

DANUBE CYCLE PLANS 1ST THEMATIC WORKSHOP

Invitation

Dear partners, ASPs and other stakeholders,

Within our Work package 2, Development of a Danube Cycle Route Network, Slovenian Ministry of Infrastructure is responsible for preparation of project's Guidelines to define the National Cycle Route Network and consequently harmonized Danube Cycle Route Network.

We are pleased to invite you to the online workshop on Guidelines to define the National Cycling Route Network. The thematic workshop is the second step in the preparation of our project's guidelines. You will receive the draft version of guidelines, based on Slovenian best practice, before the workshop. The final version of guidelines will be elaborated by our external experts in January 2021.

Please forward the invitation to relevant stakeholders in your country, who might be interested in joining the workshop.

The workshop will be organized online. It will take place on November 26th, 9.00 am – 3.30 pm.

Please register by November 18th, following this link:

<https://forms.gle/oZbUcoq7GqDwCjGU9>

Workshop will be recorded and published as a delivery of a project on a project website to be available for all the participants and broader public.

We are looking forward to your participation and a fruitful discussion!

Sincerely,

Republic of Slovenia

Ministry of Infrastructure

Sustainable mobility and
Traffic Policy Directorate



REPUBLIC OF SLOVENIA
MINISTRY OF INFRASTRUCTURE

DANUBE CYCLE PLANS THEMATIC WORKSHOP GUIDELINES TO DEFINE THE NATIONAL CYCLING ROUTE NETWORK

26th November 2020

On-line

9.00 AM – 3.30 PM

8.45 am	Getting started, registration	
9.00 am	Welcome	
	Welcome	Wilfried Raimund, Environment Agency, Austria András Munkácsy, KTI, Hungary
	Introduction	Gregor Steklačič, Ministry of Infrastructure, Slovenia
	Introduction Round	All Participants
9.30 am	Background	
	Target research project: Development of a model to connect Slovenia with cycling routes	TBC, Slovenia
10.00 am	Designing Cycling Network on Strategic level	
	Interconnection of Cycle Route Networks on different levels	Adam Bodor, active and micromobility expert, Hungary
	Linking cycling regions	Jürgen Sorger, Verkehrplus member of Cycle Competence Austria
10.45 am	Coffee Break	
11.00 am	Draft Guidelines to define the National Cycle Route Network	Dušan Petrovič, University of Ljubljana, Faculty of Civil and Geodetic Engineering, Slovenia
11.45 am	Workshop (work in groups)	All partners, ASPs and other stakeholders

12.30 pm Lunch Break

1.30 am	Groups' reporting Discussion	Activity leader, Representative of each Group
2.00 pm	Workshop's conclusions	Alma Zavodnik Lamovšek and Dušan Petrovič, University of Ljubljana, Faculty of Civil and Geodetic Engineering, Slovenia

2.15 pm Implementation of methodology in Slovenia

Adoption of Rules on Bicycle Connections	Simon Novak, Ministry of Infrastructure, Slovenia
Cycling connection D3 - Dravabike in Slovenia: signposting, development, management	Uroš Rozman, Maribor Development Agency, Slovenia
Discussion	

3.00 pm Conclusions

Final discussion and conclusions	András Munkácsy, KTI, Hungary (work package leader) Gregor Steklačič, Ministry of Infrastructure, Slovenia (activity leader)
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3.30 pm End of Workshop



How to successfully participate in the online meeting

Please **REGISTER** for the meeting and you will receive your entry code and link.

BEFORE attending the online meeting, please make sure you prepare properly.

1. Take some time in advance to set up your technical system
 - a. Switch on the microphone
 - b. Check your internet connection
 - c. Make sure you have all login information at hand
2. Enter the meeting and edit your online identification
 - a. Join the meeting at least **five minutes before start**
 - b. Make sure you are labelled correctly to easily identify each one in discussion. These rules should apply: name, surname, 3 capital letter for country, nr. of project partner from your country, abbreviation of your role in the project (Project partner = PP; Associated Strategic partner = ASP, Expert = E), institution: i.e. *Gregor Steklačič SLO PP4, PP, Ministry of Infrastructure*.
 - c. Because in an online meeting there is no possibility to sign a participant list, the organizer will use the Chat to send link to questionnaire to all participants, where you will insert your name, organisation, phone number and email as prove of your participation (towards the FLC)
3. Adjust the frame
 - a. Make sure your webcam is at eye-level
 - b. Minimise background distractions (remember that everything behind you such as furniture, books, cats etc. can be seen by all participants)
4. Maximise the light in your room: If there's not enough light in the room, the camera has to compensate – and your picture becomes blurry or dark
 - a. Open the shades, switch on all lights and point them at YOU.
 - b. Make sure the sun or the light is NOT hitting your camera frame directly.

DURING the meeting, please stick to the rules and codes.

An online workshop is a bit more challenging in terms of participant interaction.

1. For this reason, the moderator gains a more important role steering the conversation.
 - a. Pay respect to the speakers, listen attentively and do not distract yourself or others with background activity (switch off your mobile phone, online notifications, email account etc.)
 - b. Raise your hand if you have a comment or question.
 - c. When given turn, speak clearly and slowly.
 - d. Try to avoid speaking simultaneously with other participants. Let them finish their sentences and wait until appointed speech by the moderator.
2. Use the Chat for questions, comments, suggestions as a tool for more interactive discussion.