# ULaaDS Follower city - Application Form

***The form below is for cities willing to become an ULaaDS Follower city and specifically join the first ULaaDS Study Visit in Mechelen (BE) on 16-17 May 2022.***

**Apply!**

Do you want to become an ULaaDS Follower city and participate in the Mechelen Study Visit? Please fill in the application form below by **28 February 2022** and send it back to arianna.americo@eurocities.eu

* **Contact person:** If you have any questions, please contact Arianna Americo: arianna.americo@eurocities.eu (+32 2 552 0872)

**Why Mechelen?**

Read more about what you will be able to discover in Mechelen[**here**](https://eurocities.eu/latest/put-on-your-slippers-zero-emission-deliveries-are-here/)**.**

**Becoming a Follower city and joining the ULaaDS community of practice:**

By becoming an ULaaDS Follower city, you will become an active member of the ULaaDS community of practice together with our Lighthouse cities (Bremen, Mechelen and Groningen) and our Satellite cities (Alba Iulia, Bergen, Edinburgh and Rome). Being part of the community of practice you will have access to all the peer-to-peer learning activities together with representatives from the Lighthouse and Satellite cities and of course join the study visit in Mechelen.

The study visits are the highlight of the ULaaDS peer-to-peer learning activities and offer the opportunity for up to 2 city representatives from 2 different cities to travel to the ULaaDS Lighthouse City of Mechelen and learn about possible solutions and best practices in the context of Urban Logistics. The 2-day study visit will be tailored to the needs of the participating cities and take an interactive approach, to facilitate in-depth exchange, and strengthen cooperation. Two additional study visits are planned during the ULaaDS project implementation, a study visit in Bremen in autumn 2022 and a study visit in Groningen in spring 2023.

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| --- | --- |
| Why should your city become an ULaaDS Follower city?  | What will be your tasks as Follower city? |
| As Follower city, you will: | **As a Follower city, you will have to:** |
| * Receive financial support up to €800 to cover for travel and accommodation for one person to join the study visit, after providing us with invoices and travel tickets
* Gain hands-on experience on urban logistics measures implemented in other European cities and especially on the [ULaaDS solutions](https://ulaads.eu/solutions/) being tested
* Have the opportunity to exchange on a one-to-one basis with peers
* Participate in a full programme of activities beyond the study visit, such as technical webinars and trainings
* Be offered speaker slots during our events and webinars
* Be promoted on the ULaaDS website and European-wide media outlets as a city committed to sustainable urban logistics
 | * Define a detailed request for learning
* Identify (a) local challenge(s) faced by your city that you would like to discuss with peers
* Liaise with the ULaaDS team and cities to agree on the objectives of the visit
* (After the visit) Send all documents required to receive the reimbursement of the expenses you incurred
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ULaaDS Follower City Application form – Mechelen Study Visit

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| --- | --- |
| Name of your city and country |  |
| Size and population |  |
| Why do you want to become an ULaaDS Follower city? Please explain your motivation.(0-5 points) |  |
| Which specific challenges is your city facing in the urban logistics context that you would like to share with the ULaaDS community of practice?(0-5 points) |  |
| Are there good practices on urban logistics from your city that you would like to share? Could you briefly describe them?(0-5 points) |  |
| Does your city have a SULP (Sustainable Urban Logistics Plan) or a SUMP (Sustainable Urban Mobility Plan) with a specific section on urban logistics?  | [ ]  Yes | [ ]  No |
| Optional 🡪 if yes, please tell us more about it: | If not, are you planning on developing a SULP/SUMP with a focus on logistics?  |
| Does your city have a Low Emission Zone / Zero Emission Zone / access restrictions impacting urban logistics?  | [ ]  Yes | [ ]  No |
| Optional 🡪 if yes, please tell us more about it: | If not, are you planning on implementing any of these measures? |
| Contact person(s) in your city | NamePositionTelephoneEmailAddress | NamePositionTelephoneEmailAddress |
| Comments? |  |
| I confirm that the representatives from my city that will take part in the ULaaDS peer-to-peer learning activities have a satisfactory level of English | [ ]  Yes | [ ]  No |
| Should I not be selected for the Mechelen Study visit, I would like to automatically re-apply (with the same application form) to join the future ULaaDS Study Visits (in Bremen – Autumn 2022 and in Groningen – Spring 2023) | If I am not selected, I am interested in automatically re-applying for the study visit in **Bremen** instead[ ]  Yes[ ]  No | If I am not selected, I am interested in automatically re-applying for the study visit in **Groningen** instead[ ]  Yes[ ]  No |
| I have read and accepted the minimum requirements indicated in the Informed Consent Form below that give access to the ULaaDS peer learning programme. Failure to comply with the minimum requirements will lead to exclusion from the programme and/or non-reimbursement of foreseen costs. | [ ]  Yes | [ ]  No |

Final declaration

I [ADD NAME][[1]](#footnote-1) have the pleasure to inform you that the city of name of the city/region supports the participation of its staff in the ULaaDS peer learning programme.

Place

Click here to enter a date.

Name

Position

City/region

Signature

Informed Consent Form

Before submitting your application to become an ULaaDS Follower city and participate in the Mechelen Study Visit, we invite you to read the following statements carefully. Please feel free to ask the ULaaDS contact person[[2]](#footnote-2) any questions to ensure that you fully understand the purpose and proceedings of these activities, including risks and benefits. As the activities will be carried out in English, a language that is not your mother tongue, this consent form may include words that you do not understand. If this is the case, please ask the ULaaDS contact person to fully explain the meaning of the word or piece of information that you do not fully understand.

**Compliance with legal and ethical regulations**

The ULaaDS activities ensure full compliance with relevant legislation on data protection and ethical standards.

**Participation and purpose of the activity**

You are invited to contribute to this project due to your experience as a city representative and as you may have specific experiences and thoughts to share on the key topics of our project.

**Voluntary nature of the participation**

Participation in this activity is completely voluntary. You may stop your involvement at any time. However, please note that non-compliance with the minimum requirements will lead to exclusion from the programme and/or non-reimbursement of foreseen costs.

**Risks**

There are no risks associated with these activities since the data collection is completely anonymous. You are participating as a representative of your local authority. The opinions expressed should reflect the position of the local authority you are representing, and you may consult your superior as relevant. No personal information related to protected characteristics will be requested.

**Privacy and confidentiality**

The results of this activity will be published but this publication will not contain any information that could identify you without prior consent (examples of this could include quotes or examples attributable to the individual or local authority).

**Confidentiality**

All data collected will remain confidential. The data provided by respondents will be stored only with regard to the purposes for which it was obtained and where requested anonymity will be guaranteed. Names will be kept confidential to within the project team during the analysis of data, although direct quotes from the study visits or related webinars are very likely to be used in reports. The name of the participants may be listed in the list of participants, which will be included in the relevant deliverable report that will submitted to the European Commission and which will be a publicly available document.

**Data Storage**

All partners will store data for five years, counting from the end of the project. These data can be made available to other scientific practitioners at request, subject to the confidentiality provisions above.

**Sharing the Results**

The project findings are expected to be published within public reports. The data will, for example, be used in policy notes, conferences and workshops and as communication material (website, social media, etc).

If you have any questions about this project, feel free to ask the contact person at any time.

1. This form should be signed by the Mayor, the Vice-Mayor or the Director of the competent department in your municipality. Electronic signature is accepted.

Please send the complete and signed form to arianna.americo@eurocities.eu by specifying in the subject line: ULaaDS Mechelen Study Visit [↑](#footnote-ref-1)
2. Arianna Americo, ULaaDS Replication Manager – arianna.americo@eurocities.eu [↑](#footnote-ref-2)