



Post Project Report

MIFA

31 March 2018

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BACKGROUND

Kuala Lumpur began rapid urbanisation in the '60s, and since then, usage of bicycles declined concurrently as we shifted to driving as our main transportation. However, as the number of cars on our roads increase, bicycle-use in Kuala Lumpur has seen quite a healthy growth in recent years. Increased interests from various segments of society have been noted since the launch of 'bike-tourism' for Kuala Lumpur in 2012 and bike sharing platform, oBike in 2017.

Although Kuala Lumpur still lacks bicycle-friendly routes, there were many proposals and improvements that led to the construction of bicycle-friendly infrastructure and introduction of Urban Bicycling programmes in recent years. To encourage the citizens and tourists to cycle in urban areas, Kuala Lumpur recently launched an 11.86km-long, designated-bicycle lane stretching over the main roads of the city centre forming a closed loop.

As Malaysians, we don't think too much about bicycle safety. It's more or less something we learn from experience, our parents, or our friends. Most of us are unaware that there are actual bicycle safety rules to follow to ensure a safer and more pleasant ride for ourselves and fellow motorists.

During IATSS Forum, we had an opportunity to attend bicycle-safety training conducted by Honda, therefore MIFA came with an idea to bring this experience to our home country with the purpose to educate our own community to have a greater awareness on urban cycling and bicycle safety.

Today in Kuala Lumpur, people are afraid to ride bicycles as they worry about their safety on our busy roads. Parents don't allow their kids to ride bicycles even in housing neighbourhoods as they are afraid of reckless motorists. We hope with these workshops, the safety aspect can be addressed to motorists and cyclists alike, and that inhabitants of the city will have more confidence to cycle in urban areas.

What inspired the project locally?

As we researched this project, many different Malaysian based projects and others from around the world influenced us;

Bike Map KL

<http://cyclingkl.blogspot.my>

Bike Kitchen KL

<https://www.facebook.com/bikekitchenkl/>

Cycling as a new urban trend

<https://www.thestar.com.my/metro/focus/2015/05/23/top-10-cycling-hotspots/>



PROJECT OUTLINE

Title	Cycle safe: Road Safety for urban Malaysians
Origin	Malaysian IATSS Forum Alumni (MIFA)
Beneficiaries	Persons aged 10 to 60 (TTDI residents and outside TTDI residents) 20 pax
Partners	MIROS (Malaysian Institute of Road Safety Research), O’Bike (Bike Sharing Platform), Bike Kitchen KL (bicycle care community), TTDI Transition (TTDI Community Engagement), TTDI RA (Residents Association TTDI and venue partner), Jabatan Landskap Negara (Venue Authority)
Duration	<u>Phase 1</u> 31st March 2018 <u>Phase 2</u> Dec 2018 (To be confirmed)
Theme	Cycle safe workshop is dedicated to assist the public with last mile connectivity and access to school and amenities within their suburb. This sustainable transport initiative supports the 2030 Sustainable Development Goals. The project will focus on SDGs <ul style="list-style-type: none"> • Goal 3 – Good health and well-being: reducing air pollution in cities will significantly improve human health (through physical activity) • Goal 11 - Aims to make cities and human settlements inclusive, safe, resilient and sustainable (bikeability skills and of places).
Priority Issue	<ul style="list-style-type: none"> • Engage young people and parents in Road Safety and road priority of Pedestrians and Cyclist to achieve safe connectivity within suburbs without motorized vehicles. • To encourage physical activity among young people and their family while utilizing the infrastructure that is being developed by local councils towards improved suburb connectivity and LA21. • Developing replicable modules and templates for this program to be carried out by other MIFA members, community groups and schools. • To increase social interaction and place making within a suburb which nurtures a sense of place and nation building.
Goal	The aim of the Cycle Safe is to enable participants to achieve: <ul style="list-style-type: none"> • Knowledge and understanding of the road traffic environment and the road rules. • The development of physical and cognitive skills to manage the road traffic environment safely as a cyclist. • The development of responsible behaviors, attitudes and decision-making skills for the safe use of bicycles both on and off road, through participation in enjoyable learning experiences relevant to their ages and abilities. <u>Long term objective:</u> <ul style="list-style-type: none"> • Increase number of cyclist of all ages. • Use of cycling lanes become wide spread across the urban areas of Malaysia.

	<p><u>Short term objective:</u></p> <ul style="list-style-type: none"> • Skill building and encouraging more cyclist to ride safe in the suburb • Engage with young people and families in bicycle tours around the suburb • Collaboration with MIROS, O’Bike and BikeKitchen KL in conducting bicycle safety programs (2 times a year) • Publicity for MIFA and engaging a wider spectrum of applicants in future IATSS Forum batches • Inclusion of IATSS Committee members and specialist
Objective(s)	<ul style="list-style-type: none"> • Create awareness of Bicycle Safety (rider behavior) • Raise awareness of connectivity and infrastructure in a suburb
Location	Lembah Kiara Park, TTDI
Project Team	<p style="text-align: center;">Project Manager: Lydyewatty Arshad (57th)</p> <p style="text-align: center;">Program Coordinator Firdaus Nisha Muhammad Faizal (Batch 57th) Hariz Kamal (54th) Jane Lassan (47th)</p> <p style="text-align: center;">Treasurer: Atiqah Johari (49th)</p> <p style="text-align: center;">Media Relations, Emcee: Rashvinjeet Singh (47th)</p> <p style="text-align: center;">Floor Manager: Ling Fei Wen (50th)</p> <p style="text-align: center;">MIFA Volunteers: Dani (55th) May Yin (43rd) PA Lim Aida (54th) Halami Aman (55th) Adyla Abd Samat (58th) Daniel</p>

PROJECT PARTNERSHIP & SPONSORS

Main Collaborators	Who & Why	Contribution to Cycle Safe
	<p>IATSS Forum is a HONDA Japan initiative to groom young leaders in ASEAN. The forum based in Suzuka, Japan orientates participants to deliver community projects which express sustainable communities.</p>	<p>Provides funds to enable this pilot project as a proof of concept. This project is deemed a success upon it becoming replicable across Malaysia.</p>
	<p>MIFA is the Malaysian IATSS Forum Alumni association. Alumni members have attended the 55 days study tour to understand sustainable community design and are challenged to deliver projects in our home country,</p>	<p>Alumni members make up 80%of the organizing committee and are critical at developing relationship with collaborators, program planning and logistics. MIFA aspires to make Cycle Safe an annual project.</p>
	<p>TTDI has a strong Residents Association and with in that is a community group focused on Environmental Sustainability called Transition TTDI. Transition TTDI conducts community engagements around several subgroups.</p>	<p>Transition TTDI members under the guidance of the TTDI RA will lead the conversation with the Police and DBKL besides conducting a Sustainable Transport survey at the MRT station.</p>
	<p>MIROS: Malaysian Institute of Road Safety Research is an agency under the Ministry of Transport Malaysia to serve as a central repository of knowledge and information on road safety at the national level</p>	<p>Provide advice on the program module, road signage and program support.</p>
	<p>Jabatan Landskap Negara is the custodian of recreational parks in suburbs. Jabatan Landskap provides programming, infrastructure and maintenance for Tmn Lembah Kiara.</p>	<p>To allow the workshop to be conducted at the Tmn Lembah Kiara and enable us to mark out the bicycle training track and install a permanent info board.</p>
	<p>O'Bike is a bicycle sharing company. They place hundreds of bicycles around town and provide a bicycle rental service.</p>	<p>O'Bike will talk about bicycle sharing ethics and provide 20 bicycles for the use of participants during the workshop. O'Bike will host a booth.</p>



Bike Kitchen KL is a volunteer group of cyclist who teach others how to cycle, fix their bicycle and promote cycling.

Bike Kitchen KL will conduct the workshop and lead the cycle to the MRT and back to Tmn Lembah Kiara.

PROJECT PREPARATION

Timeline, Schedule, Roles & Responsibilities

		Feb 2018				March 2018					
		PIC	05-Feb	12-Feb	19-Feb	26-Feb	05-Mar	12-Mar	19-Mar	26-Mar	31-Mar
Stakeholder engagement											
- Bikekitchen	Lydia										
- oBike	Lydia										
- MIROS	Jane & Nisha						3/3 presentation to MIROS	finalize MIROS role			
- DBKL, JKJR, JL	Nisha /Jeya										
Design & Printing											
- TShirt	Hariz / Halami										
- Participant Kit (Notes)	Jane										
- Certificates	May Yin										
Bunting	Jane										
PR & Comms											
- Facebook	Adyla										
- Online News	Rashvin										
- Radio	Rashvin										
Logistics											
- PA System	Hariz										
- Tent & Chairs	Hariz										
Registration											
- Forms	Nisha										
Props & gears											
- Sash/ Reflector, Helmets,	Hariz										
Participant Kit	Jane										

Treasurer										
Accounts	Atikah									
Dispersmentof funds	Hariz									

Promotional Activities

1. Created Facebook Page – Cycle Safe
2. Promoted event on MIFA Facebook page
3. Promoted event on TTDI Facebook page
4. Promoted event on TTDI Residents Whatsapp group
5. Online news: <http://juiceonline.com/learn-how-to-cycle-safe-at-ttdi-this-saturday/>
6. Online news:

PROJECT ACTIVITIES

Agenda of the Event Day

Time	Agenda	Task	Person in charge
7.00 am	Set up	Workshop space, banners, sign boards and marking the obstacle course	MIFA & Transition TTDI
7:45 am	Arrival of guest and participants	Usher everyone to the workshop space.	MIFA
8:10 am	Welcome speech	MIFA TTDI Residents Association Transitions TTDI	MIFA MC
8:30 am	Workshop starts	Bicycle Share Ethics Theory on: Being visible on the road How to cross an intersection How to cycle in traffic Hand Signals How to lock your bicycles	O’Bike Bike Kitchen KL
10 am	Cycle Safe Circuit Training	Participants divided to three groups with a trainer from Bike Kitchen KL 1. Figure 8 2. T-Junction 3. Zig-Zag	Bike Kitchen KL
11 am	Refreshments		
11:15 am	Cycle to MRT TTDI	Unlock oBike bicycles Lead and sweep cyclist	Bike Kitchen KL Transition TTDI

Host at MRT			
11:45 am	Cycle from MRT TTDI	Lead and sweep cyclist	Bike Kitchen KL Transition TTDI
12:30 pm	Closing	Conduct survey Certificates	MIFA

Booths

Partner	What are they doing at the booth?
	<p>MIFA will be introducing the IATSS Forum to visitors and encourage visitors to apply for the 2019 forums.</p> <p>MIFA will share their IATSS Forum experience and some projects already conducted.</p>
	<p>Transition TTDI will engage visitors on the Sustainable Transport plan and conduct a quick survey. Transition TTDI will also introduce their sub-groups activities.</p>
	<p>O'Bike will engage with visitors on Discounts on VIP memberships, credit top-ups, and how to use the O'Bike app</p>

Workshop Module

As this is a workshop for residents the focus will be;

- Bicycle ethics
- Hand Signals
- Being visible on the road
- How to cross an intersection
- How to cycle in traffic
- Cycle to and from MRT TTDI



Participant Kit

- Participant kits were given to all the registered participants. Items included are Cycle Safe Tshirt, Workshop Notes, Reflector, First Aid Kit, Stickers, IATSS Forum Pens.

Workshop Booklet

- A booklet for the workshop is created by MIFA and the contents were contributed by Bike Kitchen KL.

[Cycle Safe Booklet FA \(Single\).pdf](#)

Education for motorists

- Stickers were given to participants (as motorists) as a reminder to be aware of cyclists on the road.



Cycle Safe Training Circuit

- Aim: To promote the development of physical and cognitive skills to manage the road traffic environment safely as a cyclist.
- Temporary Circuit was set up using multicolored cones to represent three scenarios:
 - T-Junction intersection
 - Figure 8
 - Zig-zag
- Participants were divided into three groups and each group was led by a trainer from BikeKitchen KL to conduct the practical circuit training.
- Road signs were also shared with participants to discuss scenarios and best practices.



Cycling Routes

Park to MRT TTDI Train Station (To and Fro)

Duration: 15 mins

Distance: 1km



Park to MRT



Cycle Safe TTDI



Cycle Safe Logo

THE MALAYSIAN IATSS FORUM ALUMNI (MIFA) PRESENTS



A bicycle safety workshop for ages 10-60 years old by Bike Kitchen KL

VENUE TAMAN LEMBAH KIARA • **DATE** SATURDAY, 31 MARCH 2018 • **TIME** 8AM - 12:30PM



THE WORKSHOP WILL COVER:

- BICYCLE SHARE ETHICS • BEING VISIBLE ON THE ROAD
- HOW TO CROSS AN INTERSECTION • HOW TO CYCLE IN-TRAFFIC
- CYCLE TO AND FROM MRT TTDI

Learning and thinking together



For further information, contact m.iatssforum@gmail.com

Flyer for Promotional activities



Cycle Safe Bunting (middle)



Water sponsored by Daniel MIFA

First Aid Kit sponsored by TTDI RA

Participant Kit – T-shirt, workshop booklet, reflector, first aid kit, stickers, water, certificate

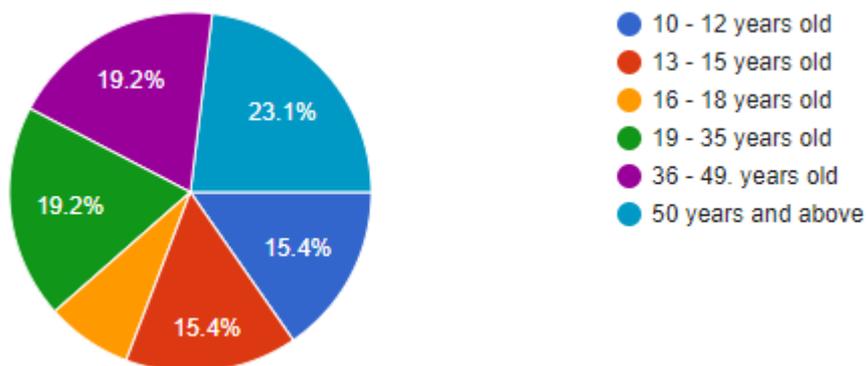


Handmade road signages

Indemnity Form: [Cycle Safe REGISTRATION & IMNDEMUNITY v2.docx](#)

PROJECT RESULTS

1. **Total attendees:** 16 pax
2. **Total Registrations:** 26 pax



3. **Project start & end:** 9.15 am – 12.30pm (Started late due to rain)

SWOT Analysis (Strength, Weakness, Opportunities, Threats)

Strength	
O' Bike	<ul style="list-style-type: none"> • Easy to coordinate with them • 25 bicycles all in good condition • Timely delivery and collection- well managed • Represented by 3 people – very helpful with unlocking the bikes • Sponsorship of the use of bicycles
Bike Kitchen	<ul style="list-style-type: none"> • Farid has allot of experience as a cyclist and has been a part of KL mobility plan –He has insights to problems and solutions to promote cycling in Malaysia • Provided the program module • Present for site visit and route survey • Easy to coordinate with • Provided 2 trainers who also led the cycle portion
Transition TTDI	<ul style="list-style-type: none"> • Developed the Cycling Survey • Main program promoter for registrations locally in TTDI • Sled with the participants and guest • Gave opening speech & set the context for sustainable community
TTDI RA	<ul style="list-style-type: none"> • Endorsed the program with the community • Assisted with the local Police recommendation – escort riders on the day • Sponsored the First Aid material • Gave opening speech & set the context for community efforts for urban wellbeing
MIFA	<ul style="list-style-type: none"> • 7 IATSS Forum batches (13 including PA Lim the MIFA president and vice president) volunteered for the event • Alumni were very helpful and stepped up to assist us, great teamwork
Project Team	<ul style="list-style-type: none"> • Good coordination among the team members

	<ul style="list-style-type: none"> • Managed to secure critical approvals and wrote to various gov departments • Met several times (weekly meetings) and have been consistent with keeping the team updated and involved in decision making
Government Bodies	<ul style="list-style-type: none"> • Provided approvals for the use of the park (Jabatan Landskap Negara) • Supported the program with handouts (MIROS) • Ensure safety aspects during the cycling exercise to train station (Police)
Food	<ul style="list-style-type: none"> • Good selection (cake, sandwiches, apples and kebab- veg and non veg options) • No food waste and Bulk packed – the kebab was in paper (no plastic) • Drinks – Sponsored water by Daniel Lee MIFA and 100Plus – waste recycled • Apples – Dani & Lydye sponsored • Other snacks: Nisha, Lydye, Aida sponsored
Collaterals	<ul style="list-style-type: none"> • Participants kit (Tshirt, reflector, first aid kit, certificate, booklet and sticker) are attractive • Items were useful and thoughtful – no bags
Design & Brand	<ul style="list-style-type: none"> • MIFA logo and name is visible • All collateral relate to the #CycleSafe theme • #CycleSafe is simple and clear across FB and Instagram for marketing and comm.
Activity Materials	<ul style="list-style-type: none"> • 3 colored cones for the circuit were sufficient • 6 main Road signage were enough (printed and stuck on handles) • Mobile speaker was very useful
Program	<ul style="list-style-type: none"> • Program components and flow (timing) was effective and flexible even during rain
Recruitment	<ul style="list-style-type: none"> • Good coordination and dissemination via community security message, suburb FB, Transition TTDI network and MIFA members • Google form was good and captured allot of data from the participants • All participants were on WhatsApp group and received up to date information even when it rained • Attendance was 16/20 with additional community members joining in (3) • Participants were of varying age, gender and exposure to cycling.

Weakness	
O’Bike	<ul style="list-style-type: none"> • Did not talk about bike user ethics and challenges of designated bicycle parking • Underutilized community engagement opportunity to discuss best locations for O’Bikes in the suburb
Bike Kitchen	<ul style="list-style-type: none"> • Lack facilitation / lead speaker skills • Shorthanded – should have 3 assistants • Need props to improve the theory session eg: bicycle chain and pole, side mirror
Transition TTDI	<ul style="list-style-type: none"> • Were not coordinated as a group, had to chase them for their survey and booth • Were not able to get an additional crowd to attend the talk • Exhibition was very simple- visitors did not know their subgroups
TTDI RA	<ul style="list-style-type: none"> • Lack representatives who could join the session
MIFA	<ul style="list-style-type: none"> • Unable to access MIFA seniors due to lack familiarity between newer alumni • Project team is not familiar with internal procedure and protocol (no SOP)
Project	<ul style="list-style-type: none"> • Underestimated the lead time required in government turn around • Were not able to access/ leverage on skills of the alumni members to expedite the government protocols (local council and JKJR)
Government Bodies	<ul style="list-style-type: none"> • High level of bureaucracy and long turnaround time – need to know their PA contact to keep following up on each conversation / application • Must have printed copy of documents to show the officials on the day- letters must detail all collaborators and their roles • Must have spare collateral kit to “gift” the person on duty • Lack commitment on collaborating with community – need brand endorsement • Were not able to engage JKJR (Road Safety Agency) for program consultation, endorsement & use of assets. Longer lead time needed. • MIROS did not attend the event as they mentioned they needed approval from higher authority to attend (high bureaucracy). MIROS intention to have this program as their research module needs to be revisited.
Food	<ul style="list-style-type: none"> • Unclear till the day about food item distribution timing (too heavy for activity or not) • Seek sponsorship too late and only 1 at a time (should apply simultaneously)
Collateral	<ul style="list-style-type: none"> • Bunting stand was not stable and needs weight
Design & Brand	<ul style="list-style-type: none"> • First poster is very different from all other collateral • Must take proof reading seriously
Activity Materials	<ul style="list-style-type: none"> • JKJR, MIROS and JPJ need more lead time to provide assets • Did not have enough funds to buy rent / buy helmets
Program	<ul style="list-style-type: none"> • Must have back up plan for rain • Venue (the park) is not bicycle friendly. We had some issues to bring in the bicycles for training. • Did not manage to create a digital survey (Google Form) about the program
Recruitment	<ul style="list-style-type: none"> • Overwhelming response very close to the program day

Opportunity	
O’Bike	<ul style="list-style-type: none"> • A good opportunity to educate the community about their app • Great activity to test ride an O’Bike and ask questions
Bike Kitchen	<ul style="list-style-type: none"> • This session is a growth area to their normal popup bike repair and road side workshop • Trainers had an opportunity to explore engaging new audience • To develop an FAQ for the public on cycling behavior and 4 wheel vehicle rules
Transition TTDI	<ul style="list-style-type: none"> • To engage more participants to join the Sustainable Transport sub group • To develop the bicycle audit and proposal with new members • To engage schools and students to cycle more • To engage DBKL (local council) to provide bicycle parking
TTDI RA	<ul style="list-style-type: none"> • To engage residents from different interest groups and ages
MIFA	<ul style="list-style-type: none"> • For alumni to work together and resonate the values of Sustainable Communities
Project	<ul style="list-style-type: none"> • Explore opportunities to create local change with global agenda • To develop, replicate and connect with other organizations, gov. agencies and public sector in a community based project
Government Bodies	<ul style="list-style-type: none"> • Engaging community and grassroots org. in policy, best practice and collect data • MIROS to use this program for their research on behavioral change.
Food	<ul style="list-style-type: none"> • To raise awareness of healthy eating, waste conscious practice and local providers
Collateral	<ul style="list-style-type: none"> • To rent or provide helmets
Design & Brand	<ul style="list-style-type: none"> • To make items printable – open source • To use MIFA alumni resource
Activity Materials	<ul style="list-style-type: none"> • To sell participant kits for fund raising
Program	<ul style="list-style-type: none"> • Develop training for others to replicate this workshop • To have a small program collection fee for fund raising • To do digital survey (on the program) from the participants via Google Forms
Recruitment	<ul style="list-style-type: none"> • To promote this program to schools, other suburbs and other IATSS forum Alumni • To have motorists to attend as well as they would be aware of cyclists behavior, hand signals, etc.

Threats	
O’Bike	<ul style="list-style-type: none"> • May not collaborate or sponsor bicycle fees for future event
Bike Kitchen	<ul style="list-style-type: none"> • May not collaborate for future event. To source for other trainers from other bicycle NGOs
Transition TTDI	<ul style="list-style-type: none"> • Community based recruitment has more commitment from participants as they live nearby – external recruited ppl may pull out last minute
TTDI RA	<ul style="list-style-type: none"> • Lack of endorsement from RA may result in lack of support from Police and JLN
MIFA	<ul style="list-style-type: none"> • Lack of internal marketing may result in no volunteers and assistance

Project Team	<ul style="list-style-type: none"> Lack of commitment from the team may result in a failed /postponed project
Government Bodies	<ul style="list-style-type: none"> Lack of endorsement means no assets and approval for the program
Food	<ul style="list-style-type: none"> Hygiene (access to water), wild life (monkeys and flies) and waste
Collateral	<ul style="list-style-type: none"> n/a
Design & Brand	<ul style="list-style-type: none"> n/a
Activity Materials	<ul style="list-style-type: none"> Must have backup plan for rain – no place to take shelter, sit and might affect participants health
Program	<ul style="list-style-type: none"> Lack of promotions and marketing may result in no public awareness of the program
Recruitment	<ul style="list-style-type: none"> Scale of the program (20 – 30 pax)– not too big

Feedback from Stakeholders & Participants

	<i>oBike</i>	<i>Transition TTDI</i>	<i>TTDI RA</i>	<i>Bike Kitchen</i>	<i>Aisha Amin (Participant)</i>	<i>Kayleigh Hughes (Participant)</i>
What went Well	<i>Even though it was raining, we still manage to follow through with the event</i>	<i>Event was well organised and had it not rained, I think turn out would've been better. Session on road safety by bike kitchen was helpful, The practice session also useful.</i>	<i>It was a well planned event with enthusiastic participants. All turned up despite the rain. But it did good and so everyone enjoyed in the cooler weather.</i>	<i>Great collaboration with MIFA to create more awareness to the public</i>	<i>Good knowledge sharing and practical session</i>	<i>Great programme. Lots of fun!</i>
What can be Improved	<i>Location of the event - would be great to have the event in a cycling friendly park</i>	<i>Felt the o-bikes, although a great idea and platform to promote, weren't the best bikes to use esp. if participants are new to cycling.</i>	<i>We may have a higher turn out with wider notifications. A few of the people that i met at the park later that day did not know about the event.</i>	<i>(Maybe) not enough time to promote this event. Could have more participants especially on theory.</i>	<i>During cycle on the road, the police helped us stop motorist hence we did not get the proper real time experience</i>	<i>Next time to have helmets</i>

Overall feedback of the program	<i>Overall an enjoyable & fun event</i>	<i>Would suggest follow-up workshops with bike kitchen. Also, I feel a follow-up initiative could be to engage with jpj on including bike-safety in requirement for passing driver's licence/ theory test.</i>	<i>Overall, it was a success because those who attended learnt something new, esp with regards to the hand signals we ought to put up while on the road.</i>	<i>Overall, the event ran smoothly. Short distance cycling to MRT station will give participants more confidence to cycle safely</i>	<i>Great experience and shall do it more in other locations.</i>	<i>Practical session was really helpful!</i>
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Survey on Public's Perception & Awareness on Urban Cycling in KL

(to be appended)

FINANCIAL REPORT

Budget Requested from IATSS FORUM

No	Item Breakdown	Budget Request (USD)	Revised Budget (USD)	Revised Cost (RM) USD to RM at 3.9	Purpose	Remark
1	Coordination and logistics	USD 1,500.00	550	2145	i. Design and build obstacles for the road safety course ii. Canopy, PA system and furniture	Obstacle course of ramps, road markings, signage and cones
2	Bike Kitchen fees	USD 300.00	300	1170	Trainer Fees	
3	Transportation cost	USD 300.00	300	1170	Transportation allowance: 20 pax	
4	Design and printing of all collaterals	USD 700.00	550	2145	i. Graphic design ii. Workbook printing iii. Sticker printing iv. Banner printing v. Promotional flyer	All templates will be made available to MIFA members and public to replicate the program at the cost of printing
5	Admin and Publicity Inclusive of Press Kit and media engagement	USD 100.00	100	390	i. Development of proposal, press kit, official letters and meetings	All templates will be made available to MIFA members and public to replicate the program
6	Cost for MIFA promotion and collaterals	USD 2,000.00	300	1170	20 Polo shirt 50 Participant Kit & Goodie Bag i. Reflector sticker, ii. Flag, iii. Helmet, iv. Certificate, v. Bell, vi. Sash,	This will include a simple branding of the program and all templates will be made available to MIFA members and public to replicate the program. Get sponsorship for gears & kits
7	Rental of Lembah Kiara Park space	USD 600.00	320	1248	USD 160 /day -2 sessions	
8	Refreshments	USD 450.00	450	1755	40 pax x 2 sessions	We will attempt to get sponsorship from MIFA members, DBKL, etc
9	Miscellaneous items	USD 100.00	100	390		Contingency monies
	Total	USD 5,750.00	USD 2,970	RM 11,583		

Budget vs Actuals

Item	Item Breakdown	Revised Budget(USD)	Revised Budget (RM) USD to RM at 3.9	Unit cost (RM)	units	Total cost (RM)	Actuals (RM)
Coordination and logistics		550	2145			0	
Transportation cost		300	1170			0	
Bike Kitchen fees		300	1170	350	1	350	250
IATSS Forum	4 volunteers					0	
IATSS Forum	Module development					0	
IATSS Forum	Delivering workshop					0	
O'Bike fees							
IATSS Forum	Bike rental					0	
Design of all collaterals		550	2145	306		2142	2,145
IATSS Forum	Flyer				7	0	
IATSS Forum	Bunting				2	0	
IATSS Forum	Tshirt				40	0	
IATSS Forum	Stickers				500	0	
IATSS Forum	Logo				1	0	
IATSS Forum	Certificate				20	0	
IATSS Forum	Handout				50	0	
Printing of Promotion collaterals		300	1170			0	
IATSS Forum	Bunting				2	0	
IATSS Forum	Directional signage				10	0	
IATSS Forum	Stickers				200	0	1,133.14
IATSS Forum	Certificate				60	0	
IATSS Forum	Handout				80	0	
IATSS Forum	Tshirts			28	60	1680	1,080
Participant kit						0	
MRT / KSH rental	Helmet			40	60	2400	
MRT	Bell			8	60	480	
IATSS Forum	Reflective shash			5	60	300	
TTDI RA	First aid kit			5	80	400	

IATSS Forum	First aid kit case			1.8	80	144	
IATSS Forum	Handout			3	60	180	
Transition TTDI	Bike Survey					0	
100 Plus	100 Plus					0	
Daniel Liew	Mineral Water					0	
Admin and Publicity		100	390			0	
	Registration form					0	
TTDI RA	Whatsapp to TTDI					0	
IATSS Forum	printing press kit					0	
	Sending press invite					0	
IATSS Forum	Photography			80	4	320	
Refreshments						0	
IATSS Forum	Morning tea					0	
Mukha Cafe	Lunch					0	360
Lembah Kiara Park		320	1248			0	
IATSS Forum	Chalk for circuit					0	
IATSS Forum	refreshment for labour					0	
Miscellaneous items		100	390			0	
Reflector	Strip & Sewing Fees					0	225.80
Others	First aid kit, printing, side mirror,					0	135.10
Hosting on the day							
Booth	Transition TTDi					0	
	MIFA					0	
	oBike					0	

Totals

RM 5,329.04

Amount received from IATSS Forum: RM 13,200 - RM 5,329.04 = RM 7,870.96 (Remaining balance)

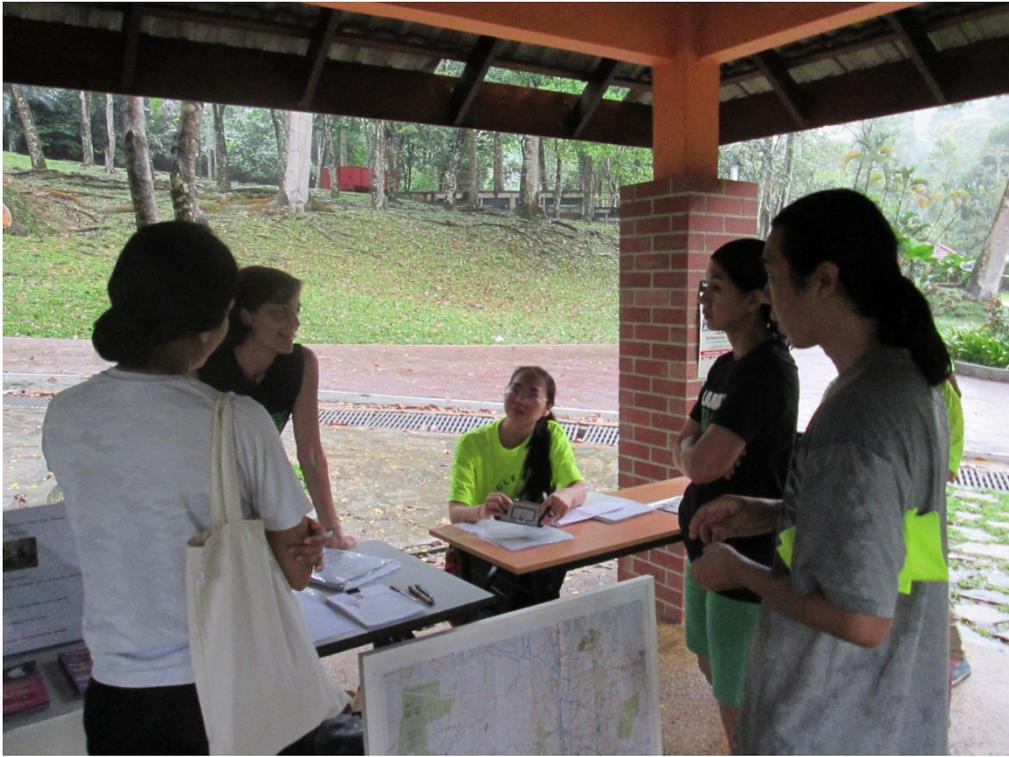
Sponsorships

Sponsor	Item
oBike	30 oBike bicycles
100 Plus	100 Plus Drink x 50 Bottles
Daniel Liew (MIFA)	Mineral Water x 50 bottle
TTDI RA	First Aid Materials
Local Football Coach	Cones for circuit training
IATSS Forum	IATSS Forum Pens
MIFA Volunteers (Lydye, Aida, Dani, Nisha)	Sandwiches, cakes, apples

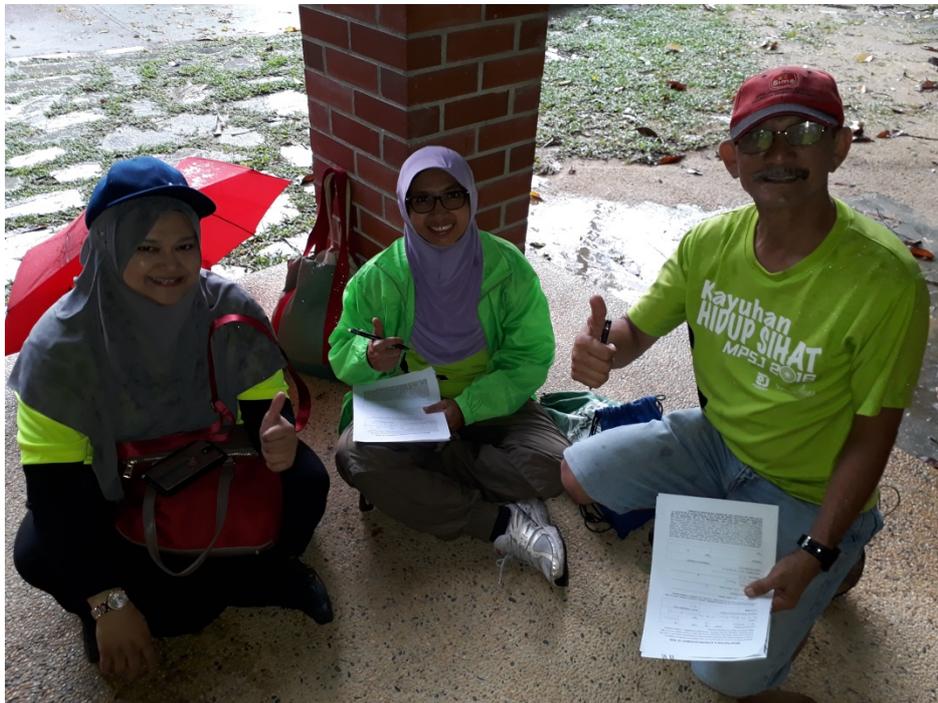
PHOTOS & VIDEOS



Arrival of participants, registration and distribution of participant kit. Due to the rain, we had to use this space instead.



Transition TTDI Booth & Volunteers



Aida and Participant - Mr Aziz and his wife are avid cyclists and so glad to have such workshop available for the public



Participants & Guests



Hariz representing MIFA, opening the event



Representative from TTDI Residents Association



Representative from TTDI Transition



Ian Goh, Head of APAC Business Development, oBike



Farid of Bike Kitchen KL, delivering the workshop



Participants with their workshop notes in theory session



Circuit training session with Bike Kitchen facilitator



Intersection circuit training



Figure 8 circuit training



Unlocking oBike bicycles using their app



Getting ready to cycle from the park to the MRT



Cycling to the MRT



Crossing an intersection



Arrival at MRT and 5 mins pitstop



Arrive back to park and refreshment time!



Closing – certificates were handout



Group photo



MIFA Volunteers

Videos

Event video: <https://youtu.be/EVKXPkO1R3c>

Cycling out from the park: <https://youtu.be/5RyTUhT-qx0>

The heavy rain in the morning: https://youtu.be/bwBY3_K4cRI

CONCLUSION

The objectives and goals of the project were to create awareness among the public on the safety aspects of cycling and promoting mobility with urban cycling. We received generally good feedback from residents, participants, government bodies and they were highly supportive of such community engagements.

The implementation aspect, stakeholder management, event coordination and teamwork among MIFA were excellently executed. With this pilot project, it gave us all the required learnings to improve on the next event.

We aim to create a significant brand of Cycle Safe in Malaysia in the future, and the programme should be replicable with modules and templates to be carried out by other MIFA members, community groups and schools.