D2.5 National depiction of service process
Introduction

D2.5 is a guideline for Emobility works project partners and municipalities and companies involved in the project. It creates a common baseline and describes the objectives, process and results of the work that partners will implement with municipalities during the project.

Objective of this deliverable is to assist partners to achieve the goals set in the project description. Project activities are related with project’s impact objectives.

When formulating Service process of Emobility works project also results and processes of other projects were benchmarked e.g. European Energy Award and Guidelines Developing and Implementing a Sustainable urban mobility plan SUMP.
Main goals of Emobility works project

• Total at least 400 people participated in kickoff workshops with municipalities
• At least 108 companies involved
• At least 1,000 key decision makers and business people reached
• At least 27 municipal Action plans
• Investments of 4.6 million euros in e-vehicles by 2016
• Total at least 400 new e-vehicles in participating municipalities
• 2 million kilometers per year with e-vehicles instead of conventionally fuelled cars in 2016
• Promotion of renewable energy systems for charging e-vehicles
• Reduction of greenhouse gas emissions by 380 t CO2e/year
Main phases of service process:

1. Collecting e-mobility information
2. Initial analysis
3. Setting up the e-mobility action plan with municipality
4. Implementing the Action plan with municipality
5. Evaluation and training workshops
Objective is to collect basic data on municipality’s current emobility status and identify and involve key actors into the project.

Step 1: Kickoff meeting(s)
Step 2: Set up of stakeholder landscape
Step 3: Performing status quo analysis

Results:
- Clear picture of current status of emobility in the municipalities
- Identified key actors incl. business and other stakeholders
Objective is to analyze municipality’s emobility potential and to determine actions to be included in the Action plan.

2. Initial analysis

Step 1: Initial analysis of municipality’s fleet
Step 2: Initial analysis of mobility habits of municipal employees and internal organization of mobility
Step 3: Initial analysis of municipal infrastructure and renewable energy systems

Results:
- Estimation on how many e-vehicles and new charging stations will be acquired.
- Preliminary investment plan with timeline
- Plan on how municipality can integrate emobility in their guidelines
- Plan for purchase or build renewable energy for charging e-vehicles
This phase is essential and it includes only one step: Setting up the Action plan.

Result is binding emobility action plan of municipality.

3. Setting up the emobility action plan with municipality
Objective is to start implementation of first emobility activities in municipality.

Step 1: Actions related to municipality’s fleet
Step 2: Actions related to mobility habits of municipal employees and internal organization of mobility
Step 3: Actions related to municipal infrastructure and renewable energy systems

Results:
- First e-vehicles and charging stations are purchased during project
- Emobility is integrated in everyday work of municipality’s employees
- Implementation plan after project

4. Implementing the Action plan with municipality
Objective is to collect and share knowledge with decision makers on impact of emobility and how successfully implement emobility.

Step 1: Evaluation of implementation and impacts of Action plans
Step 2: Training workshops for decision makers

Results:
• Decision makers from municipalities and businesses have better knowledge on implementation of emobility
• Best practice examples