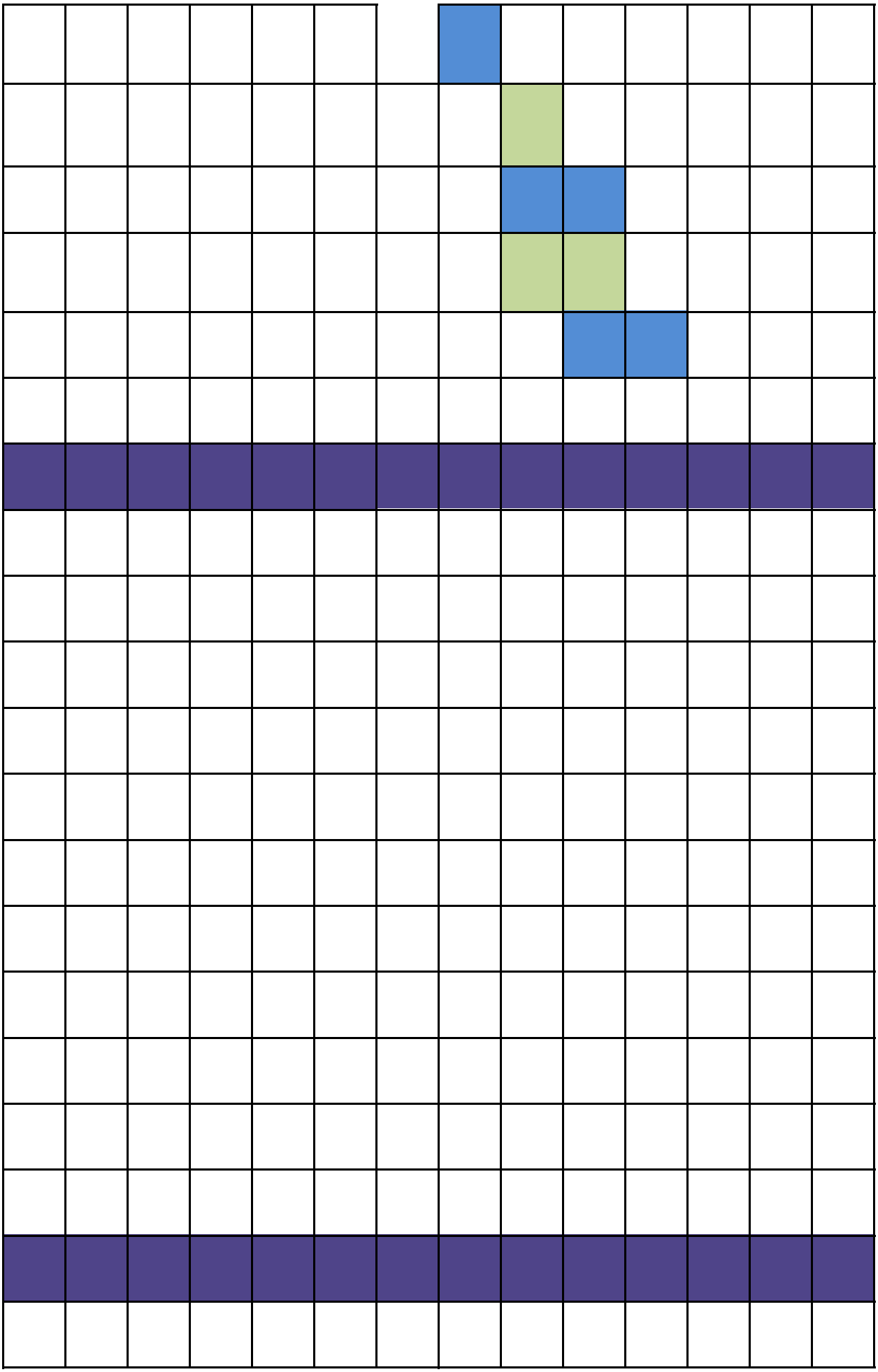
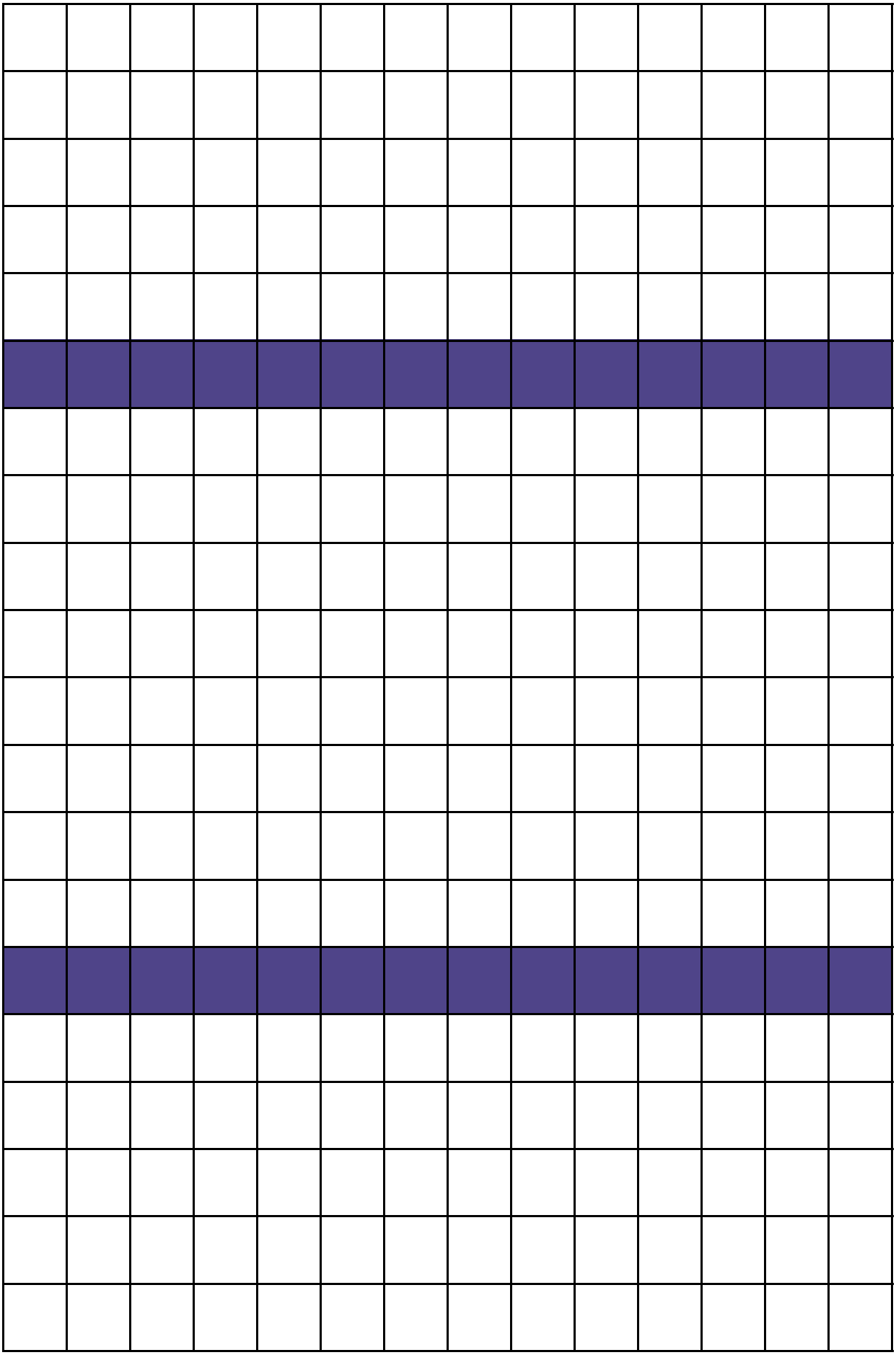
HÅLLBARA ARBETS- OCH TJÄNSTERESOR VÄSTERBOTTEN

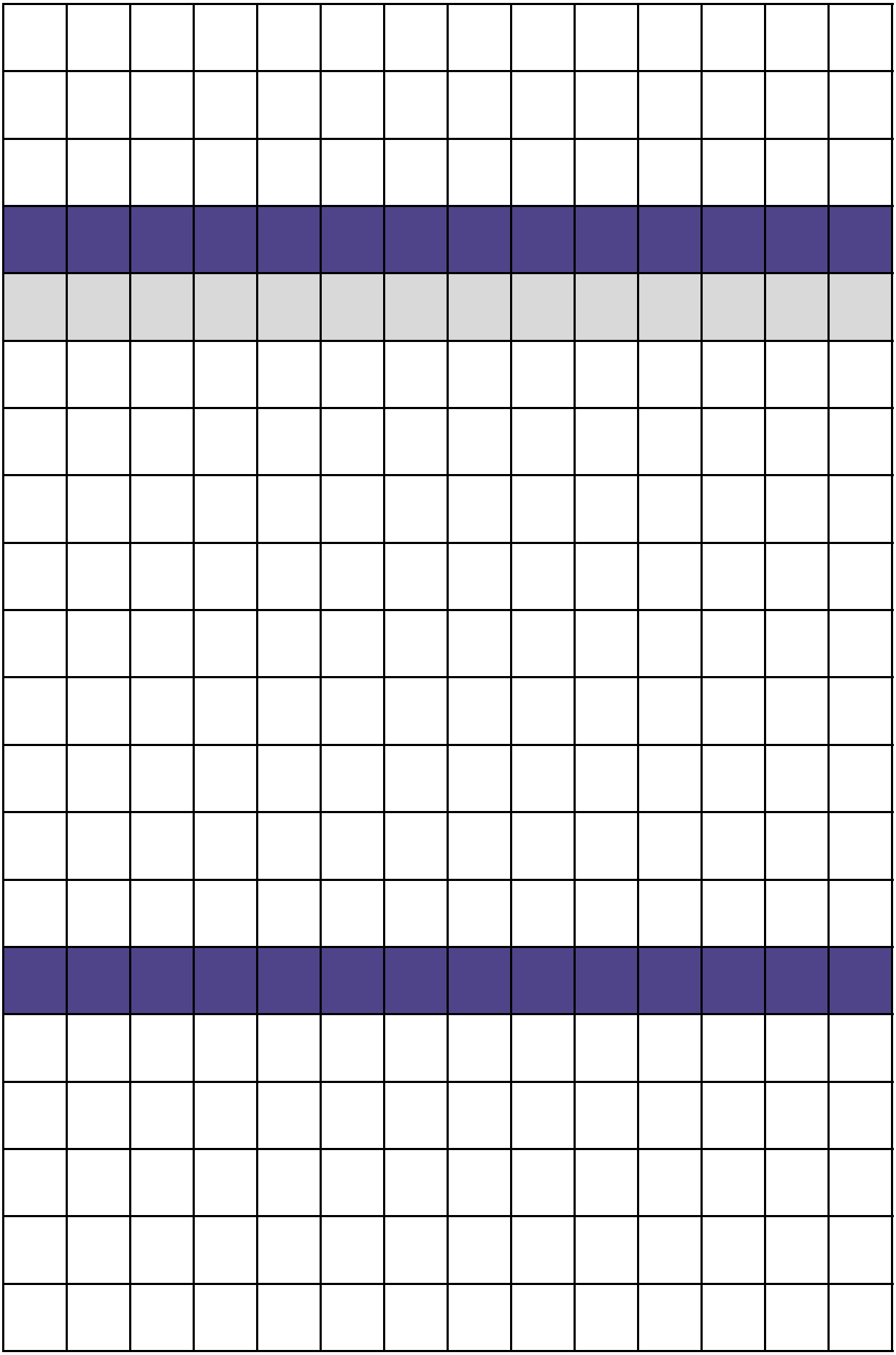
Aktivitetsplanering 2020		
	Planering inför aktivitet Cykla/Gå	Ansvarig
1	Dialog inför uppsättning av kampanj (när/hur/grupper/loggning/fotografering/priser/kommunikation).Lev processbeskrivning.	Mobilitetssamordnare/ Kontaktperson
2	Ev. leverera filmer Ev. artikel	HAR - kommunikatör
3	Leverera bordspratare via post Animerade filmer	Mobilitetssamordnare
4	Skapa grupp i Strava	Mobilitetssamordnare alt. Kontaktperson
5	Skräddarsy inbjudan/anmälan/lathund/Excel	Mobilitetssamordnare/Kontaktperson
6	Testköra & godkänna upplägg av kampanj (anmälan/lathund/inbjudan/ev. Excel).	Kontaktperson
7	Lägga ut inbjudan och dokument på intranät. Placera ut bordspratare. Kommunicera ut ev. filmer.	Kontaktperson
8	Påminnelse anmälan	Kontaktperson
	Start kampanj	
9	Peppa/informera under kampanj (ca 3 ggr)	Mobilitetssamordnare alt. Kontaktperson
10	Fotografering - skicka bilder	Kontaktperson alt Mobilitetessamordnare
11	Leverera priser (post)	Mobilitetssamordnare

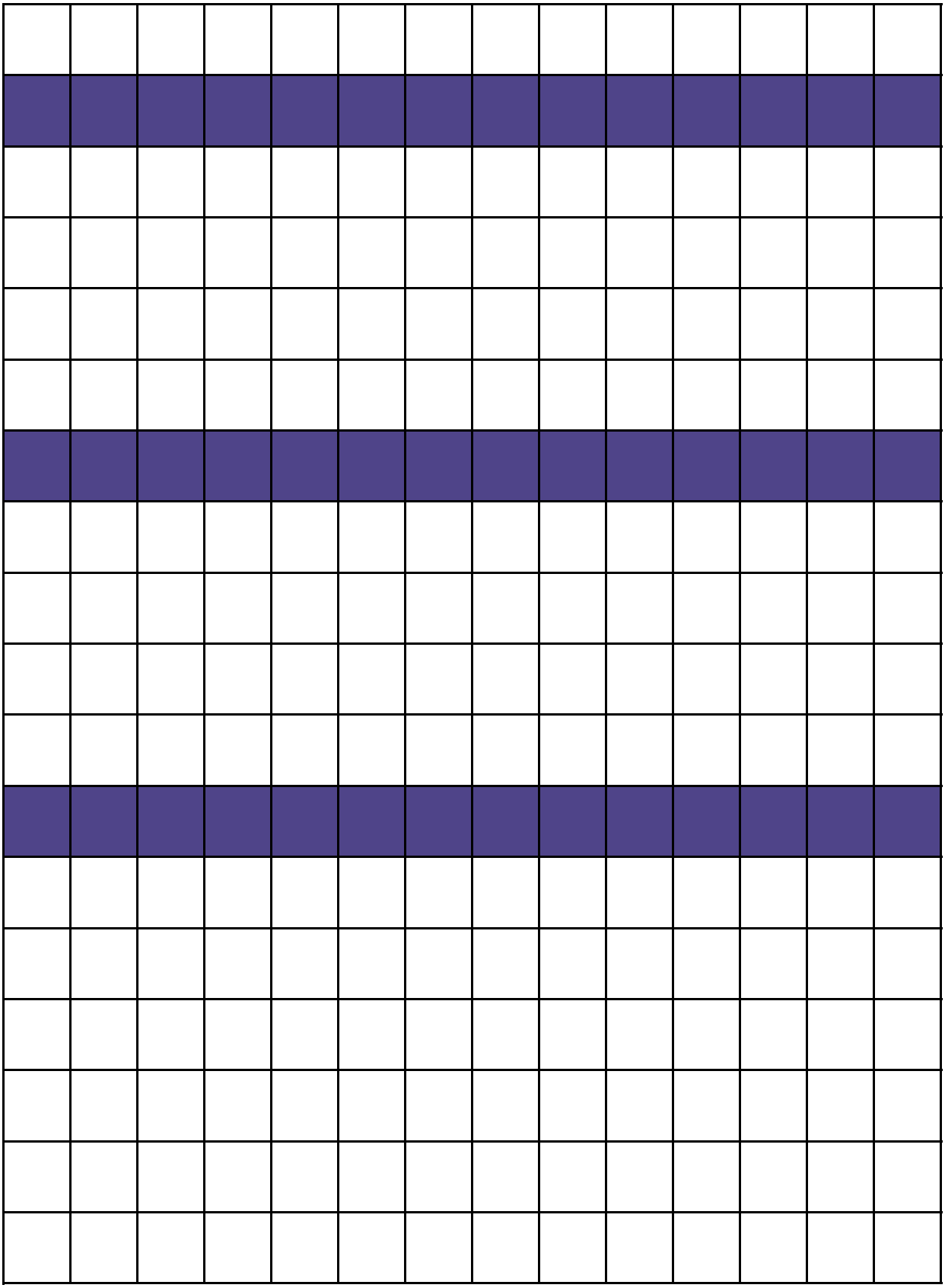
12	Skicka ut utvärderingsenkät + text om avslut	Mobilitetssamordnare alt. Kontaktperson
13	Påminnelse utvärdering + ev. prisutdelning	Mobilitetssamordnare alt. Kontaktperson
14	Sammanställa resultat	Mobilitetssamordnare
15	Prisutdelning	Mobilitetssamordnare alt. Kontaktperson
16	Skicka summering av aktivitet - sprida	Mobilitetssamordnare/ Kontaktperson

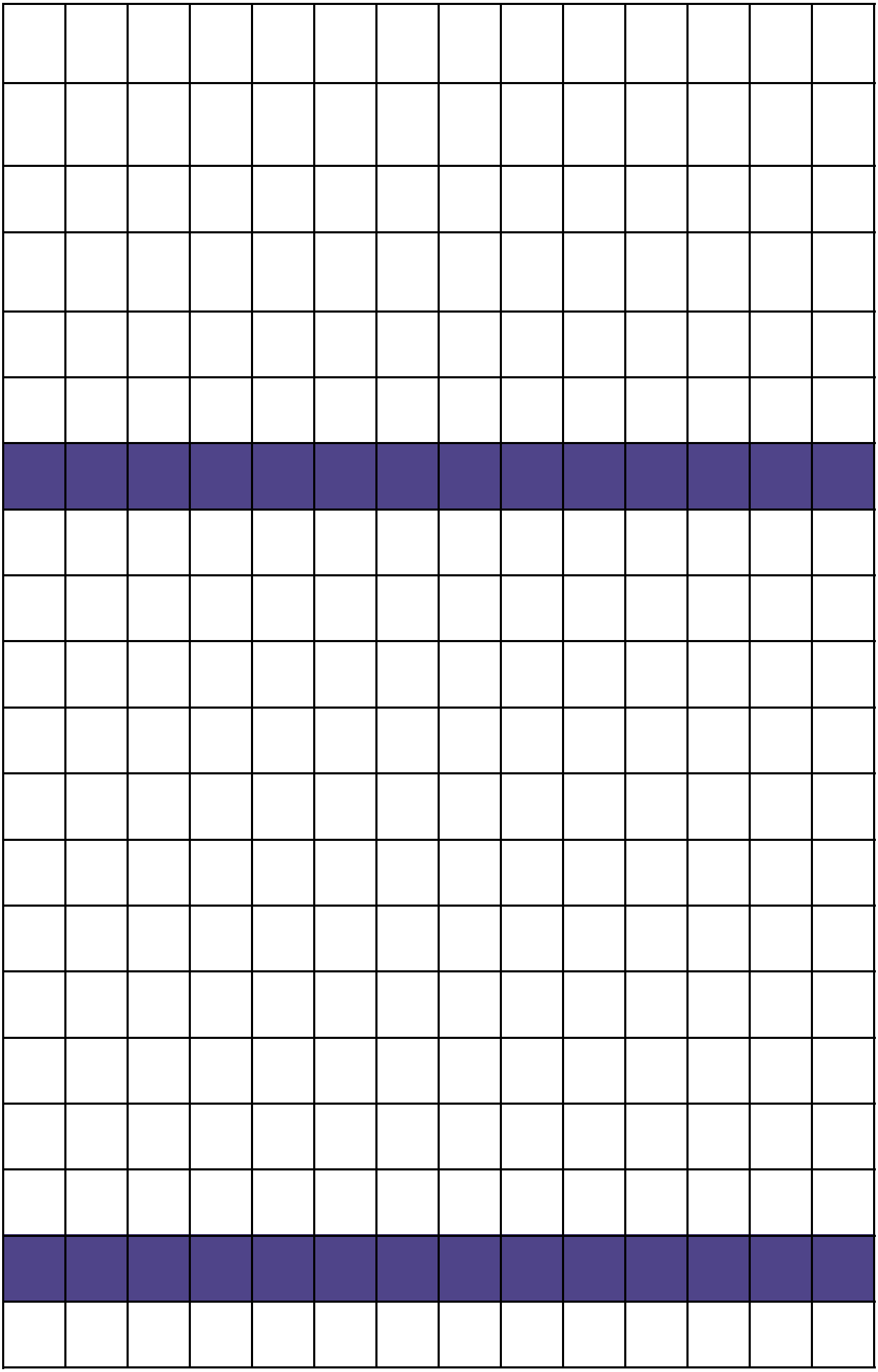
v 34	v 35	v 36	v 37	v 38	v 39	v 40	v 41	v 42	v 43	v 44			

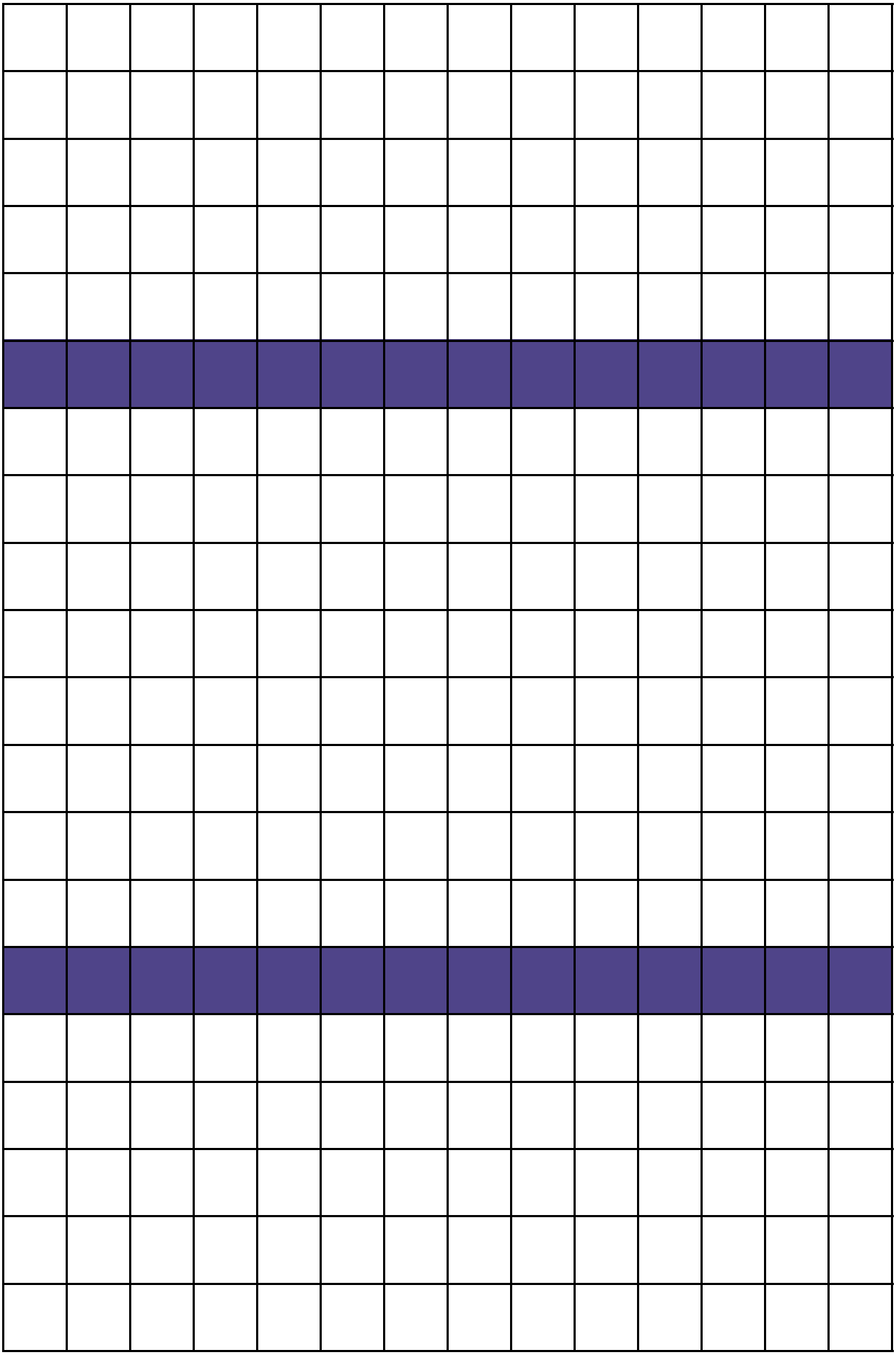


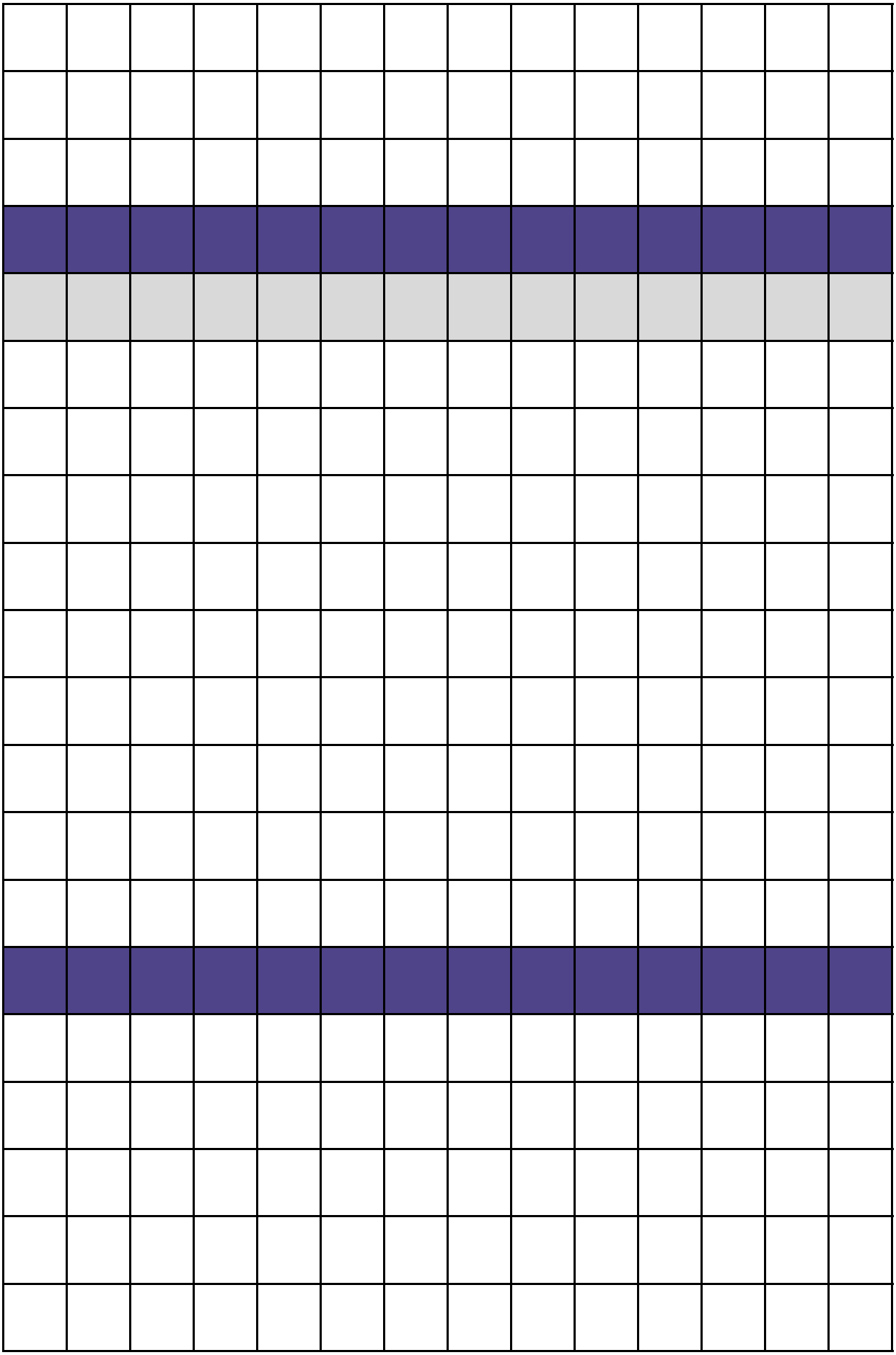


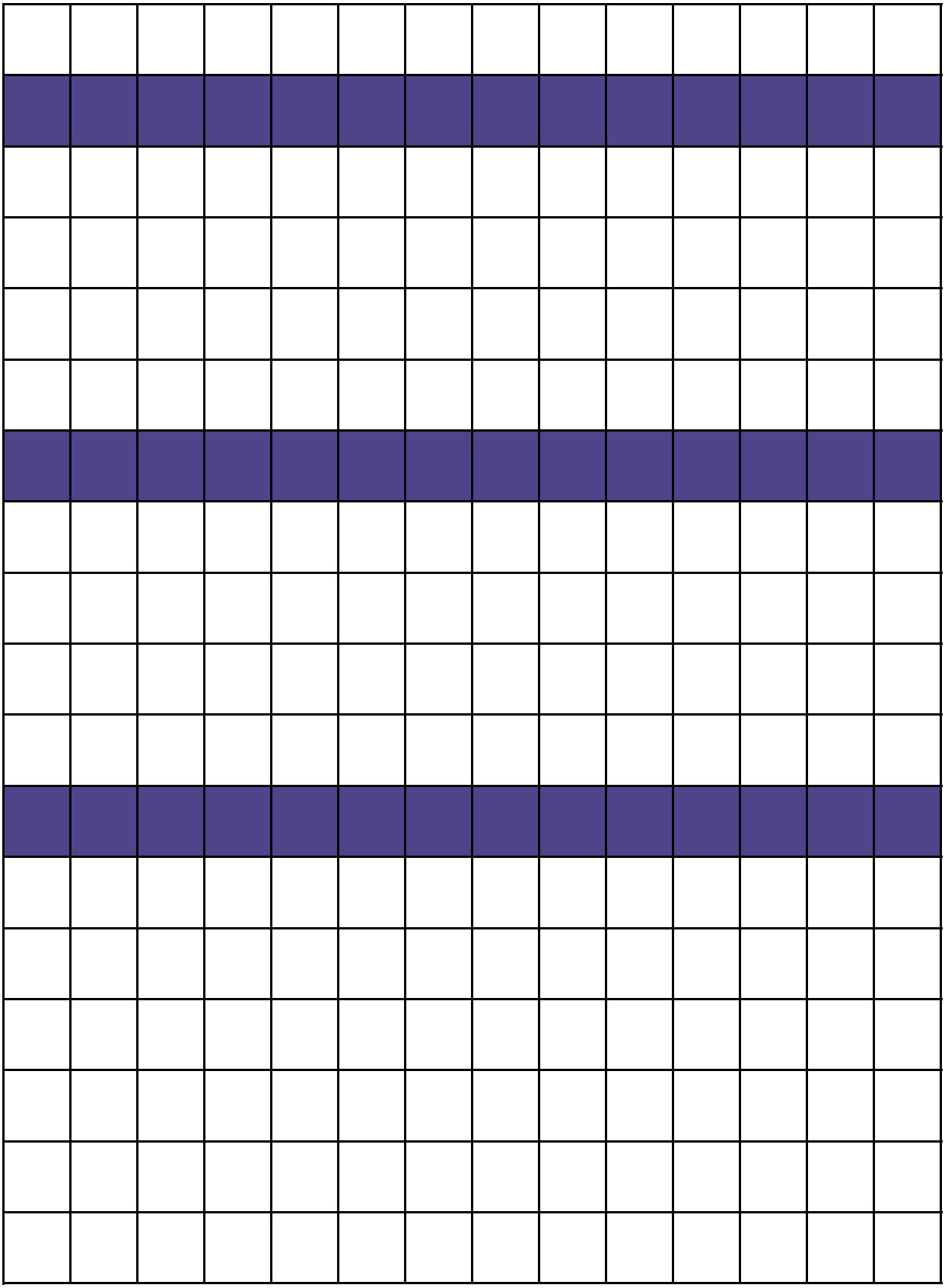


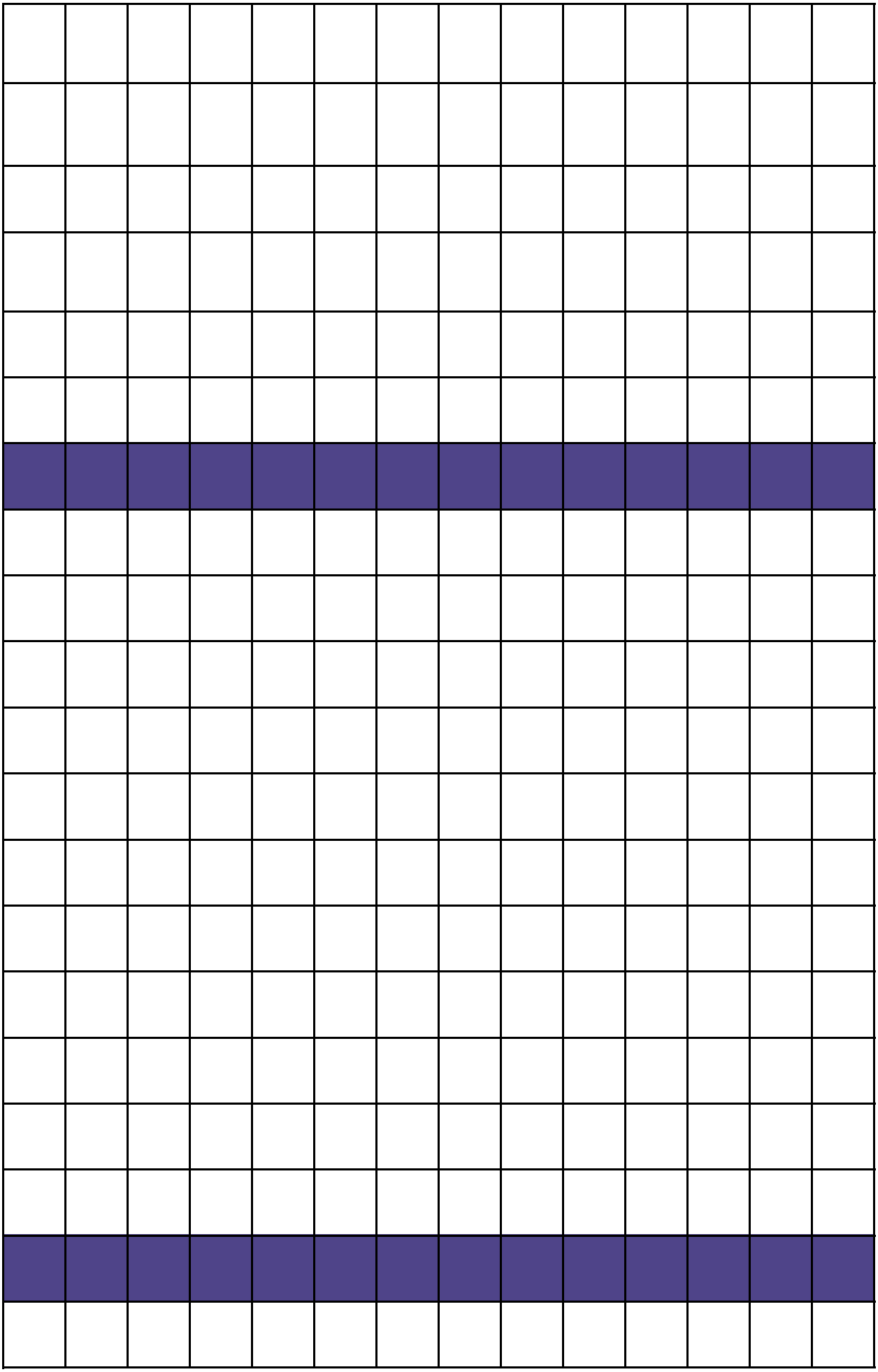


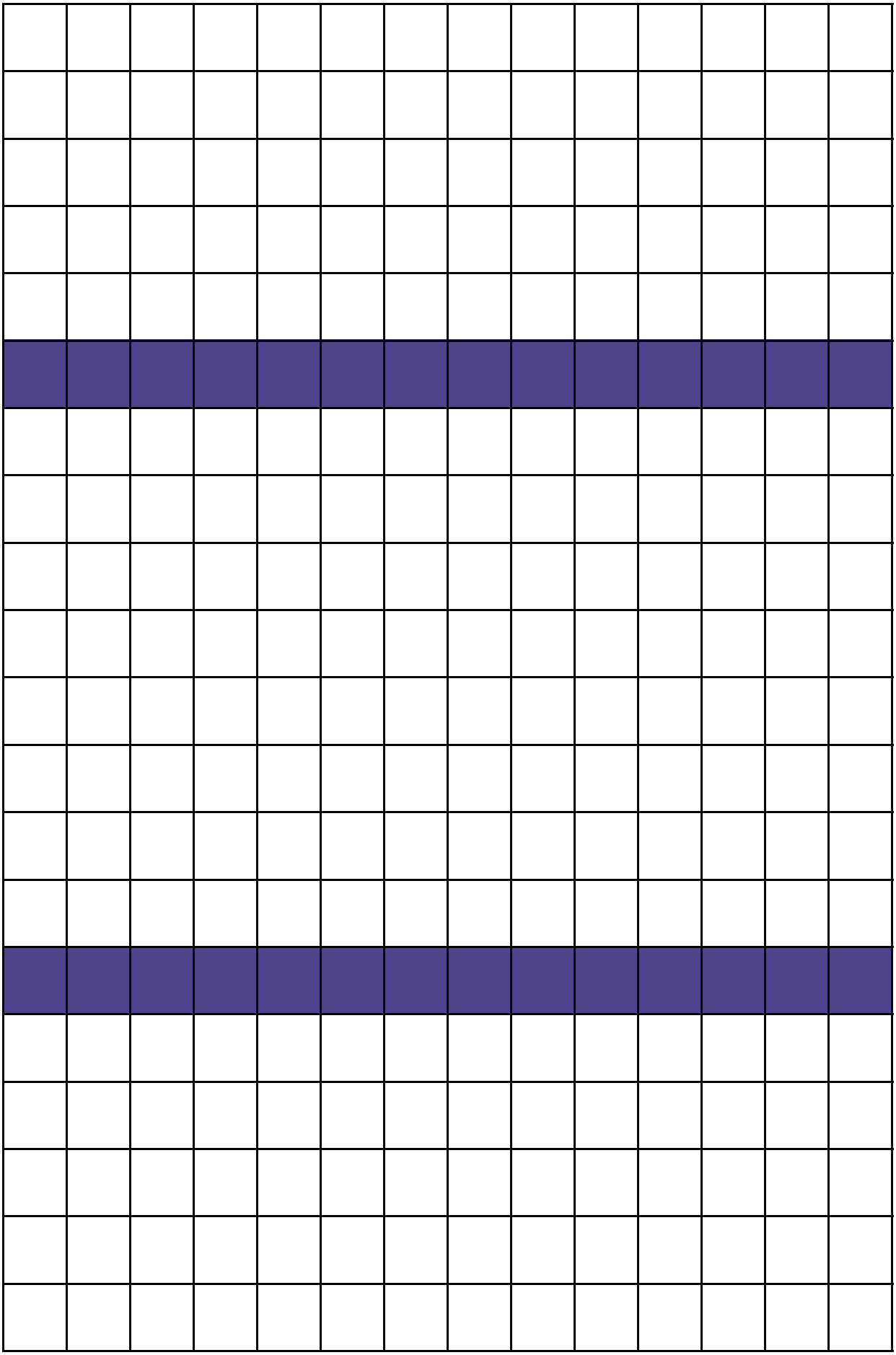


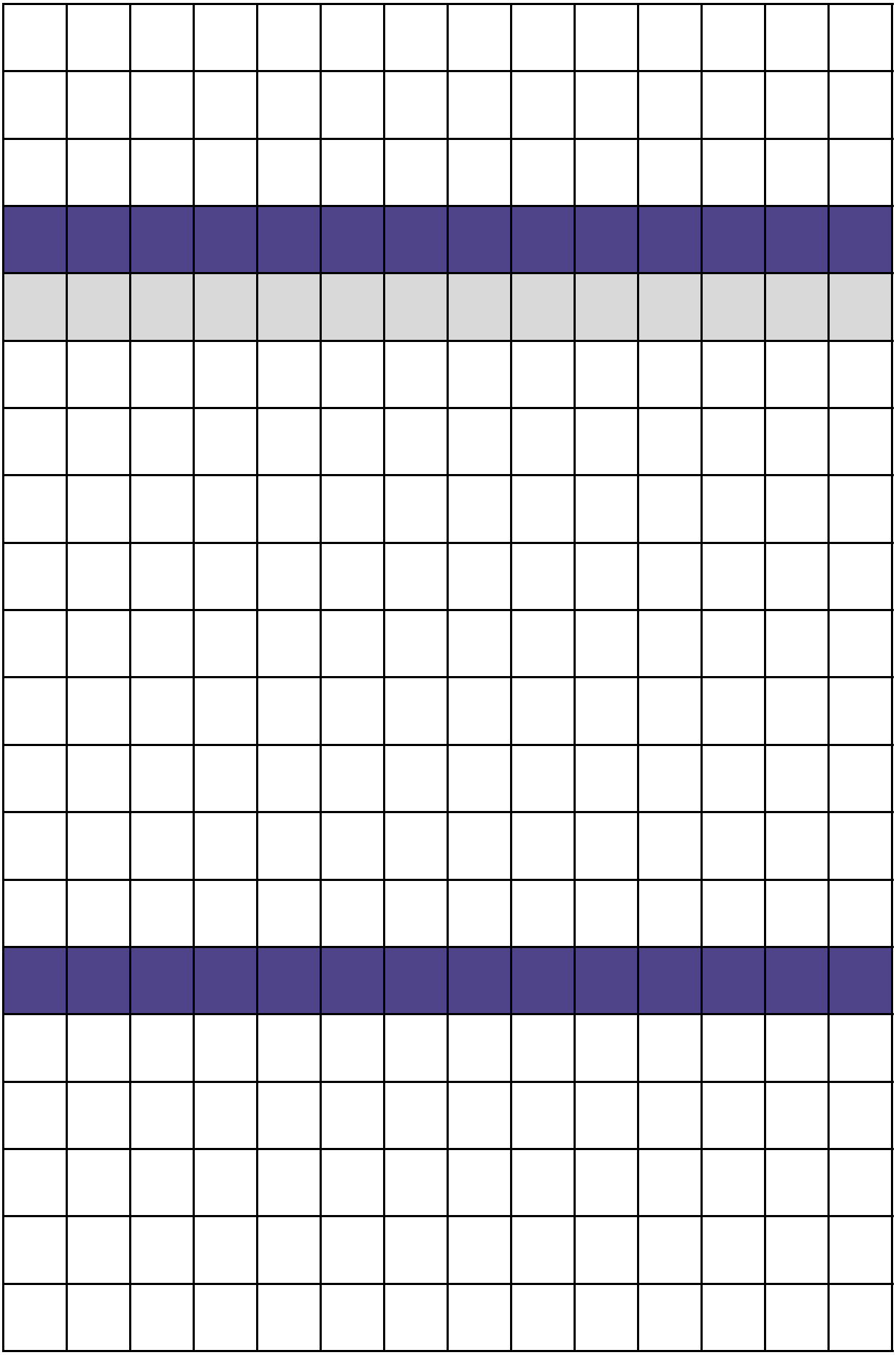


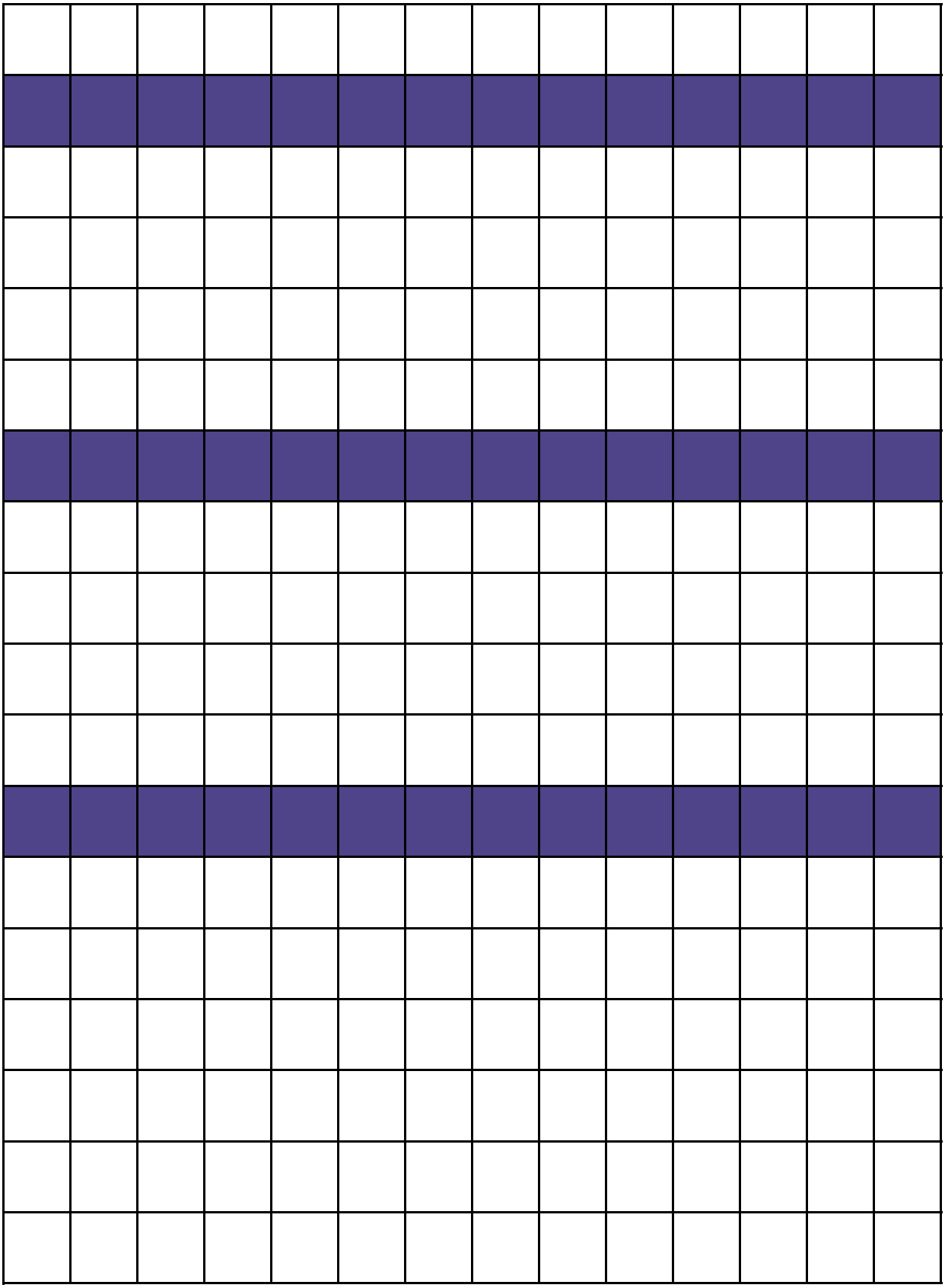


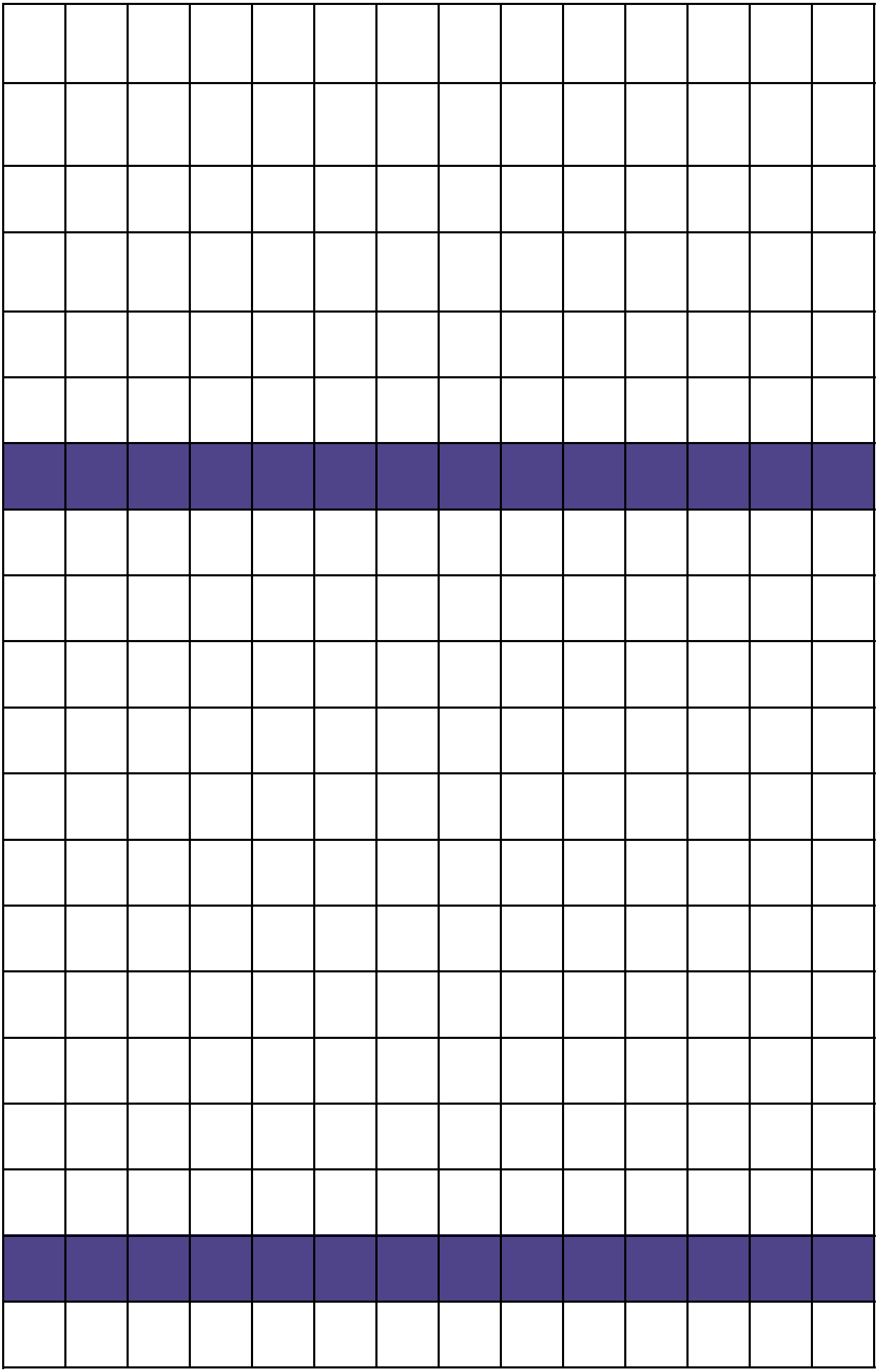


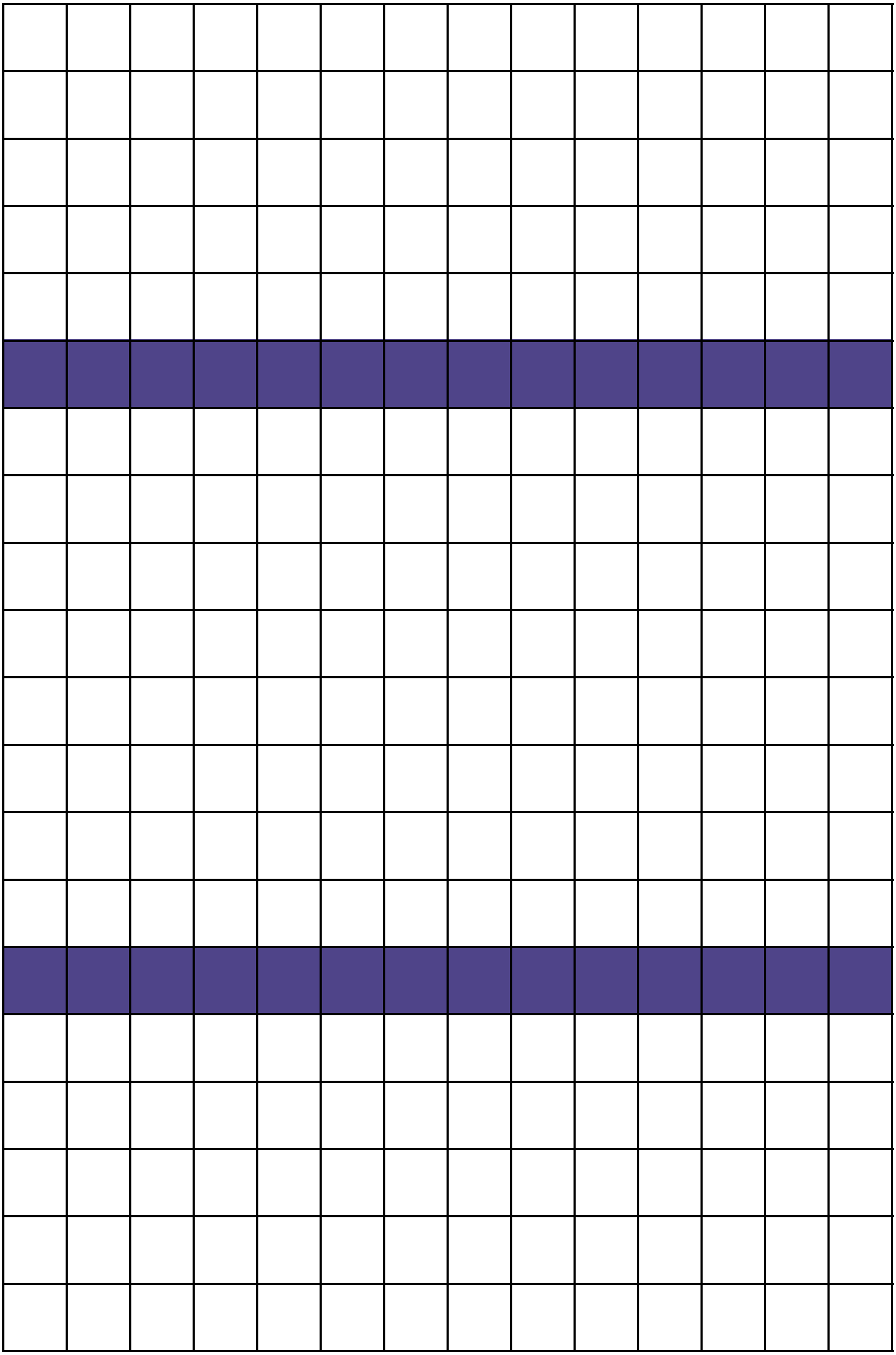


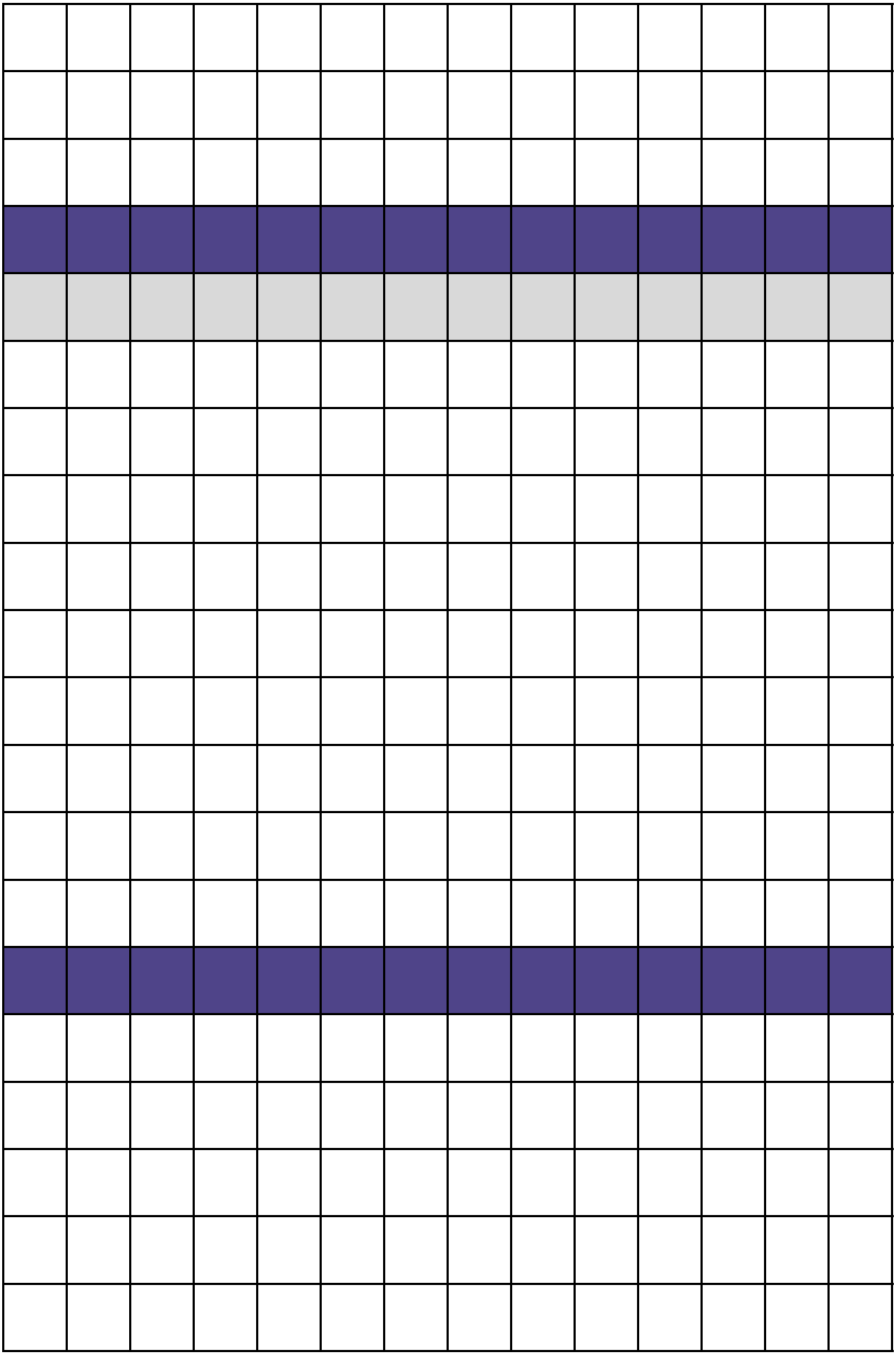


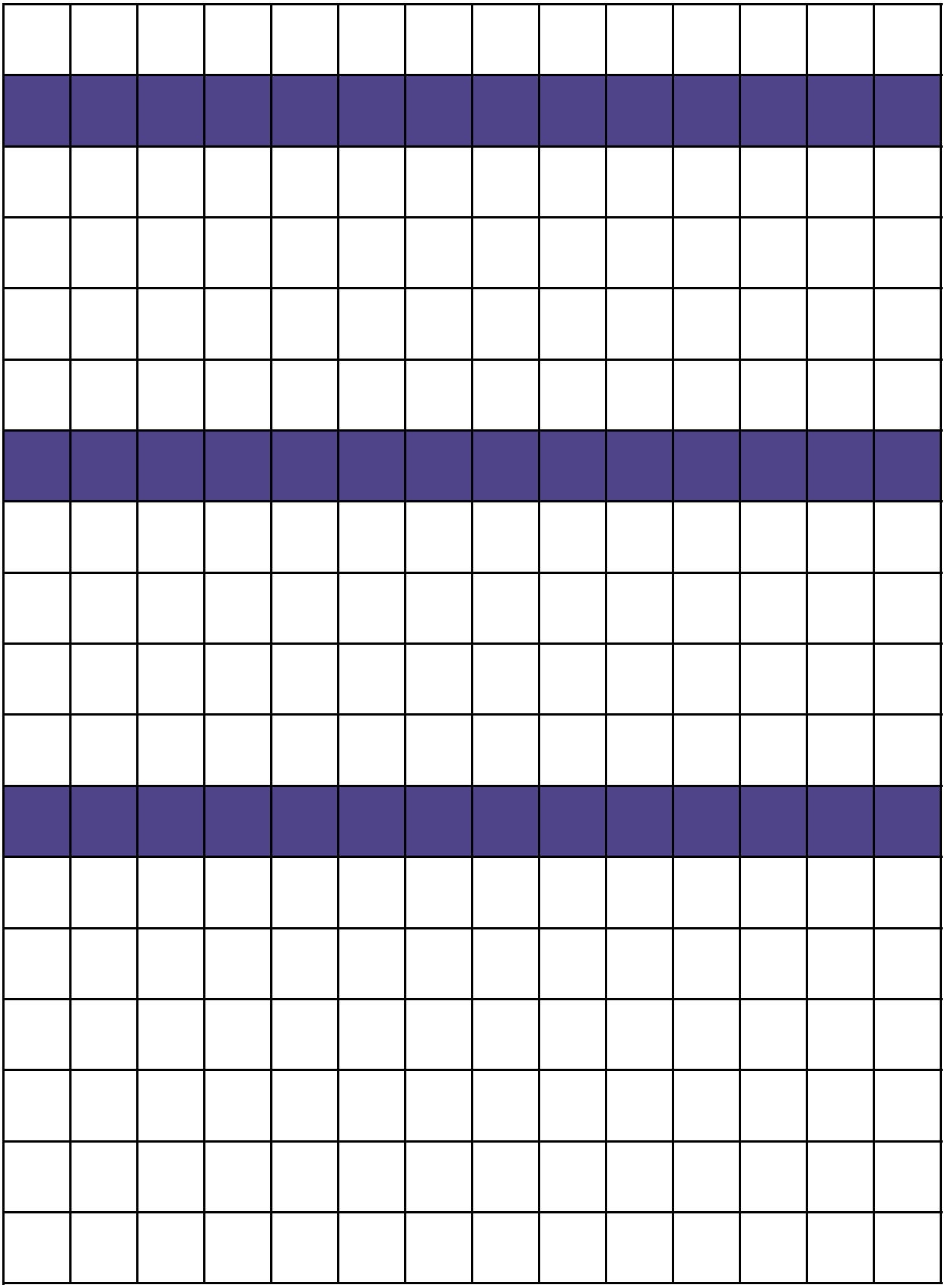
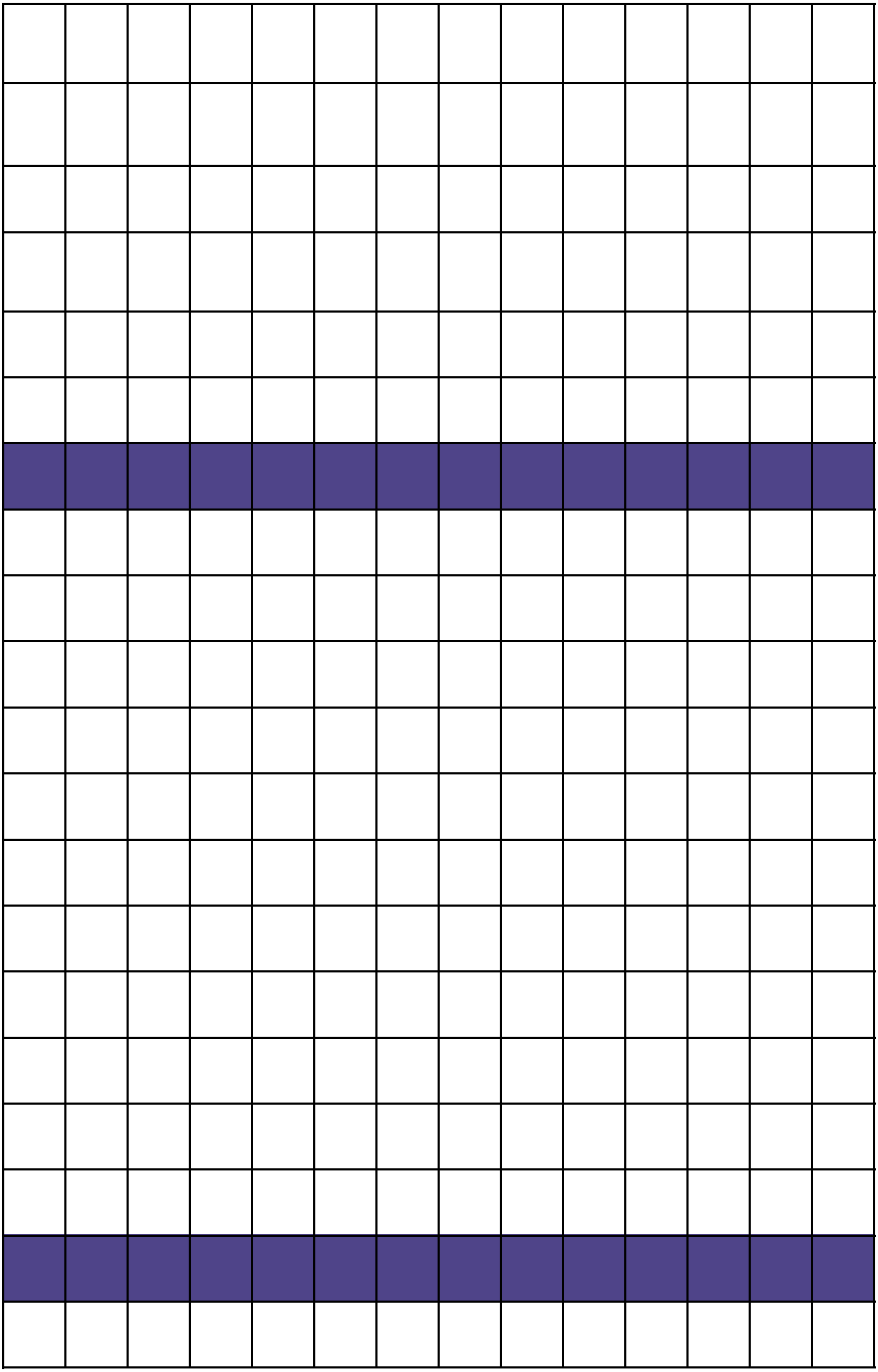
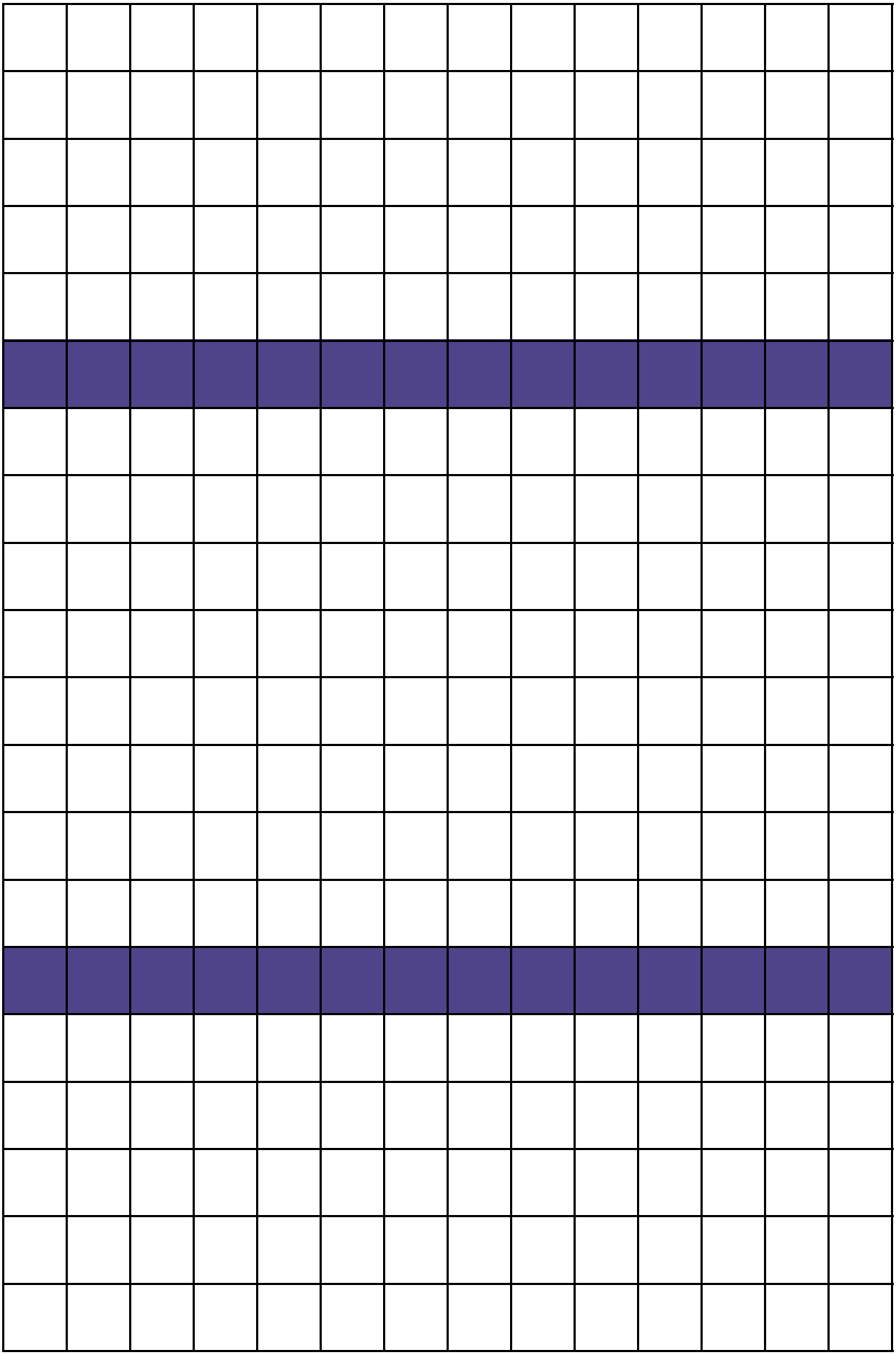
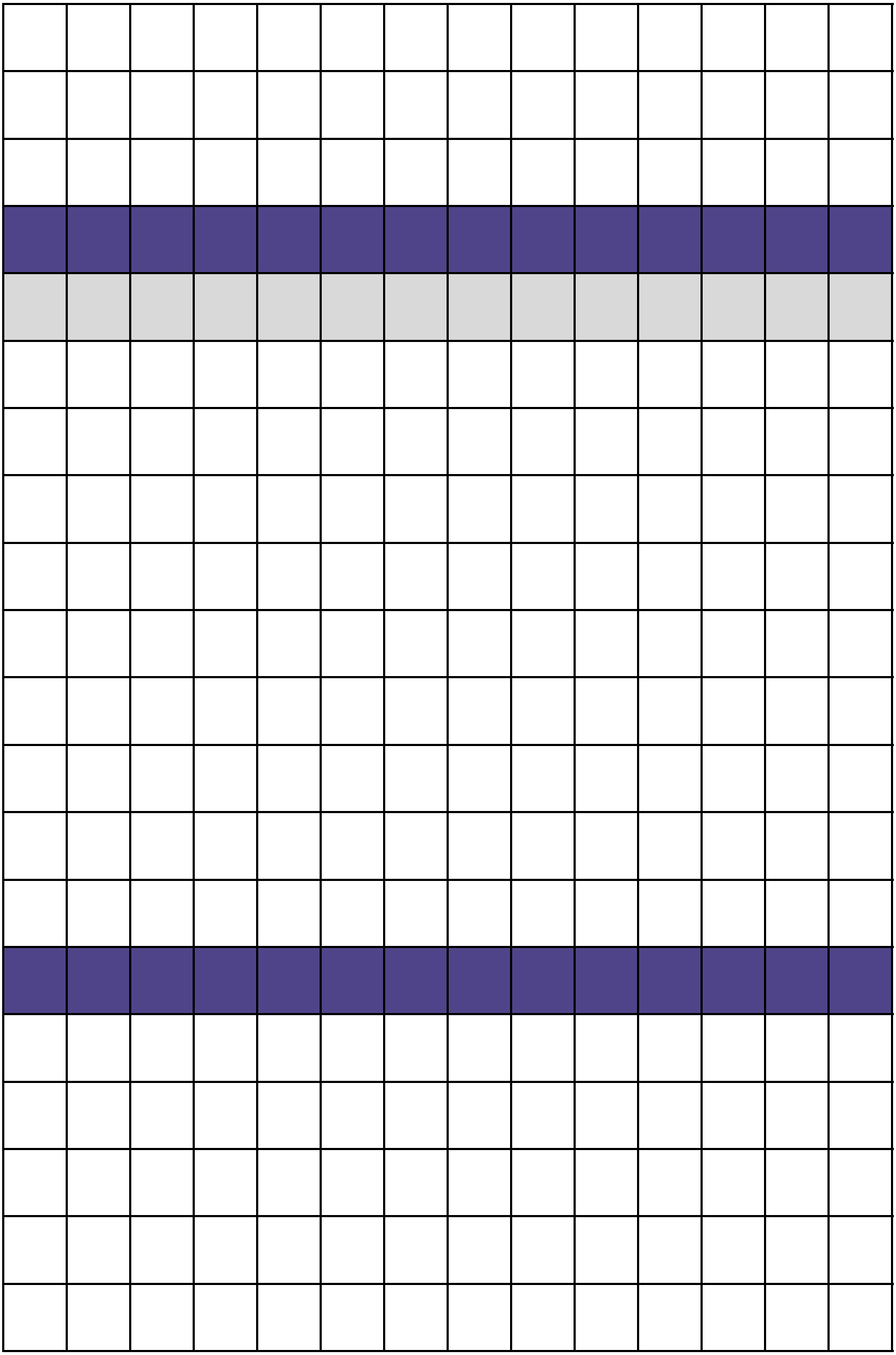
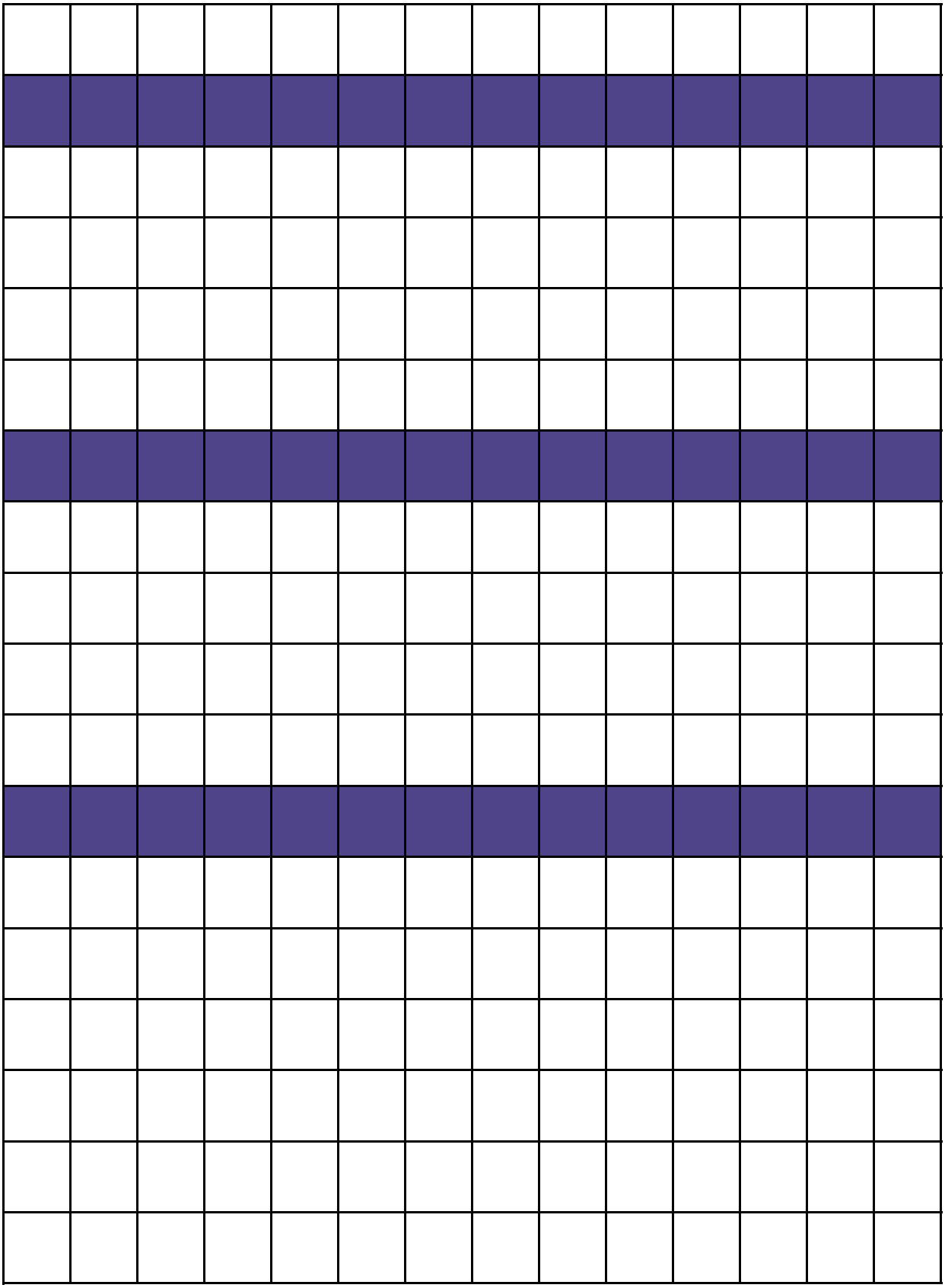








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