



THE CIVITAS INITIATIVE  
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## **CIVITAS SUMPS-UP**

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



**Open: 28 November 2018, 08:00 CET**  
**DEADLINE EXTENSION: 31 January 2019, 18:00 CET**

## Disclaimer

The views expressed in this document are the sole responsibility of the SUMPs-Up project/ Consortium and do not necessarily reflect the views of the European Commission.

## Data protection notice

All personal data collected as part of this application process will be processed in a secure, responsible manner and in full accordance with the CIVITAS SUMPs-Up's data protection policy, which can be seen [here](#).

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# Introduction

The **CIVITAS SUMPs-Up** project is launching the third call for applications for planning authorities to join its **SUMP Learning Programme (SLP)**. CIVITAS SUMPs-Up is a European programme that aims to accelerate the uptake of SUMPs across the Europe Union. It works towards achieving this aim by combining comprehensive transport research, tailored capacity-building, technical assistance and support, and monitoring and evaluation techniques as well as by providing a comprehensive collection of mobility tools and SUMP best practice examples.

The SLP provides an opportunity for progressive local planning authorities, regions, and clusters of municipalities to share their experiences and develop the knowledge necessary to tackle and solve urban mobility challenges; to trial and assess planning tools from the CIVITAS Urban Mobility Tool Inventory; and to apply the SUMP concept in practice. Through such activities, these actors are able to make significant progress in their local or regional planning processes.

CIVITAS SUMPs-Up aspires 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 exchange and learn from each other's inspiring stories. Furthermore, it should also speed systemic transformation towards a more sustainable and integrative approach to urban mobility planning.

## 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 processes.

The selection mechanism is called the Innovation Pilot Pool (IPP), see Terms of Reference. Through the IPP, 100 planning authorities from across the European Union that are responsible for developing and implementing a mobility plan will have the chance to be selected, through three open calls for applications, for participation in one of the five SLP modules.

The current call for applications will recruit between **20 and 25 planning authorities** to join SLP5 classes. This group will form the final wave of members participating in the Expert Group of 100 SUMP cities and regions that the Innovation Pilot Pool is bringing together over the course of the project's lifetime.

SLP5, which will begin in May 2019, offers a training and exchange scheme that examines the topic of **SUMP implementation, financing and procurement**. The SLP will be carried out over the course of 6 months and will comprise a blend of online and face-to-face learning and exchange activities. More details on the content and timeline of SLP5 activities are provided in Annex 1.

## Activities and expected outputs

Under the overall guidance of the SUMPs-Up mobility experts, the 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 SUMPs-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, 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>• Actively participate 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>• Actively participate in the online discussion forum, which forms part of the e-course structure, with classmates;</li> <li>• Provide feedback after each online course lesson.</li> </ul>
3	<b>3 WORKSHOPS</b> within the European Union	<ul style="list-style-type: none"> <li>• Participate in the three workshops;</li> <li>• Be actively involved in workshop elements, which includes delivering presentations on the local mobility situation, moderating discussions, sharing knowledge based on local experience, participating in site visits, and/or reviewing documentation;</li> <li>• Provide feedback after each workshop.</li> </ul>
4	<b>City-to-city review</b>	<ul style="list-style-type: none"> <li>• Actively participate in a city-to-city review activity organized during the workshops;</li> <li>• Provide a short written report.</li> </ul>
5	<b>One-to-one expert support</b>	<ul style="list-style-type: none"> <li>• Provide a short report.</li> </ul>
6	<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 SLP</b>		<b>Final Activity Report</b>

The planning authorities taking part in SLP5 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 above mentioned activities imply frequent interaction with classmates, SUMPs-Up technical partners and city partners, and representatives and officials of other local governments.

It is expected that the data arising from the SLP will feed back into the CIVITAS Urban Mobility Tool Inventory with the aim of improving the tools and services available to cities. It will thereby also further support the take-up of SUMPs 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 within the framework of SLP5. A template will be provided by the SUMPs-Up SLP manager ahead of time.

## Funding

To participate in all the activities of the SLP, each of the selected SUMP Expert Group cities will receive total funding in the amount of EUR 7,500 (VAT included). A pre-payment of EUR 2,500 will be made to cover the expenses of one person who will be participating in the three SLP workshops. More details related to funding are presented under the subsection titled "Payment procedures" below.

## 2. Who can apply?

### Eligible applicants

The following authorities may apply to become a SUMP Expert Group 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** that is responsible 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 that are working in partnership with specialised agencies and companies, consultancy firms, NGOs and advocacy groups in the same city or region.

All applicants must be legal entities established in a **Member State (MS)** of the **European Union (EU)** or within an [associated country of the Horizon 2020 programme](#). Cities and planning authorities that are already full project partners in SUMPs-Up or similar CIVITAS 2020 Initiatives<sup>1</sup> or that have taken part in previous SLP classes are **not eligible** for this call.

**English** is the official working language of the SUMPs-Up project and all of its activities. Candidates should therefore have a **good level** of verbal and written English.

### Level of experience

SUMPs-Up is seeking mobility professionals active in local or regional transport as well as planning authorities and transport practitioners that are assisting public authorities in SUMP development. The educational backgrounds and levels of experience in transport and mobility planning of those selected to join the Expert Group may differ.

The SLP1 and SLP2 classes chose SUMP Expert Group cities that found themselves at the start of the SUMP process. The SLP3 and SLP4 classes (currently ongoing) selected more advanced cities that find themselves in the SUMP measure selection phase.

With SLP5, SUMPs-Up is looking to gather a group of mobility professionals or transport practitioners that are already engaged in sustainable mobility planning processes in their local contexts and are currently working in the implementation and monitoring phase of their respective SUMPs. A **certain level of experience in mobility planning** is therefore required, although cities who are in the process of elaborating their first SUMP are still encouraged to apply.

**Note:** Knowledge of statistics, data collection, the 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 apply, access the online application form and download all call documentation. Documents include the call text, some frequently asked questions, and the full Terms of Reference.

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

The deadline for submitting application forms has been extended from 11 January to **18:00 CET on 31 January 2019**.

## 4. And who wins?

To be considered for the SUMP Expert Group, 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 SLP);
- The application form is submitted by the above **deadline**.

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

The evaluation of proposals will be completed by the end of February 2019. All applicants will be informed of the results of the selection process in March 2019. A maximum number of 25 applications will be selected to take part in the SLP5 class.

## 5. Contracts and payments

### Contractual management

As a SUMPs-Up representative and SLP managers, Polis and Rupprecht Consult GmbH, will be responsible for contractual management, support and activities monitoring. An individual contract will be signed between one of the two Contractors: Polis or 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, will be able to start the activities according to the schedule. The activities are expected to take place between May 2019 and November 2019, with a one month break during summer.

### Payment procedure

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

A reimbursement of the remaining costs will be made upon the satisfactory completion of all SLP5 activities and the submission of all expected outputs outlined under the subsection titled "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 Group cities.

## 6.Contact

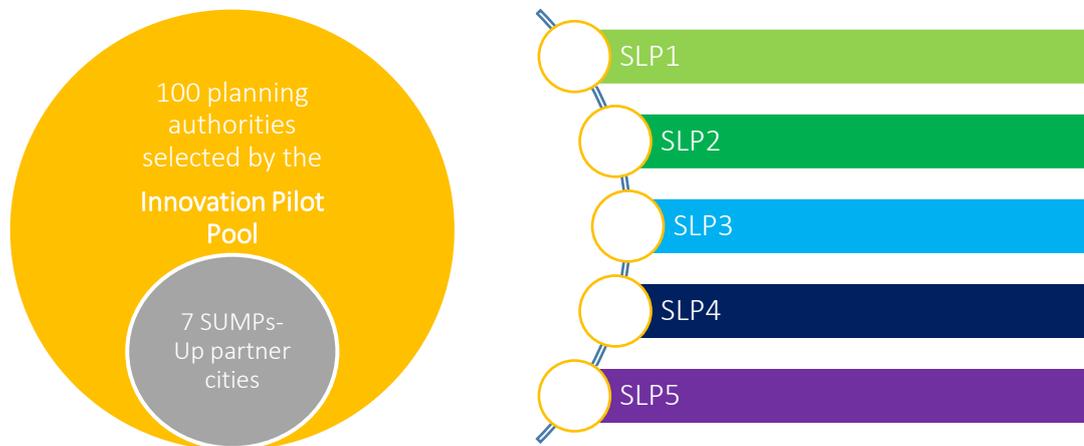
If you have any questions, please write to [helpdesk@sumps-up.eu](mailto:helpdesk@sumps-up.eu).

## Annex 1 - About the SUMP Learning Programme

The SUMP Learning Programme (SLP) 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 within the framework of the SUMPs-Up project, it aims to share SUMP good practice examples with transport planners and decision makers as well as to 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 SLP, test and assess the effectiveness and usefulness of these tools in their local context, and provide feedback and recommendations for their improvement.

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



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

SLP nr.	Timeline	Key topic	Subtopics
<b>SLP1</b>	<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> <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>	<b>Jan – Jun 2018</b>	<b>Tools and services for initiating a SUMP, tailor-made for small- and medium-sized cities*</b>	<ul style="list-style-type: none"> <li>The content of SLP2 follows that of SLP1, but is tailored to small- and medium-sized cities.</li> </ul>

<b>SLP3<sup>2</sup></b>	<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>• Financing, procurement and legal aspects</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> </ul>
<b>SLP4</b>	<b>Dec 2018 – May 2019</b>	<b>Tools and services for SUMP elaboration and measure selection</b> *	<ul style="list-style-type: none"> <li>• The content of SLP4 follows that of SLP3.</li> </ul>
<b>SLP5</b>	<b>May – Nov 2019</b>	<b>Tools and services for SUMP implementation, financing and procurement</b>	<ul style="list-style-type: none"> <li>• Planning and the management of measure implementation</li> <li>• Monitoring and Evaluation Plan</li> <li>• Impact assessment</li> <li>• Identifying new challenges</li> <li>• Introduction to new mobility services and technologies</li> </ul>

Classes in SLP1-5 will each be composed of 15 - 20 Expert Group cities. Each SLP is structured into three learning blocks, with each learning block starting with one webinar, followed by one e-course lesson and a one-day workshop (in this order). All e-course materials are provided via the Mobility Academy platform that is managed by Rupprecht Consult, whilst webinars and workshops are organised together with city partners, Leadership Group cities and/or other projects.

Each SLP class comprises a mix of online and face-to-face elements and runs course over a period of six months. After an initial assessment of the SUMP development status in each participating city through the SUMP ex-ante appraisal (self-assessment), each authority will be directed to the most appropriate tool(s) in the CIVITAS Tool Inventory that fit the current need(s) of their respective cities. They will furthermore 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 discussions on lessons learned. Interactive formats will facilitate this exchange.

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