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| **ORGANISATION NAME** |  |
| **ORGANISATION LOCATION** |  |
| **TRAVEL CHAMPION DETAILS** |  |
| **SECTION** | **TRAVEL PLAN INITIATIVE / TARGET** | **NOTES (INCLUDING HOW THE PROGRESS TOWARDS THE TARGET BE MONITORED)** | **RESPONSIBILITY** | **DEADLINE DATE**  | **ACHIEVED DATE** |
| **Promotion, information and policy** |  |  |  |  |  |
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| **Sustainable transport events and services** |  | . |  |  |  |
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| **Targets** |  |  |  |  |  |
| **Auditing, monitoring****and****evaluation** |  |  |  |  |  |
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| **Policy and****culture****changes** |  |  |  |  |  |
| **Notes** |
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| **Measures your organisation may wish to consider in addition to the above targets** |
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