**Road Map for Implementing [Measure]**

**[name of your city]**

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| **Steps** | **Activity** | **Responsible Person/Department** | **Timeframe** |
| Raising awareness / Stimulating local commitment |  |  |  |
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| Baseline Study / Understanding current situation in the city |  |  |  |
| Stakeholder mapping and identifying formats for engagement |  |  |  |
| Creating a task force on global agendas |  |  |  |
| Developing an action plan |  |  |  |
| Synchronising activities with national agendas and strategies |  |  |  |
| Setting up a business model (financial resources) |  |  |  |
| Monitoring and evaluating progress |  |  |  |
| Capacity development and best practice promotion |  |  |  |