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## ***BUMP – Boosting Urban Mobility Plans***

# ***Country reports on learning objectives for developing a SUMP based on national focus groups***

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## Deliverable D2.1

# Country reports on learning objectives for developing a SUMP based on national focus groups

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## **1 Aim of meetings with key actors' representatives and structure of the reports**

According to the description of the action each country partner had to hold meetings with key actors' representatives in the field of mobility and urban development (associations of municipalities, national ministries, mobility managers, public utility, network of cities and municipalities that have already adopted a SUMP or which are already engaged in relevant initiatives in the field of sustainable urban mobility). For that purpose the partners had to identify a moderator with experience in qualitative research and implementation of group working methods. The partners should organize at least two focus groups during June to October 2013.

The aim of the national focus groups was to collect hints and suggestions for improving and fine-tuning the training programme on SUMP to the national state of the art. Therefore the group meetings had to be prepared by several documents elaborated by the Work Package 2 work team with related feedback rounds of the country partners.

### **1.1 Preparation of the focus groups and moderator's guides**

At first an outline of the BUMP Training Guide was developed including a draft of general learning objectives and a rough indication of topics and defined modules (version 05.06.2013). After the partners' feedback the outline was revised and modified (version 24.06.2013; see Annex 12.2).

Related to the draft of the BUMP Training Guide a moderator's guide was compiled including five general key questions and 13 questions for the group discussion referring to the six outlined modules of the training course (version 19.06.2013; see Annex 12.3). After the reports of the first meeting round (June to August 2013) were gathered, the moderator's guide was enlarged and detailed by altogether 37 questions within three sections: (A) National and local state of the art; (B) Suggested adaptations to the national context and national emphasis; (C) Feasibility of BUMP training and coaching (version 12.09.2013; see Annex 12.3).

In order to support the reporting of the country partners a report template was provided including a structure of twelve clusters of key issues, where the statements, findings and comments could be filled in.

### **1.2 Implementation of the focus groups and reporting**

The whole meeting activities were implemented from end of June until end of November. Through that the envisaged simultaneity of two focus group rounds before and after the summer break only partly could be realized. Due to various holiday durations and not expectable events (e. g. flood in Hungary) it was not possible to reach a sufficient simultaneity (see meeting dates in Annex 12.1). This caused delays in collecting complete feedbacks and reports. Moreover for some partners (e. g. United Kingdom, Germany) it wasn't possible to hold two original focus rounds. Due to problems with meeting appointments the groups had to be divided in smaller meetings or even single interviews.

The following chapters show the reported results of the national meetings. In order to elaborate a comparable structure of the national reports the feedback documents of the country partners were partly reorganized by using the structure of the moderator's guides and the reporting template with three main sections (1) National and local state of the art, (2) Suggested adaptations to the national context and national emphasis, and (3) Feasibility of BUMP training and coaching.

After that each partner added a section: (4) Main conclusions on national adaptation. This reflection of the meeting discussions is the starting point for topical adaptations of the general framework of the BUMP Supporting Package developed in October 2013 as a detailed training guide for the training activities of BUMP in 2014. Finally this compilation of national reports includes a general view on the need for national adaptation in Chapter 11. The Annex in chapter 12 shows the list of national meetings and participants, the outline of the BUMP Training Guide that was input for the meeting activities and the two following versions of the focus group moderator's guides.

## 2 Report on meetings in Bulgaria (BG)

### 2.1 National and local state of the art

#### **Importance of sustainable mobility: drivers and restrictions for sustainable urban mobility; explanation of SUMP; need of motivating and convincing local staff; main benefits of and main restrictions for participating in SUMP training and coaching for local authorities**

All participants agreed the SUMP issues were very important. There is no any knowledge about SUMP in Bulgaria, so we have to start from the very beginning. The best motivation for local authorities to participate is the possibility to receive EU-funding if the city has SUMP.

#### **Country's and cities' state of the art in sustainable urban mobility tasks; individual skill of local staff; existing competence and capacity of participants**

There are very brief knowledge and implementation of mobility measures mainly in the frames of EU-projects. Some large cities like Sofia, Plovdiv and Burgas have more experience because of implementation of big infrastructure projects and contacts with international staff, but we should have in mind the big turnover of municipal staff and sometimes the new-comers have no any experience.

One of the main obstacles counteracting the promotion of mobility management is the limited capacity and competences of the state administration. The assessment of the strength, will, skill, knowledge, competence, and responsibility of organised governmental and non-governmental actors to deal with urban mobility management problems in Bulgaria shows that the level is low and it improves very slowly.

From the other side, the traditional tools of land-use and transport planning, sectoral infrastructure planning and financial management, a powerful socialist legacy is still imbedded in the planning legislation and planning practice. Municipal planning departments operate in isolation maintaining a working etiquette of closed office room and experiences with public consultation in the planning process tend to be limited. Thus the civil society's knowledge and skills are sparsely utilised in the planning and policy making process, while greater potential for contributing to the institutional competence in combating the urban transport crisis exists.

Another obstacle in Bulgaria is the fact that in the transport high schools and technical universities education on mobility management has never been introduced. The accent of the education is still on the hard transport measures while soft measures are completely neglected.

#### **Elaborated SUMP documents: relationship to existing planning documents and practices**

Some large cities developed integrated transport plans, but they are far from SUMP. There are some good practices in Sofia, Burgas, Ruse and Plovdiv, related to mobility measures introduced in the frames of EU-projects. After several years of experts' efforts in the frames of different mobility projects (funded by EC), finally in 2010 the Bulgarian Government has taken into account the EU-requirement for sustainable urban transport and mentioned in the *Strategy for Development of the Transport Sector till 2020* the term "Urban Mobility". The Strategy was adopted on 07.04.2010 with the Protocol 13.13 of the Council of Ministers.

#### **Importance of national and regional standards and specifications; importance of practice on local level: system of transport and environmental planning; methods, tools, planning tasks**

With Bulgaria joining the EU in January 2007 the Bulgarian transport system has to be integrated into the European transport system. For this purpose, the responsible authorities at national, regional and local level have made efforts for the introduction and conformation of European standards for a modern, ecological and safe transport system. There have been measures taken for the harmonization of Bulgarian legislation to the European conditions for ownership changes (from public to private transport companies on the market) in the transport sector which can bring service quality increases.

The introduction of modern transport management systems is related mainly with the construction and operation of alternative means of transport and this is to be achieved by elaboration of specific regulations on local level. There are three basic laws which determine mobility and mobility management in Bulgaria at a national level, i.e. the Law of Automobile Transport; the Law of Roads and the Traffic Law. There are also two basic laws with respect to the development of residential areas in Bulgaria at national level: the Spatial Planning Act and the Property Law. The Ministry of transport is determining the policy regarding the national road network. The inter-city transport policy is made by local authorities. The specific rules and regulations which determine housing and mobility at the local and regional level are developed on national level, have national relevance and are adopted by the Bulgarian Parliament. The regulations are put into force by the municipalities by special decisions of the municipal

councils. In 2011 the Bulgarian Parliament adopted some modifications and adjustments of the transport legal frame, mainly concerning the road safety and licensing of private transport companies. Unfortunately the notion of mobility management was not officially introduced in any transport act.

**Implementation: local competence of planning and implementation; national standards and local practice of implementation referring to management, monitoring, assessment**

Integrated Transport Plans are on different stage of implementation in the 7 biggest cities, encompassing mainly different infrastructure measures. The most advanced are Sofia, Burgas and Ruse. With the political changes after February 2013 the situation in the country is very unstable and most of the constructions stopped.

## **2.2 Suggested adaptations to the national context and national emphasis**

**Consistence and completeness of learning objectives: suggested additions; main need for national adapted learning objectives and national emphasis**

No any supplementary suggestions, training should start from zero level of knowledge and competences. The trainers should give “homeworks” to the trainees right after the first module in order to have prepared auditory for the training process.

**National focus on action fields: urban policy, special types or bundles of actions and measures**

The transport schemes in the urban areas are regulated by the Law of Automobile Transport. The municipal councils and mayors are responsible for policy and decision making related to the spatial and urban planning and development of the municipal territory. According to this law, each municipality must elaborate and adopt a specific municipal urban spatial plan which includes a transport scheme. The basic document which the municipalities follow in the process of planning and design of the communication and transport systems of urban areas is the Regulation no 2/29.06.2004 for Planning of Transport Systems of Urban Territories. The municipalities are obliged to develop the transport system of urban areas considering the street grid, transport modes organization i.e. the public transport, walking, parking, transport facilities (service and fuel stations, bus stations), and the facilities for traffic regulation and management. Each municipality is obliged to follow the principles of the regulation by passing through the municipal council a specific municipal decision. The transport plans the municipalities are obliged to elaborate are part of the transport system and include the time schedule, destinations etc. providing continuous maintenance of public transport network in terms of time saving, comfort, safety and economic exploitation. The municipal route schedules are developed by an expert committee upon discussion. The mayor has the power to appoint a committee, which is approved by the relevant council. The route lines and schedules are organized to connect the initial point and the final destination crossing the administrative, industrial and residential urban areas. The lines are developed following the estimated passenger flow and the schedule outline adopted by the municipal council. Municipalities use to choice their transport service providers through public procurement procedures.

**Key requests for national adaption referring to institutional context: administration structure, competence of local authorities, legal bases of urban development, public finance; importance of supralocal administrative levels**

The Law of Automobile Transport obliges the municipalities to establish transport schemes where the public transport organization is part of it. The transport scheme is designed in terms of accessibility, easy, fast, safe and economic efficiency in consideration with following requirements of health and environment protection, reduction of noise and harm emissions. The public transport services are assigned to authorize certified providers by procurement procedure. The municipalities follow specific agreements and acts. The traffic organization, the specific requirements for traffic road systems and public transport of passengers are to be managed by the local authorities. The law arranges rules of the road mobility opened for public use, the vehicle requirements for operation, license requirements for the drivers, rights and obligations of mobility participants and of relevant services and officers, penalties and force majeure. Most of the mobility services commonly applied for mobility management is not applicable at the local level due to a lack of specific regulations permitted by the national legal frame.

Financing is provided through the municipal budgets. For roads connecting rural settlements (4th class roads) there is some funding through projects developed in the frame of the Programme for Development of Agricultural Regions, Axis III (managed by the Ministry of the Agriculture and Food).

The land use planning system in Bulgaria is regulated by the Spatial Planning Act (2001) and the Property Law (1996). Nowhere in these documents is mobility management mentioned. The territorial

administration of the executive power includes: state, regional and municipal administrations. The Minister of regional development and public works is responsible for implementing the spatial planning policy at national level.

The district is by definition a decentralized state power for effective implementation of the regional policy. The district governor supported by the district administration is delegated some legislatively defined functions in spatial planning within the district. The municipality is the main administrative unit in which the local self-government is conducted. The main functions in spatial planning at local level are delegated to the municipal councils and mayors which is a sign of a well implemented decentralization in the spatial planning system of Bulgaria.

The guiding principles of spatial planning policy are determined by the Council of Ministers. The Minister of Regional Development and Public Works is responsible for its implementation: coordinates the activities at all levels and exercises control over the overall spatial planning practice through the National Construction Control Directorate. The line Minister appoints a National Expert Board on Spatial Planning and Regional Policy which approves planning documents of national importance.

District Governors shall implement the national spatial planning policy within the territory of the administrative regions whereof they are in charge. Depending on the spatial planning objectives and tasks of regional and inter-municipality importance the District Governor may appoint a regional expert board on spatial planning. Acting within the competence vested therein, the municipal council and the municipality mayor shall implement spatial planning activities within the territory of the relevant municipality. At this level largest part of spatial planning competences are transferred. Master development plans of municipalities and towns provide a basis for the overall spatial planning of the areas of municipalities, of parts thereof or of individual towns with the land-use areas thereof. The projections of the master plans, determining the general structure and prevailing purpose of the parts of the area, the type and purpose of the physical infrastructure and the protection of the environment and the cultural and historical heritage sites, shall be mandatory in preparation of the detailed plans.

**National focus on local characteristics and types of actors: need for adaptation referring to subnational/regional aspects; importance of local key problems and local authority structures, of the state of mobility plans and sustainable development; importance of special actors and stakeholders**

***National Programme for Reforms in Bulgaria 2011-2015***, adopted in April 2011: In Chapter III.6 Infrastructure for improving access to EU-market, 6.3 Sustainable and Integrated Urban Development, the following measures are planned: Elaboration of ***Integrated Transport Plans (ITP)*** in the 7 biggest cities (over 100 000 inhabitants) till the end of 2012; Elaboration and implementation of ***Integrated Urban Development Plans*** including improved transport schemes in 36 municipalities till the end of 2015.

In 2010 the government decided that the construction of more effective, rapid and ecological transport in the 7 largest Bulgarian cities will receive financial support from the Operational Program "Regional Development" (OPRD) under measure 1.5 "Systems for Sustainable Urban Transport" with 210 Mio BGN (100 Mio EU). The first call for grants was targeted to the Burgas municipality on 10.06.2010, which together with JASPERS consultants has elaborated its project for improvement of the city transport system costing 28 Mio EU. Sofia also has its own project of the same amount. For the rest 5 cities the Ministry of Regional Development and Public Works (MRDPW) opened a tender for consultants' selection that is supposed to prepare the package of documents for preparation of the transport investment projects. The funding will be provided under the scheme BG161PO001/5-01/2008 "Technical Assistance".

#### **National specifics for the local pilot action**

Financing for the local pilot actions uses to be provided through the municipal budgets, which are very restraint. For roads connecting rural settlements (4th class roads) there is some funding through projects developed in the frame of the Programme for Development of Agricultural Regions, Axis III (managed by the Ministry of the Agriculture and Food).

## **2.3 Feasibility of BUMP training and coaching**

**Suggested structure of modules and key topics of the training course (compare figure of the moderator's guide); duration and effort of training course for participants (time, homework)**

According to the proposal of the WP2 leader. All participants agreed with the proposed training program. As the theme is new for participants, they will need to use the full 1 or 2 days' time (8 training hours per day), which will mean they must arrive the previous evening and start the training from 8:30 or 9 h in the morning the next day.

**Points of connection to national activities in the field of sustainable mobility: possibilities of generating synergetic effects by connecting SUMP with national approaches (programmes, campaigns) or stakeholders with national importance (associations, companies)**

No such activities on national level. There is only the initiative “Do the right mix” representing an EU advertising campaign for promoting public transport, which will start in September 2013. CSDCS is member of the Coordination body of this initiative and will use the promotion channels for promoting BUMP-actions.

The PP CSDCS will connect the BUMP activities to other EACI projects dealing with SUMP like EN-DURANCE.

**Selection of participating cities and local staff**

Criteria for selection of cities: Number of inhabitants: 40.000 to 350.000 inhabitants; Commitment of the local authority; Existence of urban transport network (some smaller cities in Bulgaria don't have any public transport); Number of passengers of public transport; Level of development of the technical transport infrastructure; Cities situated close to touristic areas (tourism causes big traffic); Cities having in vicinity zones for recreation and leisure activities; Cities representing regional centres; Cities already implemented some actions guiding to sustainability; Cities with universities and other educational establishments.

Criteria for selection of participants: English language proficiency or at least at work level; Decision maker on local level; Having authority and good image on local level; Having relevant education (technical, economic, environmental); With rich professional experience; With possibilities for further career development.



Impressions from the Bulgarian meetings

### **Comments of the BUMP partner on the gained statements**

We need some official document (letter) from the EC, recommending the SUMP-implementation in EU cities. All trainees will start from the very beginning concerning SUMP. No one city has developed some SUMP-document.

The amount of 45 EUR per day will not be enough for covering the supplementary overnights of the participants.

Some problems with the business activities of the participants could appear – high level state servants are very busy and some of them will not have enough time for doing the homework. Probably they will delegate it to their staff and a discussion at which level should the staff be involved in the process is necessary.

Criteria for cities selection – all 10 cities have been selected until 20.09.2013 and CSDCS has official agreement of the mayors of these cities. They will be announced during the Annual meeting of the Association of the Bulgarian Municipalities, which will be held on 13.-14.10.2014 at Albena resort near Balchik. CSDCS has to conduct an afternoon session of 3 hours dedicated to SUMPs there.

Criteria for selection of participants discussed during the FG1 and with the officials of each invited city. Key issues of the second national focus group meeting: High interest to the BUMP-initiative; more than 10 cities willing to join; training program approved with small corrections; insufficient time for training (especially the introductory sessions), because people are not aware of MM and SUMPs; shortage of money if the training will be conducted during 1 or 2 full days (8 hours per day).

No one of cities participating in the training has developed some SUMP-document. In Bulgaria the city of Varna presented on 24.11.2013 its Integrated Sustainable Mobility Plan, which is not exactly a SUMP, because focuses mainly on infrastructure measures and was not discussed with the large public.

## **2.4 Main conclusions on national adaptation**

**Module 1:** Very important, because people are not aware about SUMP. Suggested start with poster exhibition showing SUMP-results in EU-cities. People should come the previous evening in order to have one full day for training.

**Module 2:** For defining the problems in their city, the participants should come with some information as a result of a “homework” proposed by the end of the Module 1.

**Module 3:** Should last 2 full days with posters on the walls showing the different measures. Each participant should review and have a list of existing measures in his city’s Transport plan (as ‘homework’ from Module 2).

**Module 4:** A short lecture by a lawyer on the legal frame in the transport in Bulgaria should be conducted.

**Module 5:** Two full days are necessary. Common discussion on each proposed SUMP-implementation is suggested.

**Module 6:** Participants should come with their “Homework” representing a concept for a local pilot SUMP.

Location (where the course will be held): The 6 modules will be conducted in different places all over the country according to the participating cities. The start will be in held in Sofia on 28th-29th of January 2014. The training will end in June 2014. The expected number of participants is 20.

### 3 Report on meetings in Czech Republic (CZ)

#### 3.1 National and local state of the art

**Importance of sustainable mobility: drivers and restrictions for sustainable urban mobility; explanation of SUMP; need of motivating and convincing local staff; main benefits of and main restrictions for participating in SUMP training and coaching for local authorities**

Sustainable mobility in Czech Republic is starting to be an important topic in strategic development of urban areas. Nowadays the urban mobility is evaluated and planned just as a transport topic without strong respect of environmental and energy consumption impact. The sustainable mobility is realized as very important step in development of urban areas by all involved partners of focus group. Cities addressed with the project are interested in training and coaching in SUMP preparation, because they realize the importance of sustainable mobility in their regions and areas. The main restriction is mentioned the increased costs of sustainable mobility – local authorities don't fully realize the benefits of lowering the environmental and energy consumption impacts.

**Country's and cities' state of the art in sustainable urban mobility tasks; individual skill of local staff; existing competence and capacity of participants**

Actually the sustainable urban mobility is not realized as the most important task in urban development of cities and urban areas of Czech Republic. In large cities, where the integrated transport systems came into operation and in last years started to be operated effectively from the transport point of view, the issue of sustainability, environmental impact and energy consumption is becoming the point of interest. But in general this situation is only in large regional centres of some regions (Prague, Brno, and Ostrava). Czech Republic is divided into 14 administrative regions and only in some of them the integrated transport system is in operation. The experience with strategic transport planning and sustainable urban mobility is decreasing rapidly with the size of the city or urban area. In cities/towns below 100,000 inhabitants the awareness of sustainable urban mobility is very low and experiences are nearly zero.

Using the EU funds some partial actions contributing to sustainability of urban mobility are being realized. Mainly they are focused on simple change of vehicle portfolio (new EURO5 emission limit buses, CNG buses), but not on strategic actions changing whole principles of transport leading to sustainability of urban mobility.

Nearly every city/town in Czech republic (more than 15,000 inh.) have created their Transport Master Plans – but these are mainly technical documents with nearly no interest in solution of sustainability of urban transport and mobility.

The individual skills of local staff (meant staff of local authorities) are very low in sustainable urban mobility planning. The skills are more or less technical, with very low inclusion of environmental, sustainable and energy topics.

**Elaborated SUMP documents: relationship to existing planning documents and practices**

Large cities have elaborated their Integrated Transport Plans, smaller cities have the Transport Master Plans as the basic technical documents describing the state of art of urban mobility and main priorities in strategic development of urban mobility. Mainly these plans are focused on cost effective transport and the issues of SUMP are quite far from this documents.

In 2012-2013 some activities in SUMP processes were being started in connection with EU projects in Czech Republic. Some cities are involved in international projects focused to sustainable urban mobility (like QUEST project – town of Jihlava involved), some cities have placed their project proposals leading to SUMP preparation under the Regional Operational Programs co-financed through ERDF (Ostrava, Opava). In general larger cities are starting to realize the evidence of Commission's Transport White Paper and the benefits of SUMP.

In general the SUMP processes are in the very beginning in Czech Republic.

The main relations of SUMP to existing planning documents are following:

- relation to Transport Master Plans – SUMP can use this documents as a basic technical description of state of art of the transport system in the focus region;
- relation to the Act no. 183/2006 about spatial planning and the obligatory spatial plans of land use which can be used as a description of future use of land in the focus region;
- relation to the Integrated plans of town development and/or Strategic development plans

### **Importance of national and regional standards and specifications; importance of practice on local level: system of transport and environmental planning; methods, tools, planning tasks**

After joining the EU in 2003 Czech Republic started the process of integration into the European transport system. It is a part of TEN-T strategic planning and therefore there is a strong need of standardization of following national, regional and municipal transport systems. Czech Republic takes over the standardization and planning experiences from EU standards and implements them into national and regional standards. Unfortunately the issue of sustainable urban mobility is not yet the key aspect and the key objective in these standardization activities and therefore the sustainable urban mobility as a general concept doesn't have the legislation and/or technical support in Czech legislation and technical standards system.

Actually the pioneers of SUMP in Czech Republic are working with experiences of other urban areas from other member states and the official standard and legislation support is just in the beginning of the process of preparation.

On local levels the awareness of sustainable urban mobility is nearly zero (except very large city centers – Prague, Brno, and Ostrava). The importance of practice is very high in the smaller urban areas and towns.

Current system of transport and environmental planning is not based on legislative obligation. Only the spatial planning is the legislative obligation for municipalities and urban areas. As the regional and local authorities start to realize the importance also of environmental and sustainability topics, some minor activities are being initiated.

Towns mainly use the methodology of strategic planning adapted to the needs of transport issues and its environmental, energy and sustainability aspects. The main task is to show the methodology, to prepare a standard methodology and to show to local authorities the real benefits of sustainable urban mobility planning to remove the feeling that SUMP is an empty document with no practical applicability.

### **Implementation: local competence of planning and implementation; national standards and local practice of implementation referring to management, monitoring, assessment**

Local competences of planning and implementation of SUMP are nearly zero. Just very few cities have started to implement the environmental, energy and sustainability issues into their Integrated Transport Plans. Actually the number of SUMP prepared and approved can be count on one hand fingers.

This situation in Czech Republic is very suitable for the implementation of BUMP project, because now it is the right time when local authorities realize the importance of environmental, energy and sustainability impacts and issues of urban mobility and transport and there are no standards and strong local practice.

## **3.2 Suggested adaptations to the national context and national emphasis**

### **Consistence and completeness of learning objectives: suggested additions; main need for national adapted learning objectives and national emphasis**

No any supplementary suggestions, training should start from zero level of knowledge and competences.

### **National focus on action fields: urban policy, special types or bundles of actions and measures**

The municipal/urban mobility and transport in Czech Republic is regulated mainly by two main acts. Firstly the Road Transport Act No. 111/1994, which is not focused directly on the urban mobility, but gives the framework for road transport business and processes in Czech Republic and also the urban transport systems are obliged to work under rules given by this act. And secondly the Act of Spatial planning no. 183/2006 which is focused on spatial planning of land use. The national context should be adapted with using this legislation documents.

Also very important national focus must be the involvement of Integrated Strategic Plans and planning processes of Czech cities. These processes are not obligatory by the law, but in general all cities have the strategic development planning processes effectively running. It can be good starting point to link the SUMP preparation activities with the Integrated Strategic Plans.

Next important bundle of actions to take care about are the Agenda 21 activities and Health City initiative focused on environmental and sustainability aspects of urban regions and towns development and growth.

Then the National Strategy of Bike Transport and National Strategy of the Traffic Safety approved and implemented by central authorities shall be taken into consideration in national point of view.

**Key requests for national adaption referring to institutional context: administration structure, competence of local authorities, legal bases of urban development, public finance; importance of supralocal administrative levels**

Sustainable transport and mobility is the question of costs and money in this time. Firstly there is a need of national strategy in sustainable urban mobility. Czech Ministry of Regional Development started the preparation of this strategy in 2012 in connection with the 2014-2020 planning period preparation.

Cities and towns are actually pushed into preparation of Integrated Strategic Plans of Development and Transport Master Plans with argument that these plans will be in next programming period the key documents for planning the allocation of Regional Operational Programs' funds.

**Key requests on national level shall be:**

- preparation of central Strategy of sustainable urban mobility
- preparation of legislation support for implementation of this strategy with benefits for urban areas and cities implementing the sustainable urban mobility principles
- motivation for implementation of sustainable urban mobility principles on local level through central funds

**National focus on local characteristics and types of actors: need for adaptation referring to subnational/regional aspects; importance of local key problems and local authority structures, of the state of mobility plans and sustainable development; importance of special actors and stakeholders**

Two main aspects must be considered – firstly the actions in sustainable mobility planning are realized based on local authorities' budgets which are quite tight. There is a need of central strategy of financing the sustainable urban mobility actions. In the next programming period 2014-2020 there are some actions in the Regional Operational Program planned, but actually there is no concrete information about the way of implementation and amount of the actions.

Secondly (but not last) – in smaller urban areas the local authorities structures are quite concentrated – means there are mostly no specific professionals in the local authority bodies specialized on sustainable mobility planning and the room for new activities is not very large – this must be taken into consideration in planning the actions of BUMP project.

**National specifics for the local pilot action**

The local pilot actions must be simple in its beginning and must naturally follow the actions which were so far elaborated (Integrated Strategic Plans of Development, Transport Master Plans). Huge explanation campaign must be realized before starting the implementation of SUMP so that people on local level (authorities, stakeholders) could hear and understand the real benefits of SUMP implementation.

### 3.3 Feasibility of BUMP training and coaching

**Suggested structure of modules and key topics of the training course (compare figure of the moderator's guide); duration and effort of training course for participants (time, homework)**

In general the primary WP2 leader proposed structure of topics and duration of training course seem to might be effective. Just through the pilot implementation the changes could be initiated.

**Points of connection to national activities in the field of sustainable mobility: possibilities of generating synergetic effects by connecting SUMP with national approaches (programmes, campaigns) or stakeholders with national importance (associations, companies)**

There are several projects and project activities concerning SUMPs running in Czech Republic. The QUEST project is running (lead by the Centre of Traffic Research) which is focused also on SUMPs preparation, some activities are in Regional Operational Program of the Moravia-Silesia region and there are priority actions planned in the new Regional Operational Program 2014-2020. These activities shall be monitored and mutual information exchange channels shall be set.

**Selection of participating cities and local staff**

In general all the selection criteria from BUMP project proposal can be kept, except the number of inhabitants. In Czech Republic only 26 cities have more than 40,000 inhabitants. For the success of the project there will be needed to lower the bottom level to 20,000 inhabitants. These cities/towns

have the municipal transport systems, they have to solve the urban mobility planning and the sustainability issues.

#### **Criteria for selection of participants**

Relevant position in local authority structure (decision maker, leading officer, and local politician), relevant education and level of expertise in strategic planning and mobility, connection to stakeholders (transport operators, civic associations, economic chamber etc.)

#### **Comments of the BUMP partner on the gained statements**

It would be useful to have a success stories from cities adopted SUMP with measurable benefits to show the relevance of SUMP in real conditions.

### **3.4 Main conclusions on national adaptation**

During the national adaptation process two national focus group sessions were organized. Both were realized in the seat of the partner, in VIA ALTA offices in Třebíč, CZ. First on 29.8.2013 and the second on 24.9.2013 with participation of the focus group members from various target groups of the BUMP project. There were members and managers of municipalities, economic chambers, universities, transport designers and transport operators present.

There were several topics discussed during the sessions, all focused on national adaptation of the BUMP package and the benefits and objectives of BUMP project. The main conclusions which came out from these discussions were that the SUMP preparation and sustainable transport at all is starting to become a very important topic in Czech Republic. Until now urban transport was planned only as a technical issue without direct focus on environmental and sustainability point of view. All members of focus group pointed out that the sustainable transport is important and interesting topic, but it is also a question of implementation costs which are especially for smaller municipalities a crucial factor as the budgets of local administration are very tight. Also missing national strategy of sustainable urban mobility was indicated as a slowing parameter.

Members of focus group suggested some minor specific modifications according to national needs, mainly from the point of the time efficiency as the employees of authorities and stakeholders suffer of lack of time. From the professional, structural and content point of view the focus group stated that the programme of the course and the modules are very well planned and excluding the national legislation changes it doesn't need any major changes.

Other main issue is a request for a change of the size of target town and cities, as in the BUMP project there are the cities of more than 50,000 inhabitants planned as a target group. As in Czech Republic there is only 21 towns and cities with more than 50,000 inhabitants the focus group suggests to lower the limit to 20,000 inhabitants.

## 4 Report on meetings in Germany (DE)

### 4.1 National and local state of the art

**Importance of sustainable mobility: drivers and restrictions for sustainable urban mobility; explanation of SUMP; need of motivating and convincing local staff; main benefits of and main restrictions for participating in SUMP training and coaching for local authorities**

**Drivers/restrictions:** In general the political level and the wide parts of the society accept the need of improving sustainability. Especially the reduction of energy consumption and emission of greenhouse gases (national reduction objectives exist) by increased energy efficiency and a shift towards renewable energy resources is a common goal. But there are opposite opinions how to reach more sustainability (what sectors: housing, industry, mobility; what approaches: more research and technological progress, change of lifestyles with renouncement and slowed down consumption). On the individual level it is difficult to convert existing awareness into individual action.

In the field of mobility sustainability is often connected with e-mobility (vehicles with electric engines). The public perception neglects that there are much more aspects of sustainable mobility and that there is always a relationship to questions of individual choice and behaviour. Although a lot of cities (but mainly the larger ones) are dealing with approaches of local sustainable development (connected to Local Agenda 21-initiatives, initiatives of nature conservancy and environmental protection, initiatives of fair trade in a global context), that is not a infiltration of sustainable thinking in the processes of local authorities (planning/building, transport, economic development), for example: comprehensive local/regional sustainability strategies are scarce; there are no regional/local quantitative set greenhouse gas reduction objectives. It seems that the local political and administrative level often does not act, but only react and that in many cases there are seen factual constraints that prohibit more sustainability. This is correspondent to a lack of strategic planning which could implement sustainable development at a stage before single projects are outlined.

But the key question always is: What is sustainability and can we afford? Especially in the field of mobility and transport, the economic argument is overwhelming. Sustainability therefore has always the problem to show that there are no restraints of economic development. So, if sustainable means that we have to abandon something, what may be a sure (not only possible) benefit?

Even if this is a very difficult task for cities a change of our lifestyle with energy hunger is a central task. On the one hand cities are not in the role of teachers (and do not want to be one), on the other hand, cities are able to influence mobility offers and the range of choices and in addition to this cities lay the foundation of mobility demand by their location decisions (zoning new housing or industrial sites). And there are some socio-demographic changes in progress that could support sustainable mobility: the young generation sees car mobility no longer as the one and only way of transport (there are more and more young people who do not possess a car); they are willing to combine public and non-motorized modes, but they need the convenient offers to do so. There is a growing amount of elder people who are not able to use cars anymore; they depend on alternative services and need help for adaptation. The e-mobility hype is also a question of individual budget; even if running costs are lower, the investment costs are affordable only by the 'upper class ecologists'.

So SUMPs have to consider: stimulate motivation, strategic thinking and acting of local authorities (especially the addressed small and medium sized cities); identifying target groups and their needs in order to shift towards sustainable lifestyles. The most motivation and benefits for local staff would be, if there was a beginning planning process or project with high relevance for mobility aspects (above all mobility/transport scheme, zoning schemes, integrated concepts in the field of demographic or climate change). The SUMP process should get entry into these intended/beginning approaches.

**Statements of local authorities:** There are specific restrictions at the local level of medium sized municipalities. Usually in these cities there aren't obvious traffic problems like congestion or scarce parking lots. Inhabitants prefer to use cars and every individual household possesses one or even more cars. Public transport is at a poor service level and is mainly addressed to pupils, old and poor individuals. The typical middle class person doesn't see public transport as a possible alternative. This is related with high economic and income level especially in middle sized towns. In addition the local decision makers (of the authority or of private enterprises) aren't familiar with public transport and don't use it. Also bicycles are mainly used in leisure time. The change from cars to bicycles for short distance work commuting isn't considered.

**Country's and cities' state of the art in sustainable urban mobility tasks; individual skill of local staff; existing competence and capacity of participants**

It was pointed out that there is a wide range of good examples how cities are dealing with sustainable urban mobility tasks (support of multi-modal mobility, priorities for public transport, social public transport ticketing, and awareness campaigns). Cities have strong partners with local public transport services (which are part of the city trust and therefore close to the local authority's administration) to be ingenious by developing projects for target groups (e.g. a project where elder people can exchange their driving licence into public transport ticket).

In general the local staff are well-educated engineers who are competent in the field of transport and infrastructure solutions (e.g. capacity of roads). Mainly there is a sufficient collaboration with the planning departments (because engineer understands engineer). There is a lack of cooperation and communication to staff of environmental protection and public health or social administration (school, youth, and elder people). So there is no direct connection to departments that are dealing with demand and target groups.

But: The smaller the city the smaller the staff. Most cities have cut down staff due to financial deficits. Cities with 100.000 inhabitants and more have available a diversified and specialised administration. Mainly cities under 50.000 or 60.000 inhabitants employ only a few persons who have to cover all tasks from planning, building, transport and environment. On the one hand this leads towards a personal-integrated view, on the other hand the competences are not complete and distributed by random (if there is a team of an urban planner and an environmental engineer, the mobility/transport tasks will be neglected). So, BUMP has to consider various backgrounds of participants and how to get a common thread.

**Statements of local authorities:** Especially the smaller cities admit that there is scarcely a strategic and continuous approach to mobility planning. Therefore these cities are interested in training and coaching support, but they point out that the training topics have to be directed to their individual needs and interest (e. g. e-mobility isn't a matter for these cities, while strategies and organizational models for an effective public transport are important questions). Also there is hardly exchange between local authorities even if they are neighbours. To the contrary local authorities try to push traffic (e. g. freight traffic) away from their areas into the areas of neighbour cities.

#### **Elaborated SUMP documents: relationship to existing planning documents and practices**

In every local authority there is an established set of planning documents, but the legal requirements are different: zoning schemes on two levels (whole city, small scale development areas) based on building law; transport development scheme (no legal requirements). At the county level there are obligatory public transport schemes (as legal base related to invitations to bid for private transportation companies).

Besides there are various 'informal' concepts without legal bindings and according to political priorities: schemes or strategies related to climate change/adaption, demographic change/revision of social infrastructure, masterplans in the fields of mobility, housing. Typically these concepts are elaborated either as internal strategic programmes or with focus on the involvement of the citizenship (with public discussions).

It is recommended to understand a SUMP not as an additional scheme or programme, but more as a conceptual framework which is able to deliver input in the existing planning documents. "It is not important that SUMP is written on a planning document, but planning documents should enclose SUMP."

**Statements of local authorities:** Above all cities are interested which decided to revise an old but existing local transport plan. Related to this BUMP is seen as a good occasion to get in touch with other municipalities and to get ideas and visions what to do and how to do.

#### **Importance of national and regional standards and specifications; importance of practice on local level: system of transport and environmental planning; methods, tools, planning tasks**

In fact there are not any national standards for local authorities how to deal with transport planning at a local scale. In the federal system of Germany the national and subnational (Bundesländer) level is responsible for building, maintaining and financing infrastructure like motorways, railways, waterways. Therefor investment programmes are developed. Issues like drafting local connections for roads or local rails, organizing the public transport system, shaping bicycle and pedestrian infrastructure, constructing/maintaining facilities and structuring planning processes in an integrated approach are not regulated by laws, but there are given recommendations which are accepted as standards by associations of transport research or in some fields recommendations by national administration or institutes.

This does not mean that cities have got a wide range to frame the conditions of mobility offers: In the case of medium and small sized cities, the county is responsible for the public transport. The main

task for the local authority is to build and keep the roads for usage by public services and individual mobility (cars, bicycles, pedestrians) including road signs and lights.

**Statements of local authorities:** Medium sized cities aren't used in strategic and conceptual thinking and planning. The local practice consists mainly in small scale activities like renewal of bus stops. Typical approaches of mobility management like car sharing, demand management in cooperation with enterprises and facilities aren't not in mind. There is a huge lack of internal and external awareness. Public transport is called an unloved child at the level of local authorities and the counties.

**Implementation: local competence of planning and implementation; national standards and local practice of implementation referring to management, monitoring, assessment**

It has to be assumed that in the transport departments of medium and small sized cities the solution of technical problems is the main task. Planning issues like monitoring or assessment are unusual tasks. If there is the need for such tasks (e.g. a new housing area is said to be developed) including applied methods an external consultant will be engaged by the city or by the investor. So at first BUMP has to mediate, why there should be a need for long-term, area based monitoring/assessment.

According to this there are not any standards of the mentioned planning issues besides implementing construction projects. Years ago there were some attempts to install very sophisticated systems of environmental quality indicators on the level of (larger) cities. But due to the necessary continuous efforts of data collection and management these attempts did not establish. In smaller cities it can be assumed that politicians and administration staff is more used to fulfill specific physical requirements (this is the understanding of management there).

So, BUMP has the problem, to show the usefulness and benefits of tools which are a kind of small scale energy-mobility-environmental assessment-planning-management tool.

**Statements of local authorities:** It is stressed that smaller cities need support in tasks like project management, reaching acceptance of the local politicians and strategies of implementation. In addition financial issues and funding are essential topics.

## 4.2 Suggested adaptations to the national context and national emphasis

**Consistence and completeness of learning objectives: suggested additions; main need for national adapted learning objectives and national emphasis**

The learning objectives are in general reasonable. Perhaps it would be easier to neglect the holistic approach of the BUMP programme, but to stress particularly relevant issues for local staff:

Analyze demand structures and relevant target groups for measures of sustainable mobility; how to involve local key actors and the public within transparent and citizen orientated processes and decision making; how to find local private and public partners (companies, schools) to reach target groups; shape and manage pilot projects of sustainable mobility (not too complex); get public funding on various levels (national, EU).

**Statements of local authorities:** Cities don't see a need for an overall training but raising specific key issues for deepening. This is above all management in terms of awareness-raising on the political level, gaining acceptance, shaping strategies of organization and measure concepts, management of implementation and funding.

**National focus on action fields: urban policy, special types or bundles of actions and measures**

The focus should lie on: how to support sustainable mobility in the existing housing stock (e.g. cooperation with housing companies to foster carsharing); connection between sustainable mobility and actions in the field of public health (e.g. cooperation with health insurance agencies); use approaches of public participation for awareness rising, analyzing target groups and demand, shaping ideas for behavior oriented actions (e.g. promotion of bicycling for leisure time activities; people who are used to bicycle mobility in leisure time perhaps use this mode to get to work, too).

**Statements of local authorities:** In contrary to the public awareness of sustainable mobility which is dominated by electric mobility and renewable energies approaches of public transport at an efficient and effective service level and non-motorized modes are seen as very important.

**Key requests for national adaption referring to institutional context: administration structure, competence of local authorities, legal bases of urban development, public finance; importance of supralocal administrative levels**

Every city has to be seen as a kind of individual with individual patterns of administration, cooperation and competences. As the idea of SUMP has only a partly coverage with transport planning in medium and small sized cities and goes into unusual fields of action (compared to pure technical transport

planning), a need for national adaptation referring to institutional context cannot be seen. Vice versa: the institutional context has to be adapted (e.g. cities with SUMP activities should get public funding easier).

**National focus on local characteristics and types of actors: need for adaptation referring to subnational/regional aspects; importance of local key problems and local authority structures, of the state of mobility plans and sustainable development; importance of special actors and stakeholders**

As BUMP addresses medium and small sized cities, it has to be considered that the communication structures are different from larger cities. The smaller the city the shorter are the communication ways within local administration and local political level (locally integrated stakeholders, kind of local notabilities). This shows advantages for quick decision making but disadvantages for getting started citizenship involvement or communication with new, not yet integrated actors.

**Statements of local authorities:** Even if there are various local backgrounds of the communities medium sized cities (at least the smaller ones up to 100.000 inhabitants) see a wide range of common threads and similarities.

**National specifics for the local pilot action**

Pilot action should be a local approach or project whereby people can see/hear/understand the idea of sustainable mobility. It mainly has to fit to local requirements and potentials. It should change something, should not be too complex and give an optimistic image of future mobility.

### 4.3 Feasibility of BUMP training and coaching

**Suggested structure of modules and key topics of the training course (compare figure of the moderator's guide); duration and effort of training course for participants (time, homework)**

It seems very ambitious that both the political officer and the technical officer have to join all meetings. Is this really necessary (political officer has to understand the idea of SUMP and has to promote this within the political scene)? Why is it excluded that on the technical level the participating persons can change? So, more members of the local team would be integrated.

**Statements of local authorities:** Nearly all asked cities point out that a training course of 10 days within 6 months is not feasible. They would prefer fewer days of presence (e. g. 5 days) but more homework to keep the training in mind. There could be some additional days which are optional and dedicated to special topics or deepening activities for interested cities.

The attendance of two persons from each authority seems problematic due to time restrictions of the staff. Only very small cities (partly under 40.000 inhabitants) see the need for intensive training and could be willing to attend the full course of 10 days.

**Points of connection to national activities in the field of sustainable mobility: possibilities of generating synergetic effects by connecting SUMP with national approaches (programmes, campaigns) or stakeholders with national importance (associations, companies)**

It seems to be an occasion to connect SUMPs with local initiatives of dealing with climate change. In the last years local concepts in this action field were funded by national/subnational level. Mobility therein often was addressed by approaches to renew the fleet of vehicles by more energy saving technologies or e-mobility (not only fleet of public transport, but also vehicles of local authority). BUMP could open a wider perspective.

### 4.4 Main conclusions on national adaptation

The meetings confirmed the outlined general learning objectives. According to the gained statements some modifications should be considered:

**Module 1 – introduction:** the topics should be shortened, the introduction of the SUMP cycle should not go in depth, because this cycle approach is in fact very similar to typical theoretical structures of planning processes;

**Module 2 – assessment and targets:** could be only one day; more important are strategic approaches to integrate urban planning, transport planning and mobility management;

**Module 3 – measures:** the range of measures is usually well known; the emphasis should lie on issues of implementation and management;

**Module 4 – process context:** types and sources of funding on several institutional levels should be stressed; there seems to be the most interest of municipalities to get practical relevant informations;

moreover there should be shown connections to existing tasks and plans in the field of zoning and environmental planning (reduction of pollution, immissions and noise);

**Module 5 – implementation:** approaches of project management should be in the focus;

**Module 6 – pilot action:** the pilot action approach should include a kind of strategy workshop that contains issues of political and public awareness;

Due to the time restriction it was suggested to shorten the days of training and to put some topical elements to a more continuous homework path. Cities with less than 40.000 inhabitants should be addressed, too. As main needs of the participants it was mentioned:

- Dealing with and creating political acceptance;
- Shaping models of strategy and organization (what should a business plan of sustainable mobility look like?);
- What are key issues of an effective public transport in medium sized cities?
- Rising public awareness for alternatives to all day car use;
- How can municipalities influence a change of mobility behaviour and culture?

The training should give a direct support to intended or ongoing planning processes. Fostering sustainable mobility seems not be a question of tools, but of the willingness and ability of strategic thinking and decision making. Local authorities can only be motivated to participate, if they see a direct benefit from their engagement, like in national projects with budget to cover costs of external consultancy (e. g. for research, surveys, feasibility studies, conceptual work).

## 5 Reports on meetings in Hungary (HU)

### 5.1 National and local state of the art

**Importance of sustainable mobility: drivers and restrictions for sustainable urban mobility; explanation of SUMP; need of motivating and convincing local staff; main benefits of and main restrictions for participating in SUMP training and coaching for local authorities**

**Country's and cities' state of the art in sustainable urban mobility tasks; individual skill of local staff; existing competence and capacity of participants**

**Elaborated SUMP documents: relationship to existing planning documents and practices**

***Which are the main driving forces and determining (regulated) factors for Hungary's sustainable urban mobility? To what extent is this motivating and adoptable for local municipalities?***

**General observations: Tackling urban mobility problems on EU level:** it is necessary not only because of the similar problems but also because of the interlinks between cities and their wider adjacent areas.

An example based on EU 2020: 5 out of 11 is a priority relating to climate change. In this example and for urban mobility also, not necessarily the priorities developed for Western countries are the most important for Hungary, too.

The **EU's Hungarian country reports** regularly find the country's budget for public transport too high. This is an obstacle! (Especially when this is compared with the fact that smaller settlements – the vast majority of all settlements – do not provide any financial support to public transport at all...).

The bottom line: keep the **basic city development objectives** in mind (e. g. opening up Budapest to the Danube river). In other words, the whole city's development should be sustainable/liveable, and mobility is only one piece in this puzzle. However, very often even the planning professionals lose this focus when they are tasked with planning a specific mobility measure.

Main task: **reallocating public spaces**. I. e. to revert back the car-friendly developments of the 1960s and 70s. This shift in priorities has to be accepted widely, and be clear that space for cycling, walking and public transport is taken away from cars.

**Municipal interests ↔ money.** A city's genuine interests may often contradict to the actual budgeting situation. Still project-based (mobility) measures dominate, and planning lags behind it. Planning almost becomes a formality, just because „the EU wants it”. In other words, the main focus of urban development is on implementing big projects, instead of improving liveability step-by-step. This way of thinking does not seem to change over time, or at least extremely slowly.

**Car is still a status symbol!** Even among the municipal leaders. (E.g. one example: recently traffic lights were reconfigured on Budapest's busiest boulevard to give advantage to trams, serving 70% of all road users on this section. However, when the Mayor discovered that this way he gets more often red light for his car, he cancelled the whole project, which was otherwise very successful and cost efficient; see Eltis case study: [http://www.eltis.org/index.php?id=13&lang1=en&study\\_id=3458](http://www.eltis.org/index.php?id=13&lang1=en&study_id=3458))

**Lobby power** is still very important! A new example: due to its big financial weight, GALILEO pushes towards a km-based road charging – which is actually very good. After 1945 due to free road usage a new economic structure developed, where distance does not really matter, as transport costs are not determining in the costs of the actual product. As a result, products travel much more than it would be justifiable. Road charging could change all this.

**Personal vs. public transport:** The solution could be the intelligent mobility planning. (E.g. buying items on-line and then delivering it to a pick-up point, e.g. the local newspaper kiosk. This is a very example to solve the so called „last-mile problematic”.)

**Priorities of economic growth:**

***How can one demonstrate that sustainable urban mobility does not limit economic growth and sustainable growth?***

The basic technical solutions are by now all available, and therefore the main focus should be on **soft measures**. As Vienna's Mayor put it: „Nowadays the hard factors of the economy are the soft factors”. Such as public safety, liveability, reliability etc. And sustainable urban mobility planning contributes exactly to these factors!

**„Decoupling”:** since 2001 the objective is to decouple the growth of transport volume from economic growth. Actual developments have been very controversial in the meantime and there is still much to do in this field.

**Modernism** is on the decline: i.e. urban planning focused on spatial zoning (spatially separating areas of e. g. heavy industry from recreation or residential areas). This spatial zoning generates big traffic. With the decline of heavy industry the trend now is to move towards a less traffic-heavy, mixed urban fabric. So also from this point of view economic development priorities and sustainable urban planning match well.

**Urban logistics:** Neighbourhood-level distribution hubs and regional logistics centres → they don't seem to take on, because it prevents big companies to drive around in town with their big advertisements on their lorries (Even if those lorries are half empty or they arrive at the loading gate at the same time as some other lorry, and this way they need to turn back);

There is a big improvement potential in urban logistics, and there were already so many EU projects on this subject – a large amount of money was spent without any significant lasting impact.

This is „terra incognita” for municipalities. Even in Budapest only now planners attempt treading on this field. (E. g. introducing dedicated, strictly regulated goods delivery parking places to supply local shops.)

**Economic revitalisation:** the example of „traffic evaporation” during road reconstructions or closures. There are many, data-supported examples from Budapest also. The result: the appreciation of local trade.

**Economic development:** The sustainable urban mobility is not contradicted to economic development at all. The good urban mobility can provide good opportunities for the business actors to start new investments. Vienna is a good example, where the urban mobility fits to the need of businesses and the citizens.

There are restrictions in the hearth of the city, but out of the city centre the mobility options are acceptable for the businesses. The local development plan and the sustainable urban mobility plans can be/should be harmonised.

**Importance of national and regional standards and specifications; importance of practice on local level: system of transport and environmental planning; methods, tools, planning tasks**

**Legal background:** The legal background for planning is important. Some municipalities are not aware of their role in local regulations. They should receive more information about it.

The strategic environmental assessment (SEA) is a useful tool for improvement of plans and programs especially in relation to sustainable development. In Hungary SEA is not used, especially not in urban mobility planning.

The big transport projects are motivating.

**Sector specific issues in relation to mobility plans**

**Health sector:** there are several aspects of environment and health related to mobility. Air quality, road safety, accident prevention and reduction of stress factors. Cycling has a positive health outcome for people. The mentioned aspects should be integrated in the mobility plans.

**Environmental sector:** the air quality guideline, the EU directive and national regulations are in implementation in Hungary. The sustainable mobility plans for cities should be in line with these legal instruments. Noise is an increasing issue in cities. The mobility planners should use the existing noise maps and air quality maps in the preparation of the urban mobility plans.

**The role of campaigns:** In Hungary the campaigns play an important role in change of personal mobility patterns. For example the critical mass campaign related to cycling, the car free day to reduce the use of private cars, etc. The campaigns direct the attention to the need of flexible inter-modality options.

**Implementation: local competence of planning and implementation; national standards and local practice of implementation referring to management, monitoring, assessment**

**State of urban planning:**

**To which extent are municipalities involved in sustainable urban mobility planning?**

Because of its importance the whole planning process should not be subcontracted to external planners. The most desirable combination: the municipality decides on the overall objectives, and then the corresponding specific actions are worked out by the external subcontractors. So the **municipality should think in indicators and not in specific measures!** And these indicators should be impact indicators, and not output indicators. In practice the problem is that municipalities tend to micro-manage the whole planning process. This mentality does not really seem to change over time.

**Collaboration among various professionals** is very important. E. g. regional planning necessitates the collaboration of archaeologists, urban transport planners, sociologists etc.

One needs to **be careful with public consultations** also. Many progressive mobility interventions face clear objection before implementation, however, when seeing the actual benefits after implementation this turns into clear public support. As a good example: in Stockholm or in Milano residents could only vote about the road charging scheme after the test period was over and residents could experience the actual benefits.

Municipalities often have limited power to push for their own interests. One example: the so far limited coordination of various transport providers in Hungary.

The **training** on urban mobility planning is important for municipalities and local actors. Web based **information sources** are needed.

In Hungary **access to different data** is difficult for planners. It takes time and cost money. Some institutes have monopoly in data storing. Over this problem there is no general meta-database for planning. Some cities develop their own data base (Nyiregyhaza, Debrecen) for planning and other purposes.

**The planning process:**

**Sustainable Urban Mobility plans should not stand alone. What is the situation in this respect? To what extent can sustainable urban mobility planning be integrated to other already existing planning processes?**

The **set of indicators** should show the higher goals also! I.e. impact indicator vs. output indicator (e.g. passenger km). Evaluation and monitoring should be taken much more seriously, and to compare its results with the original intentions. In practice all this gets skipped or becomes a mere formality.

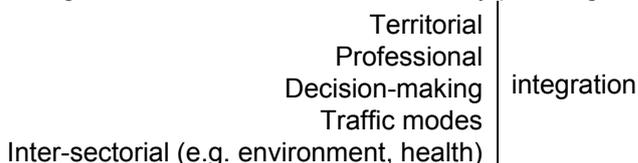
There should be real evaluation, always looking down from one level up. And this evaluation should be on-going.

Environmental impact assessment (**EIA**) should be made first, and then the planning can start. (Budapest is a good example)

The territorial planning concept is the basis for other plans, such as territorial plan, sustainable mobility plan, etc. The National Environmental Program should be harmonized with the plans mentioned above.

**Public health** should be key priority. In the current practices the settlements have to prepare a health plan and send to the institute for territorial planning. In this case the health priorities can be better integrated in the planning process.

The integration of sustainable urban mobility planning to other planning processes:



**Which are the key components and standards of Hungarian mobility planning, which should be taken into account when planning for transport and environment?**

Some examples:

Reallocation of public space; The issue of „last mile” in urban logistics; Rejecting the false illusion of minimizing travel times in a livable city. (It’s time to slow down, and reliability and stress-free travel should be more important than saving 5 minutes.); Accessibility; Impact assessment

## 5.2 Suggested adaptations to the national context and national emphasis

**Consistence and completeness of learning objectives: suggested additions; main need for national adapted learning objectives and national emphasis**

**National focus on action fields: urban policy, special types or bundles of actions and measures**

**Key requests for national adaption referring to institutional context: administration structure, competence of local authorities, legal bases of urban development, public finance; importance of supralocal administrative levels**

**National focus on local characteristics and types of actors: need for adaptation referring to subnational/regional aspects; importance of local key problems and local authority structures, of the state of mobility plans and sustainable development; importance of special actors and stakeholders**

**National specifics for the local pilot action**

The importance of the topic in general need to be discussed and connected to the assessment of the actual situation in Hungary.

What is the uniqueness of the BUMP training it should be explained. What is new and different from other similar training programs?

***Where do the focus group participants see the main need for national adaptation? Whereon the national adapted training should set emphasis?***

What can we expect? Can we expect the improvement of public health in the city? Are the public health and environmental quality taken as priority in the planning? What is the meaning of livable city and how is it connected to the mobility plan?

The emphasis should be on evaluating actual Hungarian examples!

***Are the outlined general learning objectives consistent and complete?***

This should not become yet another generic education material, providing EU good practices etc. Key question: how to create conditions for a livable city?

Learning the actual methodology is the easier part of the task, and actually there were already plenty of such initiatives in the past.

So the focus should be rather: Hungarian city representatives should share their own experiences with the other training participants.

The presenters should also talk about failures in an honest manner, so that the other course participants can also learn from it.

***Do the participants see a further need for adaptation referring to subnational/regional aspects like type of city (urban, rural), scale of city (smaller cities, regional centre cities), structural/mobility pattern of city (commuter city, performance of public transport, financial possibilities)?***

Yes, the specification on scale, structural patterns, functions, public health and environmental priorities are needed. We have started then specification and will use it in the municipality selection process.

### 5.3 Feasibility of BUMP training and coaching

**Suggested structure of modules and key topics of the training course (compare figure of the moderator's guide); duration and effort of training course for participants (time, homework)**

**Points of connection to national activities in the field of sustainable mobility: possibilities of generating synergetic effects by connecting SUMP with national approaches (programmes, campaigns) or stakeholders with national importance (associations, companies)**

The objectives and the modules were discussed. The model of the training is supported in general. The BUMP training should not become yet another generic education material, providing EU good practices etc. Key question for us: how to create conditions for a liveable city? It needs to be discussed. The emphasis should be on evaluating actual Hungarian examples not presenting examples only from other countries!

### 5.4 Main conclusions on national adaptation

- The national needs on the SUMP trainings are identified. The topics of the training and the methodology in general need to be connected to the assessment of the actual situation in Hungary.
- The BUMP trainings should be less generic training and it should deliver EU good practices. In addition, great emphasis should be on evaluating actual Hungarian examples.
- The Hungarian city representatives (technical staff & planners) should share their own experiences with the other training participants at the BUMP training.
- There is civil society movement on sustainable cities. Civil organisations and other stakeholders can be invited to present some practical cases at the trainings.
- The health and environment scenarios in the planning process should be strengthened based on the available data bases.
- The CIVITAS network in the country is motivating. These cities of this network are eager to participate in the sustainable urban planning process.

## 6 Reports on meetings in Italy (IT)

### 6.1 National and local state of the art

#### **Importance of sustainable mobility: drivers and restrictions for sustainable urban mobility; explanation of SUMP; need of motivating and convincing local staff; main benefits of and main restrictions for participating in SUMP training and coaching for local authorities**

The structuring of SUMPs should start from the national legislative framework of reference to assess what is mandatory and what is left to the city's goodwill. The structuring of a SUMP needs to be based upon the principles of Project Cycle Management: assessment and evaluation of the state of the art; setting of strategic and specific objectives with relative actions and performance indicators; 'in itinere' monitoring and evaluation methodology.

The time span is over 10 years and the cycle-based approach means that conclusions and findings from monitoring and evaluation shall guide prospective decisions and steer the following informed decisions and policies.

The choice of a method and tools for the initial assessment and ongoing periodical monitoring procedures is paramount: crucial detailed decisions need to be made upon sectors, parameters, objectives, actions, indicators and attributions of competences and duties. Interesting tools and approaches may be provided, for instance, by the CIVITAS network.

Motivation and awareness in local authorities is an essential element for the successful structuring and implementation of a SUMP. Participation and commitment within a local authority should be achieved vertically (from decision makers to technical officers going through senior levels and vice-versa) and horizontally (transversally involving different departments of the local authority, all dealing one way or the other with mobility-related issues). Cooperation between different departments is usually the most critical step.

Spending review cutting to nearly zero budget for travel could prevent several people from attending the training course.

Many local authorities willing to do something to support sustainable mobility, yet facing budget restrictions and very limited or non-existing resources tend to look at measures and actions that do not entail significant investments in infrastructure.

Nonetheless, appropriate technology (e. g. traffic monitoring systems for areas with traffic restrictions) and some infrastructure (e. g. park and ride systems based upon parking facilities in peripheral areas) have crucial significance on the real impact of any plan.

Limited funding remains a problem, which can be tackled using two different strategies: on the one hand trying to find funds where they are available (European/national programmes, new initiatives promoting public-private cooperation), on the other, optimization and rethinking of the way existing funds are used can bear significant positive repercussions. This is an issue which can be tackled both during the course (a direct benefit for participants) and the networking events (national/international level) for further dissemination of good practices working well and producing a positive impact.

Local politicians have a crucial role to play: they need to be involved for them to support the uptake of policies and initiatives. Moreover, attention should be paid to sustainability (over time) of participation in project activities: in case elections took place shortly after the decision to join project activities, the new mayor and his/her cabinet may decide to discontinue participation. Nonetheless, there are examples of practices being carried over from one mandate to the next (with different mayors and city councils), based upon the quality of initiatives.

Project financing is usually not perceived correctly by the Italian general public, since even in case of infrastructures built only with private funds people thinks the public authorities are investing money in a private business. The suspect of bribe is very strong even when such project generates a clear general benefit.

#### **Country's and cities' state of the art in sustainable urban mobility tasks; individual skill of local staff; existing competence and capacity of participants**

Suggestions from the focus groups recommend to target cities and aggregations of municipalities with some existing planning tools and policies in place, but in need of updating/renovation to be achieved with a systemic, comprehensive and inclusive approach with a more general and overarching view. For instance, an existing traffic plan may be renovated and integrated with the following: cycling mobility, infrastructural, public transport, road safety, accessibility for disadvantaged categories, etc. plans;

An interesting issue for the involvement of stakeholders (internal and external to the local authority) is the opportunity offered by 'homework' associated with training modules: having to contextualize and apply locally what is learned during the training is an opportunity to involve other key staff within the local authority (vertical and horizontal approach) and influential external stakeholders alike. This is also a first approach to prepare the ground for the participative process involved in the development of the pilot actions.

The standard participants will have on average a good technical background but there are two key gaps: Usually transport engineering courses do not take into consideration bike and pedestrian mobility and infrastructure. There's a general lack of knowledge in the older staff of the latest ICT application for urban mobility

Existing software (DSS – Decision Support Systems) for traffic and mobility simulations is the tool to be used for reliable guidance on where to go and how to act.

Nonetheless, the main issue is consistency when it comes to gathering a set of significant data to assess the state of the art, use for simulations and as a base of information for monitoring purposes.

Given the pace at which urban contexts presently change, the adopted system should entail constant monitoring and updating (every two years) of specific objectives/goals and actions.

Furthermore, an integrated approach is essential, which envisages the (necessary) creation of a 'control room' within the local authority, with comprehensive, specific and overarching planning duties, insisting simultaneously on a set of complementary, interacting sectors and fields of action.

The above entails that decision-making processes taking place there should be used to lead practical policies and actions for the more operative levels within the local authority.

The strategic planning vision entails that there is no favourite, good-for-all solution, but rather a range of possibilities, with different features to suite different needs.

#### **Elaborated SUMP documents: relationship to existing planning documents and practices**

National legislation envisages mandatory PUTs – Urban Traffic Plan (envisaging detailed sector planning) for cities with more than 30.000 inhabitants and PUMs – Urban Mobility Plans, whose structure and objectives is very close to that of SUMP, yet with some exceptions (e. g. lack of established evaluation and monitoring procedures) which is only recommended (and therefore not mandatory) for cities and aggregations of municipalities with more than 100.000 inhabitants.

Up until recently, traffic and mobility plans were very often entirely entrusted to consultants external to the local authority.

Today, given the limited available resources, only some of the duties can be subcontracted, while most of the work is to be done by internal staff, which highlights the importance of initiatives like BUMP's, but also the need for standardization and facilitation of the action.

#### **Importance of national and regional standards and specifications; importance of practice on local level: system of transport and environmental planning; methods, tools, planning tasks**

Existing planning tools and measures should be retained (updated and adapted when necessary) and included systematically into the formulation of the new SUMP with a structured cycle-based approach addressed to achieve set environmental, social and economic targets.

The adoption of a homogeneous evaluation and assessment scheme should be shared with higher-level authorities (provinces and regions) – this is however not the case at the moment and several different models and methods are in use.

A major problem is the lack of standardized procedures and methodology for the collection of statistical data on urban mobility.

A particularly lucky situation is having the opportunity to work jointly on new urban-planning and mobility planning tools.

On most occasions, coordinating actions with neighbouring territories and local authorities is essential to obtain reliable effects and stable impact, for instance on traffic flows.

#### **Implementation: local competence of planning and implementation; national standards and local practice of implementation referring to management, monitoring, assessment**

The identification of standard criteria and a common framework for the collection and analysis of mobility data is paramount. Unfortunately in Italy there's a lack of detailed common standards (also data that at a first glance could be considered as comparable are actually collected with very different methodologies).

Very often, however, the situation is that some existing planning tools and practices (traffic, parking facilities, cycling plans) are in place, but , just as often, are not updated, poorly connected, not orga-

nized in the framework of a strategic plan and lacking proper monitoring and eventual redirection when required.

Legislation seems to be uncertain and confusing when it comes to planning mobility and implementing relevant measures with sustainability purposes, exposing local authorities to all sorts of resilience, up to legal action against measures perceived as potentially dangerous or, however, unwelcome especially by some categories. This may become particularly impossible to handle when cohesion lacks within the same local authority (at a political level or elsewhere – due to internal feuds). National legislation is not updated to the state of art of urban mobility science and it pays more attention on avoiding lawsuits rather than boost sustainable mobility.

## 6.2 Suggested adaptations to the national context and national emphasis

### **Consistence and completeness of learning objectives: suggested additions; main need for national adapted learning objectives and national emphasis**

Methodologies and standard to be considered are CIVITAS, COVERT, MaxEva, and Maestro. Priority should be paid mobility patterns different from car rather than new fuels. Accessibility and safety are also key issues.

### **National focus on action fields: urban policy, special types or bundles of actions and measures**

Integration of planning tools and sectors and monitoring of advancement are key to effective implementation. At present urban planning policy tools (such as PRGC, PATI, PAC) comprise some traffic and mobility related issues and measures, but lacking a holistic view, therefore a systematic, integrated approach is required to make processes and measures rational and effective.

### **Key requests for national adaption referring to institutional context: administration structure, competence of local authorities, legal bases of urban development, public finance; importance of supralocal administrative levels**

Integration and multilevel, coordinated cooperation, however difficult and demanding it may be, is necessary to achieve credible and comprehensive planning, both within the local authority and with external public and private stakeholders. This type of activity should be promoted and fostered also through a careful and structured programming of BUMP events (particularly day 2 of the mutual learning sessions, inviting a range of influential speakers for each of the 4 national conferences), activating existing contacts and networks and during the implementation of pilot actions as part of the key elements for success.

The economic crisis and the consequent spending review makes extremely hard for local authorities launch large investment plans. Therefore it's useless to draft ambitious plans that later could not be implemented because there are no financial resources (several real examples were quoted during the meeting). Plans should focus more on integrating and mainstreaming available resources rather than planning large new infrastructure. When new infrastructure is planned a sound financial plan should be designed.

Given the significance of creating opportunities for local politicians to talk to each other and with technical officers working for the different city/town councils (and the sometimes unexpectedly relevant outcome this may lead to), the idea is brought forward to involve local politicians in dedicated workshops/seminars to be organized on day two of the networking events and/or on other occasions which may arise.

The BUMP project can become also an opportunity for local authorities willing to pursue urban mobility policies in their cities to aggregate and lobby the national government to improve national legislation or devote more funds to urban mobility.

Those involved in the planning should be supported politically to face opposition to the plan and backed by the legal department in a proactive way to avoid law suits that the introduction of innovative solutions could lead.

### **National focus on local characteristics and types of actors: need for adaptation referring to subnational/regional aspects; importance of local key problems and local authority structures, of the state of mobility plans and sustainable development; importance of special actors and stakeholders**

Following the participative approach developed and implemented in the framework of the Agenda 21 network, key targets should be identified to gather their meaningful and often overlooked feedback. An example is provided by students at all levels (from primary to secondary schools and university) intensively using several transport modes (often public, but extensively private transport solutions) to find

out what their perception is and where to act since a SUMP is a long term plan and they are those that usually makes the largest use of public transport.

It would be useful if BUMP experts could support local authorities in the management of these public sessions.

Also other key actors as provinces (in charge for public transport) or Port Managing Authorities should be involved in the whole process in order to harmonize the plan.

Carpooling until now was not successful despite many tools have been developed in the past years. Italian culture is too much individualistic. Now the economic crisis and the increase in the cost of fuel could ease the introduction of such measures.

Participation is highly needed to make measures and actions more easily accepted by local influential stakeholders and citizens in general.

However, participation needs proper management (for instance using the methodologies and procedures developed and used by the Agenda 21 networks) and may well need to come once a certain plan has been developed to a certain extent, so to have some bearings to guide the discussion, rather than trying to collect as many suggestions as may come from a varied range of (predictably very often contrasting) vested interests.

Before any kind of participation, though, communicating is crucial: any stakeholder will have to be properly informed on the issues at stake (extent, expected impact, costs, direct and indirect advantages/disadvantages etc.) to be able to provide (hopefully) constructive feedback. Participation is not meant to be a competition to see who shouts louder and should be guided to obtain contributions by involved stakeholders, yet avoiding paralysis caused by the impossibility to cater for all needs.

One of the ways to make the acceptance of new ways to do things less complicated is creating the culture, insisting on children and parents alike (children being a very functional tool to convince parents too).

The local police is a good source of information about traffic critical points in the real life.

#### **National specifics for the local pilot action**

The plans promoted by BUMP in Italy should focus on soft measures. More attention should be on awareness raising, ICT applications.

However, as previously said and acknowledging the scarce availability of funding, infrastructure may well prove crucial to achieve properly significant results.

2 or 3 years could not be enough for a city to have its SUMP approved since the process is extremely long in Italy. Moreover a new elections could completely cancel a plan, since opposition to new mobility plans is often use as a propaganda items during elections.

### **6.3 Feasibility of BUMP training and coaching**

#### **Suggested structure of modules and key topics of the training course (compare figure of the moderator's guide); duration and effort of training course for participants (time, homework)**

Structuring of modules and their duration seems appealing and satisfactory, however major attention has to be paid to the careful selection of competent trainers, with proven track records, given the demanding audience and the ambitious tasks they are called to perform. During the course and later on in the coaching phase it would be crucial to support and motivate the participants since they will probably face many obstacles to the introduction of innovative solutions.

#### **Points of connection to national activities in the field of sustainable mobility: possibilities of generating synergetic effects by connecting SUMP with national approaches (programmes, campaigns) or stakeholders with national importance (associations, companies)**

Active cooperation and synergies are being considered with all participants in the focus group meeting. All participants represent each an influential and relevant institution (Ministry for the Environment, National Association of Mobility Managers, National Association Public Transport, transport and mobility consultants working extensively with the CIVITAS network, National Association of Municipalities) and have made themselves available to provide further opportunities for dissemination of and active participation to promote and support project activities. Furthermore, some of the institutions are involved in similar ongoing projects (ENDURANCE, QUEST and POLYSUMP), an excellent chance to seek synergies and cooperation.

A decision was made to actively link BUMP activities in the selection of beneficiaries with national Covenant of Mayors activities.

A very interesting and potentially very fruitful initiative is the creation of a 'Slow cities national network' (a group of enthusiastic and committed local politicians have already been talking about the idea). The main features of the network would be having 30 km/hour traffic zones in city centres and extensive support for choices insisting upon cycling and walking (infrastructures as cycle paths networks, soft measures as pedibus and cyclebus initiatives, events to promote the image of cycling/walking).

Furthermore, given the interest showed by participants to act, but also to know more about what can be done and how opportunities may be better exploited, including learning from others, synergies and cooperation with other existing initiatives may prove to be a valid approach and fruitful tool.

### **Selection of participating cities and local staff**

The **beneficiaries** of BUMP services will be cities or aggregations of municipalities with the following features: population ranging from 40.0000 to 350.000 inhabitants; political commitments expressed when applying for participation from the legal representative (Mayor); serious motivation proved through an official steering decision of the City Cabinet addressing the issues of sustainable mobility; applicant cities/aggregations of municipalities should have some existing planning tool in place (ideally in need of renovation, thus not too recent) with a limited scope leaving room for range-widening actions and integration with new planning tools and measures with an integration-bound approach. For instance, an existing traffic plan may be renovated and integrated with the following: cycling mobility, infrastructural, public transport, road safety, accessibility for disadvantaged categories, etc. plans; existing SEAP developed in the framework of the Covenant of Mayors.

Further elements to be considered when selecting beneficiaries: geographical position to assure distributed territorial coverage; size of the city/ aggregation of municipalities; type of city (mono-centric or poly-centric; characterized by important daily commuters or seasonal tourists' flows; active economic sectors and/or dismissed industrial areas, etc.).

Local authorities in Italy may be represented by their appointed mobility agencies performing technical and planning tasks, while city councils retain administrative and political decision making roles;

**Participants** will be appointed by their local authorities to participate in training, mutual learning and pilot-action development activities with the final aim to increase wide-ranging, mobility planning capacity in local authorities and to develop local SUMP.

Participants shall be 2 per each local authority, they will have to be motivated and with relevant and influential positions and duties. They may for instance be a senior officer (e. g. head of the traffic and mobility department) and a technical officer working for the same department to achieve critical mass within the local authority. Another option can be having 2 senior officers running different, complementary departments (e. g. traffic and mobility, urban planning, environment management), who will in turn, indirectly involve their staff.

## **6.4 Main conclusions on national adaptation**

Some local authorities in Italy can be considered virtuous examples of sustainable mobility planning and implementation in urban and peri-urban contexts, although national legislation is often blurred and guidelines from ministries sometimes seemingly contradictory.

Individual local authorities, however, sometimes appear to be lacking a 'master plan', with a sound strategy, clear objectives and a time-plan for direction and monitoring purposes, resulting in different departments acting largely independently from one another, although often affecting the same areas of action or tackling very close issues. Avoiding isolated actions, for that very reason less efficient than if implemented with a system approach, is paramount and planning with a cycle-based approach, including assessment of the existing context of reference, decision making, implementation and monitoring seems to be the recommended way forward.

Limited financial resources and frozen budgets suggest resorting mainly – though not solely – to soft, non-infrastructural measures and several ideas are already being considered at a national level, as for instance the 'Slow cities' network, looking at widespread 30 km/hour areas in city centers, promoting walking and cycling and further limiting traditional private vehicles access.

Ultimately, the general idea seems to be that an efficient SUMP should create a system to gather in a rational and organic structure existing plans and policies, adding and modifying when and where appropriate, with a functional view to achieve common, transversal objectives, to be duly monitored and frequently revised. Given the general situation, major investments in infrastructure appear unlikely, however, when necessary, these should be supported by a credible fund-raising plan.

Involving local politicians as well as those called to actually define and implement policies and measures, trying to find a common line of action, is also very important to achieve significant impact, as is communicating and cooperating with stakeholders and the population in general, to avoid mis-

guided criticism and realize a participation actually capable of optimizing existing decisions and making ownership of undertaken measures more widespread.

Local authorities are very interested in funding opportunities offered at a European level, ready to consider new financing models, also involving private investments, for their very nature to be managed with particular care. There is also an interest in up-to-date IT solutions.

In general terms and for BUMP's purposes, local authorities should be targeted with some existing planning documents, to foster consistency and tailored solutions, apply locally what is learnt in class, promote internal cohesion and external coordination.

Specific attention should be paid to networking and synergies with existing national/international networks/associations/initiatives for mutual cooperation and to draw from existing expertise and know-how.

As for the organization of project-specific activities, foremost training and coaching, a few guiding principles should be highlighted:

- Valorizing participants' knowledge and expertise (in-class interaction, group work, homework);
- Promoting existing national best practices (exemplar local authorities);
- Fostering connections with other sustainable mobility projects with national partners (POLYSUMP, ENDURANCE, CH4LLENGE, PUMAS, CIVITAS CAPITAL etc.);
- Focusing on preparing the ground for the implementation of pilot actions from day 1 of the course (exercises functional to the construction of pilot actions);

## 7 Reports on meetings in Poland (PL)

### 7.1 National and local state of the art

#### **Importance of sustainable mobility: drivers and restrictions for sustainable urban mobility; explanation of SUMP; need of motivating and convincing local staff; main benefits of and main restrictions for participating in SUMP training and coaching for local authorities**

Although most of local governments would agree that sustainable mobility is something good it would mainly be based on a foundation that something with “sustainability adjective” is good, modern etc. There is poor understanding of integrated mobility i. e. People would pick somebody from a bus stop going to work but not carpool the whole way. There is little knowledge on SUMPs (principles, construction, implementation as well as practical tips & tricks) and all focus group members agreed that they didn't hear about successful implementation of any.

Larger cities – those with active NGOs – are more aware of the need for sustainable urban mobility with additional benefits such as – lower traffic, cleaner air etc. Of course there is limited number of cities with biking officers – those people usually come from NGO sector and do great job on sustainable mobility advocacy.

All group members strongly advised that both political – high profile members of local authorities should be trained as well as technical staff – that way rank and importance of SUMP training will be raised.

A letter explaining the importance of SUMPs and coherence with other policies constructed by EC or similar body would be advisable. The easiest way to persuade local authorities to train is to show them a problem: “you are incoherent with new EU regulations or not ready to undertake topics within new programming period” and immediately give the solution “come and train”.

However some cities (Szczecin, Gdańsk) have highly educated staff. Szczecin already has a SUMP; Gdańsk is keen on having one. The second focus group highlighted that large cities (out of scope of BUMP project) have high motivation on creating SUMP but only at municipalities level (each big city has several municipalities).

The political will is very important. Main activities should be focused on explaining advantages of having SUMP implemented.

#### **Country's and cities' state of the art in sustainable urban mobility tasks; individual skill of local staff; existing competence and capacity of participants**

Those sustainable urban mobility tasks that are part of existing EU frameworks are being slowly implemented. But mainly those are very high profile political documents in which everybody would agree upon the direction in which situation of sustainable urban mobility should be shaped but without defined tasks and actions. Most cities have transport strategies which are localised and more complex versions of national transport strategies. Those are bases for developing plans for local infrastructure and here is huge polarisation. Cities like Kraków, Gdańsk, Wrocław, Poznań and Warszawa have implemented infrastructure plans but without any backup from communication, social change marketing side etc. Those soft measures are dealt by NGOs. Smaller cities are in behind with even identifying the need for ANY sustainable transport measures not to mention urban mobility etc.

Local staff has almost no skill in the matter. There was an idea to incorporate SUMPs in multinational corporations operating in Poland and thus some of the local governments are aware that such thing exists. Since main funding effort was focused on infrastructure there was little interest in other types of projects i. e. “using the infrastructure”. Based on the experience of focus groups it is visible that in cities larger than 10.000 it is easier to meet staff that is eager to learn. There is also a group of visionary local politicians that strongly support such efforts.

Gdańsk however (as a group of municipalities) has highly motivated and skilful team of people in charge of mobility. They have no detailed knowledge about SUMP methodology but enough knowledge to be interested. There are several cities in Pomerania district that might have similar situation, people from Marshal of the Voivodeship office could do research in the matter for us.

#### **Elaborated SUMP documents: relationship to existing planning documents and practices**

There aren't any SUMP documents that are known to first focus group members. Second focus group members said that there was one SUMP developed in Szczecin. SUMPs though should be integral part of both city transport plans and strategies, as well as infrastructure development plans. National and city transport policy law is being shaped now and SUMPs should also have impact on those documents.

There are 3 levels of strategic transport documents: national, voivodal and municipal. The last two levels are key leverage points for SUMP related documents.

Huge drawback is that it is hard to plan strategically when tasks are budgeted yearly, usually with 3 month gap between start of the year and budget implementation. So mainly if sustainable urban mobility infrastructure is being built it is ad-hoc or in parallel to large road investments (which were planned 10 years ago thus are not using modern approaches or solutions) or it is not built at all. Accompanying strategic elements such as training, planning (including SUMPs), promotion etc. are virtually nonexistent.

In Gdańsk the existing mobility related issues are shaped as operational subprogrammes of city wide or municipal transport strategy.

**Importance of national and regional standards and specifications; importance of practice on local level: system of transport and environmental planning; methods, tools, planning tasks**

There are no national or regional standards or specifications regarding urban mobility planning. Regarding transport there are:

1. Strategic documents: national, voivodal and municipal transport strategies and development strategies – these documents have operationalized parts and this is the intervention point to include SUMPs
2. Local development strategy (this again is operationalized with operational programs and may include SUMPs)
3. Sustainable development strategies i. e. National sustainable development strategy
4. Environmental protection law
5. Spatial planning and management law
6. Land property law

These documents shape planning efforts but as spatial planning law was amended many times there are no good practices regarding spatial planning. Usually bigger investments are planned on voivodal level and municipalities are only implementing something constructed at a higher level. Rare is a situation that two or more municipalities form a group in order to complete larger infrastructural or system project.

Municipalities are in position to decide upon urban mobility actions and would be able to change local laws in accordance as SUMP in most cases has status of local law.

**Implementation: local competence of planning and implementation; national standards and local practice of implementation referring to management, monitoring, assessment**

Local competence includes transport plans and local strategic documents. There is no official methodology or standards but local governments use parts of good practices elaborated when old land management law was in effect. The risk is that these old instruments do not have sustainable mobility plans included (or anything similar to – although they have sound pollution or smog limits). In the same time the chance is that local governments are able to shape their planning instruments more or less freely.

Most of municipalities accept higher level transport strategy documents and based on that operationalize them creating operational programs that are annexes to the strategy thus creating space to incorporate SUMP.

## **7.2 Suggested adaptations to the national context and national emphasis**

**Consistence and completeness of learning objectives: suggested additions; main need for national adapted learning objectives and national emphasis**

The topics included are complete and similar projects known to focus group members were successful. This was accepted by the second focus group. What was highlighted is that in Poland municipalities or voivodal governments lack any methodologies so they would like to know the whole methodology as is with possibility to consult operational issues at the development stage.

**National focus on action fields: urban policy, special types or bundles of actions and measures**

Strong focus should be set on strategic grouping of actions i. e. If a part of infrastructure is being built, impact analysis should be made afterwards and promotion of usage of the infrastructure should be made.

**Key requests for national adaption referring to institutional context: administration structure, competence of local authorities, legal bases of urban development, public finance; importance of supralocal administrative levels**

Municipal authorities are key actors in the field of SUMP's but accompanying actors are General Directorate for Environmental Protection and General Management of National Roads, mainly producing strategic documents and responsible for assessing projects. Since SUMP's should be closely incorporated in the transport system this 3 key stakeholders should also be treated as a system of institutions.

**National focus on local characteristics and types of actors: need for adaptation referring to subnational/regional aspects; importance of local key problems and local authority structures, of the state of mobility plans and sustainable development; importance of special actors and stakeholders**

Most of the local actors are interested in concrete good practice examples of implementation. There are few regions in Poland where SUMP's would be backing the clean air efforts such is the situation in Kraków and Katowice. So most effort should be placed on "how to solve/avoid problems. In terms of authority structures it is important to train not only one department in municipality but to use more holistic approach and to engage both technical and political staff from various departments that deal with transport issues or are working in parallel (so health departments, spatial planning departments, economy departments etc.).

**National specifics for the local pilot action**

During pilot action strong focus should be made on interdisciplinary and multilevel impact SUMP's have. The more actors engaged in the process the better. Strong need for transferring good practices was identified. It would be best to approach municipality that already have good practices in terms of biking and sustainable transport inclusion and is keen on learning i. e. Gdańsk.

### 7.3 Feasibility of BUMP training and coaching

**Suggested structure of modules and key topics of the training course (compare figure of the moderator's guide); duration and effort of training course for participants (time, homework)**

Homework part of the program seems to be unfeasible. Unless it is dealing with organizing next meeting etc.

There is strong need of working up SUMP design and implementation standard that would be easy to copy or to use during updating SUMP's. Focus group agreed that the structure of modules and key topics are consistent and complete.

Second focus group highlighted that the homework parts should be developing SUMP parts so it would be training in action.

**Points of connection to national activities in the field of sustainable mobility: possibilities of generating synergetic effects by connecting SUMP with national approaches (programmes, campaigns) or stakeholders with national importance (associations, companies)**

The programs are in such early stage of development that there is no potential of synergy. Gdańsk, Gdynia and Wrocław are working on sustainable mobility thus have some potential for good practice sharing. Polish Green Network, Polish Union for Active Mobility are key stakeholders that would help amplify BUMP effects.

### 7.4 Main conclusions on national adaptation

- Huge hunger for good practice transfer was identified.
- Strong motivators to introduce SUMP's are needed, both from practical and political level: ie. Need for high level documents stating that SUMP's are needed, important, „the next big EU thing”. High level “political will should be gained. But the biggest opposition we might get from mid-level managers across municipalities so higher management should be well informed about advantages of introducing SUMP.
- There is limited capacity to plan strategically (over 5 yrs.).
- Cities with traffic/air quality problems and having strong NGOs are easily approached.
- It is good to play on emotions (being the first group of municipalities with SUMP's etc.). It is also good to gather good practice/results evidence from both municipalities, companies etc.
- For best results it would be good to gather different actors from different municipal bureaus and shape the training to have an additional international role;

## 8 Reports on meetings in Romania (RO)

### 8.1 National and local state of the art

**Importance of sustainable mobility: drivers and restrictions for sustainable urban mobility; explanation of SUMP; need of motivating and convincing local staff; main benefits of and main restrictions for participating in SUMP training and coaching for local authorities**

Difficulties in elaboration of SUMP: generally speaking there is an insufficient legislation in the domain; there are also financial and staff related difficulties especially in medium and small cities. An important driver is also the fact that SUMP implementation is fore-seen in growth poles. However, fostering growth poles through the Structural and Cohesion Funds may lead, in the case of limited re-sources, to the disadvantage of smaller cities and rural areas. 8 Cities were already selected to implement SUMP according to Structural and Cohesion Funds. Another difficulty is given the fact that public service has not got a respectable status in our country, moreover mobility is not dealt with entire commitment either. In fact, we are only at the stage of understanding the usefulness in traffic management.

It is important to point out that a SUMP is a kind of contract (agreement/partnership) between stakeholders who sign it. When approving the SUMP in the City Council, resources are asked for and offered to different stakeholders, which makes it a commitment accepted by all those who take part in the SUMP development, and each stakeholder assumes to take the partnership into account when planning their own actions.

SUMP training is important for the 8 largest cities considered Growth Poles that are required to have General Urban Plan (GUP) and SUMP, but it is such for other cities as well, may these be large and medium. In the case of smaller cities it is important to mention that SUMP training is fundamental to access funding from the Cohesion Fund. In addition, it must be shown in the training that the participants will become specialists in this area, and that bodies will be established such as the Metropolitan Club, which will assist those interested in BUMP. It will be the case with other programs and projects that will follow after BUMP, which are meant to deepen scientific knowledge and pragmatic measures.

BUMP, will become first level of training. While the authorities chosen are elaborating their SUMPs, it is desirable that assistance continue on further levels. Specialists should move forward on upper hierarchical levels with the acquisition of new competences, as it is certain that in the future, in the new phase in Europe, they will come across other projects that will continue this effort.

The benefits are obvious for the staff. The focus group meetings were useful because it helped the participants to know what to ask for local decision makers in the field, and the training itself would strengthen the respective requests.

Grey economy, i. e. lack of appropriate fiscal policies regarding the tariffs of some operators, due to incomplete legislation and permissive control in interurban, metropolitan and even urban transportation, distort the whole transport system in Romania. There are organizational methods that can promote fair competition even at the phase of a mobility plan, especially the introduction of compulsory measures of intelligent transportation system (ticketing connected to servers) and imposing a royalty percentage. This will ensure a climate of fair competition and will provide credibility to SUMPs.



Impressions from the Romanian meetings

The Association of Romanian Municipalities can be a serious factor to solve problems and put pressure where appropriate: on the ministries to clarify the definition of clean vehicles (including modern buses to make them eligible for subsidized investment) and county councils (to coordinate in a responsible and transparent manner the correlation among lines and operators).

The metropolitan transport associations on one hand, and urban transport authorities, on the other hand, lack the skills to fulfil their mission as it happens also in countries with tradition in the field.

The Law already developed, especially the implementing rules (which are currently in the process of elaboration) must insist on public consultation to clarify permits and approvals, to eliminate inconsistencies that can restrict valuable initiatives and promote arbitrariness.

The term "urban" in the name SUMP should be replaced with the term "territorial", taking into account the interdependence of the city and its metropolitan area in terms of transport.

### **Country's and cities' state of the art in sustainable urban mobility tasks; individual skill of local staff; existing competence and capacity of participants**

There are actions in sustainable urban mobility, however they are more or less single, specific actions without being integrated in a coherent strategy in the domain. The majority of local authorities clearly lack in long-term vision when it comes to mobility. Local staff responsible for transportation in the municipality is not able "sell" the idea of the SUMP to the mayor. Politically, they are also vulnerable, meaning they are subject to position changes at every local electoral cycle.

Factors that integrate, both in designing a SUMP and in strengthening the cohesion of the team participating in the SUMP training / coaching, could be representatives of local public transport operators (which are subordinated to the local council), as well as specialists in planning. They already have a theoretical and operational background (even if sometimes highly specialized) that allows them to easily accumulate important transfer of know-how generated by the training program.

### **Elaborated SUMP documents: relationship to existing planning documents and practices**

SUMPs have not been elaborated yet, there are only Masterplans in transportation developed by 3 cities (Bucharest, Sibiu, and Ploiesti). Mandatory legislation, not indicative should exist which states that every that at city level must have a mobility plan and that every company must make their own travel plan.

However there are urban planning documents and that are in close connection to mobility as well: Law 51/2006 regarding community services and public utilities; Law 92/2007 regarding local public transport services; Law 350/2001 regarding urban and spatial planning, updated; GD 525/1996 regarding the approval of the General Urbanism; Law 50/1991 modified and amended in 2011 regarding authorization of construction works execution; Law 363/2006 on Land Management – Section 1. Transportation network, update of Law 71/1996; Law 82/1998 approving Government Order 43/1997 regarding the legal status of roads, with additions and modifications. Law 350 should contain a specific paragraph (the need to create institutional capacity) regarding the SUMP.

It is difficult to implement any SUMP given that there are already plans approved at several levels. The Strategy for Sustainable Development, the General Urban Plan and the Mobility Plan should be developed together. The General Urban Plan, the Sustainable Development Strategy and SUMP must be addressed in detail in a practical way all correlated in space and time.

SUMP's can be the starting points for reassessing other already produced documents.

### **Importance of national and regional standards and specifications; importance of practice on local level: system of transport and environmental planning; methods, tools, planning tasks**

There is a lack of national standards and specifications, however there are some in closely connected domains. Existing technical requirements in related fields: Standards for traffic studies in localities and territorial influence, parking lots in public areas and in buildings, sizing and operation of the public transportation fleet; Standards for streets designs, intersections, traffic lights; Instructions for traffic surveys and censuses, etc. There are standards only in terms of infrastructure.

There are still no cases of good practice developed enough to become a kind of national standard for all cities. Bucharest started by setting up a metropolitan transport authority and an urban mobility committee. The solution would be the elaboration of development and implementation guidelines for public authorities adapted to the Romanian realities, which take into account the fact that big cities have integrated strategic plans, which are the basis of action plans.

Since there have been developed no SUMP so far, there are no standards, just service specifications, specifications that will become mandatory for new projects.

Training must show how old procedures and existing traffic studies relate to new methods and tools in the transition period and which are the indicators that are used in the working process.

**Implementation: local competence of planning and implementation; national standards and local practice of implementation referring to management, monitoring, assessment**

Not having the experience of elaborating a SUMP, therefore we cannot speak about a practice of implementation. The participants expressed different divergent views and uncertainties about the implementation process and about whom the responsibility of implementation should fall on. The conclusion was drawn that some kind of regulation could clarify things.

Currently, competences are established by each municipality, making delicate vertical distribution skills.

There are no standards since there are no SUMPs.

## **8.2 Suggested adaptations to the national context and national emphasis**

**Consistence and completeness of learning objectives: suggested additions; main need for national adapted learning objectives and national emphasis**

In the future the mobility manager should exist as profession in the nomenclature of jobs. The complexity of the learning objectives makes it necessary to use a team of private consultants rather than a single expert; unfortunately it seems that there are financial constraints for this to be put to practice.

Theoretically the answer is "Yes", but adjustment of the objectives should be based on financial needs as eventually everything comes down to the question of money.

A business case (with successes but also failures) based on the experience of a city would be more than welcome in the training.

**National focus on action fields: urban policy, special types or bundles of actions and measures**

Success measures and sets of measures in Romanian cities: Alba Iulia – integrated urban and peri-urban transportation within the framework of AIDA – Alba Iulia Inter community Development Association, electronic ticketing, automatic vehicle location; Ploiesti: rehabilitation of two tram lines, the use of biodiesel on buses, bike lanes (CIVITAS Initiative), Park and Ride (in implementation phase), zero emission zone; The association "Brasov metropolitan area" is in the process of implementing an integrated transport system; Timisoara: pollution free zone, electronic ticketing; Oradea: Cross-border experience with Hungary (bike lanes, express road to ease traffic); Bucharest: RAIN4SEE project focusing on the analysis of East European hubs showed a good connection between public transport in the city and railway, following the growth of Park and Ride system.

In big cities investments in infrastructure have been made (e. g. subways, bike lanes, express way in Oradea), but without an integrated plan, all investments were made without this plan in mind.

There is the idea of a SUMP but actually everyone expects assistance such as BUMP, and then the authorities would help themselves, but relying on coaching such as proposed by BUMP.

In the absence of sufficient prior experience, training is expected to show practical solutions in the form of examples of good practice.

The most common examples of soft measures in Romanian cities are: roundabouts, one way streets, bike lanes, electronic ticketing for public transport and parking.

The mechatronics project applied on trams in Oradea (technical condition assessment in real-time traffic and optimizing interventions) with funding from the Cohesion Fund Competitiveness-Axis is a good practice case in Romania that could be disseminated in the training.

It should be clarified that a SUMP is a tool created by experts, which is to be undertaken by citizens and businesses in order to be operational.

**Key requests for national adaption referring to institutional context: administration structure, competence of local authorities, legal bases of urban development, public finance; importance of supralocal administrative levels**

Covenant of Mayors signatory cities, whose number is ever increasing must plan integrated actions on energy-transport-environment. It takes real coordination between local and regional authorities on the basis of legislative support, and a dedicated institution, which is the metropolitan authority (possibly the regional development agencies, which currently manage European co-financing funds). The national legislation regarding mobility must be correlated with the legislation at European level (top-down approach). The Regional Operational Programme (ROP) for 2014-2020 must include social inclusion as priority axis. Public transport is the fourth factor in social inclusion. The French example of a tax levy on transport for enterprises with more than 9 employees should be taken up.

Contracts between authorities and public transport operators on the performance incentives should support mobility plans. In addition, private operators are under pressure, as opposed to the public

ones. The management of public transport operators is appointed on political reasons, which make some of its leaders not to be able to successfully support specific projects. Trust and mutual respect between stakeholders should be built; among each other stakeholders do not consider themselves partners, but rather competitors who pursue own interests.

Clarification is required if one desires a specifically Romanian approach to the SUMP, based on current law and practice (which basically ends with the implementation), or an adaptation of European legislation/policies. In the latter case, the post-implementation phases are important as well: administration, maintenance, monitoring and development across the lifespan. Furthermore, the project must fall into a cycle.

The likely reform regarding regionalization implicitly by decentralization, the institutional part will be better clarified, and the approval process will involve many levels. It is necessary to produce a decoding of the monitoring process and legitimizing through a methodology on a national level.

As in any other process, a mobility plan requires evaluation based on indicators. This marks a difference of the "mobility plan" against "traffic study" in which there is more engineering. To make traffic assessments one must work with the mobility factor, so one must resort to common indicators, or translatable ones. Therefore, a SUMP is a very good tool for evaluation, monitoring and control of the implementation of technical measures.

Taking into account the useful information when developing a SUMP as a prerequisite in obtaining financing, the Transport Network Spatial Data for Mobility and Transport Services was set up at European level. It aims to structure data in such a way in which all the mobility and transport services can be covered for a period of about 20 years.

"Fund raising" has to be explained over a period of at least half a day. After that the training participants should be put to work to try to implement (to debate, to document, to find solutions) so as to build capacity and become pragmatic.

It is important to present to the training participants the Integrated Territorial Investment (ITI) as a tool for the new cohesion policy of the European Commission from 2014 to 2020. The amendments to the Regulation on the ERDF, stipulate that funds for urban development will be allocated on ITI strategies (Integrated Community-wide projects for and with the involvement of communities). Moreover, 5% of all ERDF will be allocated based ITI strategies. Eligible fields: internal transport, energy and social inclusion, restoration of monuments. Unfortunately, on national level the new opportunity is not being approached in consonance with the views and needs of local authorities.

**National focus on local characteristics and types of actors: need for adaptation referring to subnational/regional aspects; importance of local key problems and local authority structures, of the state of mobility plans and sustainable development; importance of special actors and stakeholders**

Urban planners have not still been convinced by the usefulness of mobility plans. Contrary to the current European practice, the Ministry of Regional Development and Public Administration takes the wrong orientation to co-finance from the Structural and Cohesion Funds only electric vehicles (especially trams), although Euro 6 buses are clean. In reality, the European legislation uses the term "clean vehicles" not "electric vehicles" as used in a reductionistic way by the Romanian ministry. This creates difficulties in accessing funds in efficient transport systems other than trams.

An objective of the training should be getting a proper knowledge on how one can determine who will be the promoter (leader) of the SUMP and of subsequent procedures. The trainees could be urban planners, economists, sociologists, with expertise in transportation.

The SUMP concept jumped from the urban level to POLYSUMP to cover the relationship between regional growth poles (e. g. Braila and Galati Conurbation). There is also a belief that SUMP should be SLMP (replacing the term "urban" with the "local"), to cover the suburban/rural area as well.

There is a fundamental mistake made by the central government. Growth poles are favoured while other municipalities are treated discriminatively. Other cities do not benefit from the technical support given to growth poles.

Besides the implementation of the BUMP project objectives, a professional community has to be created to approach mobility and fill information and other gaps. A forum community can influence decision-making and legislation. Professional society can put pressure on the legislature. A metropolitan association is one example like this. In addition, it does not address just to growth poles. Organizing an annual forum by such an association (club) would be a useful tool.

Training participants would be better to come from medium and small cities, while in larger cities there are complex issues that go beyond a didactic exercise.

City Council should not be involved in every phase only when it comes to the decisions other than technical.

### **National specifics for the local pilot action**

Priority should be given to employees of signatory municipalities of the Covenant of Mayors taking into account the fact that elaboration of a SUMP is already a measure in their SEAPs. Of the two participants in the training of a local authority one should be a technical expert and one should come from the management. Training and coaching must assess the performance of the trainee in the advancement of his municipality in terms of mobility.

Legislative provision is necessary to clarify the obligation of establishing a department dedicated to mobility in each municipality.

The trainer will not only be a good consultant, but he must educate as well, regarding also the circumstances of pilot actions.

## **8.3 Feasibility of BUMP training and coaching**

### **Suggested structure of modules and key topics of the training course (compare figure of the moderator's guide); duration and effort of training course for participants (time, homework)**

There are too many days dedicated for the training and it is expected that it will be hard for the mayors to make do without the person participating in the training for that long a period of time. As participants, it seems reasonable for a mayor to send one head of department and another specialized person (planner, engineer in transportation, economist, and sociologist).

It is essential that the programme be scheduled in three periods with greater emphasis on the middle one and also some of the activities could be planned to take place on virtual meeting platforms or video-conferences, which could cut travel costs as well. It is important to continue training after the end of the process, in close connection with specialists in consultancy and the activities dedicated to the SUMP should not end with the training/coaching.

Although it seems unattainable because of specific accreditation requirements, the elaboration of a certification method for the training participants (ideally: mobility manager) would increase motivation of the trainees and perhaps of local authorities as well. Training can be facilitated by and travels reduced by using the training platform in IEE sustainable energy.

There should be included work periods between sessions of the training when participants would make a kind of simulation of a mobility plan – practical activities based on tasks. Thus they will receive abilities that will help them in the future. It would be a good idea for them to be given a certificate of competences. The participant will be there not only to make an appearance, but to actively participate in the training and feel the dynamism of the process. He will go through a learning process and this process will end with a real/certified level of competence.

In training, if one wants a more complex and better observation of the dynamics, it is useful to combine mapping with GIS. GIS has the power to generate metadata, i. e. data about data. GIS can answer some questions (What if?) Obviously GIS will be limited by the ability to enter data.

### **Points of connection to national activities in the field of sustainable mobility: possibilities of generating synergetic effects by connecting SUMP with national approaches (programmes, campaigns) or stakeholders with national importance (associations, companies)**

The Ministry of Regional Development and Public Administration intends to introduce a SUMP methodology in Law 350 and, for 2014-2020, the elaboration a plan of priority actions for urban and regional mobility which local authorities can use to develop their own local initiatives.

BUMP can be interrelated with the Covenant of Mayors, but cooperation should not be limited to this.

### **Selection of participating cities and local staff**

Surely there will be a set of criteria by which candidate cities will be chosen, but it is not clear who will develop this.

It is important to choose cities that have already proven valuable initiatives through measurable impacts. First come – first served is not the best approach.

The Mobility platform already established in Romania (“Metropolitan Club”) and another possible new platform that could be created at the suggestion of a participant in a focus group could connect towns in defining candidate's background.

Freiburg's positive example could be a starting point in establishing the requirements for the concerned cities.

Perhaps there will be a package of case studies, best practices which the project coordinator will forward to potential candidates through national representatives.

Participation in the training as it was proposed by BUMP is somewhat exclusive, referring only to the cities. Participation of national coordinating bodies should be requested as they are the ones who are involved in the harmonization with the European level, after all the theme is an European one.

Participating staff should be recruited mainly among those who deal with traffic safety and traffic, for which there are dedicated departments in the municipalities. Other participant should come from the department of urban planning or the technical department. It might therefore be necessary the participation of even 3 in the training course. Their participation, in case of lack of resources of the project or of the impossibility of financing the excess expenses by the municipality, can be thought of as alternating in specific modules relevant to their professional position.

In terms of professional profile, one of the participants must be a generalist in order to best communicate with the Mayor. This person would be the interface between policy makers and the practical part.

The training must have some basic modules (a core) for all participant and some specific modules to be attended only by certain specialists. The project manager must attend all modules and politicians to one or few ones.

#### **8.4 Main conclusions on national adaptation**

A national Law that requires the elaboration of a SUMP as part of the General Urban Plan boosts interest of Municipalities in the field of sustainable urban mobility. However, the lack of standards, the lack of dedicated staff and of competences of the municipalities lead to difficulties in elaborating such a Plan. Also a clear understanding of the involvement of each stakeholders and the extent of their commitment to elaborating a SUMP must be addressed. Thus a main focus must be put on the importance and understanding the concept of a SUMP and on the requirements of national Laws regarding mobility. In Romania the focus will be on the mobilization of CoM signatory municipalities taking into account the connections between SEAPs and SUMP.

In the training activities both big and smaller cities will take part as the first elaborated SUMP will cover different categories of Romanian cities.

The activities must be oriented toward the participant profile, having in mind a practical approach aimed to enhance competences and build capacity given that there is lack of experience in elaborating a SUMP in Romania. Given the complexity of the tasks the training should be done by a team of trainers experienced in working with municipalities and possessing a solid knowledge about the national context (municipalities' needs, legislative framework, etc.).

The certification of trainees is important in order to boost interest and show new competences acquired through BUMP (it can become first level of training and starter for future).

We envisage a training consisting of 4 sessions to contain the 6 Modules. The reason for this is the difficulty of municipalities to make do without their technical staff for longer periods of time.

Proposed schedule:

4 periods with greater emphasis on the middle two (to cut travel costs)

- M1 + M2 – 3 days (18 hours)  
Working periods: practical activities (simulation of tasks) – virtual platform
- M3 – 2 days (12 hours)  
Working periods: practical activities (simulation of tasks) – virtual platform
- M4 – 2 days (12 hours)  
Working periods: practical activities (simulation of tasks) – virtual platform
- M5 + M6 – 3 days (18 hours)  
Final testing

The training will take place in Alba Iulia in February – June 2014 (one session per month).

## 9 Reports on meetings in Spain (ES)

### 9.1 National and local state of the art

#### **Importance of sustainable mobility: drivers and restrictions for sustainable urban mobility; explanation of SUMP; need of motivating and convincing local staff; main benefits of and main restrictions for participating in SUMP training and coaching for local authorities**

High interest in boost walking in cities due to there are an important number of cities in which daily travels are shorter than 3 km and are made by private cars.

It is identify that 10 days of courses could be too long due to for municipal technicians in some cities could be complicated to be outside of their office for so many days. To solve it, possibility to organize several editions of shorter courses in different Spanish regions was mentioned.

There are several regions in Spain (mainly in the south) in which there is an important politic interest in promote SUMP and they want that they will be done by municipal technician so for them BUMP could be an opportunity to use the BUMP's resources to do them.

During dissemination phase of project, to obtain the attention of potential participants is necessary to explain clearly what the profits are of elaborate a SUMP and what are the advantages to participate in BUMP (coaching, training).

There are many municipalities that have to develop a SUMP and which technicians have lack of knowledge to do it so BUMP could be very useful for them.

#### **Country's and cities' state of the art in sustainable urban mobility tasks; individual skill of local staff; existing competence and capacity of participants**

High problem due to urban sprawl provokes from 2000 to 2008 due to the urban growing. For that citizens that are currently living in urban areas located in the periphery area depend of private car to satisfy their own mobility.

In last years initiatives made in some cities promoting bike sharing has had a successful social acceptance.

High worry related with economy aspects of public transport due to some projects developed in which high investment was necessary are nowadays stopped due to operation cost makes that ticket cost will be very high and there are not people to use the service.

#### **Elaborated SUMP documents: relationship to existing planning documents and practices**

Some cities have already present SUMP but should to be checked due to some measures have not had the expected impact.

In small municipalities and cities (from 10.000 habs to 50.000 habs) there is a big part of them that have not done until today SUMP however to want to do it.

It is very common that some cities have not implemented all measures that were presented in SUMP due to financial barriers, for that financial issues, economy feasibility and advantages of SUMP have to be remarked during BUMP lifetime.

During courses templates should to be providing to do easier the SUMP elaboration process.

#### **Importance of national and regional standards and specifications; importance of practice on local level: system of transport and environmental planning; methods, tools, planning tasks**

High importance in define the methodology to characterize mobility. Use the same template.

Identification of key indicators to establish the initial situation and the objective.

Identification of average consumptions per habitant and per passenger to measure impact (kWh/passenger\*km, km/yr\*habitant, etc.)

Use data from Observatorio de la Movilidad Metropolitana to study indicators used by them and applied methodology.

Best practices available list should to be provide during courses as an example.

Participation of external collaborators in courses will be useful.

#### **Implementation: local competence of planning and implementation; national standards and local practice of implementation referring to management, monitoring, assessment**

High relevance in explain during the courses what measures has been adopted in other Spanish's cities and the obtained impact of them. Use materials developed by IDAE to obtain this information.

High relevance in monitoring the impact of measures, it should be adequate to develop a methodology with key indicators that will be useful to determinate what the real impact of the measures is. Moreover to create a common template of mobility questionnaire will help to assess each one in particular and in general.

## 9.2 Suggested adaptations to the national context and national emphasis

### **Consistence and completeness of learning objectives: suggested additions; main need for national adapted learning objectives and national emphasis**

No comments or ideas in this key issue.

High importance is organize a course evaluation (by means of the final project or an exam) to try to obtain more attention.

### **National focus on action fields: urban policy, special types or bundles of actions and measures**

High problem detected about lack of integration between urban planning and mobility or traffic departments.

Main measures to be adopted have to be explained in depth. To do it examples available in IDAE sustainable urban mobility guide can be useful.

### **Key requests for national adaption referring to institutional context: administration structure, competence of local authorities, legal bases of urban development, public finance; importance of supralocal administrative levels**

Some actors involves in mobility issues: local policy, traffic department, urban planning, and other institutions (schools, workers syndicates).

High important detected about the involvement of politicians in urban mobility strategies. In cities in which politicians have used SUMP's like an electoral tool and have been committed in implement measures the result has been successful.

There is not clear the figure to be urban mobility responsible. In some municipalities are local police, in other are environmental departments and are more cases. So to assign the competences of urban mobility technician to a technician should be useful to coordinate all measures that affect to mobility.

### **National focus on local characteristics and types of actors: need for adaptation referring to subnational/regional aspects; importance of local key problems and local authority structures, of the state of mobility plans and sustainable development; importance of special actors and stakeholders**

High importance in defining clear competencies in mobility and to assign them in public administration. Promote in participants the creation of these positions.

Importance in establish a platform of municipalities and cities that want to improve their mobility (CIVITAS initiative as key net to do it).

High relevance in involve politicians in cities, here are small and medium cities in which is easier to have contact with councilors and majors so this fact has to be used as strength.

### **National specifics for the local pilot action**

Organization of regular meeting to monitor the advance state of each one.

Define both technical like politician SUMP's responsible in each municipality and to cooperate with them to develop SUMP.

All pilot actions have to be as demonstrator that can be used for other municipalities as a SUMP draft.

High importance to promote walking and biking in urban centers, creation if pedestrian area is being very interesting for small and medium cities due to average daily travels are shorter than 4 – 5 km.

## 9.3 Feasibility of BUMP training and coaching

### **Suggested structure of modules and key topics of the training course (compare figure of the moderator's guide); duration and effort of training course for participants (time, homework)**

Agreement about course structure. Highlight the importance of legal and political aspects of SUMP's in courses.

More than one day to prepare the draft of final project and request them to give their draft at the end of the class to evaluate them (it the bigger number of municipalities the will not do anymore after these classes) so it a good opportunity to detect what technicians are really motivated in project.

Key topics identify to be included in courses are: (1) Introducing SUMP; (2) Evaluation of the initial state of mobility? (3) What are the measure to be adopted in a SUMP?; (4) What are the internal implications (legal, politics)? (5) How to implement a SUMP? (6) Previous Best practices in mobility?

High relevance to include a final module that will be evaluation or final project and that will be useful to evaluate and to select pilot actions.

**Points of connection to national activities in the field of sustainable mobility: possibilities of generating synergetic effects by connecting SUMP with national approaches (programmes, campaigns) or stakeholders with national importance (associations, companies)**

Energy agencies can be useful to promote and disseminate BUMP’s activities.

By means of IDEA also it is possible to promote project at national level in the reference platform.

**Further key issues of the focus group discussion**

***Citizen involvement in the process of SUMP elaboration by means of publishes SUMP draft by web before the final approval and admits suggestions.***

It has been done in Aragon in Zaragoza and Huesca with successful results.

***Definition of the methodology to determinate and evaluate urban mobility***

Use key indicators available and use in previous studies like these:

<b>Indicator</b>	<b>Unit</b>
Population density	hab/ha
Number of vehicles	Ud/1000 hab
Private vehicle use	%
Public transport use	%
Parking infrastructures	ud/vehicle
Energy consumption	kWh/km
Occupancy	Passengers/km
Public transport service infrastructure	km/yr
GHG emissions	grCO2/passenger*k
Transport service cost	€/km
Transport service finances	€/passenger

***Trainers and collaborators in courses***

It is important to try to involve external mobility professionals like: other technicians that have developed a SUMP or syndicate representing to explain participants their experiences developing SUMP or Working Transport Plans.

**9.4 Main conclusions on national adaptation**

In Spain, due to the characteristics of cities in the range of BUMP’s population (40.000 – 350.000 hab) promotion of walking and biking is maybe one of the most important measures to be adopted.

These measures are very important mainly in the city centers; however as consequences of the cities’ growing from 2000 to 2010 there is a big sprawl effect from city center to metropolitan areas. For this reason is important also to involve municipalities which population is lower than 40.000 habitants but that are located in metropolitan areas because for them mobility problems are more important that in main cities where there are more transport services.

Due to the big size of the country and in the case that were involved in BUMP, municipalities for very far away regions it should be better to concentrate the course in two weeks to avoid too many travels due to this fact can be a barrier to participate in BUMP for cities located in the periphery of Spain.

To define a clear methodology to do SUMP is very important and to use unless key indicators defined can be very useful to evaluate SUMP from an energy, environmental and economy point of view.

To involve important institutions like National Diversify and Save Energy Institute can be useful to disseminate the project in a good way and to have a lot of cities interested in participate.

## 10 Reports on meetings in United Kingdom (UK)

### 10.1 National and local state of the art

**Importance of sustainable mobility: drivers and restrictions for sustainable urban mobility; explanation of SUMP; need of motivating and convincing local staff; main benefits of and main restrictions for participating in SUMP training and coaching for local authorities**

**WALES – National/regional drivers:** 1) Creating jobs and economic growth are the biggest drivers of all. Transport planning has to show that it is enabling and enhancing economic growth and enabling employment. The UK and devolved Wales governments favour the [‘city region’ model as a vehicle for economic growth](#) (where local authorities work together as a partnership to attract investment and plan infrastructure). Besides working together, local authorities are expected to work in partnership with local businesses and this is crucial to attract grant funding, especially EU funding. All the local authorities we spoke to are keen to improve their ability to attract EU funding because central government funding is shrinking. The new Transport Minister for Wales is keen on big infrastructure and electric vehicles and charging points – mostly because of the employment potential. Tourism is also a focus – lack of alternatives to car-based transport is restricting tourism.

2) Cost of living and fuel – while salaries are static but transport costs rise, this reduces people’s ability to people commute long distances to work. Need more employment where people live to cut congestion. Need to provide alternatives to car based transport - locating employment near public transport routes is important.

3) Policy drivers: forthcoming legislation: the [Active Travel Bill](#), which: *“places a requirement on local authorities to continuously improve facilities and routes for walkers and cyclists and to prepare maps identifying current and potential future routes for their use. The Bill will also require new road schemes to consider the needs of pedestrians and cyclists at design stage.”*

Local authorities have no funding to implement the Bill or resources to prepare for it.

Other legislation is the [Future Generations Bill](#) – a duty that requires devolved public services in Wales to consider the “economic, social, environmental and long-term implications of their decisions.”

**Restrictions:** 1) Funding cuts and national and local government reorganisation. Welsh local authorities have had their budgets cut drastically over the last few years and the cuts are ongoing. As a result, there are less staff with bigger work-loads, morale is lower, local authorities become inward looking, negative and it can be difficult to innovate. Councils will not do anything unless they have to. The funding issue also means that local authorities often are unable to bid for projects which require them to input or match any grant funding. Falling levels of central government funding mean local authorities are often on the back foot and cannot be proactive. They lack the funds to develop projects, they cannot conduct feasibility studies or prepare anything that could be implemented if funding were to become available.

That said; this uncertainty is causing local authorities and key individuals within them to jostle for position. If BUMP is tailored to meet their needs and those of their organization – and is communicated as such – there will be an appetite for it. The risk is training people now that will not be around in a few years’ time.

Also, there is a governance issue – Welsh local authorities are waiting for guidance from the new Transport Minister who is reviewing all her predecessor’s policies and projects. Her priorities are big infrastructure (roads, bridges) and electric vehicles/charging points.

2) Working ‘in silos’. Departments within local authorities are supposed to collaborate, especially on cross-cutting areas like transport planning (and national policy in Wales says they should be doing this) but this is not happening enough; departments are working ‘in silos’ (that is, just within their own departments). Planners, economic development, regeneration and transport planning staff are not working closely often enough and as a result, it is quite common to have transport ‘bolted on’ to a development at the very end. Often this results in transport provision for developments being far from holistic and often configured around car use. One suggestion why this might be happening could be the nature of project management within local authorities and the fact that workloads are bigger now. In order to deliver a project on time and under budget, it can simply be easier and more achievable to narrow one’s focus and establish very hard boundaries from the start, which can mean not consulting with other departments because of the resources and time needed to do this. This can mean shutting out other opportunities because they are perceived as too difficult or expensive to tackle, even if there are real benefits. A wider scoping phase at the start of any project – plus a better culture of collaboration – could be means to overcome this. If the economic, social and environmental benefits of this kind

of wider collaboration (at the start) can be shown, it may help to break down this type of narrow kind of working.

- 3) The proposed timescale for the training. This is a problem because Councils are waiting for the Welsh Government to provide direction on transport policy. The training needs to fit in with this – councils do not want training for its own sake. Until the priorities of the current Minister are known, local authorities are reluctant to do anything radical.
- 4) The disconnect between spatial planning and transport is made more difficult because there are lots of policy changes to land use and policy.
- 5) Short term planning – focusing only on the quick wins. The desire for results within the political cycle (4-5 years) can make it more tempting to focus on the quick wins at the expense of more complex, longer term but ultimately more beneficial measures. Much of Wales is so desperate for inward investment that local authorities are not prepared to ask that developers join up their thinking a bit more. They fear that by being restrictive in any way, investors will go elsewhere – where there are fewer or no restrictions. This does happen and one local authority we spoke to experienced this – Councillors are not willing to risk turning away investment, even if one impact is greater car use in the longer term!
- 6) Lack of data. Council staff know that good transport planning can help poor and deprived communities to access employment and services. Car-based developments with poor alternative transport provision do not help those most in need. But local authorities have insufficient data on the needs of deprived communities to help them plan better. Also it is difficult to show the economic, financial and social impacts of transport projects, so it's hard to say how developments have helped deprived communities. Tools are available to them (discussed below), but they are limited.

**Motivations:** Council staff are motivated but feel constrained by lack of resources and personnel (there have been staff cuts over the last few years which are continuing). They will be more motivated if they can be shown how to achieve better outcomes without more funding or staff, by doing things differently. Real life stories and exemplars would help with this. Knowing what the potential impacts could be would help them to convince other staff why working differently is a good idea. Councillors need some training too, they cannot deal with an issue they don't know exists. One participant said: "They don't know what they don't know". So the training needs to have an element of looking at how things are currently done and appraising that planning process, plus suggesting ways it could be done differently and why, and what the potential results might be. If Councillors knew the benefits of working in a more joined up way, they would push to make that happen.

The key is to present this issue to Councillors in language that is attractive to them and meets their political aims too! Several people we interviewed also told us not to call this training and said they do not want training for its own sake. The BUMP support package has to relate to existing legislation and help local authorities meet their legal and strategic obligations. So in the case of Wales, a focus on the Active Travel Bill is welcome, as is a two track approach described at the end, and communicating the plan and vision to wider colleagues and the general public.

### **Country's and cities' state of the art in sustainable urban mobility tasks; individual skill of local staff; existing competence and capacity of participants**

**State of cities:** Cities are thinking about sustainable mobility (although they don't call it this). Unsurprisingly, some are more forward thinking and engaged than others. The ability, engagement and attitude of key staff seems to play a big part in this. At all levels, main concerns are jobs and big infrastructure. Other elements like integrated ticketing, improved transport hubs, better cycle routes and expanding public transport links are also important for local authorities in Wales but to a lesser extent. This may be because the new Minister is mainly concerned with big infrastructure and electric vehicles. There is very little resource to deal with employers on employee travel options or general awareness raising about the sustainable transport options available to people. One local authority in a rural area of Wales worked with job centres on getting job hunters more mobile, a scheme that attracted much attention but does not seem to have been duplicated elsewhere.

What isn't happening is demand management (reducing demand for transport at peak times, greater incentivisation of car sharing, enabling more remote working). In Wales, the largest city is around 340,000 people, the second largest is about 240,000 and the others are much smaller than this. All Welsh cities have a big rural hinterland and as services like health and education are concentrated more in cities, this increases the need for better transport links both within towns and cities, and to them from rural areas. Most Welsh cities rely on bus operators to deliver public transport, but it's difficult to get bus operators to collaborate – mainly because of competition law. Welsh cities are different and have strong identities but they share enough common issues to be tackled in the BUMP package and the issue of employment is very important for them all. Cardiff is different to the other cities in

Wales because it is larger, the seat of government and has more commercial clout. The other cities in Wales do not feel as though they have the ‘bargaining’ power of Cardiff.

One local authority we spoke to said ‘It’s not about being anti-car. But walking and cycling are not the be all and end all either’. It’s about ensuring alternative adequate provision for those who cannot cycle/walk but cannot afford a car. They may be disabled, have small children, be elderly, or just live too far away from services and jobs to get there by walking/cycling.

Regional economic and transport planning: Wales has four regional transport consortia that are legally obliged to work together to produce Regional Transport Plans (RTPs). However, the move towards city regions may alter the position of the transport consortia, because city regions will require councils to work together more on spatial planning and economic development as well as transport. However, one consortium we spoke to said that even at consortium level, transport is ‘retrofitted’ onto projects that have had the green light. This suggests the need for greater integration of transport into planning process.

**Individual skills:** Transport planners generally have engineering/technical backgrounds. The current generation of transport planners are more attuned to alternative modes of travel like cycling and walking. Participants agreed that while good on the technical detail, transport planners are lacking in other areas that are important for sustainable mobility. They do not have enough awareness and knowledge of the user side of transport; to paraphrase one respondent: “they design their transport solutions and expect people to use them.” However, we also heard stories of schemes that failed because there wasn’t enough market research or consultation on whether that scheme actually met people’s needs. Being technically focused, transport planners tend not to have marketing or communication skills – so it is not their job to make their transport solutions attractive, and (at this stage) it does not seem as though they have much incentive for doing so, although maybe this is not the case. One local authority transport planner said that the people most affected by a potential development are often not consulted about it. Lastly, respondents said that local authorities need help to promote active travel and tell people about what provisions are in place so people can make informed travel choices - but awareness raising and behaviour change work is not happening at a scale it should be. The reason? Lack of funding and staff.

Respondents also said that local authorities also need to consult and work with the third sector much more; community groups and other third sector providers have first-hand knowledge, are working with user groups and often have piloted possible solutions. Lastly, participants said local authority staff need more training on how to communicate the benefits of SUMP to colleagues, to ensure their buy-in. This includes being able to communicate successes, as well as areas for development.

Local authorities understand sustainable development but in the current climate (with high unemployment and low growth) it must be framed in terms of how it improves the economy, public health, education etc. for the longer term...besides bringing down carbon emissions. The public sector also needs to use language the public understands. It is trying to do this - the forthcoming Future Generations Bill (mentioned above) was originally titled the ‘Sustainable Development Bill’ but the name was changed because the Welsh Government felt the term ‘sustainable development’ was not meaningful to the wider public.

In short, some local authority staff understand how sustainable mobility and how it differs from transport planning, but not all key staff do.

### **Elaborated SUMP documents: relationship to existing planning documents and practices**

**Existing documents – Wales Transport Strategy:** Transport planning: in accordance with the Wales Transport Act 2006, the four consortia in Wales must produce a Regional Transport Plan consistent with the [Wales Transport Strategy \(WTS\)](#). All four consortia are legal entities and each one has responsibility for the preparation, implementation and monitoring of the Regional Transport Plan (RTP). The Welsh Government requires the four transport consortia in Wales to prepare RTPs for the period 2010-2015. Each RTP must help to deliver the outcomes and strategic priorities of the Wales Transport Strategy in its region taking into account local and regional needs.

The RTP is intended to set out long term aims for improved access and transport through clear policies and strategies and each one covers a 25 year period. However, RTPs also act as a bidding document for a five year programme of capital transport projects and will replace the annual transport grant bids which have previously been submitted by the individual local authorities. Besides the national documents listed below, RTPs also draw on Local Authority Development Plans.

One respondent was familiar with the SUMP process but most were not. However, once we had explained the SUMP process all respondents recognized it represents best practice and said that local authorities should be going through this type of process anyway. However, respondents also agreed that there are some areas within the SUMP process that are more relevant than others and that need

to be the focus during the BUMP training, rather than going through the entire SUMP process. We intend to encourage BUMP training participants to identify what these areas are and to prioritise them, so the training can be tailored best to their needs.

**Importance of national and regional standards and specifications; importance of practice on local level: system of transport and environmental planning; methods, tools, planning tasks**

**National planning standards at the local level:** At the moment, the new Transport Minister for Wales is reviewing her predecessor's policies, so local authorities are reluctant to act until they have guidance from the Minister.

The most important link for the RTP is with the Wales Spatial Plan which sets out the future strategic planning framework for Wales and defines the future vision and long term strategy for each area. The role of the RTP is to facilitate improved access and transport to help deliver that strategy. The document attached to this report includes a summary of the key policies that SUMP's must account for.

**Tools:** The main evaluation tool is [WelTAG \(Welsh Transport Planning and Appraisal Guidance\)](#) and Wales and WebTAG in England. The purpose of these tools is to evaluate the impact of the grant funded transport project. The Welsh Government now requires that major transport initiatives seeking government funding are appraised with this new guidance.

WelTAG enables practitioners to set transport objectives, plan, evaluate and monitor initiatives in accordance with the Wales Transport Strategy. Appraisal is centred around three main impact areas: Economy; Environment; Society.

WelTAG applies to transport initiatives that are in the planning stage, but does not apply to those that have completed statutory procedures.

The most influential local authority we spoke to said any SUMP developed as part of this project would have to be appraised using WelTAG. They said they do not want additional forms to fill in. However, in practice there are three main issues around existing appraisal tools:

1) WelTAG tends to be used for road schemes and it is weighted heavily towards activities, not outcomes. A couple of respondents also said WelTAG is open to interpretation and can be subjective in terms of how it is applied (and therefore how the results are interpreted). The transport consortia must use WelTAG but not all local authorities do.

2) As mentioned earlier, lack of quality data is a real issue both in terms of baseline/user needs data and post project, evaluation data. All the respondents agreed this is an area in which local authorities need to improve. All respondents also agreed that transport projects (in terms of pre and post evaluation) need to capture the social return on investment. Tackling poverty is a big issue in Wales and if it can be shown how transport projects can and do tackle poverty, this will help to encourage sustainable decision making. How can local authorities do this within their existing resources? Again, if there are case studies of other councils or municipalities that have already done this, organisations here would be interested to see such material.

**Best practice:** The participants agreed that the SUMP process represents best practice and that local authorities should be doing this anyway. We asked participants about exemplars. Besides local areas in Wales and England, several respondents mentioned Freiburg as a good example of town planning/transport integration.

**Implementation: local competence of planning and implementation; national standards and local practice of implementation referring to management, monitoring, assessment**

The standards for Wales are set out in existing policy and practices (transport planning through a consortium). However, for the BUMP training we propose that individual local authorities undergo the SUMP process – not the consortia. This is because since the transport consortia were created, transport planning at the local authority level has weakened considerably, a point that most respondents raised. If transport consortia are abandoned, local authorities need to start producing their own plans again, even if these plans are in partnership with others in their region. Local authorities are not producing their own transport plans any more, nor do they have any projects 'on the shelf' that are ready to go but need funding. The people we spoke to said that local authorities need to start doing their own planning again and that the BUMP training (besides helping them to prepare for legislation, plus giving them training on communication and baselining/monitoring) needs to train them in transport planning again.

## 10.2 Suggested adaptations to the national context and national emphasis

**Consistence and completeness of learning objectives: suggested additions; main need for national adapted learning objectives and national emphasis**

Feedback on learning objectives:

Module 5 - Implementation, yes these objectives would be welcome.

Module 6 – technical officers are unlikely to be allowed to go on foreign trips so would not be able to participate in the mutual learning sessions.

EU funding – respondents would definitely like a day on this.

### **National focus on action fields: urban policy, special types or bundles of actions and measures**

**National focus of action:** The participants all agreed that the course needs to be built around and framed by legislation (Like the Active Travel Bill and the Future Generations Bill) and big drivers (like economic growth). Local authorities are more likely to take an interest because they have to prepare for the implementation of these. There could also be modules on communication and data: baselining and impact evaluation, with case studies of successful practices. Accessing funding is also another area local authorities are very interested in – especially EU funding. There is some recognition (among Welsh local authorities at least) that in order to access EU funding, local authorities will need to show they are engaging more with European ways of planning (i. e. SUMP).

### **Key requests for national adaption referring to institutional context: administration structure, competence of local authorities, legal bases of urban development, public finance; importance of supralocal administrative levels**

**Relevance of diversity within a country:** Although a devolved nation, Wales still does not control its railways, although it is working hard to get this control (Scotland has control over its railways). Lots of work is already underway on rail electrification and expansion, so it is not worth focusing on this area in the BUMP training.

The BUMP training course needs to leave it open to participants to identify which areas they can control and can plan for, who they need to consult etc. If we roll out the BUMP training in Wales, we cannot ignore the policy drivers (existing policy and forthcoming policy) plus the other drivers (economic growth as an imperative).

### **National focus on local characteristics and types of actors: need for adaptation referring to subnational/regional aspects; importance of local key problems and local authority structures, of the state of mobility plans and sustainable development; importance of special actors and stakeholders**

**Stakeholders:** This is not relevant in a national context. As suggested, identifying stakeholders is a task of the SUMP process and cannot be anticipated from a national point of view.

### **National specifics for the local pilot action**

Mentioned above

## **10.3 Feasibility of BUMP training and coaching**

### **Suggested structure of modules and key topics of the training course (compare figure of the moderator's guide); duration and effort of training course for participants (time, homework)**

- 1) Introduction to sustainable mobility and why it's good for an area (social, financial and environmental returns on investment – long term outcomes of SUMP);
- 2) SUMP and current/future legislation/strategic aims (explaining SUMP in terms of: Active Travel Bill, Future Generations Bill, Regional Transport Plans, Wales spatial strategy, tapping into enterprise zones, Local Development and Transport Plans);
- 3) Identifying possible actions and assessing demand for actions and potential impact. Building the business case for taking actions forward.
- 4) Communicating visions and plans to other colleagues and the wider public and explaining why they are good for the community – consultation techniques;
- 5) Harnessing EU funding to finance measures.

### **Points of connection to national activities in the field of sustainable mobility: possibilities of generating synergetic effects by connecting SUMP with national approaches (programmes, campaigns) or stakeholders with national importance (associations, companies)**

The SUMP as a regional tool possibly – if it were developed by individual local authorities it would have to fit within the Regional Transport Plan.

### **Selection of participating cities and local staff**

We discussed who should attend the BUMP training programme. All respondents said there needs to be a mixture of strategic and technical staff: Decision makers (Councillors); Transport; Planning; Economic development; Health; Sustainability.

Everyone agreed that it is unrealistic to expect the same two people at attend all the training days. Respondents said that in order to have the most impact, the BUMP programme needs to work with a mixture of staff at different levels: those who understand the technical detail (so they can come up with practical solutions) and decision makers (who can navigate the political waters and get actions passed). Everyone we spoke to said that staff from different departments do not collaborate enough, so it is worthwhile getting staff from different departments together.

Lastly, respondents suggested we could have some 'core' modules which everyone attends, then some 'technical' or 'specific' modules that only certain staff attend. This flexibility will: spread the learning so more people benefit; spreading the learning like this means it is no lost if one or two people leave the local authority; make it feasible for the right people to attend; ensure the right people attend the training.

Also, one organization we spoke to with experience of training said that having a core group of people attend most or all of the training is a good thing because it builds trust and creates a more collaborative environment. This takes time, but the same people need to be present for this trust to develop. Doing this, people are less defensive and more likely to explore different solutions if they are comfortable with one another. So it might be worth having a transport planner for the whole BUMP course, who is then joined by Councillors and members from other teams at different points of the course. Just a suggestion though.

Because two levels of staff are required to attend the training – this means the training needs to be tailored to the knowledge levels and experience of those attending. We propose that the BUMP training course comprises five modules, each with two days per module. We propose each module be delivered as follows:

1) 'Basic' level (1 day) – with less technical/specialised detail. This would be aimed at Councillors and strategic staff without the detailed knowledge of transport planning (we would work closely with the transport person to identify who that person might be and on the content of the module). The other person on the course would be either a transport officer or possibly a sustainability officer;

2) 'Intermediate' level (1 day). This would cover the same subject area as the basic day, but with lots more technical detail. It would be aimed at transport planners and those with technical backgrounds and a basic knowledge of mobility planning such as planners, economic development, possibly health.

Ideally we would have the same people attend all days on all modules – the 'core' group (transport planners and/or sustainability offers if transport planners cannot make all the dates). This core group is then joined by Councillors and other staff (like planners, staff involved in public health or economic development) for different modules depending on how relevant it is for them. We would take the advice of the transport planners as to whom we should approach.

It was suggested that if the course carried CPD (Continuing Professional Development) points it would be more attractive to local authority staff. Is this possible?

#### **10.4 Main conclusions on national adaptation**

- Local authorities in Wales will be main target, but training open to local authorities in the West of England too;
- Sustainable mobility measures have to be shown to be boosting the economy and creating jobs;
- Measures have to feed into existing legislation, policy frameworks and using existing evaluation tools;
- Particular interest in bidding for grant funding, public consultations and active travel;
- Many towns and cities have a big rural hinterland, so SUMP's cannot ignore rural dimension;
- Working with a mix of political and technical staff, across departments, is key;
- Mixture of political changes at ministerial level, reduced funding and lack of control over rail infrastructure mean resulting SUMP's/pilot actions may be modest.

## 11 Final conclusions on national adaptation of the BUMP Supporting Package

Finally the focus group activities of the country partners can be commented by the following estimations:

- The challenge of defining the BUMP model and adaptation to national context supported by national focus groups was to implement simultaneous meeting activities with several steps and interdependencies within a narrow schedule. The meeting activities needed in fact a duration from June until October 2013. This caused an insufficient simultaneity of the meeting activities. Especially the time between the envisaged first and second round of meetings was too short to develop a detailed training course concept as input for the second meetings.
- The input for both of the focus meetings was an early outlined list of learning objectives and a first impression of the content of the training programme (topics, priorities, and methods). The results of the focus rounds show, that the participants mainly explain the national frameworks and technical, legal, financial and administrative mechanisms of transport and mobility in their countries. They were able to recommend some hints and suggestions for the topical structure and detailed training contents. But it wasn't possible to get a deep analysis of training needs from the view of local authorities. This has to be developed by the BUMP partners themselves.

In order to reflect the findings of the national discussions and to identify possible similarities and differences, that are important for the national adaptation of the BUMP training and coaching activities, it can be pointed out:

- The reports are able to give a fruitful overview of the national frameworks of urban and transport planning and the state and relevance of sustainable urban development. There are obvious differences in the progress of sustainable thinking and implementation of sustainable mobility measures between the participating countries. A first group stresses that BUMP activities have to start at level zero, a second group points out that there are some single national best practice cases and engaged local authorities and a third group summarizes that there is a common understanding of the need for sustainable development with a visible amount of approaches but that nevertheless there is no widespread state of sustainable mobility.
- The reports also worked out that the gathered general learning objectives as foundation of the BUMP activities and the BUMP Supporting Package are well and complete developed. The most hints from the discussions referred requirements of the practical use of the BUMP approach. Issues like strategy building, an urban development and mobility integrated planning, process and project management, fundraising and understanding of the pilot action were often mentioned.
- Moreover the reports showed enormous limits of local authorities in terms of cut down budgets and restrictions of staff resources, which have to be considered by the envisaged BUMP activities. But there were gained also hints how to deal with these limits and especially how to motivate local authorities to join in BUMP offers like using the training and coaching very directly for local tasks and approaches.
- Even if the reports document differences in the national states of sustainable urban mobility, there seem to be a wide range of similarities between all the countries referring to a lack of political and public awareness, a lack of support from higher administrative levels and a lack of implementation of integrated strategies and measures to strengthen alternatives to car use or to promote a change of individual mobility pattern and behaviour.
- Finally it was found that issues like economic development and the reduction of environmental impacts to foster livable urban areas are more important than the sole achievement of improved energy efficiency and the reduction of greenhouse gas emissions. These objectives which are a crucial feature of the BUMP Project have to be linked with the more local needs and targets of involved municipalities.

## 12 Annex

### 12.1 List of meetings and participants

<b>Meetings in Bulgaria</b>	
<b>Date</b>	<b>Location</b>
25.06.2013	Dobrich
23.09.2013	Balchik
<b>Involved Participants</b>	
<b>Name</b>	<b>Institution</b>
Stefka Gencheva	Regional Administration – Dobrich District, Vice Governor
Dipl. eng. Veselin Dimitrov	Regional Administration – Dobrich District, Chief Expert “Regional Development”
Arch. Plamen Ganchev	Dobrich Municipality, Vice Mayor
Arch. Boryana Stancheva	Dobrich Municipality, Chief Architect
Stoyan Damyanov	Agency of Regional Economic Development and Investments, Executive Director
German Germanov	Chamber of Commerce – Dobrich District, Chief Secretary
Dipl. eng. Ivan Svetoslavov	Regional Road Administration – Dobrich, Manager
Arch. Emilia Dobрева	Union of Architects in Bulgaria – Dobrich District, Chairman
Pavel Pavlov	Municipal Council of Dobrich, Councilor
Assoc. Prof. Todor Radev	International College of Dobrich, Rector of the College
Dipl. eng. Valentin Vasilev	“Patnicheski Prevozi” Ltd. (A trade company for the passenger transport), Manager
Dipl. eng. Krasimira Rukanova	“Patnicheski Prevozi” Ltd. (A trade company for the passenger transport), Head of Information Assurance
Antoaneta Maleva	“Bulgaria Vita” (Non-Government Organization), Chairman
Kosta Argirov	Municipality of Kavarna, Head of Tourism and Economic Development
Milena Dimitrova	Municipality of Kavarna, Expert in Department of Tourism and Economic Development
Mariana Angelova	Municipality of Balchik, Chief Secretary
Dimitrin Dimitrov	Municipality of Balchik, Director of Tourism, EU funds, international cooperation and Ecology
Ivan Tomov	“Tomi Alpha” (school for the training of drivers), Manager
Galina Ivanova	Municipality of Kavarna, Deputy Mayor
Stelian Zhelezov	Municipality of Balchik, Deputy Mayor
Pepa Rizova	Marine Cluster Bulgaria (NGO), Member of the Board
<b>Meetings in the Czech Republic</b>	
<b>Date</b>	<b>Location</b>
29.08.2013	Třebíč
24.09.2013	Třebíč
<b>Involved Participants</b>	
<b>Name</b>	<b>Institution</b>
David Sláma	Union of Towns and Municipalities of the Czech Republic
Zuzana Villertová	Municipality Velké Meziříčí
Viktor Velek	Westmoravian College

Aleš Kratina	Municipality Třebíč
Jiří Schönberger	Transport structures planner
František Pléha	TREDOS (transport operator)
Michaela Kamlarová	I2E – Innovation, environmental and energy center
Miroslav Ileček	Economic chamber of the Czech republic
Jiří Landa	AF- CITYPLAN s. r. o. (urban planning, transport engineering and planning)

### Meetings in Germany

Date	Location
05.07.2013	Bonn
07.10.2013	Lüdenscheid
22.10.2013	Gütersloh

### Involved Participants

Name	Institution
Thomas Wehmeier	Bundesinstitut für Bau-, Stadt- und Raumforschung, I 5 - Verkehr und Umwelt
Christian Schlump	Bundesinstitut für Bau-, Stadt- und Raumforschung, I 5 - Verkehr und Umwelt
Bernd Buthe	Bundesinstitut für Bau-, Stadt- und Raumforschung, I 5 - Verkehr und Umwelt
Dr. Michael Zirbel	Stadt Gütersloh, Fachbereichsleiter Stadtplanung
Michael Wewer	Stadt Gütersloh, Fachbereich Stadtplanung
Lars Bursian	Stadt Lüdenscheid, Fachdienstleiter Stadtplanung und Verkehr
Christian Hayer	Stadt Lüdenscheid
Johannes Lückenkötter	TU Dortmund University (single interview on tools on SUMP)

### Meetings in Hungary

Date	Location
03.10.2013	Szentendre
10.10.2013	Szentendre

### Involved Participants

Name	Institution
Tamás Fleischer	Hungarian Scientific Academy, Research Centre for Economic and Territorial Sciences
Márton Varga	Air Working Group
Gábor Heves	Regional Environmental Center
Péter Szuppinger	Regional Environmental Center
Zsuzsanna Bibók	National Environmental Institute
Tünde Hajnal	Budapesti Mobility Center
Péter Rudnai	National Institute of Environmental Health
Cecília Füzi	Regional Environmental Center
Réka Prokai	Regional Environmental Center

Some invited municipality representatives sent written comments.

### Meetings in Italy

Date	Location
10.07.2013	Rome
20.09.2013	Trieste

### Involved Participants

Name	Institution
Giovanna Rossi	MATTM (Ministry for the Environment)
Lorenzo Bertuccio	EUROMOBILITY (National Association of Mobility Managers) – ENDURANCE Project
Annita Serio	FEDERMOBILITA' (National Association Public Transport)
Bruna Cavaglià	City of Turin (Head Mobility Dept.)
Silvia Gaggi	ISIS Italia (Transport and mobility consultants) – QUEST and POLYSUMP Projects
Vittorio Lupi	ANCI (National Association of Municipalities)
Sara Borgogna	City of Trieste
Enrico Pizza	City of Udine
Massimiliano Manchiaro	City of Pordenone
Isabella Sist	City of Pordenone
Daniele Agostini	City of Padua
Flavio Cariali	Camposampierese, Federation of Municipalities
Alessandro Meggiato	City of Reggio Emilia
Angela Chiari	City of Parma

#### Meetings in Poland

Date	Location
11.10.2013	Cracow
22.11.2013	Gdansk

#### Involved Participants

Name	Institution
n/a	Polish Green Network
n/a	Cracow City
n/a	I Bike KRK
n/a	Local biking activist

Second meeting was held at Amber Expo mobility congress

#### Meetings in Romania

Date	Location
04.07.2013	Alba Iulia
19.09.2013	Alba Iulia

#### Involved Participants

Name	Institution
Vasile Titan	Bistrita Municipality
Dan Darja	Public Transportation Society – STP Alba
Constantin Veronica	Regional Development Agency – Centru
Monica Oreviceanu	Development Ministry Romania
Mihaela Neag	Oradea Municipality
Dorin Dumitrescu	Intelligent Transport Systems Romania
Florin Dragomir	RATB - Public Transportation Company Bucharest
Ion Dogeanu	Energy Agency Bucharest
Melente Horoba	Transmixt Public Transportation Company Bistrita
Mihai Pocanschi	Regional Development Agency - Centru
Dragos Manu	Association of Romanian Municipalities – AMR / Ploiesti Municipality

Stelian Nicola	Public Transportation Society - STP Alba
Marius Mos	Oradea Municipality
Nicolaie Moldovan	Alba Iulia Municipality
Alexandru Coroian	Cluj Napoca Municipality
Ovidiu Cimpean	Cluj Napoca Municipality
<b>Meetings in Spain</b>	
<b>Date</b>	<b>Location</b>
20.06.2013	Panticosa (Huesca)
09.07.2013	Jaca (Huesca)
<b>Involved Participants</b>	
<b>Name</b>	<b>Institution</b>
Eva Llera	University of Zaragoza
Fernando Gonzalez	The Molino Projects
Sergi Paris	The Molino Projects
Pablo Pisa	Urban Idea, S.L.
Ignacio Zabalza	University of Zaragoza
Patricia Martinez	VEA QUALITAS
Angel Cediel	IDAE - Institute for Energy Diversification and Saving (Transport)
Pedro Corvinos	Territorio y Recursos, S.L.
M <sup>a</sup> Eugenia López Lambas	Polytechnic University of Madrid
Javier Celma Celma	Environment Agency of Zaragoza
Gerardo Olivan	Huesca Municipality
Luis Correas	Fotocorreas
Pedro Tirado	Polytechnic University of Valencia
<b>Meetings in the United Kingdom</b>	
<b>Date</b>	<b>Location</b>
Over July and August 2013	Wales and England
August-September 2013	Cardiff
<b>Involved Participants</b>	
<b>Name</b>	<b>Institution</b>
Ed Reid	Wrexham Borough Council, Wales
Sue Miles	South West Wales Transport Consortium (SWWITCH)
Ben George	Swansea City and Council, Wales
Julia Williams	Transport Policy Team, Welsh Government
Jane Lorimer	Sustrans Cymru
Ryland Jones	Sustrans Cymru
Tim Peppin	Welsh Local Government Association
Richard Cornell	Gloucestershire County Council
Liz Lambert	Sustainable Development Group Leader, Cardiff Council
Miriam Highgate	Travel Planner, Cardiff Council
Jason Dixon	Transport Modeller, Cardiff Council
Not group meetings but waves of interviews	

## 12.2 Outline of BUMP Training Guide

### Draft

### Training Guide as Part of the BUMP Supporting Package

24.06.2013 (v2) IRPUD TU Dortmund Andreas Beilein

#### Content

- I. Learning objectives and indication of modules and topics
- II. Proposal of training course schedule
- III. Further steps of developing BUMP Supporting Package

### I. Learning objectives and indication of modules and topics

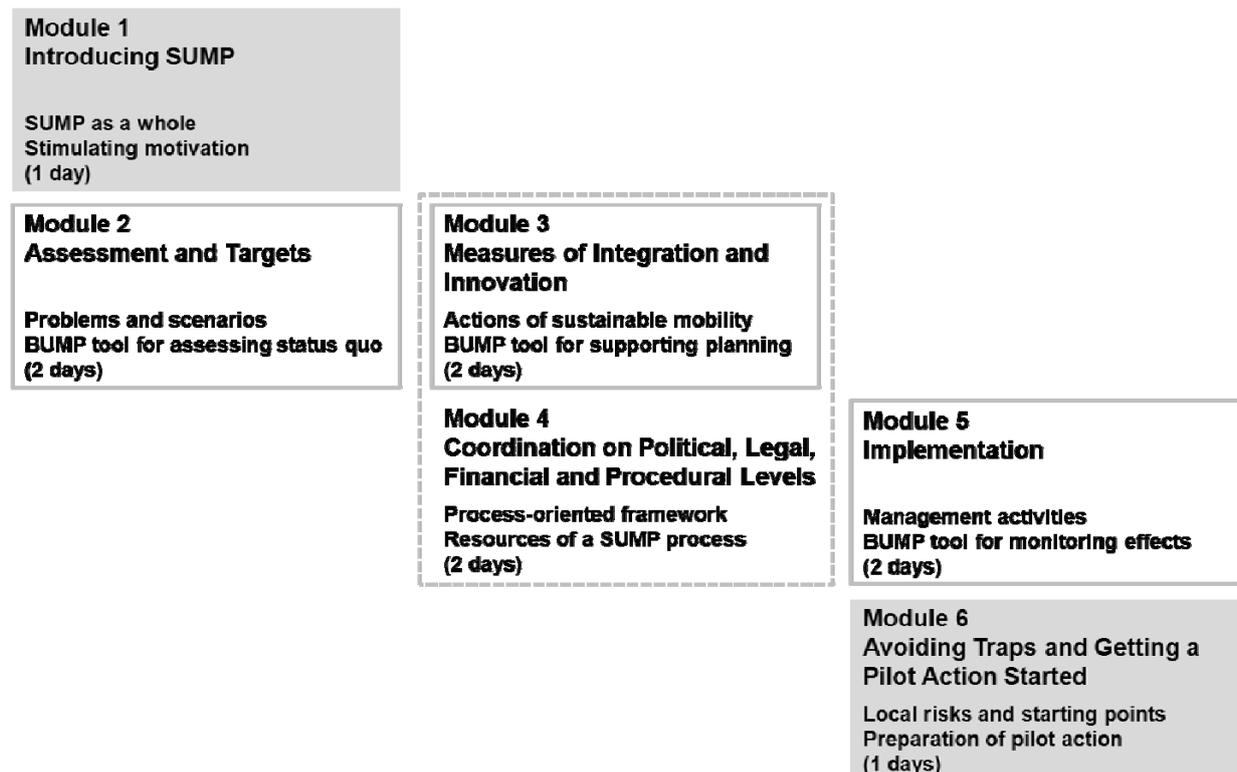
#### *Understanding of the BUMP Supporting Package and the training guide*

The BUMP Supporting Package is seen as the base of the structured training activities with local planning staff (training participants or trainees). It provides a training schedule linked with guiding and training materials and a SUMP tool as a set of indicators to evaluate the SUMP process. The BUMP methodology combines learning objectives, training materials and tool by transparent instructions addressed to the trainers and trainees as well how to use the Supporting Package. Therefore it is said to give a guidance to prepare local SUMPs by thinking, learning and training, communicating, coaching and sharing experiences.

As part of initial ideas on the general logical structure (not nation specific) of the training course we propose the training is delivered through 6 modules on the SUMP process (see figure below). In the following description every module is characterized by the main idea, the learning objectives, key content and essential topics, some first suggested tasks for the trainees and requirements of materials, which have to be identified and gathered within the BUMP website.

The logical structure of the training course was developed with the following key issues in mind:

- Orientation on the SUMP process published in the SUMP guidelines;
- Prioritising direct support on SUMP development with a focus on practice; the approach has no scientific or academic bias;
- Getting participants into action through tasks concerning their locality; hence the training course can be seen as pre-stage of the coaching activities;



- Training course is based on:
  - 6 modules (starting module; final module; two integrated modules on shaping measures within the institutional context);
  - 10 training days within 6 months (modules of 2 training days can be divided and need not be held as following training days); the division of modules with 2 training days gives the occasion to integrate exercises as homework from first to second training day of the module;

## Module 1 Introducing SUMP

training day  
1

### **a) Main idea of the module**

The first module introduces the idea of SUMP in a holistic way and connects the idea of a SUMP to the individual attitudes and experiences of the participants. To achieve this, the training builds a detailed picture of the SUMP model, process and output by telling SUMP success stories. This is intended to stimulate the motivation of the participants and encourage them to think in sustainable visions (tackling restrictions and obstacles of implementation will appear in the next modules). By adopting this approach the training participants will get an overview of how developing a SUMP differs from urban transport planning. Furthermore they see the typical topics and fields of action that SUMPs are containing and preparing. Finally it is important to underline, that developing a SUMP is not only planning, but acting and cooperating.

### **b) Learning objectives**

Training participants:

- have a comprehensive and structured knowledge of objectives, characteristics, procedural elements, fields of actions and measures and also output of a SUMP and can distinguish these from transport planning (at a basic level);
- are able to relate the SUMP idea to their own individual attitudes and experiences gained through working locally on urban mobility and sustainable development;
- are able to transfer concepts of sustainable urban mobility visions and strategic targets to their locality;
- have a basic understanding of key potentials and key restrictions for sustainable mobility;
- are able to estimate, how a SUMP process can be started, where the feasible entry points are for conceptual work and implementation on the local level.

### **c) Key content and topics**

- What are the key problems of urban mobility? What are visions of sustainability? What are the conceptual characteristics of visions and strategic targets of sustainable urban mobility? What are the key opportunities and key restrictions for sustainable mobility and where are they?
- What is sustainable mobility planning and how does it differ from travel planning? What is a SUMP in general and what are the reasons for developing a SUMP? What does a SUMP success story look like? How do SUMP deliver more for less?
- What are the typical objectives and elements of a SUMP in terms of the SUMP process and product, including perspectives on reducing energy consumption and greenhouse emissions and boosting economic development? How do SUMP planning documents look like? What are their connections to existing local planning documents?
- What kind of local stakeholders need to be involved in getting the SUMP process started?
- What are typical fields of action, measures being adopted and actors within a SUMP process?

### **d) Exercise proposal**

Task: Assess your own attitude and view on sustainable urban mobility. Where do you have doubts, what don't you understand and where do you see limitations? Share your opinion with the group.

Task: Assess your authority's attitude and view on sustainable urban mobility. Where are its strengths, its weaknesses, what is known and what is in doubt? Share your opinion with the group.

Task: Assess what aspects of visions and targets, potentials and restrictions could fit to your local background. Do you know of well-placed stakeholders as entry points for a local SUMP process?

Task: Gather existing local/regional plans and concepts. Assess which elements (aspects of objectives, measures, process and implementation) could be classified as SUMP elements.

### **e) Material being identified**

Need for material showing:

- The SUMP process and outcomes in a general way by schemes, process diagrams;
- Examples of visionary concepts and strategic targets for sustainable urban mobility;
- Best practice examples of existing local SUMP.

## **Module 2** **Assessment and Targets**

training day  
2/3

### **a) Main idea of the module**

After the comprehensive access of the first module, the training participants are invited to adopt the idea of a SUMP and first essential steps of the SUMP process in relation to their locality. According to the principle of learning by doing they therefore have to work in the context of defining problems and setting targets within their local area.

### **b) Learning objectives**

Training participants:

- are able to use methods defined by the training course (part of BUMP tool) to evaluate the current situation locally regarding mobility and the environment and identify and define local deficits and problems in terms of sustainable urban mobility;
- are able to evaluate existing local plans, concepts and projects in terms of their contribution to sustainable urban mobility;
- are able to develop a viable pathway towards sustainable urban mobility by working out operational targets, comprehensive scenarios and setting priorities.

### **c) Key content and topics**

- What are feasible methods of assessing and analyzing the current situation with required and available data? How do qualitative methods (e. g. SWOT analysis) differ from quantitative approaches (e. g. benchmarking methods, cost-benefit-analysis)? Which method is best suited to each problem of analysis?
- Which methods are local authorities already using? How can assessment methods be integrated in the organizational routines of the local authorities' departments?
- What are the requirements and methods of setting operational targets on sustainable urban mobility, including indicators to measure whether objectives have been met? What are the best ways to evaluate the process ensuring that performance indicators are addressed?
- BUMP tool (1): Introduction of the features of the BUMP tool providing indicators and benchmarks to assess the current mobility and environmental situation and existing plans.

### **d) Exercise proposal**

Task: Select a spatial part of your city (like a corridor between city centre and suburban area or any other area that is representative of your locality) and assess the mobility and environmental situation in order to identify problems. Derive operational targets from the defined problems which can be seen as representative of the wider area.

Task: Select a former implemented or now provided project/measure in the field of urban mobility or urban development. Try to assess the impact on sustainable urban mobility by suitable methods (using methods of the course identified as suitable and methods used by your local authority).

### **e) Material being identified**

Need for material showing:

- Methods of assessment and setting targets with instructing examples of application.

## **Module 3** **Measures of Integration and Innovation**

training day  
4/5

### **a) Main idea of the module**

The third module is aimed at working out specific measures and approaches of action in the fields of sustainable urban mobility by a broad use of best practice examples. To do this the participants connect the identification of deficits and the setting of targets with the development of effective packages of measures by using an integrated view on urban mobility and urban development. Above all the focus lies on a deep discussion of feasible actions and their requirements especially for smaller and medium sized cities. The framework of these actions in terms of political, legal and actor-orientated aspects will be added in the following deepening module.

### **b) Learning objectives**

Training participants:

- have a deep knowledge of the range and specific approaches of measures, actions and projects being developed by a SUMP;
- are able to outline and detail effective packages of measures tackling issues and opportunities around sustainable urban mobility;
- are able to exploit the potential of approaches that promote integration and innovation in urban mobility and urban development.
- are able to convey the requirements and consequences of developed measures and actions.

### **c) Key content and topics**

- What is the policy context and connection between urban development, the transportation system and mobility patterns? How relevant are motorized individual transport, public transport and non-motorized modes in terms of performance, competition, complement? What do concepts of sustainable intermodality and projects of innovative sustainable urban mobility actually mean in practice?
- How is an integrated approach to urban mobility and development (including the advancement of evaluation and assessment methods used in module 2) actually developed?
- How are policy and financial challenges, measures and best practice in the field of clean vehicles and fuels (to achieve a high rate of energy efficiency and reduction of energy consumption and greenhouse gas emissions) relevant to SUMP?
- How are policy and financial challenges, measures and best practice in the field of transport, traffic and urban freight management relevant to SUMP?
- How are policy and financial challenges, measures and best practice in the field of parking regulations, access restrictions and environmental zones relevant to SUMP?
- How are financial and policy challenges, measures and best practice (in order to improve infrastructure and services of public transport including public transport promotion and information) relevant to SUMP?
- How are urban policy challenges, measures and best practice in the field of mobility agencies (as a centre of mobility services and information), mobility marketing and integrated pricing all relevant to SUMP?
- How are the financial and policy challenges, measures and best practice in the field of car sharing and carpooling being relevant to SUMP?
- How are the financial and policy challenges, measures and best practice in the field of encouraging and supporting cycling and walking (as non-motorized modes) all relevant to SUMP?
- What approaches and criteria are needed to combine measures in packages that are suitable for the strategic and operational targets of a sustainable urban mobility policy (see modules 1 and 2)?
- BUMP tool (2): Introduction of the features of the BUMP tool providing supporting criteria for the identification of problem-oriented actions and measures.

### **d) Exercise proposal**

Task: Take typical targets of sustainable mobility on a strategic and operational level from a best practice example. Try to apply these targets on your local background by outlining suitable fields of action a SUMP should develop measures in. Detail a package of measures and point out, why this combination seems to be feasible and effective.

### **e) Material being identified**

Need for material showing:

- Good and best practice, but also failed practice of every specific approach of projects, actions and measures being relevant for SUMP and mentioned in the section 'Key content and topics' (see above);

## **Module 4 Coordination on Political, Legal, Financial and Procedural Levels**

training day  
6/7

### **a) Main idea of the module**

Module 4 provides an extended process-oriented view on the actions and measures covered by module 3. Now the actions and approaches being developed within a SUMP are considered under political, legal, financial, procedural and actor-oriented aspects. This deepening module justifies its importance by the fact that the participants will have to face the coordination and management of the SUMP process.

### **b) Learning objectives**

Training participants:

- are able to recognize requirements and approaches in order to involve key actors, mobility stakeholders and citizens;
- have knowledge of the instruments and methods required to structure, coordinate and manage the internal (within the local administration) and external (with partners and public) SUMP process;
- are able to deal with the requirements, impacts and limits of the political, administrative and legal levels and framework within the SUMP process;
- have knowledge about responsibilities, budgeting and funding referring to urban mobility planning and implementation.

### **c) Key content and topics**

- What basics and features of the national political, legal and financial framework are supposed to be important for a SUMP process?
- Who are important actors, target groups and possible partners within a SUMP process? How best to involve them in the development of a SUMP referring to their special interests and motivations?
- How to involve decision makers on the local, regional and national political levels in order to achieve political support and acceptance? How to anchor the SUMP process within the local administration?
- How to bind and focus the range of actors on the development of a SUMP and engage them for implementation?
- What are effective tools of management and communication within a SUMP process including steps of decision making, promoting, publishing and public relations?
- What are the resources a SUMP process can be built on including personnel facilities and financial budget? What public and private funding is available?

### **d) Exercise proposal**

Task: Take the package of measures you developed in module 3. Work out who the key actors are and what their interests are. Try to outline the process steps of a SUMP for your selected package of measures including decision making, cooperation with key actors and involving citizens. Pay attention to political and public acceptance and getting the key actors encouraged to implement the SUMP.

Task: Identify basic approaches to resource your action with people and funding. Try to outline strategies of getting public and private funding.

### **e) Material being identified**

Need for material showing:

- Impact of the national framework on a local SUMP process;
- Budgeting and funding SUMP process and actions including instructing examples (e. g. case studies of how previous SUMPS have been financed);
- Approaches involving political leaders, partners and the public;
- Approaches regarding internal administrative structures and process management supporting a local SUMP process (including examples of different cities).

## **Module 5 Implementation**

training day  
8/9

### **a) Main idea of the module**

Module 5 focuses on the last stage of a SUMP process based on the conception of measures and actions (see module 3), embedded in a local network of actors and national framework (see module 4). Implementation therefore is seen as realization of conceptualized actions in terms of building the SUMP, establishing and putting it into operation, which includes capturing the effects.

### **b) Learning objectives**

Training participants:

- are able to identify the most suitable interface between planning and implementing and have knowledge of the tools in order to manage the actions of a SUMP;
- have knowledge of methods to monitor and assess the ongoing implementation of measures, actions and projects;
- are able to recognize the need to modify the conception of a SUMP in order to deal with obstacles as they occur.

### **c) Key content and topics**

- What management and assessment activities need to be part of the SUMP implementation process? What are the most suitable instruments and methods of management, communication and coordination of implementing actors – and also assessment?
- What are organizational structures within the local authority are best placed to support and accompany the implementation?
- What are typical problems and obstacles of implementing actions? What are the best ways to deal with occurring problems?
- BUMP tool (3): Introduction of the features of the BUMP tool providing indicators to assess effects of implementing a SUMP on sustainable urban mobility.

### **d) Exercise proposal**

Task: Take a certain action you developed in module 3 and 4. Try to imagine what problems and blockades could occur during the implementation. Characterize a strategy to deal with these problems.

### **e) Material being identified**

Need for material showing:

- Application of management tools and assessment methods;
- Examples of organizational structures within the local authority supporting the implementation;
- Examples of occurring problems and approaches of reaction.

## **Module 6 Avoiding Traps and Getting a Pilot Action Started**

training day  
10

### **a) Main idea of the module**

The last module comes back to the holistic view on the SUMP process by discussing potential traps and risks of the process and how to avoid them. In addition, the module is said to reflect the work of the participants concerning their locality and to bundle the elaborated material as the foundation of a pilot action.

### **b) Learning objectives**

Training participants:

- are able to recognize and react to traps and risks of local SUMP;
- are able to reflect on the SUMP process as a whole and utilize the worked out materials as a starting point for the local SUMP process and the mutual learning sessions as well;
- are able to assess the state and advancement of their localities in sustainable urban mobility;
- are able to pre-structure their local SUMP process in preparation for the mutual learning sessions and the SUMP coaching.

### **c) Key content and topics**

- What are typical traps and risks? How should they be dealt with (including case examples showing how to handle relevant stakeholders)? Dealing with traps and risks include also a discussion on a feasible scope of the planning approach, the effectiveness of acting by plans or projects and the problem of over-complexity within integrated planning processes?
- How can local authorities best identify and detail fruitful entry points for a SUMP in relation to: the state of sustainable urban mobility; the state of sustainable urban mobility planning and implementing; local key problems; structure of actors and resources (see module 1)?
- What are the ways to identify and shape organizational structures of the local authority, according to the needs of the SUMP process?
- What is the understanding of the pilot action (for local authority or participants)? How is SUMP seen as a never ending process of improving sustainability driven by local authorities?

### **d) Exercise proposal**

Task: Compare the requirements on action being developed within a SUMP to the urban policy of your city. Describe where obvious divergences are and explain the reasons for them.

Task: Revise the material you have developed during the training sessions. Where do you see feasible opportunities to apply a local SUMP process and in what area(s) do you think you need further coaching?

Task: Based on the materials you have developed, present ideas on and a rough concept of your local SUMP pilot action. Provide detail on your presentation by characterizing the key features and parameters of the pilot action.

**e) Material being identified**

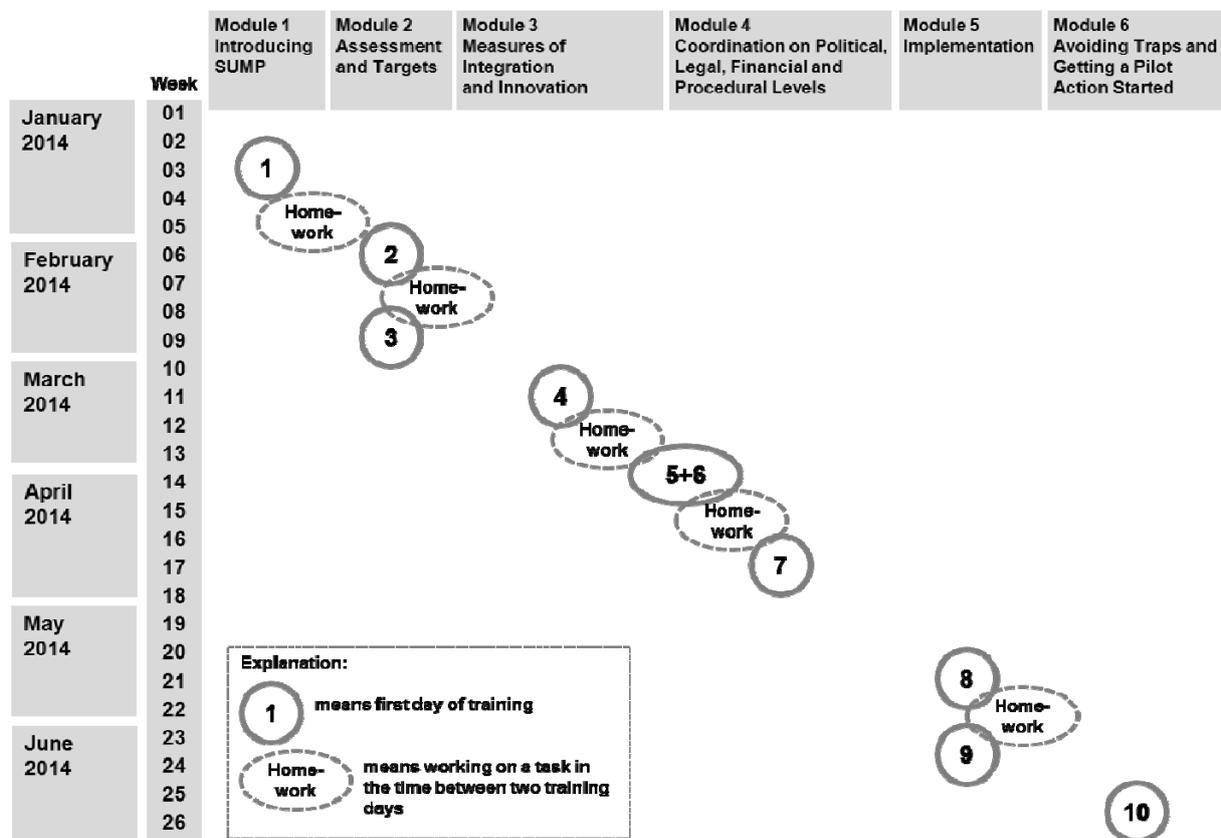
Need for material showing:

- Dealing with problems and risks including best practice examples;
- Best practice examples with focus on how to get started a SUMP pilot action;

**II. Proposal of training course schedule**

Referring to the BUMP schedule of activities the training is said to take place within the first half of 2014. Therefore the following schedule of the training course is suggested, which contains:

- 10 days of training, divided into 8 single training days and a compact session of 2 days, which integrates topics of measures within institutional issues (political, legal, financial and procedural aspects);
- a possible number of homework exercises by which the training participants are invited to reflect the training and to transfer approaches to their localities.



**III. Further steps of developing BUMP Supporting Package**

In order to give a path for the further development of the BUMP Supporting Package these next steps will be done (progress of the BUMP Supporting Package will be shared out to the BUMP consortium):

- detail the content of each module by shaping training units as small packages with exercises, linked materials, detailed training day schedule;
- provide each module and training unit with instructions for the trainer like stage directions; this is to give orientation to the trainers and show the mainstream (golden thread) of the modules and the whole training course;
- search more training materials and link this sources (best practice examples, case studies, material to special topics) with the modules and training topics;
- give an impression of the shape of the BUMP tool and its function within the training course;
- work out the trainers' profiles fitting to the topics of each module;

## 12.3 Focus Groups Moderator's Guides

### Focus Group Moderator's Guide

19.06.2013 (v1) IRPUD TU Dortmund Andreas Beilein

#### Content

- I. Focus group session: introducing statements and proposed procedure
- II. Learning objectives of the training programme and questions for the focus group discussion

#### I. Focus group session: introducing statements and proposed procedure

##### *Targets of the national focus groups*

The main task of the two national focus group sessions is to collect hints and suggestions for improving and fine-tuning to the national state of the art the training programme on SUMP. As the BUMP Supporting Package now only consists of a rough draft of the training course, the first session should take the occasion to get a feedback in general and national perspective. Therefore it is suggested to consider the following **general key questions** within a final round of the focus group meeting:

- (a) In what do the focus group participants see the main benefits for local authorities, which join the SUMP training and coaching stages?
- (b) Are the outlined general learning objectives consistent and complete?
- (c) Where do the focus group participants see the main need for national adaptation? Whereon the national adapted training should set emphasis?
- (d) Do the participants see a further need for adaptation referring to subnational/regional aspects like type of city (urban, rural), scale of city (smaller cities, regional centre cities), structural/mobility pattern of city (commuter city, performance of public transport, financial possibilities)?
- (e) In what do the participants see the most important restrictions for developing sustainable urban mobility and for the motivation of cities to join the SUMP training and coaching offer?

When the BUMP Supporting Package, which will contain the adapted learning objectives, a guide (learning materials), a SUMP tool and the BUMP methodology as instruction how to use the Supporting package, will be more elaborated, the second focus group session should reflect the BUMP approach and examine the need for national adaptation and setting national emphasis in a more detailed way and referring to single elements of the training course structure.

##### *Essentials for the first focus group session*

As preparation for the first focus group session it should be sufficient to use the key reference "Guidelines. Developing and Implementing a Sustainable Urban Mobility Plan" (EU Eltisplus; Rupprecht Consult: 2011; [http://www.mobilityplans.eu/docs/SUMP\\_guidelines\\_web0.pdf](http://www.mobilityplans.eu/docs/SUMP_guidelines_web0.pdf)) and the draft of the BUMP training course. As general procedure of the first session it is proposed:

#### **Introduction of moderator and participants**

(represented organisations; background in the field of mobility development)

#### **Introduction of SUMP**

definition, main objectives, features as process  
> material below could be used

#### **Introduction of BUMP approach**

development of Supporting Package; training course; coaching to develop a SUMP  
> proposed training course module structure (see below) could give overview

#### **Presentation of the learning objectives of the modules and discussion of the relevance of the objectives for the national context**

> see learning objectives and key questions under section II.

#### **Final round**

with reflection and discussion of the general key questions (see above)

#### **Documentation of the focus group session**

national reports (template will be provided)

# SUSTAINABLE URBAN MOBILITY PLAN

## – A DEFINITION

A Sustainable Urban Mobility Plan is a Strategic plan designed to satisfy the mobility needs of people and businesses in cities and their surroundings for a better quality of life. It builds on existing planning practices and takes due consideration of integration, participation, and evaluation principles.

### WHAT IS THE PURPOSE OF A SUSTAINABLE URBAN MOBILITY PLAN?

A Sustainable Urban Mobility Plan aims to create a sustainable urban transport system by addressing – at least – the following objectives:

- Ensure the accessibility offered by the transport system is available to all;
- Improve safety and security;
- Reduce air and noise pollution, greenhouse gas emissions and energy consumption;
- Improve the efficiency and cost-effectiveness of the transportation of persons and goods;
- Contribute to enhancing the attractiveness and quality of the urban environment and urban design.

### WHAT IS THE SCOPE OF AN SUMP?

The policies and measures defined in a Sustainable Urban Mobility Plan cover all modes and forms of transport in the entire urban agglomeration, including public and private, passenger and freight, motorised and non-motorised, moving and parking.

### HOW DOES IT WORK?

A Sustainable Urban Mobility Plan is a way of tackling transport-related problems in urban areas more efficiently. Building on existing practices and regulatory frameworks in the Member States, its basic characteristics are:

- A participatory approach: involving citizens and stakeholders from the outset and throughout the process in decision making, implementation and evaluation, building local capacity for handling complex planning issues, and ensuring gender equity;
- A pledge for sustainability: balancing economic development, social equity and environmental quality;
- An integrated approach: of practices and policies between policy sectors (e.g. transport, land-use, environment, economic development, social inclusion, gender equity, health, safety), between authority levels (e.g. district, municipality, agglomeration, region, nation, EU), and between neighbouring authorities (inter-municipal, inter-regional, transnational, etc.);
- A focus on achieving measurable targets derived from short term objectives, aligned with a vision for transport and embedded in an overall sustainable development strategy;
- A review of transport costs and benefits, taking into account wider societal costs and benefits, also across policy sectors;
- A method comprising the following tasks:
  1. status analysis and baseline scenario;
  2. definition of a vision, objectives and targets;
  3. selection of policies and measures;
  4. assignment of responsibilities and resources;
  5. arrangements for monitoring and evaluation.

Source: Adapted from "PILOT Project. Sustainable Urban Transport Plans – SUTP Manual, Guidance for Stakeholders" (2007)

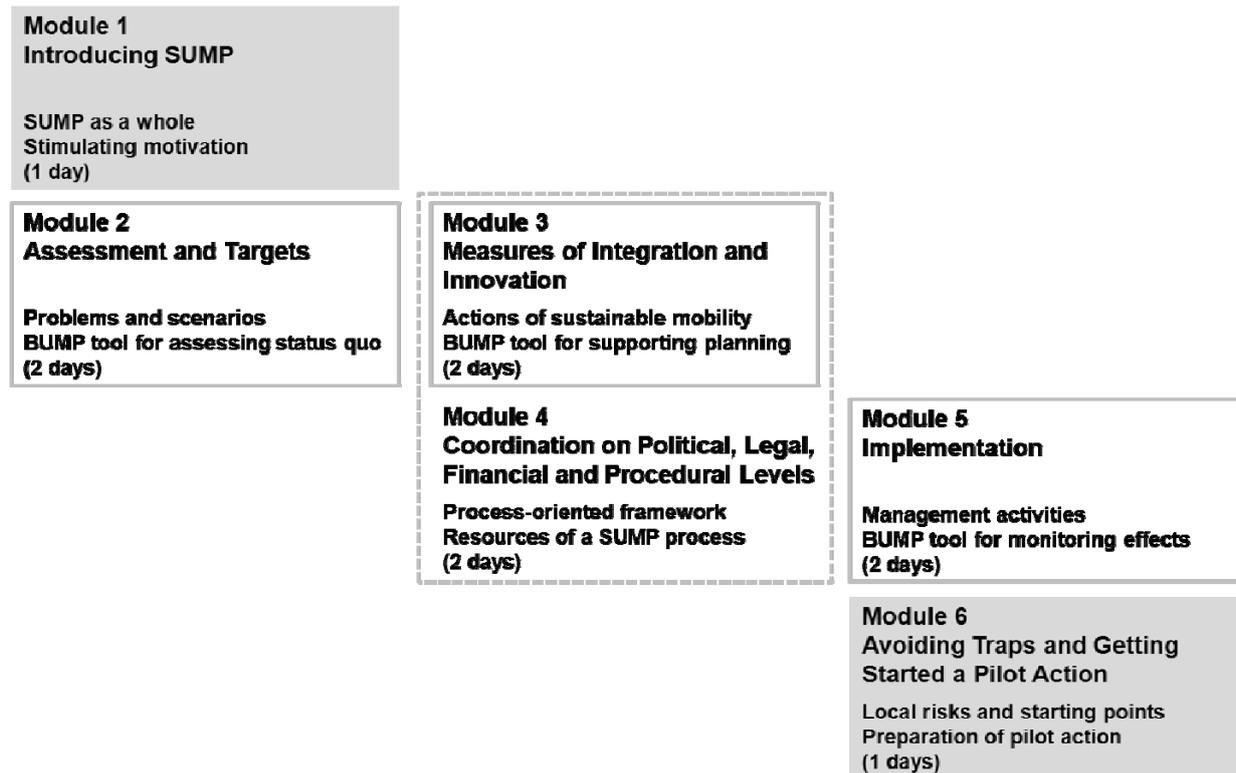
From: Guidelines. Developing and Implementing a Sustainable Urban Mobility Plan" (EU Eltisplus; Rupprecht Consult: 2011), p. 6

# SUMP ELEMENTS & ACTIVITIES



Rupprecht Consult, 31 March 2011

From: Guidelines. Developing and Implementing a Sustainable Urban Mobility Plan" (EU Eltisplus; Rupprecht Consult: 2011), p. 13



Training course based on:

- 6 modules (starting module; final module; two integrated modules on shaping measures within the institutional context);
- 10 training days within 6 months (modules of 2 training days can be divided and need not be held as following training days); the division of modules with 2 training days gives the occasion to integrate exercises as homework from first to second training day of the module;

## II. Learning objectives of the training programme and questions for the focus group discussion

<b>Module 1</b> <b>Introducing SUMP</b>	training day 1
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### **Learning objectives**

Training participants:

- have a comprehensive and structured knowledge of objectives, characteristics, procedural elements, fields of actions and measures and also output of a SUMP and can distinguish these from transport planning (at a basic level);
- are able to relate the SUMP idea to their own individual attitudes and experiences gained through working locally on urban mobility and sustainable development;
- are able to transfer concepts of sustainable urban mobility visions and strategic targets to their locality;
- have a basic understanding of key potentials and key restrictions for sustainable mobility;
- are able to estimate, how a SUMP process can be started, where the feasible entry points are for conceptual work and implementation on the local level.

### **Questions for the focus group discussion**

#### (1) Promoting sustainability

In order to tune the approaches of the BUMP Supporting Package we have to estimate: What are the national and regional drivers and restrictions for sustainable urban mobility? This refers to the training's task of motivation: To what extend should the training be active in motivating and convincing local planning staff?

- (2) State of cities  
An effective training has to fetch the training participants where they stand. Therefore a key question in the national context will be: How far are local authorities along in thinking about sustainable urban mobility? Are there obvious differences between local authorities and how could the BUMP training approach react?
- (3) Context of planning documents  
A local SUMP process is aimed on the elaboration and decision of SUMP planning documents. Are local authorities used to a consistent system of planning documents in the field of transport planning and mobility? Referring to this: Is it reasonable to work out independent SUMP documents or should the SUMP approach be integrated into existing documents? (See above definition of guide, p. 6: "It builds on existing planning practices..." What does that mean, are there homogeneous practices?)
- (4) Individual skills  
Within the training course trainers communicate and work with individuals as representatives of their cities. In order to shape the thematical level but also the attitude of the training course, it is important to know: What should the training course presuppose as competence and capacity of the participants? For example: Is there an understanding of sustainable development and the ability to articulate what it means for their local authority? Can the experience of working closely with other departments be presupposed to achieve sustainability aims?

## Module 2 Assessment and Targets

training day  
2/3

### **Learning objectives**

Training participants:

- are able to use methods defined by the training course (part of BUMP tool) to evaluate the current situation locally regarding mobility and the environment and identify and define local deficits and problems in terms of sustainable urban mobility;
- are able to evaluate existing local plans, concepts and projects in terms of their contribution to sustainable urban mobility;
- are able to develop a viable pathway towards sustainable urban mobility by working out operational targets, comprehensive scenarios and setting priorities.

### **Questions for the focus group discussion**

- (5) National planning standards on local level  
This module covers important steps of substantial planning work. In terms of national adaptation the key question is: Are there clearly defined national or regional standards (legal, quasi-legal, common) of transport and environmental planning which have to be considered in a SUMP? Are these standards concerned with certain methods, tools or planning tasks (assessment, targets, priority setting)?
- (6) Common practice on local level  
Are there beside national standards widespread common approaches (methods, tools), which are already used by local authorities and which should also be integrated in a SUMP process? Are there cases of accepted best practice, which could be a kind of national standard for all cities?

## Module 3 Measures of Integration and Innovation

training day  
4/5

### **Learning objectives**

Training participants:

- have a deep knowledge of the range and specific approaches of measures, actions and projects being developed by a SUMP;
- are able to outline and detail effective packages of measures tackling issues and opportunities around sustainable urban mobility;
- are able to exploit the potential of approaches that promote integration and innovation in urban mobility and urban development.
- are able to convey the requirements and consequences of developed measures and actions.

### **Questions for the focus group discussion**

(7) National focus of action fields

The first module of shaping measures is keen on the wide range of sustainable actions. The key question for national adaptation here is: Are there focal points of urban policy, action fields and measures mentioned in the section 'Key content and topics' of the module from the national view?

**Module 4**  
**Coordination on Political, Legal, Financial and Procedural Levels**

training day  
6/7

**Learning objectives**

Training participants:

- are able to recognize requirements and approaches in order to involve key actors, mobility stakeholders and citizens;
- have knowledge of the instruments and methods required to structure, coordinate and manage the internal (within the local administration) and external (with partners and public) SUMP process;
- are able to deal with the requirements, impacts and limits of the political, administrative and legal levels and framework within the SUMP process;
- have knowledge about responsibilities, budgeting and funding referring to urban mobility planning and implementation.

**Questions for the focus group discussion**

(8) Handling institutional diversity

It is supposed that there are obvious differences between the national political and legal frameworks referring to administration structure, competence of local authorities and legal bases of urban development and public finance as well. So the key question will be: How exactly should the training course regard and react to these distinctions? A special issue concerns the general competence of local planning in the field of transport and mobility. For the national training it will be substantial, if a local SUMP process has to consider the involvement of further administrative levels (e. g. regional authorities, special agencies or departments of government for transport infrastructure or financing).

(9) Relevance of diversity within a country

Furthermore it has to be cleared, if there are additional differences on the subnational level, e. g. in terms of local key problems and local authority structures (distribution of competences between departments, pattern of communicating with stakeholders, decision making, budgeting), in terms of the state of mobility plans and sustainable development. The question is: How to handle the possible diversity, what are the elements of diversity which cannot be ignored by the training course? For example: A local authority is used to decide every small planning step by the city council, whereas in another city the administration staff (our training participants) has much more competences of decision and the city council is concerned only with the final decision.

(10) National focus on actors

Regarding the involvement of local actors a SUMP process has to manage the complexity of coordinating, activating and communicating with actors of the local authority, stakeholders, NGOs, companies and citizens. In terms of national adaptation of the training course, it is important, if some actors should be focused on (e. g. public and private transport companies) or if this is one task of the local SUMP process and cannot be anticipated by a national point of view.

**Module 5**  
**Implementation**

training day  
8/9

**Learning objectives**

Training participants:

- are able to identify the most suitable interface between planning and implementing and have knowledge of the tools in order to manage the actions of a SUMP;
- have knowledge of methods to monitor and assess the ongoing implementation of measures, actions and projects;
- are able to recognize the need to modify the conception of a SUMP in order to deal with obstacles as they occur.

**Questions for the focus group discussion**

(11) Competence of implementation

The last step of a SUMP is the implementation process. Thereto this question should be raised: Are there national differences in the administrative distribution of responsibilities and competences for planning and implementing in the field of urban mobility? So we have to check, if all fields of action and measures mentioned in module 3 have consistent local authority responsibilities for planning and implementing or if the training course has to consider differing competences.

(12) National implementation standards or practices on local level

According to numbers 5 and 6: Are there national standards or common practices of implementation management, monitoring and assessment methods or criteria which have to be used within a SUMP, too?

**Module 6**  
**Avoiding Traps and Getting Started a Pilot Action**

training day  
10

***Learning objectives***

Training participants:

- are able to recognize and react to traps and risks of local SUMP;
- are able to reflect on the SUMP process as a whole and utilize the worked out materials as a starting point for the local SUMP process and the mutual learning sessions as well;
- are able to assess the state and advancement of their localities in sustainable urban mobility;
- are able to pre-structure their local SUMP process in preparation for the mutual learning sessions and the SUMP coaching.

***Questions for the focus group discussion***

(13) National view on pilot action

Are there any national specifics, which influence orientation and shaping of the local pilot action?

## Focus Group Moderator's Guide

12.09.2013 (v2) IRPUD TU Dortmund Andreas Beilein

### Modification of the moderator's guide

The previous version of the moderator's guide was based on five general key questions and 13 questions according to the structure of learning objectives of the training programme. This updated guide combines the previous material with the thematic clusters suggested for country reports. This shift in structure should ease the reporting. In addition the reports of the first meetings were analysed and some more specific questions were derived.

### General procedure of the meeting

We suggest using the thematic structure (see below) as step by step guide for your meetings. That means, that, after having introduced the moderator and participants, you could give an input at the beginning of every section (A./B./C.). After that you are able to tackle the thematic cluster by key questions and specific questions.

### Documentation of the meeting

As there is a Country reports document (Deliverable D2.1) in draft version, it is proposed that every BUMP partner should fill the report of the further meeting directly in this draft of Country reports. The thematic structure of the updated guide and of the Country reports is in one-to-one correspondence with each other. In order to document the meeting data you are invited to use the following table and send it back to TUDO for compiling the annex list of the Country report.

Second national focus group meeting	
Date, location	
Time, duration	
Moderator	
First name and surname of participants	Institution represented by the participants
Agenda of the meeting	

## Thematical structure of questions

### A. National and local state of the art

#### Input

#### **Introduction of SUMP: definition, main objectives, features as process**

Key reference: "Guidelines. Developing and Implementing a Sustainable Urban Mobility Plan" (EU Eltisplus; Rupprecht Consult: 2011; [http://www.mobilityplans.eu/docs/SUMP\\_guidelines\\_web0.pdf](http://www.mobilityplans.eu/docs/SUMP_guidelines_web0.pdf))

#### **Importance of sustainable mobility: drivers and restrictions for sustainable urban mobility; explanation of SUMP; need of motivating and convincing local staff; main benefits of and main restrictions for participating in SUMP training and coaching for local authorities**

- (1) Key question:  
In what do the focus group participants see the main benefits for local authorities, which join the SUMP training and coaching stages?
- (2) Key question:  
In what do the participants see the most important restrictions for developing sustainable urban mobility and for the motivation of cities to join the SUMP training and coaching offer?
- (3) Promoting sustainability  
In order to tune the approaches of the BUMP Supporting Package we have to estimate: What are the national and regional drivers and restrictions for sustainable urban mobility? This refers to the training's task of motivation: To what extent should the training be active in motivating and convincing local planning staff?
- (4) Priority of economic growth  
How to show that SUMP doesn't want to prohibit economic development but is able to support economic development and sustainable growth?
- (5) Difference between transport planning and SUMP  
Is it necessary to point out clearly what is the relationship in issues, approaches, backgrounds between transport and sustainable mobility? Does there exist a common sense of SUMP which we can expect or has BUMP to show this exactly and sophisticated?

#### **Country's and cities' state of the art in sustainable urban mobility tasks; individual skill of local staff; existing competence and capacity of participants**

- (6) State of cities  
An effective training has to fetch the training participants where they stand. Therefore a key question in the national context will be: How far are local authorities along in thinking about sustainable urban mobility? Are there obvious differences between local authorities and how could the BUMP training approach react?
- (7) Individual skills  
Within the training course trainers communicate and work with individuals as representatives of their cities. In order to shape the thematical level but also the attitude of the training course, it is important to know: What should the training course presuppose as competence and capacity of the participants? For example: Is there an understanding of sustainable development and the ability to articulate what it means for their local authority? Can the experience of working closely with other departments be presupposed to achieve sustainability aims?

#### **Elaborated SUMP documents: relationship to existing planning documents and practices**

- (8) Context of planning documents  
A local SUMP process is aimed on the elaboration and decision of SUMP planning documents. Are local authorities used to a consistent system of planning documents in the field of transport planning and mobility? Referring to this: Is it reasonable to work out independent SUMP documents or should the SUMP approach be integrated into existing documents? (See above definition of guide, p. 6: "It builds on existing planning practices..." What does that mean, are there homogeneous practices?)
- (9) Understanding of SUMP documents  
If we agree that SUMP hasn't to be another individual planning document, how to make sure that SUMP approaches will arrive in existing documents/schemes? What proof would be accepted that a planning document built on existing practices is infiltrated by SUMP?

**Importance of national and regional standards and specifications; importance of practice on local level: system of transport and environmental planning; methods, tools, planning tasks**

(10) National planning standards on local level

This module covers important steps of substantial planning work. In terms of national adaptation the key question is: Are there clearly defined national or regional standards (legal, quasi-legal, common) of transport and environmental planning which have to be considered in a SUMP? Are these standards concerned with certain methods, tools or planning tasks (assessment, targets, priority setting)?

(11) Common practice on local level

Are there beside national standards widespread common approaches (methods, tools), which are already used by local authorities and which should also be integrated in a SUMP process? Are there cases of accepted best practice, which could be a kind of national standard for all cities?

**Implementation: local competence of planning and implementation; national standards and local practice of implementation referring to management, monitoring, assessment**

(12) Competence of implementation

The last step of a SUMP is the implementation process. Thereto this question should be raised: Are there national differences in the administrative distribution of responsibilities and competences for planning and implementing in the field of urban mobility? So we have to check, if all fields of action and measures mentioned in module 3 have consistent local authority responsibilities for planning and implementing or if the training course has to consider differing competences.

(13) National implementation standards or practices on local level

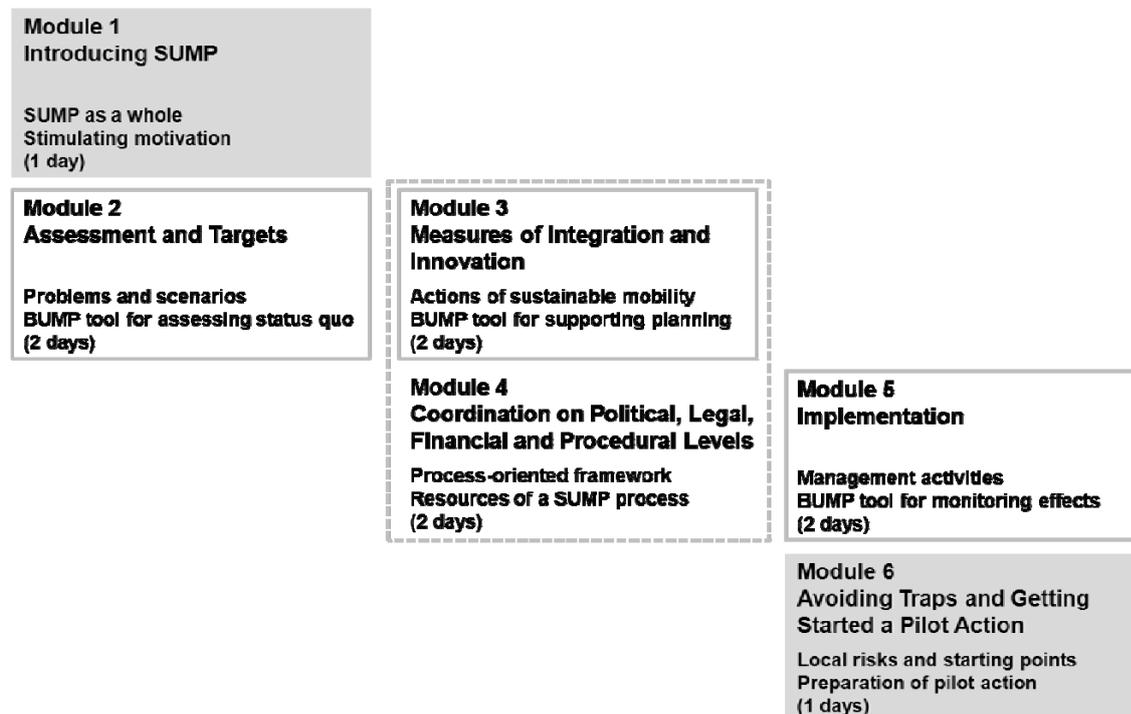
(14) According to numbers 5 and 6: Are there national standards or common practices of implementation management, monitoring and assessment methods or criteria which have to be used within a SUMP, too?

**B. Suggested adaptations to the national context and national emphasis**

**Input**

**Introduction of BUMP approach: development of Supporting Package; training course; coaching to develop a SUMP**

**Presentation of the learning objectives of the modules and discussion of the relevance of the objectives for the national context**



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## To remember: List of learning objectives

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### Module 1 Introducing SUMP

Training participants:

- have a comprehensive and structured knowledge of objectives, characteristics, procedural elements, fields of actions and measures and also output of a SUMP and can distinguish these from transport planning (at a basic level);
  - are able to relate the SUMP idea to their own individual attitudes and experiences gained through working locally on urban mobility and sustainable development;
  - are able to transfer concepts of sustainable urban mobility visions and strategic targets to their locality;
  - have a basic understanding of key potentials and key restrictions for sustainable mobility;
  - are able to estimate, how a SUMP process can be started, where the feasible entry points are for conceptual work and implementation on the local level.
- 

### Module 2 Assessment and Targets

Training participants:

- are able to use methods defined by the training course (part of BUMP tool) to evaluate the current situation locally regarding mobility and the environment and identify and define local deficits and problems in terms of sustainable urban mobility;
  - are able to evaluate existing local plans, concepts and projects in terms of their contribution to sustainable urban mobility;
  - are able to develop a viable pathway towards sustainable urban mobility by working out operational targets, comprehensive scenarios and setting priorities.
- 

### Module 3 Measures of Integration and Innovation

Training participants:

- have a deep knowledge of the range and specific approaches of measures, actions and projects being developed by a SUMP;
  - are able to outline and detail effective packages of measures tackling issues and opportunities around sustainable urban mobility;
  - are able to exploit the potential of approaches that promote integration and innovation in urban mobility and urban development.
  - are able to convey the requirements and consequences of developed measures and actions.
- 

### Module 4 Coordination on Political, Legal, Financial and Procedural Levels

Training participants:

- are able to recognize requirements and approaches in order to involve key actors, mobility stakeholders and citizens;
  - have knowledge of the instruments and methods required to structure, coordinate and manage the internal (within the local administration) and external (with partners and public) SUMP process;
  - are able to deal with the requirements, impacts and limits of the political, administrative and legal levels and framework within the SUMP process;
  - have knowledge about responsibilities, budgeting and funding referring to urban mobility planning and implementation.
- 

### Module 5 Implementation

Training participants:

- are able to identify the most suitable interface between planning and implementing and have knowledge of the tools in order to manage the actions of a SUMP;
  - have knowledge of methods to monitor and assess the ongoing implementation of measures, actions and projects;
  - are able to recognize the need to modify the conception of a SUMP in order to deal with obstacles as they occur.
- 

### Module 6 Avoiding Traps and Getting a Pilot Action Started

Training participants:

- are able to recognize and react to traps and risks of local SUMPs;
  - are able to reflect on the SUMP process as a whole and utilize the worked out materials as a starting point for the local SUMP process and the mutual learning sessions as well;
  - are able to assess the state and advancement of their localities in sustainable urban mobility;
  - are able to pre-structure their local SUMP process in preparation for the mutual learning sessions and the SUMP coaching.
-

**Consistence and completeness of learning objectives: suggested additions; main need for national adapted learning objectives and national emphasis**

- (15) Key question:  
Are the outlined general learning objectives consistent and complete?
- (16) Key question:  
Where do the focus group participants see the main need for national adaptation? Whereon the national adapted training should set emphasis?
- (17) Key question:  
Do the participants see a further need for adaptation referring to subnational/regional aspects like type of city (urban, rural), scale of city (smaller cities, regional centre cities), structural/mobility pattern of city (commuter city, performance of public transport, financial possibilities)?

**National focus on action fields: urban policy, special types or bundles of actions and measures**

- (18) National focus of action fields  
The first module of shaping measures is keen on the wide range of sustainable actions. The key question for national adaptation here is: Are there focal points of urban policy, action fields and measures mentioned in the section 'Key content and topics' of the module from the national view?
- (19) Emphasis of soft measures  
Would it be reasonable to weaken topics referring to "hard" infrastructure planning (road, rail), but to stress so called soft measures in the field of mobility management (measures of organization, information, awareness rising, marketing, pricing, ticketing)? This would include approaches of "low budget" measures.
- (20) Emphasis of the role of target groups  
Should the trainings course set focus on approaches and measures which are target group orientated (oriented to special needs, potentials, conditions of homogenous groups of demand like elder people without car, highly mobile young people without children and car but with competence in organizing and using communication technology)?

**Key requests for national adaption referring to institutional context: administration structure, competence of local authorities, legal bases of urban development, public finance; importance of supralocal administrative levels**

- (21) Handling institutional diversity  
It is supposed that there are obvious differences between the national political and legal frameworks referring to administration structure, competence of local authorities and legal bases of urban development and public finance as well. So the key question will be: How exactly should the training course regard and react to these distinctions? A special issue concerns the general competence of local planning in the field of transport and mobility. For the national training it will be substantial, if a local SUMP process has to consider the involvement of further administrative levels (e. g. regional authorities, special agencies or departments of government for transport infrastructure or financing).
- (22) Relevance of monitoring and assessment  
BUMP has to consider that local practices neglect monitoring and assessment steps and that the theoretical way of planning is unusual. How to create comprehension that long term monitoring and assessment at an early and comprehensive stage is necessary for decision making and legitimizes time and efforts for data mining?
- (23) Importance of EU-funding  
should the training programme have the function to explain mechanism of EU-funding in detail - thereby this would be one strong focus of the course (e.g. one whole training day of "fund raising")?

**National focus on local characteristics and types of actors: need for adaptation referring to subnational/regional aspects; importance of local key problems and local authority structures, of the state of mobility plans and sustainable development; importance of special actors and stakeholders**

- (24) Relevance of diversity within a country  
Furthermore it has to be cleared, if there are additional differences on the subnational level, e. g. in terms of local key problems and local authority structures (distribution of competences between departments, pattern of communicating with stakeholders, decision making, budgeting), in terms of the state of mobility plans and sustainable development. The question is: How to handle the

possible diversity, what are the elements of diversity which cannot be ignored by the training course? For example: A local authority is used to decide every small planning step by the city council, whereas in another city the administration staff (our training participants) has much more competences of decision and the city council is concerned only with the final decision.

- (25) National focus on actors  
Regarding the involvement of local actors a SUMP process has to manage the complexity of co-ordinating, activating and communicating with actors of the local authority, stakeholders, NGOs, companies and citizens. In terms of national adaptation of the training course, it is important, if some actors should be focused on (e. g. public and private transport companies) or if this is one task of the local SUMP process and cannot be anticipated by a national point of view.
- (26) Focus on empowerment of the public  
It can be assumed that local authorities especially in the field of transport and mobility issues aren't used to initiate a wide public consultation or participation. Thus should this be an emphasis of the training programme which could be connected with a strong orientation towards citizens and special target groups (younger people, the elderly)?
- (27) Searching for private partnership  
Is it important to tackle the installation of public-private- or public-public-partnerships within the training course, to identify and motivate strong partners (e.g. housing companies, health agencies) for local authorities that could be important for designing and implementing project-orientated approaches of sustainable development?

**National specifics for the local pilot action**

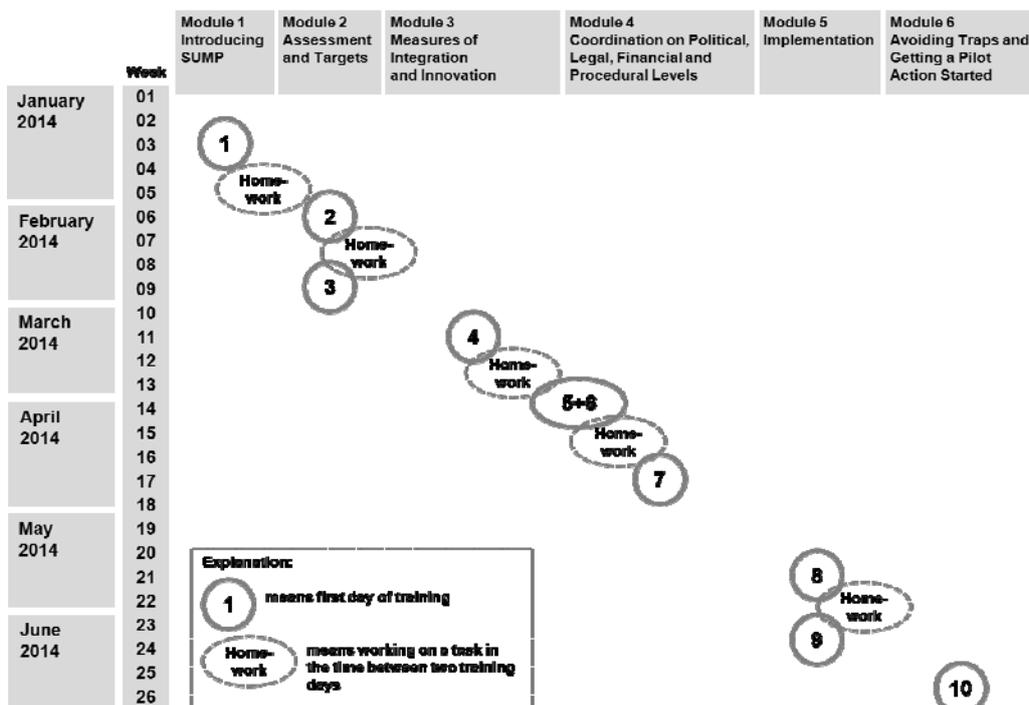
- (28) National view on pilot action  
Are there any national specifics, which influence orientation and shaping of the local pilot action?
- (29) Understanding of pilot action  
Is there a common sense what a pilot action could/should be? Are there ideas or examples of effective and powerful pilot actions?

**C. Feasibility of BUMP training and coaching**

**Input**

**Introduction of BUMP approach: development of Supporting Package; training course; coaching to develop a SUMP**

**Presentation of the learning objectives of the modules and discussion of the relevance of the objectives for the national context**



**Suggested structure of modules and key topics of the training course (compare figure of the moderator's guide); duration and effort of training course for participants (time, homework)**

(30) Logic of modules

Would it be a feasible option to structure the modules in an overview day (beginner level) and a deepening day (intermediate level)? This would face two essential problems: a) Between the countries we have to assume large differences in competence and skills of local staff. The two step structure would not expect too much existing knowledge; b) That structure would also deal with the gap between political staff and technical staff. The political staff would be introduced to basic level knowledge, the intermediate level addresses the technical staff in detail.

(31) Understanding of Tool on SUMP

Are there special requirements for this tool (problem of facing various aspects like energy, environment, mobility, using as monitoring, assessing and planning tool, but keeping it easy to handle)?

**Points of connection to national activities in the field of sustainable mobility: possibilities of generating synergetic effects by connecting SUMP with national approaches (programmes, campaigns) or stakeholders with national importance (associations, companies)**

(32) National/subnational connections

Are there any possibilities to attach BUMP on existing initiatives or programmes?

**Selection of participating cities and local staff**

(33) Addressing of cities

Should we focus on cities which intend to start or have just started a process of elaboration or revision of local transport schemes?

(34) Requirements of participating cities

How strict should BUMP set requirements to interested cities (beginner cities or cities with already implemented some actions guiding to sustainability)? Do we search for cities with special background (tourism, regional centres)?

(35) Requirements of participating staff

How political has to be the political officer (City Councillor for Building and Construction, head of official of planning, head of department)? Could we handle this depending on the size of the city (the smaller the city the fewer the hierarchical levels)?

(36) Backgrounds of participating staff

Should BUMP point out that the technical officer has to have a certain profile (engineer) or would it be accepted (and perhaps of advantage), if there is a wide range of personal backgrounds within the training participants (engineers, urban planners, ecologists, economists, sociologists)?

(37) Flexible participation

Is it reasonable to allow a more flexible participation in the training course, e.g.: political representatives have not to join in the whole programme, but only on certain meetings; participants of technical level are allowed to alternate (so more members of the local staff can participate)?