



THE CIVITAS INITIATIVE  
IS CO-FINANCED BY THE  
EUROPEAN UNION

## **CIVITAS SUMPs-Up**

# **SECOND CALL TO JOIN SUMP LEARNING PROGRAMME**



**Open: 8 March 2018, 10:00 CET**

**Close: 8 April 2018, 18:00 CET**

# Table of Contents

<b>INTRODUCTION.....</b>	<b>3</b>
<b>1 WHAT DO WE OFFER? .....</b>	<b>3</b>
ACTIVITIES AND EXPECTED OUTPUTS.....	4
REPORTING .....	6
FUNDING .....	6
<b>2 WHO CAN APPLY?.....</b>	<b>6</b>
ELIGIBLE APPLICANTS.....	6
LEVEL OF EXPERIENCE .....	7
<b>3 HOW TO APPLY? .....</b>	<b>7</b>
<b>4 AND WHO WINS?.....</b>	<b>7</b>
<b>5 CONTRACTS AND PAYMENTS .....</b>	<b>8</b>
CONTRACTUAL MANAGEMENT .....	8
PAYMENT PROCEDURE .....	8
<b>6 CONTACT .....</b>	<b>8</b>
<b>ANNEX 1 - ABOUT THE SUMP LEARNING PROGRAMME.....</b>	<b>9</b>
<b>ANNEX 2 - ABOUT THE INNOVATION PILOT POOL .....</b>	<b>13</b>

## Introduction

The **CIVITAS SUMPs-Up** project is launching the **second call** for cities to join its **SUMP Learning Programme (SLP)**. CIVITAS SUMPs-Up is the European programme that aims to accelerate the uptake of SUMPs **across Europe** by combining comprehensive transport research, tailored capacity-building, technical assistance and support, as well as monitoring and evaluation techniques, and a comprehensive collection of mobility tools and SUMP best cases.

The SLP provides an opportunity for progressive local planning authorities, regions, and clusters of municipalities to share experiences and exchange and develop knowledge of tackling and finding solutions to urban mobility challenges; to trial and assess planning tools from the CIVITAS Urban Mobility Tool Inventory; and to apply the SUMP concept in practice. With that, they can progress significantly in their local or regional planning process.

We aspire to devise a state-of-the-art training model that is participatory, inspirational, and rooted in exchange and learning. It should initiate a process that brings together planning authorities from across Europe to learn and exchange their inspiring stories, and also drive systemic transformation towards a more sustainable and integrative urban mobility planning approach.

## 1 What do we offer?

The CIVITAS SUMPs-Up project has set up a support mechanism that enables European cities and regions to receive concrete support in either starting or advancing their local mobility planning process. The selection mechanism is called the Innovation Pilot Pool - (IPP - see Annex 1). Through the IPP, no fewer than 100 planning authorities from across Europe, responsible for developing and implementing a mobility plan, have the chance to be selected and participate in an SLP through three open calls for applications.

This call for applications will recruit **40 planning authorities** to join the SUMP Learning Programme classes **SLP3 and SLP4**, each of which will have **20 participants**. These two groups will form the next intake of the **Expert Group** of 100 SUMP cities that the SLP is bringing together over its duration.

Both classes offer a training and exchange scheme that examines the topic of the **SUMP elaboration process**. The classes are starting in **September 2018** (SLP 3) and in **December 2018** (SLP 4) respectively. Each SLP will last for a duration of 6 months and comprises a blend of online and face-to-face learning and exchange activities. More details on the content and time line of SLP3 and SLP4 activities are provided in Annex 2.

## Activities and expected outputs

Under the overall guidance of the SUMP-UP mobility experts, the 40 selected planning authorities will:

- 1) Advance in the SUMP process and ensure progress by:
  - Addressing specific measure-related challenges;
  - Piloting the use of a comprehensive impact assessment and process evaluation.
- 2) Participate in writing and reviewing a SUMP Action Plan, best practice study, or assessment report (as required).
- 3) Contribute to the monitoring and evaluation of SUMP-UP activities by:
  - Participating in ex-post and ex-ante surveys;
  - Providing feedback on learning activities in evaluation forms.

The participants are requested to actively engage in the SLP of their choice (SLP3 or SLP4), agree to participate in the following activities, and deliver the respective outputs:

Activity No.	Type of activity	Expected outputs
1	<b>3 WEBINARS</b>	<ul style="list-style-type: none"> <li>• Active participation in three webinars.</li> <li>• Respond to questions and tasks raised during the webinar.</li> <li>• Engage in the webinars' interactive sessions with the guest speaker(s).</li> <li>• Provide feedback after each webinar.</li> </ul>
2	<b>3 ONLINE COURSE LESSONS</b>	<ul style="list-style-type: none"> <li>• Take the three e-course lessons.</li> <li>• Respond to tasks and report back to course facilitators and classmates.</li> <li>• Active participation in the online discussion forum with classmates, which forms part of the e-course structure.</li> <li>• Provide feedback after each online course lesson.</li> </ul>
3	<b>3 WORKSHOPS</b> in Europe	<ul style="list-style-type: none"> <li>• Participate in the three workshops.</li> <li>• Active involvement in workshop elements, including delivering presentations of their local mobility situation, moderating discussions, sharing knowledge based on their local experience, participate in site visits, and/ or reviewing documentation.</li> <li>• Provide feedback after each workshop.</li> </ul>

<b>4</b>	<b>City-to-city review</b>	<ul style="list-style-type: none"> <li>Active participation in city-to-city review activity organized during workshops.</li> <li>Provide a short written report.</li> </ul>
<b>5</b>	<b>One-to-one expert support</b>	<ul style="list-style-type: none"> <li>Provide a short report.</li> </ul>
<b>6</b>	<b>Evaluation activities</b>	<ul style="list-style-type: none"> <li>Take the ex-ante and ex-post online surveys.</li> </ul>
<b>Upon completion of respective SLP</b>		Final Activity Report

The 40 planning authorities taking part in SLP3 and SLP4 will play an active role in the European SUMP community, and should show real commitment to assess opportunities for the transfer of innovative solutions into their local context. The activities imply frequent interaction with classmates, SUMP-Up technical partners and city partners, and representatives and officials of other local governments.

It is expected that the data arising from the SUMP Learning Programme will feed back into the CIVITAS Urban Mobility Tool Inventory with the aim to improve tools and services available to cities, and further support the take-up of SUMP in European cities, specifically in countries where SUMP uptake is low.



## Reporting

Upon completion of all activities, a Final Activity Report must be submitted by e-mail to [helpdesk@sumps-up.eu](mailto:helpdesk@sumps-up.eu). The Final Activity Report needs to include a description of all activities undertaken in the framework of SLP3 or respectively SLP4. A template will be provided by the SUMP-UP SLP manager in plenty of time.

## Funding

To participate in all the activities of one SLP, the selected SUMP Expert cities will receive total funding of EUR 7,500 (VAT included). A pre-payment of EUR 2,500 will be made to cover the expenses and participation of one person travelling to the three SLP workshops. More details related to the funding can be found in the section “Payment procedures”.

# 2 Who can apply?

## Eligible applicants

The following authorities may apply to become a SUMP Expert city:

1. Any **urban authority** of a local administrative unit active in sustainable transport planning according to the degree of urbanisation as city, town or suburb;
2. Any **regional authority** with responsibility for local and regional transport issues.
3. Any **association or grouping of urban authorities** of local administrative units active in sustainable transport planning established in a Member State (MS) of the European Union (EU). This can include associations or groupings of public authorities, agencies and companies, NGOs and advocacy groups working in partnership in the same city region.

**Note:** The third category above can include associations or groupings of public authorities together with specialised agencies and companies, consultancy firms, NGOs and advocacy groups working in partnership in the same city or region.

All applicants must be legal entities established in a **Member State** (MS) of the **European Union** (EU) or a country in the [European Economic Area](#).

Cities and planning authorities which are already full project partners in SUMP-UP or similar CIVITAS 2020 Initiatives<sup>1</sup> and cities which took part in SLP 1 or 2 are **not eligible** for this call.

**English** is the official working language of the SUMP-UP project and all activities. Candidates should have a **good level** of verbal and written English.

---

<sup>1</sup> Ongoing CIVITAS Research and Innovation Action (RIA) projects CIVITAS PROSPERITY and CIVITAS SUITS

## Level of experience

SUMPs-Up is seeking mobility professionals active in local or regional transport planning authorities and transport practitioners assisting public authorities in SUMP development; they may have different educational backgrounds and experiences in transport and mobility planning.

The SLP1 and SLP2 classes of the SUMP Learning Programme (currently ongoing) selected SUMP Expert cities that find themselves at the start of their SUMP processes.

With the SLP3 and SLP4 classes, we are looking to form two groups of mobility professionals or transport practitioners already engaged in sustainable mobility planning processes in their local contexts. A **certain level of experience in mobility planning** is therefore required, although we still encourage cities to apply who are in the process of elaborating their first SUMP.

**Note:** Knowledge of statistics, data collection, Geographic Information System (GIS) and other mapping tools, monitoring and evaluation, and participatory processes, or experience in the financial analysis of projects in the transport sector will be considered as an asset.

## 3 How to apply?

To access the **online application form** and all **call documentation**, [click here](#). Documents include the call text, some frequently asked questions, and the full terms of reference.

The deadline for submitting application forms is **18:00 CET on 8 April 2018**.

## 4 And who wins?

For their application become a SUMP Expert city to be considered, an applicant **must fit the eligibility criteria** listed above and ensure that:

- The application form is **complete** in all elements required by the online form;
- The application form is submitted in **English** (official language of the SUMPs-Up project);
- The application form is submitted by the above deadline.

The SUMPs-Up Steering Committee members will review applications and the Innovation and Networks Executive Agency (INEA) will approve them based on the established criteria (two-stage process).

The evaluation of proposals will be completed by the end of April 2018. All applicants will be informed of the results of the selection process in May 2018. A maximum number of 20 applications will be selected to take part in SLP3 class, and another 20 in SLP4 class.

---

## 5 Contracts and payments

### Contractual management

As a SUMPS-Up representative and SUMP Learning Programme manager, Rupprecht Consult GmbH, Cologne, Germany will be responsible for the contractual management, support and activities monitoring. An individual contract will be signed between Rupprecht Consult and each sub-contractor, i.e. each selected planning authority.

Once the contract has entered into force, the selected planning authority, or association or grouping of planning authorities can start the activities according to the schedule. The activities are expected to take place between September 2018 - February 2019 (SLP 3) and December 2018 - May 2019 (SLP 4).

### Payment procedure

To participate in the activities of one SLP, comprising 3 webinars, 3 workshops, 3 e-courses, 1 city-to-city review and 1 one-to-one expert support session, the selected SUMP Expert cities will receive total funding of EUR 7,500 (VAT included). After the contract has entered into force, a pre-payment of EUR 2,500 will be made to cover the expenses and participation of one person travelling to the three SLP workshops, based on an invoice issued by the respective planning authority to the Contractor.

The reimbursement of the remaining costs will be made upon satisfactory completion of the work and submission of all the expected outputs as outlined in section “Activities and expected outputs”. The CIVITAS SUMPS-Up consortium is only responsible for the quality control of the activities and deliverables of the selected SUMP Expert cities.

## 6 Contact

If you have any questions, please write to [helpdesk@sumps-up.eu](mailto:helpdesk@sumps-up.eu)

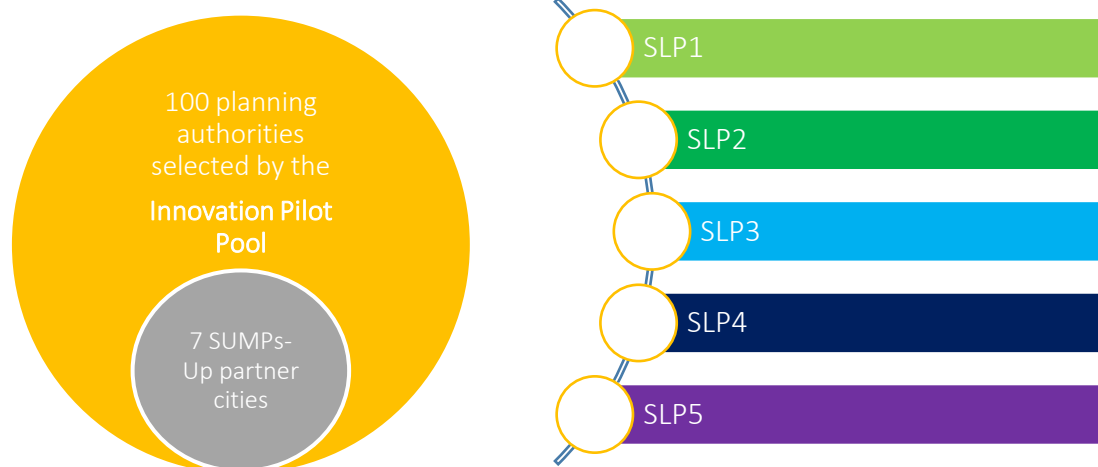


# Annex 1 - About the SUMP Learning Programme

The SUMP Learning Programme is a European programme comprising knowledge transfer, testing and assessment, and continuous user feedback collection with high quality content about concepts, approaches, tools, and methodologies for Sustainable Urban Mobility Plan (SUMP) development.

Developed in the framework of the SUMP-UP project, it aims to share SUMP good practice with transport planners and decision makers and help them to choose and make the best use of available resources in their local context. Participating cities will become familiar with SUMP tools presented through the Learning Programme, test and assess their effectiveness and usefulness in their local context, and provide feedback and recommendations for their improvement.

The SUMP Learning Programme (SLP) forms the backbone of the activities of the 100 planning authorities selected through the IPP, combining a learning, testing, and feedback phase. The SLP consists of five classes (SLP1 – SLP5) and is organised over two years (September 2017 – September 2019).



Each of the 5 SLP classes covers a particular thematic topic (alongside various subtopics):

SLP nr.	Timeline	Key topic	Subtopics
<b>SLP1</b> (ongoing)	<b>Sep 2017 – Mar 2018</b>	<b>Tools and services for initiating a SUMP</b>	<ul style="list-style-type: none"> <li>• Assessment of resources and potential</li> <li>• Starting a SUMP process</li> <li>• Project and resource management</li> <li>• Fitting in the given national framework</li> </ul>

			<ul style="list-style-type: none"> <li>• Analysis of the mobility situation and data availability</li> <li>• Identify and engage stakeholders and citizens</li> <li>• Develop a common vision of mobility, set goals and strategic objectives</li> <li>• Identify the priorities, quick-win solutions</li> </ul>
<b>SLP2</b> (ongoing)	<b>Jan – Jun 2018</b>	<b>Tools and services for initiating a SUMP tailor-made for small and medium size cities*</b>	*The content of SLP2 follows the one of SLP1, but is tailored to small- and medium-sized cities.
<b>SLP3</b> <sup>2</sup>	<b>Sep 2018 – Feb 2019</b>	<b>Tools and services for SUMP elaboration and measure selection</b>	<ul style="list-style-type: none"> <li>• Upgrading a transport plan into a SUMP</li> <li>• Scenarios and appraisal of measures from different policy fields</li> <li>• New and innovative measures</li> <li>• The adoption of a SUMP</li> <li>• The SUMP Action Plan</li> <li>• Monitoring and Evaluation Plan</li> <li>• <i>Other specific topics in SLP3 and SLP4 will be defined following the feedback received in SLP1 and SLP2.</i></li> </ul>
<b>SLP4</b>	<b>Dec 2018 – May 2019</b>	<b>Tools and services for SUMP elaboration and measure selection</b>	* SLP4 content corresponds with SLP3.
<b>SLP5</b>	<b>Jan – Jun 2019</b>	<b>Tools and services for SUMP implementation, financing, and procurement</b>	<ul style="list-style-type: none"> <li>• Planning and management of measure implementation</li> <li>• Monitoring and Evaluation Plan</li> <li>• Impact assessment</li> <li>• Identify new challenges</li> <li>• <i>Other specific topics in SLP5 will be defined upon the feedback received in SLP1-4</i></li> </ul>

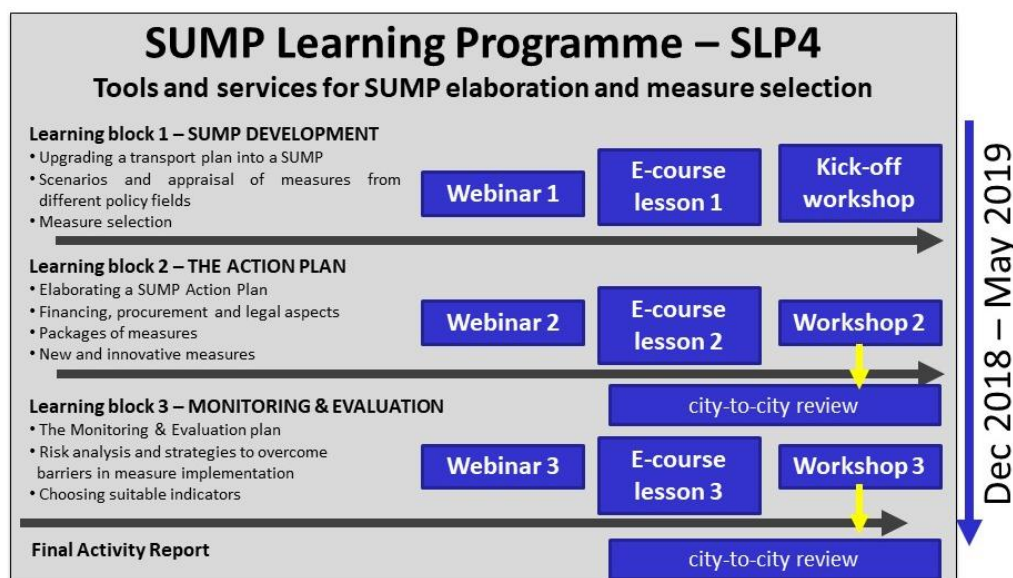
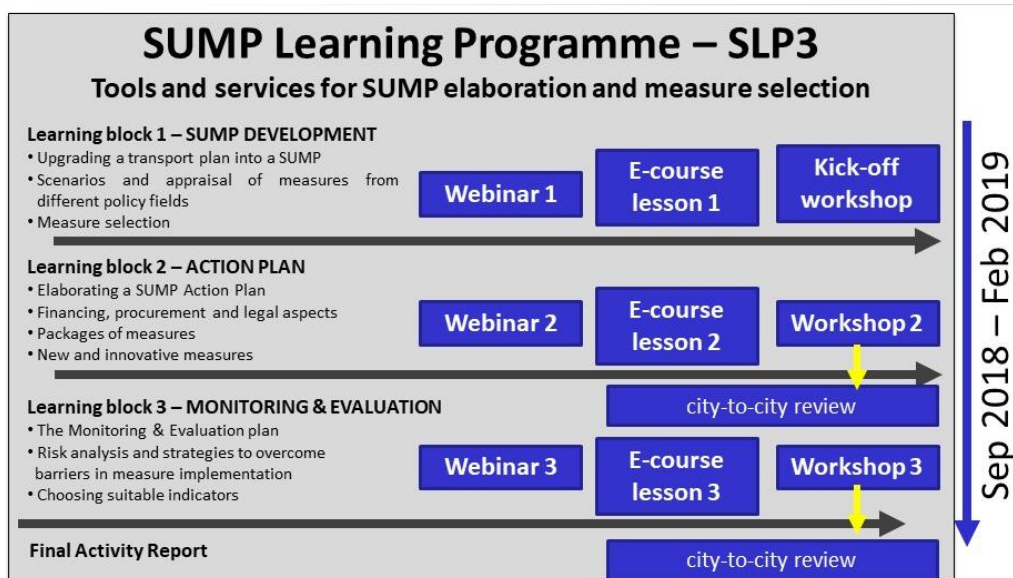
Classes in SLP1-5 will each be composed of 15 - 20 Expert cities. Each SLP program is structured in three learning blocks, and each learning block starts with one webinar, followed by

<sup>2</sup> Two SLP classes (SLP3 and SLP4) will be dedicated to transferring knowledge about the overarching topic of SUMP development due to the high interest expressed by cities around Europe in the subject.

one e-course lesson and one one-day workshop (in this order). All e-course materials are provided via the Mobility Academy<sup>3</sup> platform managed by Rupprecht Consult, whilst webinars and workshops are organised together with city partners, leadership cities and/or other projects.

Each SLP class is composed of a mix of online and face-to-face elements that cover a period of six months.

The structure and content of SLP3 and SLP4 can be seen in the graphics below:



<sup>3</sup> <https://www.mobility-academy.eu>

---

After an initial assessment of the SUMP development status in each participating city by using the SUMP ex-ante appraisal (self-assessment), each authority will be directed to the most appropriate tool(s) from the CIVITAS Tool Inventory that fit the current need(s) and will have the opportunity to test it locally.

The test phase involves an implementation component, which could be a feasibility or technical study, a measure, and a campaign or a process-advancement element that contributes to the take-up of a SUMP in the respective city. Throughout the process, each authority will receive support from one or several SUMP-UP city partners (acting as thematic experts) and one or several technical experts (acting as facilitators) from the SUMP-UP consortium.

Planning authorities will have multiple opportunities to receive real-time feedback from experts during workshops, at one-to-one expert sessions, or during the peer-review process. The peer-reviews and one-to-one expert sessions can be organised in the framework of workshops or as separate activities.

At all times, planning authorities will be encouraged to share their knowledge and experience, be it during workshops, webinars, or in the discussions on lessons learned. Interactive formats will facilitate this exchange.

## Annex 2 - About the Innovation Pilot Pool

The Innovation Pilot Pool (IPP) is a funding mechanism that will be used to recruit 100 planning authorities across Europe (90 SUMP Expert cities and 10 Leadership cities) to take part in the SUMP Learning Programme (SLP) and the activities organised as part of it.

This group will consist of selected transport and urban mobility planning practitioners (i.e. planning authorities, local, and regional stakeholders) who will test and assess the effectiveness of relevant tools from the CIVITAS Tool Inventory through their participation in SLP activities.

Ultimately, the SUMP-UP project aims to build capacity in sustainable transport planning across cities and regions in Europe, encourage the take-up and application of the SUMP concept, and support at least ten cities in having their SUMP ready for adoption by 2019.

The selection will be made through a series of three open calls for planning authorities. Through the IPP, two groups of planning authorities will be formed:



In the framework of the IPP, SUMP concepts, approaches, tools, and methodologies for SUMP development will be improved with the assistance of the 100 planning authorities, who will:

1. Identify and test innovative solutions for sustainable urban mobility planning;
2. Mainstream and embed SUMP approaches into transport planning;
3. Follow-up and coordinate with local and regional governments on preparing and implementing Sustainable Urban Mobility Plans.

All planning authorities selected will participate in a series of activities organised in the following areas within the SUMP Learning Programme:

1. Receive training and evidence-based knowledge, alongside tools to trial in their local context;
2. Assess and provide comments on the effectiveness of the CIVITAS Urban Mobility Tool Inventory;
3. Make recommendations to improve the CIVITAS Urban Mobility Tool Inventory;

---

4. Demonstrate significant progress in their SUMP process and planning cycle.

The CIVITAS Urban Mobility Tool Inventory will help mobility planners make better informed decisions about which planning tools to apply in their local context. It will provide comprehensive information about the most effective tools available for developing a SUMP and its application in different local settings and by different types of cities.

The seven cities which are full partners in the SUMP-UP project will host workshops within the SUMP Learning Programme and assist the 100 planning authorities selected through the IPP in their activities.

It is expected that the data arising from the various SLPs will be fed back into the CIVITAS Urban Mobility Tool Inventory with the aim to improve tools and services available to cities, and further support the take-up and implementation of SUMP-related measures in European cities.