

9<sup>th</sup> Meeting of the Coordinating Group, 5<sup>th</sup> and 6<sup>th</sup> March 2018

## Draft Minutes of the Meeting

Presentations are available on [Eltis.org](http://www.eltis.org):

<http://www.eltis.org/resources/promotional-materials/9th-meeting-sump-coordinating-group-brussels-5-6-march-2018>

### DAY ONE

The first day of the meeting was attended by the following people:

**Simone Bosetti** (ELTIS, chair), **Eglantina Dani** (ELTIS, minutes), **Madeleine Kelly** (DG MOVE), **Isabelle Vandoorne** (DG MOVE), **Piotr Rapacz** (DG MOVE), **Susanne Böhler-Baedeker** (SUMPS-UP), **Fabio Tomasi** (SIMPLA), **Andree Woodcock** (SUITS), **Maria Morfoulaki** (REFORM), **Thomas Mourey** (SATELLITE/SUMP Award), **Jochen Schneider** (JASPERS), **Robert Pressl** (PROSPERITY), **Ana Dragutescu** (SUMPS-UP), **Olaf Lewald** (CityMobilNet), **Mael Martinie** (MobiliseYourCity), **Michele Sansoni** (EASME), **Matilde Chinellato** (GO SUMP), **Ralf Tinga** (ELTIS), **Alexandra Humphris-Bach** (ELTIS), **Peter Jones** (CREATE).

### 1. Opening

Isabelle Vandoorne (DG MOVE) and Simone Bosetti (ELTIS – [Slides available](#))

- Welcome and introduction by Isabelle Vandoorne
- Introduction of the new ELTIS team by Simone Bosetti
- Introduction of the participants (tour de table)
- Presentation of the meeting agenda

### 2. Updates on the EC urban mobility policy

Piotr Rapacz (DG MOVE)

- In November 2017 there has been the second Mobility Package, with a focus on alternative fuels (e-mobility etc.) and focussed financing under CEF.
- The third Mobility Package is upcoming in May, focusing on road safety (see vulnerable users in urban areas) and digitalization, where there will be a number of proposals that the EC will come up with, e.g. mandatory equipment of new vehicles
- Urban vehicles access regulations (UVAR): further measures upcoming based on the recent study.
- Partnership on Urban Mobility (PUM): ongoing process of consulting the Draft Action Plan of the PUM since the beginning of February.

- The next meeting of the Member States Expert Group on Urban Mobility will be on the 12-13<sup>th</sup> of April, including a joint workshop with the PUM. The last meeting was focused on UVAR, SUMP and the PUM; the next meeting will continue with the discussion on these topics and maybe take into consideration urban logistics. The aim is to activate them more at national level.
- This year DG MOVE wants to promote active mode transport i.e. more walking and cycling, going forward with concrete actions.
- This year is the year of “multimodality”, therefore, there will be a number of events dedicated to multimodality: there will be a freight multimodal conference under the Bulgarian Presidency, and - most probably, still to be confirmed – a passenger multimodality conference under the Austrian Presidency. The idea is to promote this topic also at the SUMP Conference, the CIVITAS Forum Conference, the TEN-T days (with at least two session on the urban matters), the TRA.
- EC is also moving forward with various studies and “EP pilots” (special studies given by the European Parliament). A first contract has been signed for a study concerning cycling projects and infrastructures; it should be delivered by the end of this year. Another study is on alternatives to private cars, started in January/February 2018. The second EP pilot is called “SMARTA” and it concerns smart shared mobility for rural areas. The study aims at a better connection between suburban areas and cities, especially in relation to shared mobility and public transport.
- Another project is about the Urban Mobility Indicators (the contract was signed in December). There will be technical assistance delivered to 55 cities in the EU to work on data and urban mobility indicators, with the aim to create an EU level urban mobility scoreboard and to improve a basic set of indicators starting from the work developed by WBCSD.
- Regarding European Mobility Week, 2017 was a second record-breaking year in a row, with the participation of over 2500 cities from 50 countries. The joint EMW/SUMP award ceremony will take place on 21 March.
- The Smart City general assembly will be held in June in Sofia.
- A new contract on Multimodal Integrated Ticketing will be launched soon.

### 3. Follow-up on the actions from the 8<sup>th</sup> Meeting

Simone Bosetti (ELTIS)

The actions from the eighth meeting and an indication of their current status are reported in the following table.

#	WHO	WHAT	STATUS
1	<b>Andree (SUITS) and Susanne (SUMP-UP)</b>	To update the available planning document on trainings which was developed by SUITS, SATELLITE and PROSPERITY and to share it in the group.	A new shared file was created with the list of SUMP related training activities, gathered from CG members. Coordination and synergies of SUMP training activities was discussed on Day 2 of this meeting

#	WHO	WHAT	STATUS
2	All	To share deliverables that have been identified to be uploaded on the European Platform on Sustainable Urban Mobility Plans before publication with the group for consultation.	The shared file with the list of deliverables was updated by CG members prior of the meeting. <b>Update from previous Secretariat:</b> It was agreed that draft deliverables would be shared among the group members for consultation (not review).
3	New Secretariat	Action to find a way to share events with the group and the relevant people at the Commission. Suggestion could be that projects send their invitation to the Secretariat which forwards it to the group.	The shared file with the list of events was updated by CG members prior of the meeting. This tool will be used by the ELTIS team to guarantee direct and prompt links with the ELTIS portal (events section). Relevant events will be highlighted in the ELTIS newsletter.
4	Fabio (SIMPLA)	To send the SIMPLA training material to Teije to assess whether this is useful for the ELTIS training material sections.	Not necessary. <b>Update from previous Secretariat:</b> We decided that the available document (referred to as training material in this action) was considered not suitable for the training materials section.
5	Secretariat	Will compile a annex for a paper with the national Member State profiles that are now on the website. Projects to identify the deliverables that are relevant. So the Secretariat can combine this with the paper and send it as a package to Piotr and Vincent to be used in the national Member State representatives meeting (before the 3rd of November). <b>FOLLOW-UP &gt;&gt;</b> note: the minutes were finalised on 14-11-2017. The Secretariat has compiled a list of Member State profiles and sent this list to Piotr and Vincent. Up to this date no input has been received from the	Done (partially) / outdated <b>Update from previous Secretariat:</b> The Secretariat has compiled a list of Member State profiles and sent this list to Piotr and Vincent. Up to this date no input has been received from the projects concerning relevant deliverables.

#	WHO	WHAT	STATUS
		projects concerning relevant deliverables.	
6	<b>Secretariat</b>	<p>Adjust the introduction text of the city database in such a way that it is not confusing and does not suggest it only includes cities with a SUMP.</p> <p><b>FOLLOW-UP</b> &gt;&gt; the following text will be put on the respective page: <i>“Many cities in Europe are already involved in EU activities to promote and apply the concept of an Urban Mobility Plan (UMP) or extending the plan to become a Sustainable UMP (SUMP). This database provides the names of cities involved in such ongoing and completed EU-supported urban mobility projects and initiatives. The information also includes web links, population, status of development of their urban mobility plan, etc. The site administrator has taken basic precautions to control the accuracy of the information provided by the sources, but cannot take responsibility for any errors or omissions.”</i></p>	Done
7	<b>SUMPS-UP/ELTIS</b>	<p>Contact each other on how to integrate the registry as soon as possible in the ELTIS website and how allow for visibility of good practices. ELTIS will receive the information from SUMPS-UP and update the existing database. When the full information of the SUMPS-UP registry is included in the ELTIS city database the registry will be removed.</p>	<p>This item was discussed on Day 2 of this meeting.</p> <p>Relevant data from the SUMPS-UP SUMP registry will be included in the Eltis City Database, but the SUMP registry will not be closed (it is a contractual obligation of the project).</p>
8	<b>Next contractor - Secretariat</b>	<p>Put a strategic discussion on the agenda regarding the future of the SCG and the development of a work programme.</p>	Done (this item was addressed on Day 2 of this meeting)

## 4. Status updates of the running projects

### PROSPERITY (Robert Pressl)

- PROSPERITY has focused in the following pillars in the last 6 months:
  - Training program: face to face tailored trainings of 4 days with 4 different topics each, in 10 countries (in local language). It will continue until November with the next 8 trainings (2 have already been carried out in Lithuania and Cyprus).
  - Ambassadors to spread the message on SUMP to their communities have been identified. A round of interviews has been carried out (they are available online on [Eltis.org](http://Eltis.org)).
  - A joint deliverable has been recently submitted together with SUMPS-UP. The deliverable is a very large compendium: “High level of government and support on the SUMP in the EU”. It would be good to promote it to the SUMP Conference as it gives an overview of over 28 countries in Europe.
  - Ongoing promo activities: PROSPERITY organises at least one annual event in each country. A cooperation with SUMP-UP or the other SUMP projects is welcome – PROSPERITY is open for contributions.
- In the coming period:
  - Next 8 training sessions. Training material will be made available once training sessions are done.
  - From June on, there will be 5 webinars on 5 different topics.

### ELTIS (Alexandra Humphris-Bach)

- The handover from the previous contract was completed.
- New look of the newsletter, it came out a few weeks ago.
- Organising the SUMP Conference in Nicosia in 14-15<sup>th</sup> of May.
- Planning of the training programmes.
- Planning to engage with stakeholders.
- Over the next two months a survey will be conducted and some stakeholder interviews.
- Working on the cities database.

### SUITS (Andree Woodcock - [Slides available](#))

Most information is in the slides. The discussion focussed on the following:

- The mobility data obtained will be used to get a picture and it will be combined in a large database and analyzed to let the local authorities to be able to use them when planning.
- The GDPR (General Data Protection Regulation) in the project is fully respected.
- Digital Badges: they incentivize people to attend training opportunities; the badges are given for attendance and then you get upgrades by mastering and transmitting the knowledge across the organisation. Attending the workshop is the first basic step, the most important is actually what effect the workshop does and what you've done with it. It is open source and all projects can join.

### SATELLITE (Thomas Mourey – [Slides available](#))

Most information is in the slides (made available after the meeting); some highlights:

- New and upcoming projects in the CIVITAS 2020 Community of SUMP relevance: VITALNODES, SUNRISE, METAMORPHOSIS, SPICE, BuyZET, PARK4SUMP.
- Projects coming to an end: TRACE and FLOW (they are having their final conference together), the Urban Freight Cluster projects: U-TURN, CITYLAB, NOVELOG and SUCCESS (final joint conference), CREATE (final event at the SUMP conference, but something will be organised in the European Parliament as well).
- The call for the host of the CIVITAS Forum 2019 is open.
- There is a call opened for the membership of the Political Advisory Committee (PAC) of CIVITAS. After the group is defined, they will be working on the statement of multimodality, being 2018 the year of multimodality.
- The SUMP tool inventory is ongoing and more than 100 tools are available currently.
- CIVITAS is organizing a series of e-course and webinars in particular on Automation, MAAS and Parking.
- Civitas Forum Conference in Umea (19th and 21st of September, the call for speakers is scheduled for this April). Tentative title is “Mobility for you and me”, which is related to multimodality. Avoid duplication with SUMP conference, even if SUMP-UP, PROSPERITY are SUITS are important to CIVITAS 2020.

#### **SUMP Award** (Thomas Mourey – [Slides available](#))

Most information is in the slides (made available after the meeting); some highlights:

- A new three-year (2018-2019-2020) contract started in January. The annual theme for 2018 is multimodality. The slogan is “Mix and Move”.
- The SUMP Award is presented in parallel with European Mobility Week Award (same contract, same award ceremony), focused on cities of EU but also other countries in Europe that develop and implement SUMP, to showcase successful SUMP experiences.
- The award will be presented on 21<sup>st</sup> March in Brussels with the participation of Commissioner Violeta Bulc. Greater Manchester, Milan, Turda (Romania) are the finalists. The applications relate to last year’s theme “Shared Mobility in Urban Mobility Planning”.
- The theme of the 7<sup>th</sup> SUMP award will be Multimodality. The deadline for the application will be in October.
- To increase the number of applicants and bring them closer, new SUMP Award call will be launched at the SUMP conference in Nicosia. The winner of the SUMP Award will also be presented in Nicosia.

#### **REFORM** (Maria Morfoulaki - [Slides available](#))

Most information is in the slides; some highlights:

- A list of 26 good practices across Europe are currently being evaluated.
- The developing of the action plans will take another 2 years after 2018, in order to develop them and have results.

- Upcoming events: Nicosia, Cyprus 16 May (back-to-back the SUMP Conference); Bologna (good practice for supporting the development of SUMP) in December.
- There is a methodology already developed for good practice. Now there is a need for specific good practice.
- The main target is to create a strategic regional good practice.
- Regarding TEN-T topics, the aspect and quality will be considered in the regional aspect.

#### **SUMPS-UP** (Anna Dragutescu - [Slides available](#))

Most information is in the slides; some highlights:

- Key achievements:
  - SUMP in Member States, joint deliverable with PROSPERITY (High level of government and support on the SUMP in the EU);
  - Three manuals for the selection and combination of measures for different city types with different levels of maturity and experience in SUMP development (beginner, medium and advanced cities);
  - SUMP Learning Programmes: SLP1 will finish next week and SLP2 has just started in Sofia.
  - Mobility practitioner workshops (Tampere, Finland) on 15/3.

#### **JASPERS** (Jochen Schneider)

- The commitment of JASPERS in the field of SUMPs is to make sure that they provide evidence for good quality implementation projects to be supported by structural funds.
- It is recommended that SUMPs are done at functional area level.
- JASPERS is currently not offering trainings on SUMPs, so they are not competing with SUMP projects, but they did it in the recent past under request of DG MOVE and DG REGIO when they provided some basic trainings in national languages.
- When delivering new training opportunities, there should be an explicit link to what has been done in the past in the same country. The basic knowledge provided in the training should be known, we need to make sure that quality projects are produced for EU funding.
- Specific workshops:
  - Clean Buses, central workshop on 26<sup>th</sup>-27<sup>th</sup> of June in Brussels where DG MOVE is expected to present the conclusions of the Clean Bus expert group.
  - Local workshops where JASPERS participated or will participate, for example in Hague regarding e-mobility, 18<sup>th</sup> of April in Warsaw, 24<sup>th</sup> of April in Bucharest with the presence of Transport Authorities.

**Action:** (Simone and Jochen) events planned by JASPERS to be gathered and included in the shared list of SUMP-related events.

#### **SIMPLA** (Fabio Tomasi)

- The project focuses on the harmonization of SEAP/SECAP with SUMPs.

- The second version of the guidelines was just released in English and Italian. It will be soon available in the other languages: Croatian, Spanish, German, Romanian and Bulgarian.
- The final version of the guidelines together with examples of good practices will be released at the end of the project, by the end of the year 2018.
- There will be a series of webinars. The capacity building programme will be circulated soon. Working on the definition of a call for replicators that will be finalized in June. There are 12 replicating organizations that are not part of the project but are willing to take up the methodology.
- The final event is planned in the last week of November in Trieste, Italy. It will last 3 days with different participants. The first day will be targeted to the replicators, making them familiar to the methodology. The second day will involve both the replicators and the best performing cities participating in the project covering all the countries involved. This will be an opportunity to share experience. The third day will be an open conference with international participation (Croatia, Slovenia, Austria).

#### **GO SUMP (Matilde Chinellato)**

- GO SUMP is a horizontal project funder under INTERREG Med, supporting 6 modular projects dealing with SUMPs (the “Med urban transport community”).
- In the last 6 months, 5 thematic working groups have been consolidated:
  - Tourist destinations
  - Specific trip generation areas such as universities
  - Low carbon modes and services
  - Participatory planning and processes
  - Information and communication technology
- The next urban transport community meeting will be on 16<sup>th</sup> of April in Rome, followed by a big INTERREG Med event open to the public (Made in Med) on 18<sup>th</sup> and 19<sup>th</sup> April.
- The analysis of the results of the 6 modular projects has started; it will be ready in June and presented in a number of events, including the SUMP Conference in Nicosia, where there will be a dedicated session, and ideally the CIVITAS Forum.
- Relevant updates from the modular projects:
  - REMEDIO, working on the participatory governance, is organizing an international workshop in Thessaloniki on 22<sup>nd</sup> May on the topic of sustainable mobility vs air pollution and climate.
  - SUMPOR, working on port cities, is organizing four trainings, open to a wider audience. The next one will be held in Igoumenitsa in June.
  - LOCATIONS, package of measures for cruise cities, that could be shared in the website.
  - MOTIVATE: A tool was developed to track the trips and give information. It is published already, the link will be shared to use it and share opinions.

#### **CityMobilNet (Olaf Lewald)**

- The project ends in May.
- The final conference will be held in combination with the SUMP conference in Nicosia, where the results of the work of the 11 project partners will be presented.
- CityMobilNet is invited to URBACT City festival in September where the results of the project will be presented.

- Bielefeld is one of the 8 cities in the Urban Agenda Partnership on Urban Mobility.

#### **MobiliseYourCity** (Mael Martinie)

- Working on SUMPs in developing and emerging countries.
- Reinforcing the concept of NUMP (National Urban Mobility Policies), as link between local and national level.
- Currently implementing projects in Camerun, Morocco, Senegal, Tunisia. Now they are expanding, the idea is to have 100 cities and 20 countries before 2020 involved in the initiative (currently 33 cities and 9 countries).
- Operations have been launched in Camerun in mid January 2018 and are expected to be completed at the end of the year.
- 12 “messages” have been developed as best practices and some factsheets on NUMPs and SUMPs.
- MobiliseYourCity is very linked to climate action (funded in COP21); the scope is also to help reduce CO<sub>2</sub> emissions.
- Aiming at working on a comprehensive document on NUMPs (similar to the guidelines for SUMPs).
- Currently working with “Platforma” for city to city cooperation, between EU cities and cities from the South.
- Focused not only on developing and emerging countries, but also in Eastern Europe (Podgorica, Belgrade, Sarajevo, Pristina, Skopje).
- Possible involvement in the COP24 meeting in Katowice, Poland. Joint sessions with CIVITAS SATELLITE might be organized.

## 5. What CREATE can contribute to SUMPs

Peter Jones (CREATE - [Slides available](#))

CREATE is a three years H2020 project, ending in May 2018.

The project examined how 5 Western European capital cities have dealt with growing car use and congestion, over past 50-60 years, with lessons for growing urban economies (5 Eastern European/EuroMed cities). Quantitative analysis of trends in car use and influencing factors, qualitative investigation of governance facilitators and constraints, investigation of scheme funding, modelling and appraisal issues, future challenges and opportunities for urban mobility were key component of the project.

The final outcomes of the project have been presented, with specific reference to mobility planning for the future city.

## DAY TWO

The second day of the meeting was attended by the following people:

**Simone Bosetti** (ELTIS, chair), **Eglantina Dani** (ELTIS, minutes), **Madeleine Kelly** (DG MOVE), **Isabelle Vandoorne** (DG MOVE), **Piotr Rapacz** (DG MOVE), **Fabio Tomasi** (SIMPLA), **Andree Woodcock** (SUITS), **Maria Morfoulaki**, (REFORM), **Thomas Mourey** (SATELLITE/SUMP Award), **Jochen Schneider** (JASPERS) – only first session, **Robert Pressl** (PROSPERITY), **Ana Dragutescu** (SUMPS-UP), **Olaf Lewald** (CityMobilNet), **Mael Martinie** (MobiliseYourCity), **Matilde Chinellato** (GO SUMP), **Ralf Tinga** (ELTIS), **Alexandra Humphris-Bach** (ELTIS), **Siegfried Rupprecht** (SUMPS-UP).

## 6. Opening

Simone Bosetti (ELTIS)

- Welcome and introduction of the agenda with changes made last minute.

## 7. 5<sup>th</sup> EU Conference on SUMP

Ralf Tinga (ELTIS – [Slides available](#) )

Most information about the SUMP Conference is in the slides; some highlights:

- Next conference: in Nicosia, Cyprus on 14-15 May (“Planning for multimodal cities”).
- You can be involved as attendee, speaker, exhibitor or organiser of a side event.
- Update so far: 300 registrations.
- Mailing to registrants by the end of March planned, to gather preferences about sessions, site visits, dinner.
- The programme will have 4 streams: big picture, SUMP 2.0, making SUMP happen, small picture.
- Theme of plenaries: multimodality. Commissioner Violeta Bulc expected to attend.
- Market place: available room for 10-25 exhibitors.

Discussion points:

- The role of FGM-AMOR for the “promotion of Eltis” at the Conference: FGM-AMOR will (like all other Eltis partners too) be present at one break at the Eltis stand at the Nicosia Conference.
- The selection process of speakers and moderators is still ongoing. There is the need to include good speaking, gender balanced and high level people as speakers.
- Interactive format for sessions is being considered, there will be no imposed format. Some interactivity will be present (basic level: use of Mentimeter), but the trade-off between efforts and available resources has to be considered.
- The first draft of the detailed program will be released soon, within one week.
- Hotel suggestions, there are infos and links available for all those registered.

**Action: (Ralf)** Ralf to circulate among the CG members a draft program of the SUMP conference within one week.

**Action: (All)** Interested parties to send to Ralf expressions of interest to have a stand at the SUMP Conference in Nicosia. Requirements and instructions for logistics will be communicated once the number of stands is known.

## 8. Update and discussion on the new SUMP Guidelines

Siegfried Rupprecht (SUMPS-UP - [Slides available](#))

Siegfried presented the concept for updating and further development of the SUMP Guidelines.

The idea is to agree on a working mechanism/process, including timeline, responsibilities and the draft list of topics for extensions and modifications.

The need to update the SUMP guidelines comes from the existing experience to be translated into good practice guidance, the guiding material from various projects, the new mobility developments.

The final aim of this process is the coordinated development of one comprehensive 'compendium of guidelines' bearing the logo of the Commission (as owner of the process) and of the SUMP Platform.

Details are in the slides; some key points:

- Moving to SUMP 2.0 calls for 1) improvements (of the “core document”, intended as a “knowledge map”, main entry point), 2) extensions (with both a top-down, to avoid overlaps and cover all topics, and a bottom-up approach, to include what projects are producing) and 3) modifications (with more intense dialogue and coordination efforts required) of the existing guidelines.
- Minimum standards and quality assurance of SUMP are strategic issues that will not be part of this process.
- The new SUMP “knowledge map” should be related to the different areas of: planning context, policy goal, technologies/measures, methodology.
- As for the process, a consultation with key stakeholders is fundamental. Active participation of the ongoing projects is very important and the coordination is key. The plans of the CG projects should be checked to see if their tasks and timeline is consistent.
- Proposed roles:
  - Overall decision taking and coordination: SUMP Coordination Group
  - Editorial board: small subgroup of representatives of projects which are current part of the Coordination Group, if possible meeting back-to-back to Coordination Group meetings, otherwise / plus telephone conferences
  - Organisational support: Eltis support team
  - Rupprecht Consult: update of SUMP Guidelines (official deliverable under SUMPS-Up) and editorial coordination (outside of SUMPS-Up, self-funded)
  - Content provision: SUMP take-up projects, CIVITAS IA projects, others
- Timeline: from now (public launch at the SUMP Conference in Nicosia) till mid 2019, with a draft on time for the next SUMP Conference.
- SUMP conference: taking stock and identifying emerging needs; systematic stakeholder input on SUMP Guidelines improvement, extensions and modifications.

Discussion points:

- DG Move is very keen on this idea and proposed process. Details on how to get there can be discussed, but indeed there is the need to revise the guidelines and this issue has a strong relevance for the EC. This is also linked with the work within the PUM / EU Urban Agenda, where one action is related to the reinforcement and update of SUMP, as well as in the Member States Expert Group. An informal steering group has been established with DG MOVE, DG REGIO and INEA. INEA do not want amendments to the contracts of contributing projects, but a certain degree of flexibility is expected. Timing is key: the process of revision should be fulfilled in 9 months.
- Relevance of the political dimension: in 2019 the EC and the EP will end their mandate, there is the need to prepare for the future and put SUMP (which is a successful concept but not always politically visible) in the agenda of the new EC.
- Updating the SUMP guidelines does not imply updating of the SUMP concept, whose definition as set in the Annex of 2013 Urban Mobility Package (an official EC Communication) cannot be changed (see the 8 funding main elements of a SUMP). Only the SUMP guidelines and the entailed planning process/cycle (i.e. the 11 steps) might be amended if appropriate. There is already some flexibility in the guidelines, there are some steps to follow but how one follows them is at their discretion. There is already enough evidence to make smaller changes to the guidelines (additions are more relevant in this respect); the feedback from the users will tell us where they see the need for change.
- As for the format of the guidelines, interactive/web-based vs layouted book versions should be considered when publishing the content. The first option (hypertext) is more flexible, scalable over the time (future proof), easy to translate in different languages, different documents can be linked together, while the second one (linear publication) is more “official” (as a printed statement) and more easy to be downloaded and circulated within an organisation (printed copies). Users might be consulted about their needs and preferences, ideally during the Eltis user survey that is planned in the coming weeks. The final decision should take into account constraints and available resources at Eltis, considering that SUMP-UP plans to draft the guidelines in an edited, SUMP Platform (yellow) branded document, not an online version.
- All CG members stated that their projects are willing to contribute to the envisaged process. As for the editorial board, PROSPERITY, SUMP-UP, Eltis, CIVITAS ECCENTRIC (not CG member, but represented by Ana/ICLEI), REFORM, SIMPLA, GO SUMP, CityMobilNet (even if the project is end in May 2018) are available to be part of it. PROSPERITY needs to discuss the terms of its engagement with the consortium first.
- The EC will have a follow up with the Member State Expert Group on Urban Mobility on 12-13 April, when SUMP will be one of the focal issues.
- SIMPLA will deliver its final guidelines in December 2018/January 2019 at the latest, so they should know how to make them fit with in the overall structure before October. There should be a matching process between the projects along with communication and coordination.

**Action: (All)** The willingness to be part of the editorial board (and a feedback about what they can commit) is to be confirmed in one week by interested CG members. Simone will gather and consolidate these inputs.

**Action: (Siegfried)** After receiving feedbacks from CG members, Siegfried will draft and circulate a small document with a request for inputs to describe what each project is producing in the next 12 months, to have an overview and make suggestions for acknowledgements. In parallel inputs for the

survey will be prepared, as well as inputs for the SUMP conference. After that, a proposal for the knowledge map will be made.

## 9. City database and country profiles

Alexandra Humphris-Bach (ELTIS – [Slides available](#))

The current status and the plans to update the Eltis City Database and Member States profiles have been presented.

Currently:

- About 600 cities are in the database
- Some information missing/out of date
- SUMPS-UP has separate database (SUMP registry) with about 30 cities
- Many Member State profiles are out of date, but some recent updates after MS Expert Group meeting (12 profiles)
- Only Eltis team can upload/update the information

The plan is to engage with stakeholders so that cities/MS submit new/update information, via:

- SUMP Co-ordination Group
- Member States Urban Mobility Expert Group
- CIVITAS projects
- SUMPS-UP (merging the SUMP registry)
- Friends of Eltis/ Eltis users
- Eltis network of national multipliers
- SUMP 2018 conference

Eltis will draft a written guidance and templates needed to facilitate the process of updating the content in the portal.

In the long term, it is planned to improve the functionality of the Eltis portal (e.g. let users to upload content directly in the city database). In this respect, discussions will be made with DG MOVE to agree on the priorities for improvements of the website.

Discussion points:

- Deadline for the first round of updates with encouragement and engagement of stakeholders will be mid June, although it is an ongoing process.
- The cities already on the database must be contacted in order to let them update/revise the concerned information.
- The information included in the SUMPS-Up SUMP Registry will be used to update the Eltis City database. Despite it was agreed in the previous meeting (for the sake of consistency and to avoid to confuse the users), the SUMP Registry won't be removed as it is a contractual obligation of SUMPS-UP. This issue has to be further discussed with INEA.

**Action: (Alexandra)** Alexandra will circulate a template and some guidance for the update of the city database, to be used for engaging with the stakeholders, at the beginning of April (before the MS Expert Group meeting).

**Action: (All)** All members to provide feedbacks on the information included in the Eltis city database, once the template to update the content will be circulated.

## 10. SUMP training programmes

Robert Pressl (PROSPERITY, ELTIS)

Since the start of the three CIVITAS SUMP projects (PROSPERITY, SUMPS-UP and SUITS), there was an explicit request to speak with one language and to not compete. Synergies and collaborations among the projects worked well in some areas (e.g. promo activities), but less in the training offer, mainly because each project has different approaches and different targets in this respect.

In order to improve and explore potential synergies, an overview of all the CG projects that have a training component has been presented.

Details about the approach, training events and targeted audiences are included in the respective presentations as follows:

- PROSPERITY and PARK4 SUMP (Robert Pressl - [Slides available](#))
- ELTIS (Robert Pressl - [Slides available](#))
- SIMPLA (Fabio Tomasi - [Slides available](#))
- SUMPS-UP (Ana Dragutescu - [Slides available](#))
- SUMPORT (Matilde Chinellato - [Slides available](#))
- SUITS (Andree Woodcock - [Slides available](#))
- REFORM (Maria Morfoulaki - [Slides available](#))

Discussion points (how synergies can be built):

- Contacts, events (open to third parties), training materials may be shared.
- Training events can be promoted by all the projects in a not-competitive way, e.g. joining the network of contacts in a specific country.
- SUITS and SUMPS-UP can share the slides about procurement.
- Always remember to upload the available training material on Eltis (in the “training materials” section).
- Possible synergies by sharing the trainers, whenever they have to be contracted outside from the projects. In some cases trainers are internal to the project, therefore it is not easy to coordinate trainers and exchange expertise. If there is some budget in the project, trainers can be shared.
- Like PROSPERITY, SUITS and SUMPS-UP have now also started delivering trainings in local languages. If they have really good recommendations on the translators or material already translated that could be of use for the other projects.
- MobiliseYourCity is not providing training events, but its beneficiaries from African countries might be interested to attend training opportunities in Europe. The participants will need an invitation from the organisers.
- The list of contacts of the Friends of Eltis, whenever there is associated the country of origin (an option when registering) may be used to promote (training) events in the respective country.

**Action: (All)** Events open to third parties should be promoted and published in the Eltis portal.

**Action: (All)** Available training materials should be uploaded to the Eltis portal.

## 11. Updates on the Partnership Urban Mobility

Piotr Rapacz (DG MOVE – [Slides available](#))

Most information is in the slides; some highlights:

- The idea is to tackle the existing gaps in knowledge, funding and regulation.
- The Partnership has identified four thematic areas:
  - Active modes of transport
  - Innovative solutions and smart mobility
  - Public transport for cities
  - Governance and planning
- The Partnership developed the nine actions which are presented in the Public Feedback and are open to stakeholder feedback (<https://ec.europa.eu/futurium/en/urban-mobility/introduction-draft-action-plan-urban-mobility-partnership> ). Everyone is invited to participate.
- For some of the actions, the implementations are ongoing.
- There will be a joint meeting with the Member State Expert Group in April.

## 12. Examples of “good SUMP”

In the previous CG meeting there was a discussion about “examples of good SUMP”. It is fundamental to show how the SUMP is important and successful, but for this examples of good practises are needed.

Several suggestions were mentioned during that discussion regarding the way to identify good SUMP:

- Use jury assessment (use the CG for this).
- SUMP award (although these appraisals might be related to one specific aspect of the SUMP).
- Self-assessment tool (did they use the tool and what were the results?).
- SEAP uses the covenant of Mayors.
- Assessment of the impact achieved by the SUMP.

The follow-up discussion on this topic highlighted the following elements:

- There is the need to agree on a methodology to identify good SUMP. DG REGIO suggested that this should be related to connection with the 8 main elements listed in the Annex of 2013 Urban Mobility Package (the SUMP concept). Best practice examples identified in the last meeting should be endorsed against this criteria.
- SUMP-UP is revising and updating the Self-Assessment tool, which already explicitly consider 7 out of the 8 main elements. A simplified version of the tool is to be released.
- Two different options should be considered: either an external review process (eventually approved by this CG) or the self-assessment of the cities (may be launching a competition process, inviting cities to self-assess the quality of their SUMP).

- It is relevant to distinguish between formal check (what pillars have been considered) and quality check of the content.
- If we consider the results and impacts of a SUMP (not just the procedure), the time horizon for the assessment is relevant.
- The national level (but also the regional one) might be activated via the MS Expert Group in order to let them contribute in the selection and identification of best practices. Some countries are already active in this respect: Greece, Italy, France, UK, Slovenia, Romania (partially). If they agree to be involved, a concise document with basic criteria to identify good practices (focussing on formal elements only) should be agreed in this CG at the next meeting.

**Action: (DG MOVE)** DG MOVE to discuss internally, also with INEA, about how to deal with the assessment of SUMPs and if/how activate external resources.

**Action: (DG MOVE)** DG MOVE to agree with the MS Expert Group on their involvement to select good practices on SUMPs at the next meeting in April.

## 13. Common reflection/brainstorming about the future of the SUMP platform Coordinating Group

Simone Bosetti (ELTIS – [Slides available](#))

The state of play and the way forward of the Coordinating Group has been presented and discussed. During the handover from the previous Eltis contract:

- The list of CG members and the respective contacts has been updated.
- The CG members webpages have been updated (each member can modify the information and update it).
- The CG shared files (joint list of Deliverables, Events and Training activities) have been updated.

Suggestions have been made to improve the shared files:

- It should be highlighted if the events are open to public or restricted (even if by definition the only events that are open to third parties should be listed).
- The information about events and trainings should be ordered in chronological order.

The Eltis newsletter will highlight relevant events from the list. They will be searched in the shared files, looking at what is coming and, if needed, CG members will be contacted to check if the event has been already published on Eltis.

As for the way forward of the CG, the following issues have been addressed:

- What is / should be the role of the CG?
- What topics/areas should be addressed?
- Should the CG have a work programme?
- What are / should be the benefits for the CG members to participate and contribute to the activities?

- What are the barriers (costs, required efforts vs contractual obligations)?
- Should the CG be financed and how?
- Should we consider to have one of the 2 yearly CG meetings side to the SUMP conference?
- What about the format and duration of the meetings?

Discussion points:

- While the option to have a CG meeting back-to-back the SUMP conference can be considered, that would be a third one (to strengthen the role and interactions of the CG), as it cannot replace one of the 2 yearly meeting (which are needed – also – for the preparation of the Conference).
- Indeed more than 2 yearly meetings would be needed to deal with relevant tasks (e.g. the SUMP guidelines, the assessment of the SUMP), and having telcos in between might be an option.
- The financing of the CG is a relevant issue. Eltis has a new contract, but a budget is not available for the participating projects. A suggestion for the future could be to include in the Grant Agreement of any new SUMP-related project some predefined resources (MMs and travel costs) to attend the CG meetings.
- As for the format of the meetings, having 17 agenda items is too much, maybe it is better to have less items to be discussed more extensively in the same overall duration.
- Dates of the next meetings should be agreed upon well in advance for a better organisation of travels.

**Action: (All)** All CG members to check and, if appropriate, update the content of the respective webpages on Eltis (<http://www.eltis.org/mobility-plans/european-platform/coordinating-group-members>).

**Action: (ELTIS)** The joint list of Deliverables, Events and Training activities is to be shared on Google Drive and the CG members will have the authority to update the latest version of the list whenever needed.

**Action: (ELTIS/SATELLITE)** ELTIS and SATELLITE (CIVITAS CSA) to coordinate as far as the shared list of events is concerned, in order to avoid duplications and double efforts.

## 14. Closing

The next CG meeting will be held in October, while the first Editorial Board meeting will be organised before the SUMP Conference in Nicosia.

**Action: (ELTIS)** Doodle polls to agree on the dates for the 10<sup>th</sup> CG meeting and for the first Editorial Board meeting.

## PRESENTATIONS

- [ELTIS 9th sump cg meeting 01-03 intro](#)
- [ELTIS 9th sump cg meeting 04 reform](#)
- [ELTIS 9th sump cg meeting 04 satellite](#)
- [ELTIS 9th sump cg meeting 04 suits](#)
- [ELTIS 9th sump cg meeting 04 sump award](#)
- [ELTIS 9th sump cg meeting 04 sumps up](#)
- [ELTIS 9th sump cg meeting 05 create](#)
- [ELTIS 9th sump cg meeting 08 sump guidelines](#)
- [ELTIS 9th sump cg meeting 09 sump conference](#)
- [ELTIS 9th sump cg meeting 10 cities database](#)
- [ELTIS 9th sump cg meeting 11 training eltis](#)
- [ELTIS 9th sump cg meeting 11 training prosperity park4sump](#)
- [ELTIS 9th sump cg meeting 11 training reform](#)
- [ELTIS 9th sump cg meeting 11 training simpla](#)
- [ELTIS 9th sump cg meeting 11 training suits](#)
- [ELTIS 9th sump cg meeting 11 training sumport](#)
- [ELTIS 9th sump cg meeting 11 training sumps-up](#)
- [ELTIS 9th sump cg meeting 12 pum](#)
- [ELTIS 9th sump cg meeting 15 way forward](#)

## ACTION LIST

#	WHO	WHAT	DUE DATE	STATUS
1	<b>Simone (ELTIS) and Jochen (JASPERS)</b>	Events planned by JASPERS to be gathered and included in the shared list of SUMP-related events		
2	<b>Ralf (ELTIS)</b>	Ralf to circulate among the CG members a draft program of the SUMP conference within one week	14/3/2018	
3	<b>All</b>	Interested parties to send to Ralf expressions of interest to have a stand at the SUMP Conference in Nicosia. Requirements and instructions for logistics will be communicated once the number of stands is known.	asap	
4	<b>All</b>	The willingness to be part of the editorial board (and a feedback about what they can commit) is to be confirmed in one week by interested CG members. Simone will gather and consolidate these inputs	14/3/2018	

#	WHO	WHAT	DUE DATE	STATUS
5	<b>Siegfried (SUMPS-UP)</b>	After receiving feedbacks from CG members, Siegfried will draft and circulate a small document with a request for inputs to describe what each project is producing in the next 12 months, to have an overview and make suggestions for acknowledgements. In parallel inputs for the survey will be prepared, as well as inputs for the SUMP conference. After that, a proposal for the knowledge map will be made.		
6	<b>Alexandra (ELTIS)</b>	Alexandra will circulate a template and some guidance for the update of the city database, to be used for engaging with the stakeholders (before the MS Expert Group meeting).	Beginning of April	
7	<b>All</b>	All members to provide feedbacks on the information included in the Eltis city database, once the template to update the content will be circulated.		
8	<b>All</b>	Events open to third parties should be promoted and published in the Eltis portal	ongoing	
9	<b>All</b>	Available training materials should be uploaded to the Eltis portal.	ongoing	
10	<b>DG MOVE</b>	DG MOVE to discuss internally, also with INEA, about how to deal with the assessment of SUMPs and if/how activate external resources.		
11	<b>DG MOVE</b>	DG MOVE to agree with the MS Expert Group on their involvement to select good practices on SUMPs at the next meeting in April.		
12	<b>All</b>	All CG members to check and, if appropriate, update the content of the respective webpages on Eltis ( <a href="http://www.eltis.org/mobility-plans/european-platform/coordinating-group-members">http://www.eltis.org/mobility-plans/european-platform/coordinating-group-members</a> ).		
13	<b>Simone (ELTIS)</b>	The joint list of Deliverables, Events and Training activities is to be shared on Google Drive and the CG members will have the authority to update the latest version of the list whenever needed.		

#	WHO	WHAT	DUE DATE	STATUS
14	<b>ELTIS/SATELLITE</b>	ELTIS and SATELLITE (CIVITAS CSA) to coordinate as far as the shared list of events is concerned, in order to avoid duplications and double efforts.		
15	<b>Simone (ELTIS)</b>	Doodle polls to agree on the dates for the 10 <sup>th</sup> CG meeting and for the first Editorial Board meeting.		