RECIPROCITY

D4.4

Replication Manual

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Publishable summary

This Replication Manual serves as a guide for implementing the RECIPROCITY methodology in transforming European cities into climate-resilient and connected multimodal nodes for smart and clean mobility. The RECIPROCITY project aims to foster mutual learning and the replication of innovative mobility solutions across European cities, paving the way for a sustainable and efficient transportation future.

At the core of RECIPROCITY is a four-stage replication approach that forms the foundation of this manual. Each stage plays a crucial role in the replication process, ensuring the successful transfer of innovative mobility solutions from one city to another. The four stages are as follows: IDENTIFY, LEARN, ACCELERATE, and SHARE.
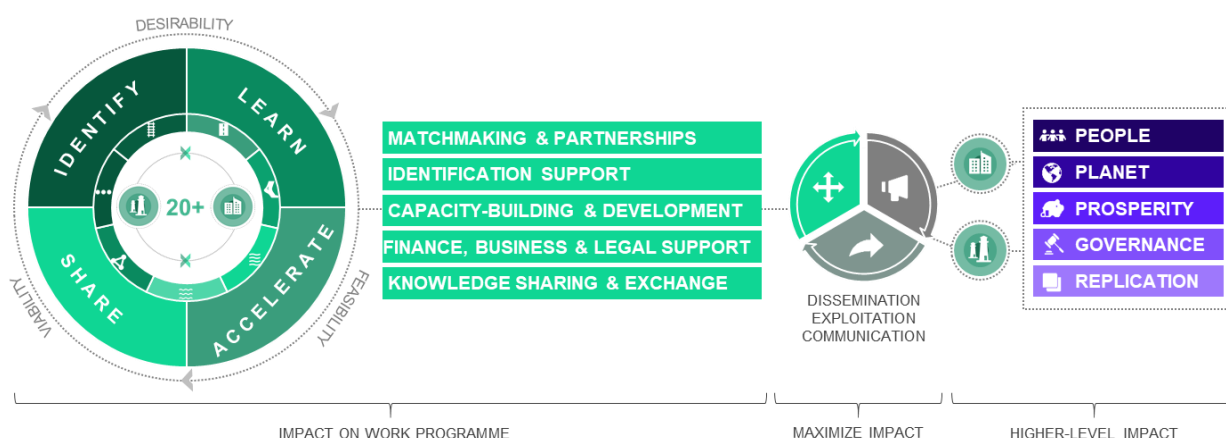

Figure 1 RECIPROCITY concept

The structure of this document mirrors the four stages of RECIPROCITY, aligning each chapter with a specific work package and each sub-chapter with a type of project activity. This systematic arrangement enables easy navigation through the manual and facilitates the understanding and implementation of the replication methodology.

The first stage, **IDENTIFY**, sets the groundwork for replication by conducting stakeholder mapping, assessing mobility needs and requirements through interviews, and mapping existing solutions. These activities provide crucial insights into the local context, allowing cities to identify the most suitable mobility solutions for replication.

The **LEARN** stage focuses on knowledge acquisition and capacity building. It includes study visits to observe successful mobility initiatives in other cities, webinars to share best practices, capacity-building workshops to discuss the solutions' replicability, and one-to-one sessions for personalised guidance. This stage enables cities to learn from the experiences of others and gain the necessary expertise for successful replication.

In the **ACCELERATE** stage, cities receive support in securing funding and navigating the legal aspects of replication. A dedicated RECIPROCITY Funding and Legal Helpdesk has been established to provide guidance and assistance, ensuring that financial and regulatory barriers are overcome, thus accelerating the replication process.

The final stage, **SHARE**, underlines the importance of sharing best practices and lessons learned after implementing a project to accelerate the replication of successful projects, promote efficiency, and drive the transformation of multiple cities towards sustainable and innovative mobility solutions.

The Replication Manual for RECIPROCITY project aims to empower European cities in their journey towards climate-resilient and connected multimodal nodes for smart and clean mobility. By adopting this methodology and leveraging the insights and experiences of other cities, urban areas can embrace innovative mobility solutions, transform their transportation systems and contribute to a sustainable future for all.

List of abbreviations

BRT   Bus Rapid Transit

CEF   Connecting Europe Facility

CCAM   Cooperative, Connected, and Automated Mobility

EC   European Commission

EFSI   European Fund for Strategic Investments

EIB   European Investment Bank

EIP-SCC   European Innovation Partnership on Smart Cities and Communities

EIT   European Institute of Innovation and Technology

EU   European Union

H2   Hydrogen

I3   Interregional Innovation Investments Instrument

ITS   Intelligent Transportation Systems

LRT   Light Rail Transit systems

MaaS   Mobility as a Service

MDMS   Multimodal digital mobility services

NGOs   Non-Governmental Organizations

NCP   National Contact Point

RCP   RECIPROCITY

R&D   Research and Development

SMEs   Small and Medium-sized Enterprises

CONTENTS

Figures and tables

1. IDENTIFY

The first chapter of the Replication Manual focuses on the crucial identification stage. This stage sets the foundation for successful replication by emphasising the importance of ecosystem mapping, identifying challenges and needs, and explore existing solutions developed within the European Union (EU).

Stakeholder mapping plays a pivotal role in understanding the key actors and organisations involved in the mobility landscape. By mapping the ecosystem, cities gain valuable insights into the various stakeholders' roles, relationships and influence, enabling effective collaboration and stakeholder engagement throughout the replication process.

Equally important is the identification of challenges and needs specific to each territory. By conducting interviews and assessments, it is possible to identify the specific mobility challenges and determine the requirements for sustainable and efficient transportation solutions. This process ensures that the replication efforts are targeted and aligned with the territory's particular needs, maximising the impact of the implemented solutions.

In addition, by exploring existing innovative mobility solutions across European cities, stakeholders can benefit from shared knowledge and expertise. This scouting process allows to leverage successful solutions that have already been implemented, adapting and replicating them to suit the local context. It promotes efficiency, saves resources and fosters mutual learning.

Stakeholder mapping

STAKEHOLDER MAPPING IN THE RECIPROCITY PROJECT

A stakeholder database identifying key groups has been created as part of RECIPROCITY WP1 to serve as a basis for project dissemination and stakeholder engagement activities. The database is an Excel spreadsheet comprising different stakeholders from the quadruple helix. This document provides relevant details of each listed stakeholder (e.g. country, stakeholder category, relevance for RECIPROCITY activities).

This database, consisting of more than 260 stakeholders, has been used as a base for capacity-building/training and dissemination purposes.

The identified stakeholders represented three different levels: local, national and European.

Find more detailed information on D1.1 Stakeholder Map & Report (internal report).

The effective **analysis and identification of key stakeholder groups** provide a comprehensive understanding of the individuals, organisations and groups with an interest or influence in the project's outcomes.

The **ecosystem mapping** activity allows for identifying and engaging all relevant stakeholders. This comprehensive engagement is important because stakeholders often have unique perspectives, knowledge and expertise that can contribute to identifying challenges accurately.

Moreover, the mapping helps **identify dependencies and relationships between different stakeholder groups**. It allows project teams to see how stakeholders are interconnected and how their actions or decisions may impact others. Understanding these dependencies is crucial for addressing challenges effectively, as it enables the identification of potential conflicts, dependencies or areas of collaboration between stakeholders.

REPLICATE THE STAKEHOLDER MAPPING

WHAT

Ecosystem Analysis

WHO

Quadruple helix stakeholders

SESSION DURATION

30 minutes

Step 1

This first step is to identify the key stakeholders who should be involved in the activities at the local or regional level.

The suggested activity is a visual mapping of the local/regional ecosystem, using sticky notes to write the name and organisation and place it on a map (Figure 2), according to the sector in which the stakeholder is active (civil society, academia, public sector, private sector) and to their geographical scope (Micro, Meso, Macro levels).

Please find below an initial list of stakeholders:

- Public sector

  o Policymakers (at local, regional and national levels)
  o Mobility departments (at local, regional and national levels)
  o City planners
  o National/regional public agencies

- Private sector

  o Companies
  o SMEs and start-ups
  o Former and ongoing projects
  o Infrastructure providers
  o Clusters

- Civil society

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o   Citizens organisations
o   NGOs

● Academia

o   R&D organisations
o   Universities

MACRO level:
regional, national and
european level.

MESO level:
"buffer zone" that
includes the
municipalities 'touched'
by the project

MICRO level:
the specific site involved
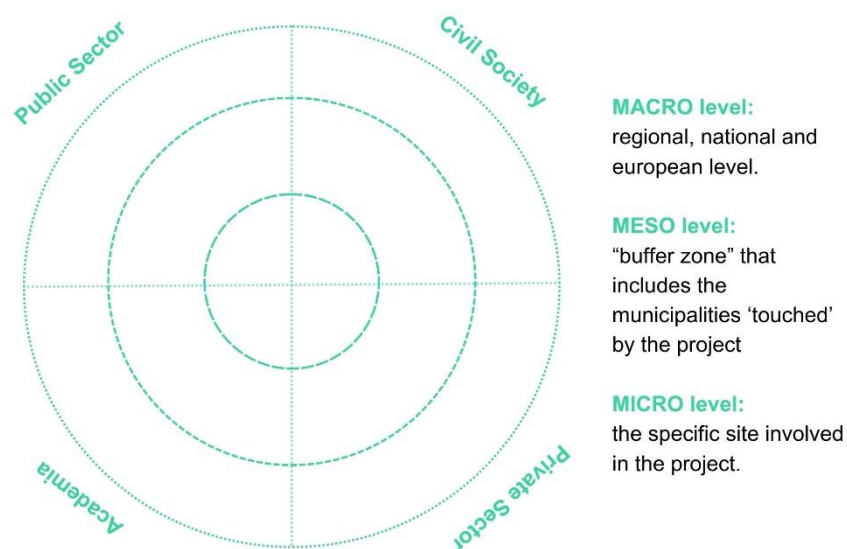in the project.

Figure 2 Stakeholder Mapping Matrix

Step 2

The second step is to analyse the identified stakeholders and collocate them in a Cartesian axis indicating the stakeholder's level of interest as x and the influence/power of the stakeholder as y (Figure 3).

This exercise will facilitate the selection of the most relevant stakeholders to involve in the mobility project.
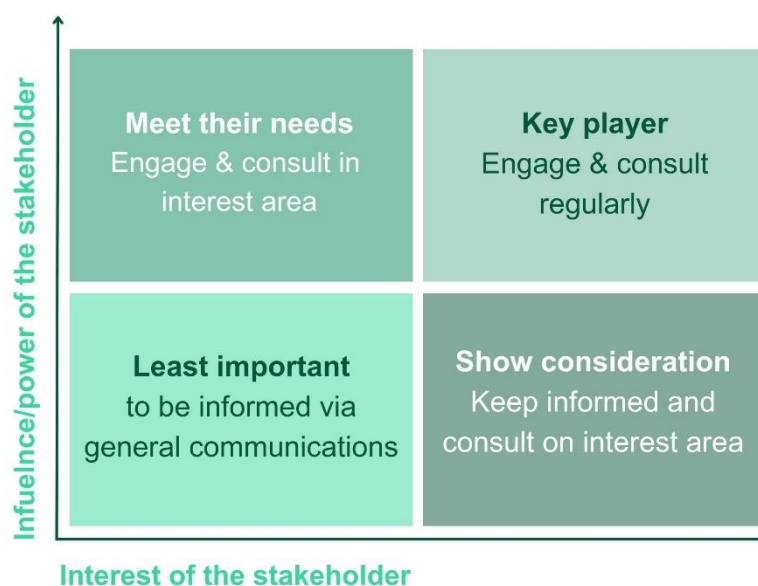
Figure 3 Influence/interest matrix

Mobility needs and requirements

MOBILITY NEEDS AND REQUIREMENTS IN THE RECIPROCITY PROJECT: THE INTERVIEWS

The effective analysis of key stakeholder groups has been a crucial part of the project. After creating the stakeholder database (with more than 260 stakeholders), 65 actors were interviewed by the RECIPROCITY consortium. These 'semi-structured' interviews provided key inputs to prepare the future activities.

The interviews included questions on:

- *Local mobility context and existing mobility solutions*

- *Needs and challenges*

- *Trends, drivers and barriers*

- *Lessons learnt and best practices.*

In addition to the interviews, an online survey was also developed to collect inputs from the stakeholders who were not interviewed. Fifty-five responses were received.

> *Overall, a wide range of stakeholders was reached in terms of type of organisation and geographical coverage.*
>
> *The main results of all interviews – focussing on what the stakeholders have in common – are illustrated in the graphic below.*
>
> | Existing mobility solutions that are the most used by the interviewed stakeholders | Public transport, car/bike sharing, P+R, pedestrian areas, bicycle lanes, micro-mobility |
> |---|---|
> | Innovative solutions that have already been deployed/ are being tested | Low emission zones, autonomous vehicles, ITS, smart bus stops, MaaS, mobility card, shared mobility, last mile delivery |
> | Common challenges | Public acceptance / perception, changing habits
Scaling up of innovative solutions
Coordination between different jurisdiction levels
New trends (digitalisation, covid impact, freefloating) |
> | Common points of long-term strategies | Improve air quality, reduce CO2 emissions, smart & clean mobility
Engage better with citizens
Synchronise strategies with other local/regional authorities |
> | Expectations from the project and from the workshops | Share experience, benchmark solutions
Build a network of cities
Find / learn more on innovative solutions |
> | Technologies our stakholders are most interested in | Multi-modal mobility & mobility hubs
E-mobility & H2 mobility
Autonomous vehicles
Sharing mobility
Cohabitation between the different mobility modes
MaaS
Low emission zones & city tolls
Last mile delivery
Public private partnerships for smart mobility |
>
> *Figure 4 Interviews results*
>
> *Find more detailed information on D1.2 Interviews guidelines and report*

The **analysis of mobility needs and requirements** is essential in shaping the goals and objectives of a local mobility project. By conducting interviews with key local stakeholders, including representatives from the quadruple helix (government, industry, academia and civil society), project teams can gain valuable insights into the local ecosystem, identify challenges and understand the needs and preferences of citizens and customers. These insights enable a **detailed assessment of the existing transportation system's specific pain points, gaps, and limitations**. Understanding these needs and challenges is crucial for developing tailored and impactful mobility solutions.

The interviews also provide an opportunity to directly engage with citizens and customers. By listening to their perspectives, expectations and experiences, project teams gain insights into their specific needs and preferences regarding mobility. This customer-centric approach ensures that the mobility project aligns with the actual demands and desires of the end-users, resulting in higher satisfaction and adoption rates.

Additionally, the interviews serve as a platform to **learn from previous local best practices**. By exploring successful mobility initiatives, projects or interventions, valuable lessons can be gathered and applied to the current project. This knowledge-sharing contributes to the overall effectiveness and efficiency of the mobility solutions being developed.

The set of questions provided in the worksheet serves a dual purpose. Not only are they designed for conducting interviews, but they **can also be used as a self-assessment tool for defining the goals of the mobility project**. Project teams can reflect on these questions and critically evaluate their own objectives, aligning them with the identified needs and requirements of the local community.

REPLICATE INTERVIEWS TO IDENTIFY MOBILITY NEEDS AND REQUIREMENTS

WHAT

Mobility needs and requirement analysis

WHO

Identified stakeholders

SESSION DURATION

45 minutes

PREPARATION

1. SELECT THE ORGANISATIONS TO BE INTERVIEWED

There is no 'magic' number of interviews. Interview as many people as necessary to build a clear picture of the local ecosystem. Representatives from the quadruple helix should be involved to gain a complete overview.

2. QUESTIONS DEFINITION

Some stakeholders prefer to be interviewed in their local language; in these cases, translating the interview may facilitate the process. The interviewees shouldn't feel like an online questionnaire was read out to them: the questions may be adapted in real-time.

3. CHECKLIST:

- Set aside at least 45 minutes for each interview.
- Leave at least 30 minutes between interviews.
- Let interviewees know the questions in advance.

- Don't be afraid to ask one interviewee to comment on something another interviewee said.

- If necessary, ask an interviewee to wait while you make a note.

- Decide for yourself whether you'll record interviews.

- Keep your interviews informal.

- Document the outcomes of stakeholder interviews.

Below a list of suggested questions grouped in four main topics.

TOPIC 1: CURRENT MOBILITY CONTEXT AND EXISTING MOBILITY SOLUTIONS

Question 1.1: **What are the competencies/ duties of your organisation regarding mobility?**

(e.g., defining regulation, planning public transport, providing public transportation, providing infrastructures, manufacturing/ providing mobility technologies, providing funding, defending the rights of public transport users)

Question 1.2: **What is the existing mobility landscape in your city/ town** (e.g. traffic density, the split of mobility modes), **and what are the different mobility solutions offered to the citizens today?**

Mobility 'landscape': get a first feeling of how mobility is perceived in the city/ town: is it a big challenge or not? Also, try to get the big picture in terms of the mix of mobility modes, traffic density & congestion etc.

Mobility solutions: ask for a short presentation of the local transportation offer, for instance:
- *Pedestrianised areas*
- *Individual transport: Bicycles paths/lanes, Self-service for bicycles, E-Scooters, cars*
- *Public transport: City buses services, Trolleybuses, Cable cars, BRT systems, Paratransit services, LRT systems, Trains/ intercity rail/Commuter train, Metro/subway/underground, Water transportation systems*
- *Support for carsharing*
- *Multi-modal apps to simplify journeys.*

Question 1.3: **What is the local ecosystem in terms of mobility? i.e. who are the main stakeholders, and what are their respective roles and objectives?**

Identify the key players (e.g. who is responsible for the decisions regarding the transportation/ mobility services, who is operating the public transport, their perceived roles, how they work together or disagree).

This may support you in identifying the local ecosystem actors.

Question 1.4: **Has your city implemented innovative initiatives such as low-emission zones, autonomous and connected vehicle use, and intelligent transportation systems (ITS)?**

Other ideas of innovative initiatives: Superblocks, Restricted parking zones, Low-emission zones, Congestion charging systems, Carbon tax for road use, Intelligent bus stops, Charging infrastructure, Autonomous and connected vehicle use, Car/bile/e-scooter -sharing, HOV lanes, intelligent transportation system (ITS), P+R, K+R, B+R Systems; Introduction of new automatic payment systems, Mobility-as-a-Service (Maas).

TOPIC 2: NEEDS AND CHALLENGES

Question 2.1: **What are the citizens' expectations and needs regarding mobility?**

You can also ask here about the characteristics of the population, occupation, mobility behaviour, etc.

Question 2.2: **Are the citizens'/customer needs and habits regarding mobility monitored in your city? If yes, how?**

e.g. Surveys, Security cameras/tracking technology, App use (peak times), Traffic Counters (fixed or mobile counters for, e.g. bikes, vehicles, pedestrians), Remote monitoring data services and analysis

(optional question: What are studies and surveys we should look into?)

Question 2.3: **What is annoying or troubling the citizens/ customers when they are travelling locally? What is preventing them from moving/ commuting in a safe, efficient and economical way? What would make their life and travels/ daily commutes easier?**

TOPIC 3: NEEDS AND CHALLENGES

Question 3.1: **What is the long-term mobility strategy of the city / your organisation? What is your long-term strategic goal or strategic plan for mobility?**

Question 3.2: **What are the new trends that need to be taken into account?**

(e.g. Uptake of self-service concepts (for bikes, e-scooters, etc.), Citizens' engagement, Digitalisation, Covid impact, etc.)

Question 3.3: **What are the drivers supporting the local strategy, and the barriers hindering it?**

(e.g. regulations, national funding, public acceptance and engagement, cost, etc.)

TOPIC 4: SHARING LESSONS LEARNT AND BEST PRACTICES

Question 4.1: Do you have any best practice/successful mobility projects to share?

Question 4.2: What other lessons learnt / "worst practices" would you like to give insights on?

Question 4.3: Are you familiar with Sustainability Urban Mobility Planning, and if yes, how are you applying the methodology?

Step 4

Solutions mapping

SOLUTIONS MAPPING IN THE RECIPROCITY PROJECT

RECIPROCITY's first work package, IDENTIFY, focused on collecting information on mobility needs, requirements and existing innovative mobility solutions. In that context, after the identification and consultation of relevant stakeholders, the main goal has been the mapping of best practices.

The selection process of the mobility solutions was divided into four main activities:

1. *Identification: Collection of relevant mobility case studies, particularly those generated in EIP-SSC and other smart city initiatives and those innovations from the lighthouse cities within the RECIPROCITY ecosystem. Two further key resources consulted for the mapping were the case study selection by Eltis (www.eltis.org) and CIVITAS (www.civitas.eu).*
2. *Analysis & prioritisation: Assessment of the selected case studies from step 1 based on their impact using the guidelines set out by the EC. Assessment of the technology dimension (e.g. interoperability), the political-institutional dimension (e.g. ecosystem, need to change the regulations), the social-cultural dimension (e.g. social acceptance, gender equality, inclusion) and the economic/business dimension (e.g. business model).*
3. *Feasibility assessment: Analysis of the feasibility of these solutions by providing a simulation-based impact assessment for replication.*
4. *Project selection.*

Once the main needs and challenges have been identified, it is useful to check if other cities share the same and if they have developed innovative solutions. By examining best practices, it is possible to identify successful approaches and strategies that have been proven effective in achieving sustainable mobility solutions. **These best practices can be used as models for replication, saving time and resources and increasing the likelihood of success in new contexts.**

Secondly, analysing unsuccessful practices can be equally valuable as it can highlight the common challenges that must be avoided when implementing sustainable mobility solutions. By learning from failures and mistakes, cities and municipalities can avoid repeating them in future implementations, leading to more efficient and effective use of resources and better outcomes.

Similarly, studying past mobility solutions allows us to identify successful approaches and strategies implemented in the past, while examining ongoing solutions allows us to identify promising approaches currently being implemented and tested. On the other hand, collecting information on planned solutions provides an opportunity to learn about emerging trends and technologies in sustainable mobility, enabling us to anticipate and prepare for future challenges and opportunities.

REPLICATE SOLUTIONS MAPPING

WHAT

Solution mapping

WHO

Stakeholders involved in Mobility projects/initiatives

Step 1

Use all information collected through the interviews to list the mobility local best practices and projects previously implemented. This can be a handy source for finding the right stakeholders to involve in your project.

Collect relevant mobility case studies using public online sources such as:

- RECIPROCITY's use case collection - https://reciprocity-project.eu/use-case/
- ARRIVAL platform - https://www.arrival-platform.eu/knowledge-hub/best-practices.html
- CIVITAS Mobility solutions - https://civitas.eu/mobility-solutions
- Eltis - www.eltis.org

- Identify the right innovative mobility solutions with all relevant mobility stakeholders and citizens.
- Reach out for networks who may help to get in touch with solution providers, such as cluster organisations and projects like RECIPROCITY.
- Learn about the requirements, processes and skills needed to put these innovative mobility solutions into action
- Accelerate the implementation of these solutions through guidance and matchmaking for business and finance.
- Share your interest in replicating the mobility solutions, contact the owners and learn from their experience.

JOIN THE ARRIVAL PLATFORM

The ARRIVAL Platform is a free-to-use European portal for innovative transports and clean mobility solutions that combines forces of the EU- funded projects RECIPROCITY and ENTRANCE.

Within its Replication Framework, RECIPROCITY facilitates immediate access to relevant information and services supporting you in the implementation and replication of smart and clean mobility solutions.

__Join the ARRIVAL Platform__

It will facilitate your search for the right information to replicate mobility solutions in your city, municipality or region by providing you with:

- *the right contacts,*
- *targeted knowledge and learning materials,*
- *an innovative matchmaking tool*
- *collected good practices,*

- *financial and legal expertise and support on a variety of mobility topics.*

ARRIVAL also provides additional information, tools and services relevant to the transport and mobility sector by connecting you with partnering platforms, including OPINA, BABLE, ETP ALICE and EIT Urban Mobility.

2. LEARN

The second chapter, "Learn", builds upon the identification of challenges and the already implemented mobility cases that can address them. During this phase, the focus shifts to further analysing these cases and assessing their replicability within the local ecosystems. To facilitate this analysis, a range of activities such as study visits, dedicated webinars, workshops, and 1-to-1 sessions can be organised.

Study visits (Mobility Missions) play a vital role in evaluating the replicability of implemented mobility solutions. By visiting the locations where these solutions have been successfully implemented, valuable insights can be gained regarding their feasibility and adaptability to the local context. Additionally, inviting solution owners and representatives from cities where these solutions have been implemented in your territory can provide practical tips and expertise, enabling the development of innovative strategies that align with the local challenges.

Webinars and events are crucial for further analysing mobility challenges and engaging experts. These platforms create opportunities for in-depth discussions, knowledge exchange and exploration of emerging trends in the mobility sector. By involving experts in the field, a deeper understanding of the challenges can be developed, leading to more effective replication strategies.

Interactive workshops that involve local stakeholders and mobility solution owners are instrumental in assessing the replicability of mobility solutions. By bringing together different perspectives and expertise, these workshops facilitate collaborative discussions, idea generation and evaluation of potential replication scenarios. The involvement of the right stakeholders, including citizens' organisations, is vital to ensure public acceptance and gather valuable insights on mobility solutions' social and cultural aspects.

Furthermore, **1-to-1 sessions** with solution owners and representatives from interested cities are crucial for defining a roadmap for replication. These sessions provide an opportunity for detailed discussions, sharing of experiences and aligning strategies for replication. Through these interactions, project teams can gain valuable guidance, address specific challenges, and establish a clear pathway to effectively replicate the identified mobility solutions.

Study visits

STUDY VISITS IN THE RECIPROCITY PROJECT: THE MOBILITY MISSIONS

RECIPROCITY Mobility Missions are expert-led site visits to lighthouse cities that provide a unique opportunity to experience innovative mobility solutions firsthand and gain insights into their successful implementation. These missions play a pivotal role in enabling follower cities to learn from the experiences and lessons learned in these pilot projects, facilitating knowledge transfer to their own replication endeavours.

By participating in these Mobility Missions, project teams and stakeholders from follower cities and regions can witness innovative mobility solutions on the ground, observe their real-world impact and engage directly with the experts and practitioners involved. This immersive learning experience allows a deep understanding of the practical aspects, challenges, and best practices of implementing such innovative mobility solutions.

The knowledge acquired through RECIPROCITY Mobility Missions is a valuable foundation for cities and regions to develop their replication projects. By studying the successes, failures and lessons learned in the lighthouse cities, follower cities can adapt and tailor these experiences to their unique contexts and requirements. This knowledge transfer ensures that replication projects are built upon a solid understanding of what works, what doesn't, and how to effectively overcome challenges.

Through this knowledge exchange, RECIPROCITY strengthens the network of European cities working together towards climate-resilient and connected multimodal nodes for smart and clean mobility.

Find more information on the RECIPROCITY Mobility Missions and the cases analyzed on the project website (https://reciprocity-project.eu/training-materials-and-webinars/) and the methodological aspects in D.2.1 - Mobility training program and D2.3 - Report on Mobility Missions.
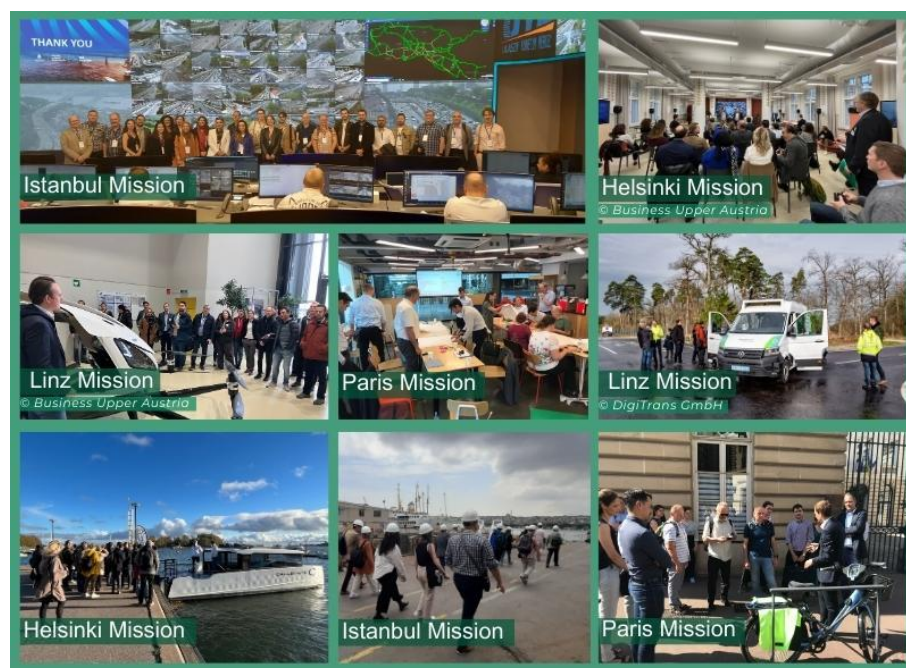

Figure 5 Photos from the four Missions

Study visits play a crucial role in the replication process, offering a range of benefits.

Firstly, they provide invaluable **networking opportunities**, connecting project teams with national and international stakeholders from diverse ecosystems, including cities, infrastructure operators, industry and technology providers, start-ups, research institutions, funding agencies, tourism representatives, and urban planners. These interactions foster collaboration, knowledge sharing, and the establishment of partnerships, creating a network of expertise that enhances the replication efforts.

Secondly, study visits allow project teams to directly observe and experience the mobility solutions they seek to replicate. This **firsthand exposure provides a deeper understanding of the solutions' implementation**, challenges, and outcomes.

Furthermore, study visits can also be organised in the territory where the solutions may be replicated. Indeed, receiving visits from solution owners allows for valuable feedback and guidance, ensuring that the replication strategy aligns with the practical considerations and lessons learned from the original implementations.

The guidelines provided in the worksheet below assist in organising study visits, optimising their impact and facilitating the exchange of knowledge and expertise.
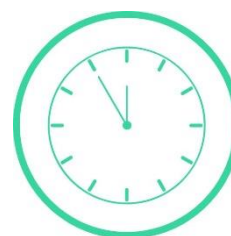
REPLICATE THE STUDY VISITS

WHAT

Study visit

WHO

Mobility experts and cities/regions representatives

SESSION DURATION

2-3 days

Step 1

DEFINE OBJECTIVES

Clearly define the objectives of the study visit. Identify what specific knowledge, best practices or experiences you aim to gain from the visit. This will help guide the selection of suitable locations and activities.

Remember that you can organise study visits in your territory or visit the mobility solutions that you are interested in replicating.

Step 2

IDENTIFY HOSTS AND LOCATIONS

Research and identify lighthouse cities or organisations that successfully implement mobility solutions relevant to your replication project.

Contact the appropriate hosts and secure their participation in the study visit. Ensure that the chosen locations provide a comprehensive understanding of the solutions, including their implementation, challenges, and outcomes.

SET THE AGENDA

Develop a detailed agenda for the study visit, including the timeline, activities and visits to specific sites or projects.

Ensure a balanced mix of presentations, interactive sessions, site visits, and networking opportunities.

Plan visits to relevant sites, infrastructure, and mobility projects to witness the solutions in action. Ensure that participants have the opportunity to observe the practical aspects, understand the implementation process, and learn from the experiences of solution owners and local stakeholders.

Incorporate opportunities for participants to engage with solution owners, local stakeholders, and experts.

It is possible to include conferences, workshops and 1-to-1 sessions in the agenda for the study visits.

Organise networking events, receptions or social activities to facilitate connections and interactions among participants and hosts in a more informal way.

Encourage the exchange of contact information and foster ongoing communication to sustain relationships beyond the study visit.

IDENTIFY PARTICIPANTS AND SEND THE INVITATIONS

Identify and invite the right participants in advance.

Consider including a diverse range of participants, including mobility experts and representatives from the quadruple helix (public authorities, industry, clusters, academia and civil society) at regional and local level.

Ensure that the invitations are sent out well in advance to allow participants to make necessary travel arrangements. Provide clear instructions, including the purpose and objectives of the study visit, to ensure their active engagement and participation.

Provide pre-visit materials to participants (e.g. study visit booklet), including relevant background information on the host cities, the implemented mobility solutions and the objectives of the study visit.

RECIPROCITY

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22

COORDINATE LOGISTICS

Manage logistics such as travel arrangements, accommodation, transportation within the host city, and any necessary permits or permissions.

Consider the needs and preferences of the participants, ensuring a comfortable and well-organised visit.

GATHER FEEDBACK AND EVALUATE

Collect feedback from participants and hosts after the study visit to assess its impact, effectiveness, and areas for improvement.

Evaluate the extent to which the study visit achieved its objectives and consider incorporating the lessons learned into future replication efforts.

Organise follow-up online meetings to further explore collaboration among participants.

Webinars

WEBINARS IN THE RECIPROCITY PROJECT

The RECIPROCITY webinars offer informative and engaging online expert sessions focusing on the practical implementation of new mobility solutions. These sessions feature experts from lighthouse cities within the replication ecosystem, the consortium, representatives from the European institutions and the extensive network of RECIPROCITY.

The webinars serve as a platform for representatives from local authorities to gain valuable insights from experts, enabling them to enhance their understanding and knowledge of implementing innovative mobility solutions in their respective contexts.

Find more information on the RECIPROCITY webinars and the presentations used on the project website (https://reciprocity-project.eu/training-materials-and-webinars/) and the methodological aspects in D.2.1 - Mobility training program and D2.2 - Report on webinar #1, #2, #3.

Figure 6 RECIPROCITY Webinars

Organising webinars is important in learning more about relevant topics to implement better mobility projects.

First of all, webinars bring together experts in the field of mobility, allowing participants to **gain insights** from their expertise and experience. These experts can provide valuable **knowledge, best practices, and lessons learned** from their own projects and initiatives. Such insights enable project teams to broaden their understanding of various mobility aspects and make informed decisions in their own implementation efforts. They help project teams stay updated on the latest developments, tailor learning to their project's needs, and ensure alignment with current practices.

REPLICATE THE WEBINARS

WHAT

Topic analysis with experts

WHO

Experts in mobility

SESSION DURATION

90 minutes

DEFINE OBJECTIVES

Clearly define the objectives of the webinar.

Identify the topic, theme, or challenge the webinar will address. It is recommended to choose one specific mobility topic (e.g. MaaS) per webinar under which various speakers can present their solutions/ideas/projects.

Establish clear goals and outcomes.

SELECT KNOWLEDGEABLE SPEAKERS AND DEFINE THE AGENDA

Identify speakers who possess relevant experience and expertise in the webinar topic.

Consider diversity in perspectives and backgrounds to provide a well-rounded view.

Develop a detailed agenda for the webinar, including key topics, presentation durations, and interactive sessions.

Allocate sufficient time for Q&A sessions to encourage audience participation and address their queries.

For webinars longer than 2 hours, including a coffee break**.**

Suggested agenda:

15 minutes	Welcome and introduction
20 minutes	Topic expert presentation
30 minutes	Mobility case presentations
15 minutes	Q&A session
10 minutes	Wrap up and end of the meeting.

It is possible to schedule 1-to-1 online sessions after the webinar.

CHOOSE THE RIGHT WEBINAR PLATFORM AND TEST IT

Select a reliable and user-friendly webinar platform that suits your needs.

Consider features such as screen sharing, chat functionality, polling, and recording capabilities. Test the platform.

Step 3

IDENTIFY THE AUDIENCE AND PROMOTE THE EVENT

Determine the target audience for the webinar. Consider the stakeholders who would benefit the most from the covered topic. This will help tailor the content and format to meet their needs and interests.

Use various channels to promote the event, including email newsletters, social media platforms, websites and professional networks. Provide clear registration instructions and ensure participants receive confirmation emails with webinar details.

Send direct invitation emails to relevant stakeholders.

When co-organising a webinar with an external organisation, it is crucial to prioritise GDPR compliance to ensure the security and protection of participants' data.

Step 4

PARTICIPANTS' ENGAGEMENT AND FOLLOW UP

Encourage active participation and engagement from participants.

Use features like chat functionality or designated Q&A sessions to encourage questions, comments, and discussion.

Assign a moderator to facilitate interaction, manage time, and address technical issues during the webinar.

Send post-webinar follow-up emails to participants, including a webinar recording, relevant resources, and a feedback survey. Collect feedback to assess the effectiveness of the webinar and gather insights for future improvements.

The webinars may be followed by workshops analysing specific mobility cases' replicability.

FOLLOW UP

Capacity building workshops

WORKSHOPS IN THE RECIPROCITY PROJECT: THE LOCAL WORKSHOPS

Local Mobility Workshops gathered +240 mobility stakeholders of each project partners region, to exchange on local challenges, needs, requirements, use cases and best/worst practices.

The workshops aimed to identify and outline strategic mobility goals together and build a Mobility Task Force, including four to five of the most important and impactful local stakeholders.

These workshops could also be a supporting format to identify use cases and start discussion on replicability in early stage.

Find more information on the RECIPROCITY Local Mobility Workshops and the presentation used on the project website (https://reciprocity-project.eu/training-materials-and-webinars/) and the methodological aspects in D.2.1 - Mobility training program.

WORKSHOPS IN THE RECIPROCITY PROJECT: THE CAPACITY BUILDING WORKSHOPS

The capacity-building workshops offer a comprehensive exploration of state-of-the-art mobility use cases, providing valuable insights and feedback on the implementation of selected mobility solutions.

These workshops play a crucial role in supporting stakeholders by assisting them in defining replication challenges and identifying opportunities for improvement. By facilitating knowledge sharing and fostering collaboration, the workshops empower participants to enhance their understanding of mobility solutions and refine their replication strategies for greater success.

Find more information on the RECIPROCITY Capacity Building Workshops on the project website (https://reciprocity-project.eu/training-materials-and-webinars/) and the methodological aspects in D.2.1 - Mobility training program.

Organising interactive workshops involving local representatives from quadruple helix stakeholders is a valuable strategy for receiving insights for a mobility project.

During these workshops, solution owners or representatives from cities where the solution has been successfully implemented present their cases, sharing their experiences.

This presentation is followed by **interactive discussions** with local quadruple helix stakeholders to explore the solution's replicability in the local context. By incorporating these perspectives and engaging in collaborative dialogue, the workshops facilitate knowledge transfer and solution adaptation, leading to the development of sustainable and impactful mobility solutions.
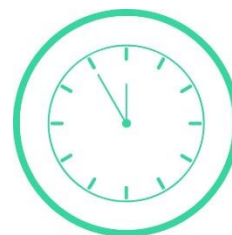

REPLICATE THE WORKSHOPS

WHAT

Analysis on replicability

WHO

Quadruple helix stakeholders

SESSION DURATION

90 minutes

Step 1

SELECT THE CASES THAT YOU WANT TO ANALYSE AND THE STAKEHOLDERS YOU WANT TO INVITE

If you have organised a study visit or a webinar before the workshop, choose one or more cases that have been presented.

Invite the mobility solutions owners and the representatives from the cities where the cases have been replicated to join the workshop and participate in the interactive discussion on their replications.

Define the list of stakeholders to invite to your workshop. Include representatives from the quadruple helix stakeholders mapped during the previous activities.

Step 2

DEFINE THE AGENDA AND THE GROUP'S TOPIC

If you want to analyse more than one case, it is possible to split the participants into parallel groups and let them focus on different mobility solutions.

Suggested agenda:

15 minutes	Welcome and introduction
45 minutes	Interactive groups session
30 minutes	Wrap up from the group sessions and interactive discussion

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In case the workshop doesn't follow a previous study visit or webinar, include the presentation of the cases in the plenary session.

GROUPS SESSION ORGANISATION

The groups should include ten people maximum to facilitate an interactive discussion. Each group should also include a moderator and a note-taker.

Suggested questions to use for the session facilitation:

- Is there any similar solution in your city?

- Think about the challenges you face in your city. Which challenges could be solved by replicating this case?

- Which stakeholders would you involve?

- Would you face any legal barriers? Which EU/national/local policies could be a barrier to the implementation?

- What could be the financial source for financing the implementation?

Step 3

1-to-1 sessions

1-TO-1 SESSION IN THE RECIPROCITY PROJECT

The goal of the 1-to-1 sessions is to facilitate exchanges between lighthouse & follower cities on specific use-cases and, more generally, on the needs of follower cities. These sessions are very important for defining the roadmap for potential mobility case replication.

Find more information on the RECIPROCITY 1-to1 sessions in D.2.1 - Mobility training program.

1-to-1 sessions between the replicator and solution owners or representatives from cities where the solution has been successfully implemented are an important step in the replication process. These sessions provide a focused and personalised opportunity for in-depth discussions, knowledge exchange, and collaboration. By engaging directly with solution owners or representatives, the replicator can gain valuable insights into the implementation process, challenges faced, and lessons learned.

Through 1-to-1 sessions, it is possible to explore in depth the specific needs, requirements, and contextual factors of the replicator's location. The replicator can, indeed, seek guidance on tailoring the solution to fit the local challenges and conditions, ensuring its feasibility and effectiveness. This collaborative dialogue aids in identifying potential barriers, addressing implementation challenges, and refining the replication strategy. Additionally, the ARRIVAL platform can be utilised to organize 1-to-1 meetings and explore replications of mobility solutions.

3. ACCELERATE

The third chapter, "ACCELERATE", focuses on providing cities with essential support in securing funding and navigating the legal aspects of replication. This stage is dedicated to overcoming financial barriers, ensuring a smooth and accelerated replication process for innovative mobility solutions.

To facilitate this, a specialised RECIPROCITY funding and legal helpdesk is established, serving as a valuable resource for guidance and assistance. By addressing the challenges related to funding and legal frameworks, the ACCELERATE phase empowers cities to expedite the replication of successful mobility projects, driving sustainable and transformative changes in their respective regions.

Funding and legal helpdesk

THE RECIPROCITY FUNDING AND LEGAL HELPDESK

The project Funding & Legal Helpdesk supports cities and municipalities with all finance and legal-related issues.

Cities that are part of the RECIPROCITY project network can now benefit from such support from the Access to Finance and Legal Specialists node.

By using the form, the organisations can request technical advice on public funding options and how to finance mobility projects, as well as on institutional cooperation and legal support in the development of sustainable mobility projects.
Upon receipt of the applications, RECIPROCITY's financial and legal specialists analyse them and contact the cities to solve the issues raised and support the project replicability.

Find more on the RECIPROCITY funding and legal support services:
- *Form to request funding and legal support*
- *RECIPROCITY Funding Guide and further mapped European or national funding lines*
- *Factsheet on Top 6 factors to consider when deploying public EV charging infrastructure*
- *RECIPROCITY Simulation-Based Impact Assessment offer to evaluate the impact of your mobility use case*

Scouting the right funding scheme to finance a mobility project is a crucial step. It enables project teams to access the necessary financial resources and support to bring their innovative ideas and solutions to life.

Moreover, the right funding scheme provides not only financial assistance but also access to expertise, networks, and guidance. It empowers project teams to navigate complex funding processes, optimise their project's viability, and maximise its impact, fostering the successful realisation of transformative mobility initiatives.

The worksheet below provides guidelines on how to find the right funding source for a mobility project.

REPLICATE: FIND THE RIGHT FUNDING SOURCE

WHAT

Funding the project

WHO

Any interested stakeholder

SESSION DURATION

Continuous task

Step 1

RESEARCH AND IDENTIFY FUNDING PROGRAMS

Conduct comprehensive research to identify relevant funding programmes and sources that align with the objectives and scope of your mobility project.

Explore regional, national and European funding schemes, considering their focus areas, eligibility criteria and funding priorities.

Use online databases and portals that compile information on funding opportunities. These platforms provide searchable databases and filters to refine your search based on project type, sector, location, and funding scope. Examples include the European Commission's Funding & Tender Opportunities portal and national/regional funding databases.

Suggested EU funding programmes for mobility:

Horizon Europe	Grants	link
Towards zero emission road transport (2Zero)	Grant	link
Cooperative, connected and automated mobility (CCAM)	Grant	link
Clean Hydrogen Partnership	Grants	link
Connecting Europe Facility (CEF Transport)	Grants	link

European Fund for Strategic Investments (EFSI)	Loans, Equity, Guarantees	link
European Investment Bank (EIB)	Loans, Equity, Credit lines, Guarantee, blending, Advisory services	link
European Investment Program	Guarantees	link
European Structural and Investment Funds (ESIF)	Grants	link
Interreg : European Territorial Co-operation	Grant	link
Interregional Innovation Investments (I3)	Grant	link
Recovery and Resilience Facility	Grants, Loans	link
URBACT	Grants	link

ENGAGE WITH LOCAL AUTHORITIES AND DEVELOPMENT AGENCIES

Consult with your region or country's local authorities, development agencies, and economic development offices, as well as Horizon Europe National Contact Points (NCPs). They can provide valuable information on regional, national and European funding programmes, initiatives, and grants specifically designed to support mobility projects.

CONSULT WITH MOBILITY ASSOCIATIONS AND NETWORKS

Seek guidance from mobility associations, clusters, innovation hubs, or networks focusing on sustainable transportation and smart mobility. These organisations often have information on funding sources specific to the mobility sector and can provide valuable advice on finding suitable funding opportunities.

ATTEND DEDICATED EVENTS

Participate in workshops, webinars, and information sessions organised by funding agencies or relevant stakeholders. These events offer insights into available funding sources, application processes, and tips for preparing competitive funding proposals.

Engage in networking activities to connect with potential partners, stakeholders, and organisations involved in mobility projects.

Collaborative efforts with other entities can open doors to funding opportunities and consortia for joint project applications.

4. SHARE

The final chapter, "Share", emphasises the critical role of sharing best practices and lessons learned following the implementation of a project. This stage recognises the significance of accelerating the replication of successful projects, fostering efficiency, and propelling the transformation of multiple cities towards sustainable and innovative mobility solutions. By openly sharing experiences, insights, and valuable knowledge gained from project implementation, cities can contribute to a collective learning process.

This sharing of best practices enables other cities to leverage existing successes, avoid common pitfalls, and fast-track their own replication efforts.

Share your Mobility solutions

RECIPROCITY CATALOGUE OF MOBILITY SOLUTIONS

As part of RECIPROCITY, its catalogue of mobility provides guidance and direction for mobility services providers and cities looking to implement sustainable mobility solutions. It is based on interviews and results from project workshops and webinars and is designed to help cities across Europe become more resilient, connected, and sustainable.

The catalogue of best practices is critical to the project's four-stage replication approach. It includes a range of strategies and tools for sustainable urban development and mobility, such as innovative transport modes, smart mobility solutions, and sustainable infrastructure. The catalogue also provides guidance on how to implement these best practices and adapt them to local contexts, ensuring they are feasible and cost-effective.

The document includes mobility solutions that emerged throughout the RECIPROCITY project. The collected mobility solutions have been clustered into six main thematic groups, some of them including sub-groups:

- *1st group – Autonomous vehicles*
- *2nd group – Multimodal Digital Mobility Services (MDMS)*
  - *Mobility as a Service (MaaS)*
  - *Multimodal Mobility and Shared Mobility*
  - *On demand mobility*
- *3rd group - Electric and hydrogen vehicles*
- *4th group - Data collection and Traffic management systems*
  - *Parking management*
  - *Traffic calming*
  - *Data collection & usage*
- *5h group – Other*
  - *Air taxis and drones*
  - *Bikes*
  - *Tramway and light rail*
  - *Bus Rapid Transit (BRT)*

Find more detailed information in:
- *The RECIPROCITY knowledge center: https://reciprocity-project.eu/use-case/*
- *D.4.3 - Catalogue of mobility best practices: https://reciprocity-project.eu/?jet_download=6807*

Sharing best practices and lessons learned after implementing a project is crucial for facilitating the replication of innovative solutions in other cities. By sharing successes, challenges, and key insights, cities can contribute to a collective learning process and avoid reinventing the wheel.

This knowledge exchange enables other cities to gain valuable information on what works, what doesn't, and how to effectively overcome barriers.

Sharing best practices also fosters **collaboration and cooperation**, allowing cities to build on each other's experiences and leverage shared expertise.

Ultimately, this knowledge sharing accelerates the replication of successful projects, promotes efficiency, and drives the transformation of multiple cities towards sustainable and innovative mobility solutions.

SHARE YOUR MOBILITY PRACTICE: USE THE ARRIVAL PLATFORM

WHAT

Share your best practice

WHO

Solution owner

SESSION DURATION

5 minutes

Step 1

The ARRIVAL Platform is a European portal for innovative transports and clean mobility solutions that combines forces of the EU- funded Projects RECIPROCITY and ENTRANCE.

Within its Replication Framework, RECIPROCITY facilitates immediate access to relevant information and services supporting you in the implementation and replication of smart and clean mobility solutions.

1. *Visit the ARRIVAL Platform*
2. *Register to the platform*
3. *Find the right contacts*
4. *Showcase your best practices*
5. *Learn from the others*
6. *Build connections*

Share your best practice and support the other stakeholders enabling its fast replication on a wide scale.

RECIPROCITY (Replication of innovative concepts for peri-urban, rural or inner-city mobility), coordinated by R-Tech Regensburg (Germany), involves 10 partners including clusters, regional development agencies, innovation accelerators and universities. The project started in February 2021 and will run for 32 months.

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