with both partners and EACI. The necessary budget shift is well within range (less than 20%) of the contractual requirements concerning budget shifts and will be part of an amendment at the end of the project.
- M21 has taken over D2.2. Context Conditions from STA. The necessary budget shift is well within range (less than 20%) of the contractual requirements concerning budget shifts and will be part of an amendment at the end of the project

2.2 Communication

2.2.1 Between partners

The main instruments for formal communication between partners are the consortium meetings. The TOGETHER-consortium keeps meetings short and productive and regards them as joint working meetings instead of reporting meetings. Agendas are sent through well in advance.

1. Kick-off Meeting in Leuven 20-21/01/2011
2. Consortium Meeting in Graz 20-21/06/2011
3. Consortium Meeting in Peterborough 15-16/03/2012
4. Consortium Meeting in Stockholm 8/06/2012

Next to the consortium meetings, TOGETHER uses phone conferences to monitor workflow on specific points. There were 4 phone conferences held so far.

1. Telephone conference 19/04/2011
2. Telephone conference 02/08/2011
3. Telephone conference 14/10/2011
4. Telephone conference 16/12/2011

Last, the consortium keeps in regular contact via e-mail and telephone. Thanks to the fact that TOGETHER is a small consortium every partner can be involved and is aware of on-going activities. Minutes are made for each face to face and telephone meeting.

Apart from that, it seems some partners have difficulties keeping deadlines. More communication and stricter follow-up by the coordinator can of course solve this problem, but it's difficult to force partners when they persist in ignoring deadlines or general instructions.

2.2.2 With the EACI

M21 maintains a good and satisfying communication with EACI via e-mail and telephone.

2.3 Quality Assurance

During the Kick-off Meeting, M21 suggested to have a peer-review system for all deliverables. This was agreed and implemented. Every partner was assigned to one or more deliverables to peer-review. M21 performs a last general quality check on all deliverables.

For public deliverables, JMP performs an extra language check to ensure well written English.

2.4 Partner issues

2.4.1 STA

The Swedish Road Administration changed names to Swedish Transport Association. Together with this change, the organisation underwent a drastic restructuring. This process took quite some time and affected also the position of TOGETHER's contact person with STA. An unforeseen absence of Haval Davoody for 5 months didn't contribute to the solution. Major consequences were: difficult communication, lack of staff and lack of resources. Finally this resulted in a substantial delay in WP2.

As a corrective action, M21 discussed intensively with STA and TOI on how to solve occurring problems. It was agreed that TOI would take over workload from STA concerning D2.1. M21 agreed to prepare D2.2 and finalise it. STA searched and found extra manpower to assist in TOGETHER's activities.

2.5 Unexpected developments

2.5.1 JMP

Sarah Wixey, contact person for TOGETHER with JMP, has left the company in November 2011. A good follow-up was ensured and the new day-to-day contact person is Sabrina Ishfaq who already assisted Sarah in TOGETHER. She will be supported and managed by Peter Hardy (JMP Director). Sabrina has been working with Sarah and liaising with the project partners on the development of the training materials.

2.5.2 STA

Haval Davoody of STA had to leave office for 5 months because of family matters. This led to a substantial period of non-communication. Since he was WP-leader of WP2, this caused delays in WP2.

Alexandra Semitcheva was re-assigned to another project.

In the meantime the STA-team was completed with Alice Dahlstrand, who assists Haval Davoody in TOGETHER. Next to that, STA has established cooperation with VTI to assist the team with some tasks.

2.5.3 AEA

Paul Pfaffenbichler left AEA and was replaced by Reinhard Jellinek

2.5.4 M21

Lies Lambert is set to leave on maternity leave in August 2012. Ine Bosmans will replace her. To ensure good follow-up, Ine already participated in the Stockholm meeting instead of Lies Lambert.

3 Progress of work plan in the period

3.1 Progress on work packages against initial objectives

WP1: Management

See above 'Consortium management in the period'.

WP2: Background analysis and context conditions

Partners involved: all

WP-leader: STA

Planned activities

- Analysis of state-of-the-art concerning immigrants in Europe (D2.1.)
- Analysis of context conditions on knowledge transfer (D2.2.)
- Setup of policy integration strategy (D2.3.)

Progress

For both D2.1. and D2.2. a similar approach was used. As a first step a research plan was drafted by TOI and STA, containing all questions needed to be answered by the partners. Each partner was asked to provide information about the immigrant situation in their own country including analysis of any nationally held government data or other available resources. Next to that, the interview guides were produced by TOI and STA (with help from M21) to be used during the focus group sessions (formal and non-formal trainers and the target group). All partners contributed to this.

In a second step, focus group sessions were carried out in all partner countries except Sweden. The minutes of the focus group sessions and the desk research results were sent to TOI and STA for further analysis. M21 drafted the basis for D2.2. together with a section about pedagogical and didactical background information.

In a last step, TOI and M21 drafted D2.1. and D2.2. respectively. TOI carried out research on the immigrant situation in Southern and Eastern European countries. The foreseen subcontract has not been used up till now.

For D2.3., M 21 drafted a proposal which was validated during the consortium meeting in Graz.

Deviations

- D2.1. delayed until M10. Executive summary and draft D2.1 were used to feed into WP3
- D2.2 delayed. M21's draft of pedagogical and didactical guidelines was distributed to all partners. The experts who attended the first Expert Meeting, added very valuable input

based on practical and didactical experience with the target group. Their presentations offered a temporarily solution for the problem of the delayed D2.2.

- Swedish focus groups delayed until M10. Swedish focus groups will be used to go deeper into questions raised when reading the first draft of D2.1.
- TOI took over workload from STA on the analysis of Eastern and Southern Europe.
- M21 took over D2.2. and submitted it in M15.
- D2.3 delayed from M5 to M7

WP3: Creative Process

Partners involved: all

WP-leader: FGM

Planned activities

- Organise Creative Meeting together with external experts
- Development of training modules
- Design of training modules

Progress

The Creative Meeting was organised on 21th and 22th of June in Graz by FGM. The agenda was agreed by all partners. FGM developed a creative approach, which was valued by partners and experts. The outcome gave the consortium clear ideas on the content, the format and the design of the training modules. The experts gave very valuable input and expressed their interest to follow up on the project's outcomes. FGM, as WP-leader, already carried out some extra test-trainings to assess existing materials on the TOGETHER-topics. The results were incorporated in the training modules.

All Draft training modules have been developed by AEA, FGM, JMP and M21. FGM has provided extensive individual feedback to each of them.

The Draft Training Modules were tested in all partner countries. The test results were analysed, discussed and validated during the second Expert Meeting in Peterborough. Based on those comments and amendments, all modules were revised thoroughly. This revision took longer than expected.

FGM did the graphical design as well as elaborate adaptations of the training modules concerning content, structure, unification and citation.

Deviations

WP3 has suffered a delay. It already started with a delay because of WP2 being delayed with 4 months. The final Set of Training of Materials should have been delivered by M15. It is delayed to M19. There are a few reasons for that:

- Underestimation of the work at hand
- Partners did not meet deadlines although FGM drafted a clear action plan.

WP4: Implementation

Partners involved: all

WP-leader: JMP

Planned activities

- Test the TOGETHER-material and provide Test Phase Report D4.1.
- Develop blue-print for train-the-trainer workshop D4.3.
- Organise 3rd Consortium Meeting, together with 2nd External Expert Meeting D4.2.

Progress

The TOGETHER-modules were extensively tested in all partner countries. In the test phase 453 participants were reached and trained for a total of 102.5 training hours. Their feedback as well as the teacher's feedback proved to be very valuable for the final design of the training materials. For a full report on the testing activities we refer to the Test Phase Report D4.1., submitted with this Interim Report.

A second expert meeting was held in Peterborough, where experts were invited to assess and analyse the testing results as well as giving their professional views on the training materials that were developed in TOGETHER. Starting with a general overview of the testing results per module, the experts and partners were invited to an interactive working session in which every module was discussed and revised in detail. These revisions fed back to the developers of the different modules. After thoroughly revising the materials, all modules were sent back to FGM for final design.

M21 presented the draft for the train-the-trainer blueprint at the meeting in Peterborough. D4.3. Practitioners Training Blueprint is submitted with this Interim Report.

Deviations

Task 4.3 Implementation was initially set to start in M15. We will be able to start implementing in M19.

WP5: Process and impact assessment

Partners involved: all

WP-leader: TOI

Planned activities

- Draft Process and Impact Assessment Plan D5.1.
- Evaluate process of Creative Meeting
- Evaluate 2nd Expert Meeting

Progress

The Process and Impact Assessment Plan was submitted by TOI. The approach was agreed by all partners.

TOI evaluated the Creative Meeting by using a standardised questionnaire and by interviewing the partners individually. Results were sent to all partners. Results of the process assessment will be a fixed point on the agenda of future meetings.

A specific impact assessment procedure, including draft questionnaires and numbers of participants to be reached, was presented and discussed in the Stockholm meeting, June 2012.

Deviations

- D5.1. delayed from M4 to M8.

WP6: Communication and Dissemination

Partners involved: AEA, FGM and M21

Planned activities

- Draft of Communication and Dissemination Plan
- Design and launch of the TOGETHER-website
- Design of Promotion Package

Progress

The Communication and Dissemination Plan was submitted.

The website was designed by FGM, quality checked by AEA and launched (<http://www.together-eu.org>)

FGM and AEA produced TOGETHER-templates for reports and presentations.

A promotion package, including a folder in all partner country languages and a poster in English, was produced by AEA.

TOGETHER already has some dissemination results:

- Presentation at ECOMM2012 in Frankfurt (see annexe) The workshop attracted ca. 40 people and led to a valuable contact with the cities of Offenbach, Frankfurt and Munich who are planning to use the TOGETHER-materials in their courses.

- TOGETHER also was mentioned as a highlight in the EPOMM E-update
- The TOGETHER-project was announced to the press in Sweden. The article can be found in annexe.
- The TOGETHER project activities were announced to the press in Graz, Austria for several times. The articles can be found in annexe.
- The TOGETHER project was disseminated via the Welcome Package 2012 for newcomers of the City of Graz with 6.000 copies.
- The biggest language institute ISOP in Graz stated their interest to integrate the German TOGETHER materials in their upcoming training programme.

Deviations

- D6.1. was delayed from M4 to M7

WP7: Common Dissemination

Planned activities

- Prepare Poster for STEER Coordinators Meeting
- Attendance at STEER Coordinators Meeting

Progress

- Poster was prepared
- M21 attended STEER Coordinators Meeting

Deviations

No deviations

3.2 Progress regarding deliverables

As explained above, it is clear that TOGETHER has a delay in WP2 which affects the work in WP3. Although we stressed the importance of finishing WP2 on time during the kick-off meeting, a series of unexpected events complicated the work in WP2. Luckily, all partners had to gather data for the two main deliverables of WP2, which meant that every partner had at least sufficient information about his/her country. Therefore we decided to push on with the Creative process (WP3) and the D3.1 and D3.2.

However, the significant delay early-on in the project jeopardised the timing of further work packages. Although no further delays (on top of the 4 months of the PR1) have to be reported, there's still a significant delay.

Deliverable	partner	Timing
D2.1. State-of-the-art	TOI	Delay M5 to M10
D2.2. Context conditions	STA	Delay M5 to M15
D2.3. Policy integration strategy	M21	Delay M5 to M7
D3.1. Creative meeting	FGM	On time
D3.2. First expert meeting	FGM	On time
D3.3. Set of Training Material	FGM	Delay M15 to M19
D4.1. Test Phase Report	JMP	Delay M13 to M15
D4.2. Second external expert meeting	JMP	Delay M12 to M15
D4.3. Practitioners training blueprint	M21	Delay M15 to M19
D5.1. Assessment plan	TOI	Delay from M4 to M8
D6.1. Comm. and Diss. Plan	AEA	Delay from M4 to M7
D6.2. Website	AEA/FGM	Online
D6.3. Promotion Package	AEA	Delay M15 to M19

3.3 Progress regarding performance indicators

Specific Objective(s)	Key Outputs	Result Indicators & target for success:	Means of monitoring
Development, adaptation and implementation of attractive energy efficient transport modules for immigrants (teaching and learning material)	<p>Training module on energy efficiency and transport, safe walking, safe cycling, public transport use and eco-driving.</p> <p>A common, attractive design that takes account of the sometimes limited language knowledge of participants.</p> <p>Didactical guidelines for teachers of formal and non- formal adult education institutions</p> <p>Modules are available in English, Dutch, Swedish, Norwegian, German</p> <p>Free of charge training materials, downloadable from the website</p>	<p>A selected group of external experts (Expert Group) has provided valuable input in a creative session in order to develop attractive and motivating training modules</p> <p>100 % of the participants in the courses have received the training material</p> <p>90% of the participants perceive the material as attractive and motivating</p> <p>90% of the teachers indicate that the common design is usable as ethno-communication format</p> <p>90% of the teachers use the didactical guidelines</p>	<p>External Experts assessing the successful development of the different modules, on time delivery and high quality</p> <p>Feedback from teachers and students after testing the training materials</p> <p>Assessment forms to evaluate that all partners appreciate the common design</p> <p>Survey about the quality of the final modules in the classes (teachers and students)</p> <p>Translation of materials is available</p> <p>Material is downloadable from the website</p>
Progress	<p>Key outputs</p> <p>Training materials have been finalised in a common attractive design. Special attention is given to differentiation based on language level. The materials include didactical guidelines for teachers and trainers.</p> <p>Modules are being translated in English, Dutch, Swedish, Norwegian and German. The English material is online for free download.</p>		

	<p>Result indicators</p> <p>An expert group gave valuable insights and input during a Creative Workshop in Graz. The material is still to be implemented</p> <p>Means of monitoring</p> <p>Feedback from the experts was given during the second Expert Meeting in Peterborough. Feedback from teachers and students was compiled in the Test Phase Report.</p>		
<p>Establish successful training in formal and non-formal adult education and achieving modal shift</p>	<p>Training of 750 participants in a formal education setting</p> <p>Training of 2550 participants in a non-formal education setting</p> <p>Reaching 6500 participants through learning materials</p> <p>Mode shift to more sustainable transport modes</p>	<p>750 participants trained in formal education setting</p> <p>2550 participants trained in a non-formal education setting</p> <p>Reached 6500 participants through learning materials and dissemination</p> <p>50% of the teachers will use again the training material in future classes</p> <p>20% new classes to start at the end of the project</p> <p>Minimum 10-15% of the participants to the different training modules have changed their behaviour towards more sustainable transport.</p>	<p>Feedback report from 80% of the participants of the test phase</p> <p>Feedback report from 90% of the teachers of the test phase</p> <p>Analysis report of the external expert group on the test phase</p> <p>Qualitative and quantitative analysis of the training modules implemented (results will be included in an implementation report)</p> <p>Modal split measurements of participants before, during and after training through hands up survey</p>
Progress	<p>Key output</p> <p>Implementation of training modules still to start.</p>		

	<p>Result indicators</p> <p>/</p> <p>Means of monitoring</p> <p>Feedback reports were received from 100% of the students and the teachers, by using standardised questionnaires; The results were included in the Test Phase Report.</p>		
<p>Raise awareness on energy efficient mobility behaviour and its impact on integration and social inclusion to a wide and diverse target group, stakeholders and key actors.</p>	<p>Promotion of energy efficient transport behaviour</p> <p>Implementation of theoretical and practical modules spread over Belgium, Sweden, Norway, Austria and the UK.</p> <p>Promotional packages developed and distributed via the website, conferences, national events.</p>	<p>At least 10000 immigrants reached</p> <p>Minimum 1000 website visitors download the promotional package</p> <p>The promotional package is distributed at minimum 20 national events in each participating country</p>	<p>Download of packages is known via counting system on the website</p> <p>Feedback on promotion from participants at various national events via personal contacts.</p> <p>Number of immigrants enrolled in classes or participating to local activities</p>
Progress	<p>Key output</p> <p>/</p> <p>Result indicators</p> <p>/</p> <p>Means of monitoring</p> <p>/</p>		
<p>Exchange experiences and good practices between countries</p>	<p>Expert Group meetings providing an opportunity for formal and informal exchange of experiences</p> <p>National event in each</p>	<p>Minimum 5 participants from the partner countries take part in the Expert Group meeting.</p> <p>Minimum 60 participants to each</p>	<p>Expert Group report</p> <p>Feedback report from participants to national events</p> <p>Feedback on number of stakeholders from other</p>

	participating country Networking with (international) relevant associations	national event Minimum 3 countries outside the consortium reached by the TOGETHER contents and results Minimum 3 new policy makers interested to apply the TOGETHER trainings	countries/regions participating to train the trainer sessions, meetings or modules Qualitative analysis of uptake of the TOGETHER contents and results in countries outside the consortium
Progress	<p>Key output</p> <p>Two expert meetings took place; allowing for exchange of experiences which was highly valued by the experts.</p> <p>Result indicators</p> <p>During the first expert meeting 5 experts attended, during the second meeting 6 experts were present.</p> <p>Means of monitoring</p> <p>Minutes are available from both meetings. The results of the second expert meeting were included in the Test Phase Report.</p>		
Formulate policy recommendations	<p>Policy recommendations for the national level</p> <p>Policy recommendations for the European level</p> <p>Policy recommendations for the local / regional level</p>	<p>Minimum 10 policy recommendations will be worked out in detail for the different government levels.</p> <p>The expert group validates the policy recommendations after discussion and refinement.</p> <p>Policy recommendations are actively disseminated and appreciated by the different</p>	<p>Policy recommendation report</p> <p>Feedback report from policy makers on recommendations.</p>

		authorities.	
Progress	Key output / Result indicators / Means of monitoring /		

4 Work plan for the next period

4.1 Planned activities in the next period

WP1: Management

- On-going attention for communication and workflow.
- Progress Report 2 due in M28
- Track implementation and impact of action

WP2: Background analysis and context conditions

- finished

WP3: Creative Process

- Translation into 'third' languages

WP4: Implementation

- All partners to revitalize contacts with LOI-providers
- Organise train-the-trainer workshops in partner countries
- Organise and carry out training sessions
- Produce D4.4. Implementation Report in M36

WP5: Process and Impact Assessment

- Track and assess process and impact of training modules
- Analyse results from process and impact assessment
- Organise D5.2 Third External Expert Meeting in M30
- Produce D5.3.Process and Impact Assessment Report in M36

WP6: Communication and Dissemination

- On-going updates of the website (deliverables, modules, members area, ...)
- Implement sustainability strategy
- Organise D6.5. National Events by M36
- Produce D6.4 Policy Recommendations in M36
- Publishing of articles in national and international journals
- Publishing of a case study on EPOMM and ELTIS

WP7: Common Dissemination

4.2 Planned meetings and dissemination activities

Meetings

- November 2012 in Vienna (Austria)
- August 2013 in Oslo (Norway)
- December 2013 in Brussels (Belgium), Final Meeting

Apart from these formal meetings within the consortium every partner has to plan a national event and a train-the-trainer session.

Dissemination Activities

The promotion package has been produced; this will be distributed via communication channels partners see appropriate.

National events and train-the-trainer sessions are planned and will also serve as dissemination channel.

TOGETHER on the move will be presented at the CIVITAS Forum 2012 in Vitoria-Gasteiz, Spain. Main aim is to find 'third cities and countries' interested in the TOGETHER-materials in order to achieve our performance indicator of finding three other countries. TOGETHER was also presented at ECOMM2012 in Frankfurt, leading to very valuable leads for implementation in Offenbach, Frankfurt and Munich.

5 APPENDICES

Table 1: List of submitted deliverables since starting date

Del. N° ¹	WP N° ¹	Deliverable name ¹	Month of completion ¹	Submission with report ²	Deliverable uploaded at website? ³
D2.1.	WP2	State-of-the-art	M10	PR1	yes
D2.2.	WP2	Context conditions for knowledge transfer	M15	IR	yes
D2.3.	WP2	Policy integration strategy	M7	PR1	yes
D3.1.	WP3	Creative Workshop	M6	PR1	no
D3.2.	WP3	First external expert meeting	M6	PR1	no
D3.3.	WP3	Training Set	M19	PR1	yes
D4.1.	WP4	Test Phase Report	M17	IR	no
D4.2.	WP4	Second external expert meeting	M15	IR	no
D4.3.	WP4	Practitioners training blueprint	M19	IR	yes
D5.1.	WP5	Process and Impact Assessment plan	M8	PR1	no
D6.1.	WP6	Communication and Dissemination Plan	M7	PR1	no
D6.2.	WP6	Website	M6	PR1	online
D6.3.	WP6	Promotion package	M19	IR	yes

Table 2: Indicative state of advancement of hours spent (in %)

Overview hours

Work package	Actual / Planned Achievement	Totals Partners	M21	TOI	FGM	JMP	STA	AEA
WP 1 Management	Planned (0)	1.479	804	135	134	134	140	132
	Start 30/06/12 -	811	336	129	99	67	100	81
	Percentage	54,82%	41,76%	95,19%	73,88%	50,00%	71,43%	61,02%
WP 2 Background analysis & context conditions	Planned (0)	1.152	268	270	134	134	280	66
	Start 30/06/12 -	1.273	273	344	164	218	200	75
	Percentage	110,51%	101,87%	127,41%	122,39%	162,31%	71,43%	113,06%
WP 3 Creative process	Planned (0)	2.653	518	135	804	384	350	462
	Start 30/06/12 -	2.291	377	112	798	254	270	481
	Percentage	86,36%	72,78%	82,59%	99,25%	66,02%	77,14%	104,11%
WP 4 Implementation	Planned (0)	3.975	737	675	603	938	560	462

	Start 30/06/12	- 1.468	134	193	398	427	270	46
	Percentage	36,92%	18,22%	28,59%	66,00%	45,47%	48,21%	9,95%
WP 5 Process and impact assesment	Planned (0)	1.187	156	421	156	144	156	154
	Start 30/06/12	- 334	3	220	38	9	65	
	Percentage	28,11%	1,60%	52,19%	24,36%	5,90%	41,67%	0,00%
WP 6 Communication and dissemination	Planned (0)	2.650	402	234	502	284	304	924
	Start 30/06/12	- 926	31	38	486	18	120	234
	Percentage	34,94%	7,59%	16,24%	96,81%	6,16%	39,47%	25,30%
WP 7 IEE dissemination activities	Planned (0)	200	134					66
	Start 30/06/12	- 12	12					
	Percentage	5,75%	8,58%					0,00%
Total Action	Planned (0)	13.296	3.019	1.870	2.333	2.018	1.790	2.266
	Start 30/06/12	- 7.114	1.165	1.035	1.983	991	1.025	916
	Percentage	53,50%	38,57%	55,33%	85,00%	49,08%	57,26%	40,42%

Overview spending

Cost category	Actual / Planned Achievement	Totals Partners	M21	TOI	FGM	JMP	STA	AEA
Staff	Planned (0)	658.521,00	118.151,00	132.770,00	94.515,00	124.995,00	74.790,00	113.300,00
	Start 30/06/12 -	335.665,39	39.804,21	83.372,38	72.956,48	54.055,97	49.804,60	35.671,75
	Percentage	50,97%	33,69%	62,79%	77,19%	43,25%	66,59%	31,48%
Subcontracting	Planned (0)	41.600,00	7.000,00	6.000,00	14.000,00	3.000,00	11.600,00	0,00
	Start 30/06/12 -	6.759,00			6.759,00		0,00	
	Percentage	16,25%	0,00%	0,00%	48,28%	0,00%	0,00%	
Travel and Subsistence	Planned (0)	36.660,00	8.040,00	6.440,00	5.660,00	5.640,00	5.640,00	5.240,00
	Start 30/06/12 -	23.370,86	5.186,25	4.879,92	4.089,27	2.979,29	3.673,00	2.563,13
	Percentage	63,75%	64,51%	75,78%	72,25%	52,82%	65,12%	48,91%
Equipment	Planned (0)							
	Start 30/06/12 -							

	Percentage							
Consumables	Planned (0)							
	Start 30/06/12	-						
	Percentage							
Other specific costs	Planned (0)	89.440,00	12.360,00	11.860,00	15.660,00	12.190,00	11.860,00	25.510,00
	Start 30/06/12	- 26.317,32	1.263,77	341,04	4.212,18	2.713,38	17.301,00	485,95
	Percentage	29,42%	10,22%	2,88%	26,90%	22,26%	145,88%	1,90%
Indirect costs	Planned (0)	395.113,00	70.891,00	79.662,00	56.709,00	74.997,00	44.874,00	67.980,00
	Start 30/06/12	- 201.399,23	23.882,53	50.023,43	43.773,89	32.433,58	29.882,76	21.403,05
	Percentage	50,97%	33,69%	62,79%	77,19%	43,25%	66,59%	31,48%
Total	Planned (0)	1.221.334,00	216.442,00	236.732,00	186.544,00	220.822,00	148.764,00	212.030,00
	Start 30/06/12	- 593.511,80	70.136,76	138.616,77	131.790,82	92.182,22	100.661,36	60.123,88
	Percentage	48,60%	32,40%	58,55%	70,65%	41,75%	67,67%	28,36%

Table 3: Updated list of main persons in charge of the action

<i>Participant N°</i>	<i>Participant Short name</i>	<i>Family name, first name</i>	<i>Telephone N°</i>	<i>E-mail</i>	<i>Date of Change</i>	<i>Justification</i>
1	M21	Jan Christiaens	+32 016/31 77 02	Jan.christiaens@mobi21.be		No change
1	M21	Lies Lambert	+32 016/31 77 09	Lies.lambert@mobi21.be		No change
1	M21	Elke Bossaert	+32 016/31 77 06	Elke.bossaert@mobi21.be		No change
1	M21	Ine Bosmans	+32 016/31 77 00	Ine.bosmans@mobi21.be	March 2011	Reinforcement of the project team
2	STA	Haval Davoody	+46 243 75 222	haval.davoody@trafikverket.se		No change
2	STA	Alexandra Semitcheva	+46 243 75 222	alexandra.semitcheva@trafikverket.se	Start until June 2011	Started working on TOGETHER but had to quit after 5 months
2	STA	Alice Dahlstrand	+46 243 75 222	alice.dahlstrand@trafikverket.se		Reinforced project team
3	TOI	Terje Assum	+47 2257 3826	tas@toi.no		No change
3	TOI	Susanne Nordbakke	+47 2257 3826	Susanne.nordbakke@toi.no		No change
3	TOI	Nenseth Vibeke				Did not start

4	FGM	Gudrun Uranitsch				Changed jobs
4	FGM	Witzman Ursula				Maternity leave
4	FGM	Günther Illek	+43 316 810451 – 88	illek@fgm.at		No change
4	FGM	Tina Panian	+43 316 810451 11	panian@fgm.at	January 2011	Reinforced the project team
4	FGM	Sigrid Achleitner	+43 316 810451-19	achleitner@fgm.at	January 2011	Reinforced the project team
5	JMP	Sarah Wixey	0121 230 6010	Sarah.wixey@jmp.co.uk	November 2011	Left in November 2011
5	JMP	Sabrina Ishfaq		Sabrina.ishfaq@jmp.co.uk	June 2011	Reinforced the project team
5	JMP	Peter Hardy	0121 230 6010	Peter.Hardy@jmp.co.uk	November 2011	Is main contact for JMP from November 2011
5	JMP	Nicola Kane				Did not start
5	JMP	McCorquodale Fiona				Did not start
5	JMP	Rhian Lewis				Did not start
6	AEA	Paul Pfaffenbichler	+43 1 5861524-142	paul.pfaffenbichler@energyagency.at	January until September 2011	Changed jobs

6	AEA	Willy Raimund	+43 1 586 15 24 137	Willy.Raimund@energyagency.at		No change
6	AEA	Robin Krutak				Did not start
6	AEA	Reinhard Jellinek	+43 1 5861524- 138	Reinhard.Jellinek@energyagency.at		Reinforced the project team

Updated version of the publishable summary slides and project fact sheet

Both documents provided in annexe of e-mail to EACI-IEE-REPORTS@ec.europa.eu

Copy of the deliverables produced during the reporting period

Deliverable	Partner	
D3.3. Training Set	FGM	In annexe
D4.1. Test Phase Report	JMP	In annexe
D4.2. Second external expert meeting	JMP	In annexe
D4.3. Practitioners training blueprint	M21	In annexe
D6.3. Promotion Package	AEA	In annexe