



Electric, Electronic and Green Urban Transport Systems – eGUTS

Code DTP1-454-3.1-eGUTS

D4.3.1 Local Action Plan Guide Annex 2: Template

Responsible Partner
University of Maribor

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Introduction

Aim of the document

[Short description of aims and objectives of the document, e.g. to ascertain basis for adoption of action plan, to define measures and projects in detail...]

Background

[Short explanation of the background, basic information about the municipality, development plans, aims for the future etc. Include short description of municipality's vision, strategies and objectives related to transport (to be found in SUMP)]

E-mobility Aims and Objectives identified in SUMP

[Identification of projects /actions/measures related to eMobility included in SUMP (if existing), citation from SUMP is advisable]

E-mobility Aims and Objectives identified in SEAP

[Identification of measures/actions/projects related to eMobility included in SEAP (if existing), citation from SEAP is advisable]

E-mobility Aims and Objectives identified in other (strategic) documents

[Identification of measures/actions/projects related to eMobility in other strategic documents (if existing), citation from documents advisable, additional measures not identified in strategic documents but are on the city's to-do list should be described]

Operationalization of actions – project identification and planning

Actions/projects list

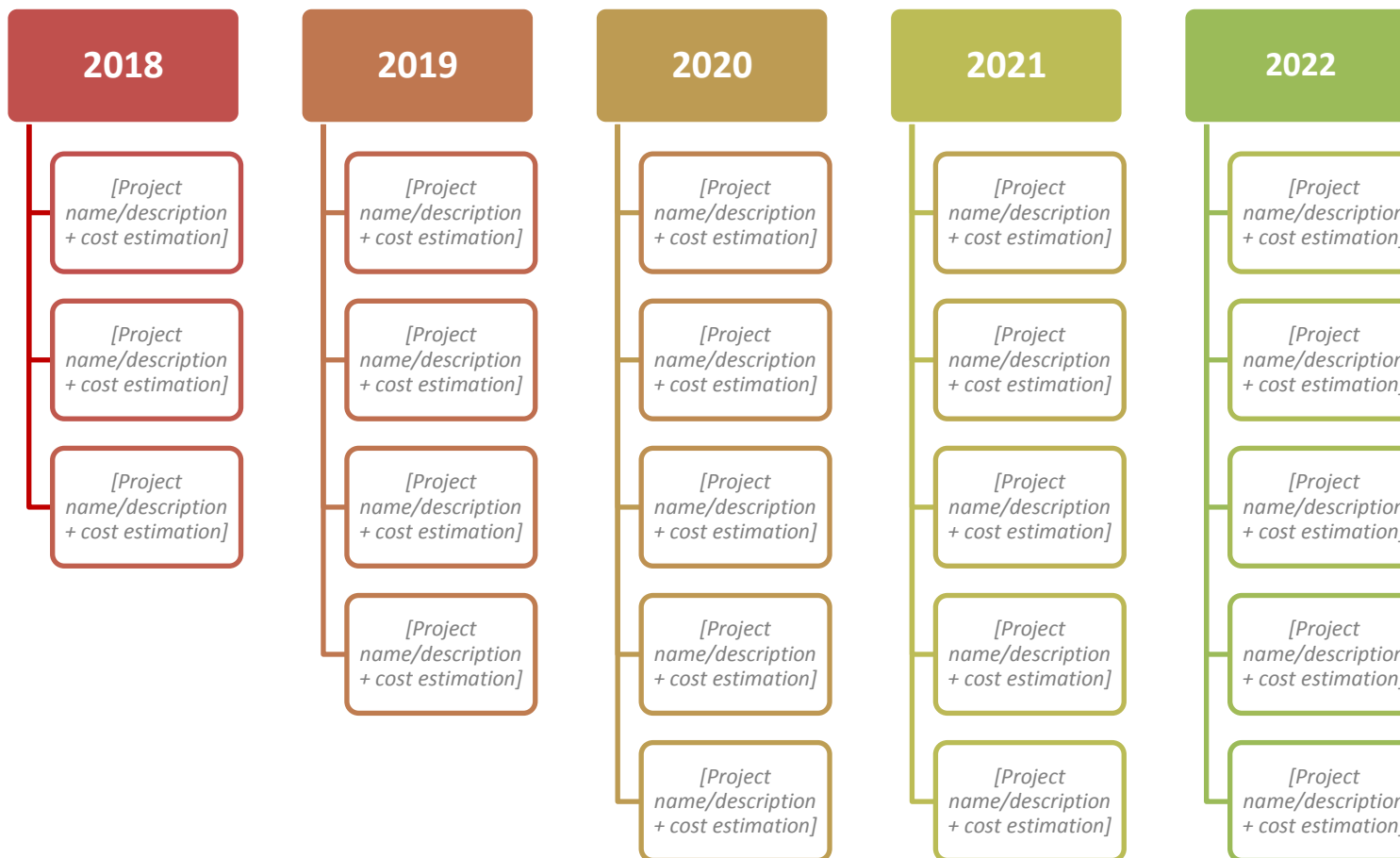
[Each individual action/project to be identified]

Reference number	<i>[Insert number in continuing order or other reference number used by the city administration]</i>
Action/project name	<i>[Insert the short name of the action/project]</i>
Strategic document identification	<i>[Insert reference to the (strategic or other) document in which described action/project stems from]</i>
Action/project description	<i>[Insert action/project description]</i>
Timeframe	<i>[Define timeframe (start/end) for project implementation/completion, if relevant also include milestone dates]</i>
Costs estimation/budget	<i>[Insert estimation of costs/budget for the action/project]</i>
Financing Sources	<i>[Identify financial sources]</i>
Potential risks and barriers	<i>[Identify potential risks and barriers]</i>
Mitigation measures	<i>[Identify measures for mitigating risks an barriers]</i>
Estimated impact	<i>[Describe estimated impacts and indicators]</i>
Project stages	<i>[Identify project stages]</i>
Action/project holder/responsible department	<i>[Identify department responsible for action/project implementation]</i>
Project custodian	<i>[Appoint person in charge – the person that will monitor project implementation]</i>

Monitoring and follow-up	<i>[Define milestones, define monitoring periods, define Key Performance Indicator, define who is in charge of monitoring, define follow-up actions (if any)]</i>
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Visual representation of measures/projects

[Use identified projects to prepare yearly visual representation of projects to be implemented, use short names/descriptions of projects. If a projects is more complex with several part, include the number]



E-Mobility action Plan Summary

City/Municipality: *[Name of the City/Municipality]*

Contact details: *[responsible person for the action plan in the municipality]*

1. **Background:** *[Short paragraph on background in the field of e-mobility in the city]*
2. **List of the measures/projects/actions:** *[as described in the action plan, including budget and financial sources]*
3. **Official approval by the city:** *[Date and name of the municipal body that approved the action plan]*