

10th Meeting of the Coordinating Group, 10th and 11th October 2018

Final Minutes of the Meeting

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

<http://www.eltis.org/resources/promotional-materials/10th-meeting-sump-coordinating-group-brussels-10-11-october-2018>

DAY ONE

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

Simone Bosetti (ELTIS, chair), **Tito Stefanelli** (ELTIS, minutes), **Madeleine Kelly-Tychtl** (DG MOVE), **Piotr Rapacz** (DG MOVE), **Alexandra Humphris-Bach** (ELTIS), **Ralf Tinga** (ELTIS), **Patrick Auwerx** (Park4SUMP), **Andree Woodcock** (SUITS), **Jochen Schneider** (JASPERS), **Alan O'Brien** (JASPERS), **Patrizia Fagiani** (JASPERS), **Robert Pressl** (PROSPERITY-ELTIS), **Melissande Boyer** (MobiliseYourCity), **Maria Morfoulaki** (REFORM), **Thomas Mourey** (SUMP Award - SATELLITE), **Matilde Chinellato** (GO SUMP), **Ana Dragutescu** (SUMPs-UP).

1. Opening

Piotr Rapacz (DG MOVE) and Simone Bosetti (ELTIS – [Slides available](#)) open the meeting. After the introduction of the participants (tour de table), the meeting agenda is presented.

2. Updates on the EC urban mobility policy and activities

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

Most information is in the slides; some highlights:

- Urban Vehicle Access Regulations. Work on guidance document started in July 2018, interim results end of November, final document next year.
- CIVITAS Forum 2018 in Umeå. SUMP in several sessions; some new CIVITAS projects recently started.
- European Mobility Week (16-22 September 2018): record braking participation (almost 2800 cities from 54 countries). The results of the Car-free day in Brussel 16 September 2018 (Paris) are presented as a virtuous example.
- Sustainable Urban Mobility Indicators (SUMI). After a slow start concerning the definition of the methodology, the project is closing the list of cities (2 per country, 1 bigger and 1 smaller) that will gather a revised set of WBCSD's indicators.

- Other upcoming activities: Guidance for cycling projects, EP Pilots / studies (Raising awareness of alternatives to private car, SMARTA on rural areas, Remaining challenges for EU-wide ticketing and payment systems – results for the latter available at the end of the year), Evaluation of the Urban mobility package 2013, Partnership Urban Mobility (PUM) action plan.
- Connecting Europe Facility (CEF) 2, for a total of € 30.6 bln (2021-2027) in transport, including urban nodes. Complementarity with other funding sources: Horizon Europe, Cohesion Fund, InvestEU.
- European Structural and Investment Funds (ESIF): COM proposal post-2020 with a total CF/ERDF budget of EUR 262 billion.

3. Follow-up on the actions from the 9th Meeting

Simone Bosetti (ELTIS)

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

#	WHO	WHAT	STATUS
1	Simone (ELTIS) and Jochen (JASPERS)	Events planned by JASPERS to be gathered and included in the shared list of SUMP-related events	Past events were communicated, while new ones will be as soon as they will be confirmed
2	Ralf (ELTIS)	Ralf to circulate among the CG members a draft program of the SUMP conference within one week	Done
3	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.	Outdated
4	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	Done, inputs gathered in the 15 th and 20 th of march 2018
5	Siegfried (SUMPS-UP)	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.	Done

#	WHO	WHAT	STATUS
6	Alexandra (ELTIS)	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).	Sent on 11/04
7	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.	Done. Deadline for this round of updates was 30th April
8	All	Events open to third parties should be promoted and published in the Eltis portal	Ongoing/reminder
9	All	Available training materials should be uploaded to the Eltis portal.	Ongoing/reminder
10	DG MOVE	DG MOVE to discuss internally, also with INEA, about how to deal with the assessment of SUMP and if/how activate external resources.	No relevant progress
11	DG MOVE	DG MOVE to agree with the MS Expert Group on their involvement to select good practices on SUMP at the next meeting in April.	No relevant progress with the MS expert groups in this area
12	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).	Ongoing/reminder
13	Simone (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.	Done. Available here: https://drive.google.com/drive/folders/1nUQvjHTz0jtpcOfSNovMztLidKLjWqQf?usp=sharing
14	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.	The list of events published on Civitas and Eltis are already being mutually synchronised.
15	Simone (ELTIS)	Doodle polls to agree on the dates for the 10 th CG meeting and for the first Editorial Board meeting.	Done

4. Status updates of the running projects

Introduction by Simone Bosetti (ELTIS, [Slides available](#)):

- Currently the Coordinating Group is made by 18 members (11 projects and initiatives, including ELTIS, and 7 EU Institutions and services).
- Each member has a webpage on ELTIS (<http://www.eltis.org/mobility-plans/european-platform/coordinating-group-members>), which has been checked/updated by ELTIS before the meeting. All members have the authority to update and modify themselves their concerned webpage, e.g. to add or link relevant documents and project outputs.

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

Most information is in the slides; some highlights:

- CIVITAS FORUM 2018, SUMP addressed in several sessions
- Next CIVITAS FORUM in Graz, Austria (4-5 October 2019)
- User need Assessment published (not only about SUMP)
- Tool-inventory database and learning-centre database are growing
- Issued in September 2018: Policy brief includes CREATE and SUMP-UP recommendations, PAC statement on intermodality

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

Most information is in the slides. Some highlights:

- Fully integrated in the European Mobility Week; this year's theme: Multimodality
- The winner of 6th SUMP Award was Turda (RO).
- About the 7th: 16 applications, from 12 countries. The winner will be decided internally by the end of the year, while the official ceremony will be held in March 2019

SUMPs-UP (Ana Dragutescu - [Slides available](#))

Most information is in the slides; some highlights:

- Key achievements:
 - Manuals for Start– Step–Up and Advanced cities (prioritisation of measures)
 - Together with Prosperity: The Status of SUMP in EU Member States
 - Standards for developing a SUMP Action Plan
- Upcoming events:
 - SUMP Learning Programme (SLP) 3 kick-off workshop - Bucharest, Romania, 17 October 2018
 - Mobility Practitioners' Workshop: Romanian cities - Bucharest, Romania, 19 October 2018
 - National level event in cooperation with CIVITAS PROSPERITY - Bucharest, Romania, 18 October 2018
 - SLP4 kick-off workshop - Leuven, Belgium
 - Breakfast @ Sustainability's, 12 December in Brussels

- Upcoming deliverables: D7.1 SUMP Status Report, D7.3 Interim result report of the city level SUMP monitoring and impact evaluation, D7.4 Interim result report of the project level SUMP monitoring and impact evaluation

PROSPERITY (Robert Pressl - [Slides available](#))

Most information is in the slides; some highlights:

- 5 Champions cities: city partners for the training tandem
- Innovation briefs being developed
- Face to face trainings in local language; training materials also in local language, but all training materials will be available also in English
- 5 Webinars, from October 2018 to February 2019: recordings will be available online at least till two years after the end of the project)
- 50 National SUMP promo activities and events
- PROSPERITY is operating with National SUMP Networks, the biggest being in Belgium, Bulgaria and Slovenia/Croatia
- Interviews with 26 SUMP Ambassadors

Park4SUMP (Patrick Auwerx - [Slides available](#))

Most information is in the slides; some highlights:

- Park4SUMP is the latest project to join the Coordinating Group. It aims at strategically integrating high quality parking management into Sustainable Urban Mobility Planning
- Consortium: peer to peer approach with leading and follower cities
- General concept and main objectives:
 - Raising awareness and gaining acceptance among relevant stakeholders on how the 'right parking' policies can help cities
 - Building capacity, particularly among cities that have difficulty in picking up such policies (peer-to-peer)
 - Stimulating further innovation in parking management
 - Achieving wide roll-out and transferability
 - Delivering behaviour change whilst generating revenues
- A ParkPAD tool will be developed, for audits to review parking policies, achieve consensus on improvements, develop action plan
- Targeting:
 - 16 Park4SUMP cities;
 - 14 national governments will increase their knowledge
 - >300 external follower cities will benefit from capacity building

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

Most information is in the slides; some highlights:

- Work flow summary:
 - Year 1: Understanding sustainable transport planning and financing in each city and the barriers and enablers to organisational change in S-M cities;
 - Year 2: Capacity building measures developed and implemented
 - Year 3&4: Testing materials & processes with planned sustainable transport measures

- Data collection and analysis tools for integrated measures: urban mobility tracking in Kalamaria (Greece) and integrating mobility data sources in Turin (Italy)
- White paper on safety, security and privacy: online form <https://goo.gl/forms/NKHIYMOGLAXIT9HC2>
- Engagement with transport stakeholders:
 - 2nd policy brief: @November 2018 on Social Impact Assessment; White paper on cybersecurity 2018
 - Training: the 1st webinar took place on 18th June 2018
 - SUITS Conference on 21st November 2018, @Coventry, UK

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

Most information is in the slides; some highlights:

- REFORM aims to trigger the SUMP development process and amplify the SUMP adoption rate in the cities of 4 European Regions, by improving 4 Regional Policy Instruments
- Transferability manual, high level dissemination event in December
- Reform will support SUMP development needs of partners: see slides
- Emilia Romagna, Central Macedonia, Parkstad Limburg and Greater Manchester Action Plans are summarised
- Policy Paper “REFORM Action Plans: lessons learnt and policy recommendations for SUMP and mobility planning” will be prepared
- Upcoming event: Policy Conference on “Good practices for supporting the development of SUMP: effectiveness and transferability”, Brussels, Belgium, December 4th, 2018

MobiliseYourCity (Melissande Boyer)

- MobiliseYourCity is a Global and Climate partnership for integrated urban mobility based in Brussel (Secretariat);
- MYC is focussed mostly in developing countries and offers to its beneficiaries support on financing, planning, budgeting, financial mechanisms. It acts as a technical assistance incubator;
- 16 SUMP in cities in 6 countries: Morocco (5), Camerun (2), Ukraine (4), Santo Domingo (1), India (4);
- 2 weeks ago MYC was in Berlin attending the Transport and Climate Change conference
- MYC will be also in COP 24 - the 24th Conference of the Parties to the United Nations Framework Convention on Climate Change (Poland)
- Next year MYC will develop a number of SUMP in Latin America in the framework of Euroclima +

GO SUMP (Matilde Chinellato - [Slides available](#))

Most information is in the slides; some highlights:

- Latest and next achievements:
 - Capitalisation event at SUMP conference, Nicosia, May 2018
 - Analysis of projects’ results to be finalised soon
 - Replication manual on transfer methodologies
 - Second capitalisation event in Venice on 25/10

- Mid term community event in Barcelona on 13-14/11/2018
- A brief overview on the different modular projects of the Urban Transport Community (Interreg Med):
 - REMEDIO (transforming high congested roads through a 4 pillars approach)
 - Modelling tool, Transferability Guidelines, Low Carbon Solutions assessment report
 - CAMP-SUMP (improving sustainable urban mobility planning through innovative strategies for integrating students' transport demand into urban development)
 - Action Plan for Sustainable University Mobility Plan, RoadMap for decision makers, ICT model for management and communication
 - LOCATIONS (mitigating the impact of cruise ships related traffic on cities)
 - Low Carbon Transport Plans (LCTP) in seven cities, Catalog of potential replication measures, Replication Process
 - MOBILITAS (reducing negative impact of touristic flows on environment and traffic in seaside resort areas)
 - 9 pilot projects will be tested, Transferability handbook on sustainable tourism mobility
 - SUMPORT (increasing the planning capacities on sustainable mobility of port cities)
 - Pilot actions, SUMPORT e-learning platform, Local transferring events, e-learning platform, Last SUMP training to be organised in Barcelona
 - MOTIVATE (SUMP exploiting social media and crowdsourcing techniques)
 - MOTIVATE app tested in five pilot cities, Webinar on the use of social media and crowdsourcing techniques in SUMP development

SIMPLA (Fabio Tomasi - [Slides available](#))¹

Most information is in the slides; some highlights:

- The project will end 31st January 2019; Final events (workshops and conference) on 26-28 November in Trieste, Italy
- Revising the Guidelines on SECAP/SUMP harmonization (3rd release)
 - Shift on the focus: SEAP to SECAP. The main difference is the attention to climate change: how can cities can adapt to the climate change
 - The revision is also linked in relation of the contribution of the new SUMP 2.0 Guidelines.

Action: (Simone) To remove EIB from the list of CG members, as their participation is de facto represented by JASPERS.

5. JASPERS activities in SUMPs

JASPERS (Alan O'Brien, Patrizia Fagiani - [Slides available](#))

The JASPERS (Joint Assistance to Support Projects in European Regions) structure and organisation, objectives, ongoing, past and new actions in the field of SUMPs are presented. The methods for providing support (direct support, cluster of SUMPs, horizontal actions, informal support), type of

¹ Presented at the beginning of Day Two of the meeting, but reported here for the sake of consistency.

support provided (scoping and packaging, technical support to procurement, support during SUMP preparation, capacity building) and main challenges are also described.

As it comes to horizontal support, JASPERS offers the following:

- Networking platform
 - Web Portal: Information and guidance
 - Workshops: exchange of knowledge, experience and contacts
 - Support ELTIS Mobility Plans Portal to disseminate relevant information
- Training activities
 - Pilot training events delivered by JASPERS during 2016/2017 including decision-makers workshop
 - Training concept developed in-house by JASPERS
 - Training provided on request of DG MOVE (to bridge gap between initial and current SUMP consortia)

Discussion points:

- How can a city request JASPERS assistance: cities which may draw on ESIF (European Structural and Investment Funds) to support urban transport projects may request JASPERS assistance for SUMP via the national ESIF managing authority. Assistance was so far offered mostly to larger cities since potential projects there may be “major” in the sense of the ESIF regulations. There are no specific rules on engagement-time and it actually differs strongly between assisted cities. JASPERS support is free of charge.
- How JASPERS could contribute to SUMP 2.0 guidelines: JASPERS could act as an interface from the central authority and the final user (cities). JASPERS uses the existing SUMP guidelines as an important advisory tool and is ready and interested to review the SUMP core guidelines from an end-user perspective.

DAY TWO

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

Simone Bosetti (ELTIS, chair), **Tito Stefanelli** (ELTIS, minutes), **Madeleine Kelly-Tychtl** (DG MOVE), **Piotr Rapacz** (DG MOVE), **Alexandra Humphris-Bach** (ELTIS), **Ralf Tinga** (ELTIS), **Patrick Auwerx** (Park4SUMP), **Andree Woodcock** (SUITS), **Jochen Schneider** (JASPERS), **Alan O'Brien** (JASPERS), **Robert Pressl** (PROSPERITY-ELTIS), **Maria Morfoulaki** (REFORM), **Matilde Chinellato** (GO SUMP), **Siegfried Rupprecht** (SUMPs-UP), **Ana Dragutescu** (SUMPs-UP), **Dagmar Koehler** (SUMP Award - SATELLITE), **Mael Martinie** (MobiliseYourCity), **Melissande Boyer** (MobiliseYourCity), **Fabio Tomasi** (SIMPLA).

Agenda item #8 (Update and discussion on the new SUMP 2.0 Guidelines) was also attended by the following people: **Vincent Leiner** (DG REGIO), **Octavia Stepan** (INEA), **Michele Sansoni** (EASME), **Pedro Barradas** (DG MOVE), **Mans Lindberg** (DG MOVE), **Alexander Verduyn** (DG MOVE).

7. Opening

Simone Bosetti (ELTIS) opens the meeting. After the introduction of the participants (tour de table), Fabio Tomasi, who was not able to attend the day before, presents the update of the SIMPLA project (see above).

8. Update and discussion on the new SUMP 2.0 Guidelines

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

Siegfried updates the Coordinating Group about the progress of work of the Editorial Board and presents the recommendations for authors of guidance documents. Details are in the slides; some key points:

- Main activities since March 2018 were:
 - Formation of Editorial Board (telcos in May and September)
 - Contribution to SUMP Conference 2018 in Nicosia (May)
 - Coordination of SUMP Guidance production
- Editorial Board goals for 2018:
 - Develop SUMP knowledge map (structure of the “compendium of guidelines”)
 - Coordinate SUMP Update process: identify gaps, agree on priorities, coordinate expansions and contextualisations, collect good practices and case studies, agree outputs, timing and formats
- Timeline: the process is on track, aiming at having an advanced draft of the new Guidelines ready for the SUMP Conference 2019 (May)
- The SUMP update process will develop 3 types of documents (for each of them recommendations for authors have been developed):
 - 1 core document, similar to the previous one ([SUMP Guidelines](#))
 - [Topic Guides](#) considering different aspects (methodology guidance, contextualised guidance, policy guidance)

- Practitioner Briefings, to address emerging topics
- The SUMP concept, as defined by the 8 principles set by the Urban Mobility Package, is not to be changed
- In terms of roles:
 - Tasks of the Coordinating Group: strategic guidance & review of Editorial Board activities, identify guidance topics
 - Tasks of Editorial Board: day to day decisions
 - endorsement of decisions by European Commission/ DG MOVE

Discussion points:

- Vincent (DG REGIO) fosters a broad ownership. The EC is very proud of the Guidelines since they are supported by a bottom-up process. The MS Expert Group, the PUM, the CG and the city networks should be involved in the validation and the peer review process. Siegfried confirms the willingness to follow this bottom-up process, in order to produce a document for practitioners, organising focus groups and involving stakeholders who are using the current Guidelines.
- As it comes to the guidance frameworks at national/regional level, PROSPERITY and SUMP-UP already developed an analysis of the frameworks and activities in the MS. This analysis is summarized in a deliverable by SUMP-UP, while PROSPERITY has a planned deliverable about the recommendations for each Country on how they could support the development of SUMP.
- Octavia (INEA) agrees on the overall structure of the new Guidelines, but she suggests not to expand too much the document, prioritizing the topics and avoiding overlaps and redundancies. A first list of topic guides should be included in the first release of the Guidelines, while further topics might be added at a later stage.
- Vincent fosters the idea of having one single document: having a compendium of interlinked documents or webpages can confuse the audience. It is underlined that this has drawbacks, such as leading to a very large document.

Siegfried carries on by presenting the overview of the existing, planned and expected SUMP guidance topics. The opportunity to have different guidance document for metropolitan areas (planned by SUMP-UP) and urban nodes on the TEN-T (to be confirmed by Vital Notes – focusing on freight only) is discussed in this respect. Octavia also suggest to postpone the inclusion of the topic about ‘neighbourhood planning’ at a later stage (in fact, SUNRISE will deliver in 2020).

The update about the core SUMP Guideline production (under development by SUMP-UP) is then presented: approach, activities and outputs.

Discussion point:

- Concerning the format of the core guidelines, SUMP-UP is supposed to deliver only a HTML version. Alexandra (ELTIS) discusses about the possibility to update the current guidelines on the website, providing links to the compendium of guidance documents: it should be reasonably easy, while implementing a new web-based application with fancy features might have budget implications that have to be discussed. On the other side, Vincent and Jochen (JASPERS) would rather have a book (PDF file) for the core Guidelines. Piotr stressing that we need to have an interactive compendium on the website which can be at the same time easily printed/transformed into pdf format.

Siegfried goes back into the detailed list of possible guidance topics and associated projects which could contribute, namely:

- Existing guidance
- Planned (confirmed) guidance
- Topics to be confirmed for future guidance

Discussion points:

- Guidance about “Air quality and electrification” and “Alternative vehicles and fuel infrastructure”: they deal with close topics, overlaps and should be avoided but synergies and cooperation are possible.
- It is clarified that the SUMP Guidance update process is based on voluntary commitments and that projects will not be forced to deliver guidance documents whenever it is not foreseen in their respective Description of the Action. Moreover, not all the planned deliverables are supposed to be part of a SUMP process.
- Vincent recommends that the list of topics should include details about the correspondent project deliverable. The table of content of the core guidelines should be drafted and made available.

The last part of the discussion is about some open issues:

- Agree on editorial recommendations for authors
- Confirm guidance documents: topics, formats, delivery dates (in what form?)
- Identify priority areas without confirmed guidance (and need for action)
- Agree on a pragmatic approach for quality assurance
 - peer reviewers from Editorial Board/ Coordinating Group
 - communication with authors to avoid last minute problems
- Discuss options/ responsibilities for publication
 - linking of various guidance documents/ with core Guidelines
 - editorial and publishing support (ELTIS team?)

Being the meeting behind of schedule, it is proposed to move forward to the next agenda items and gather the feedbacks about the open issues via email, to be further discussed in a subsequent telco of the Editorial Board.

Note: the slides include also the results of the consultations at the SUMP Conference 2018, but they are not shown at the meeting.

Action: (Simone) Simone to circulate asap to CG Members Siegfried’s presentation, as well as I) the Editorial recommendations for the authors of SUMP guidance documents and II) the List of existing and planned SUMP guidance

Action: (all) CG members to provide their feedbacks and comments, particularly concerning: 1) editorial recommendations for authors and 2) confirmation of guidance documents: topics, formats, delivery dates

Action: (all) To further discuss the above and take the related decisions in a telco of the Editorial Board

Action: (all) Volunteers to provide their availability to be peer-reviewers of the guidance documents

Action: (Alexandra, Siegfried and DG MOVE) To discuss together options/responsibilities for the publication of the new Guidelines

9. Conference on SUMP

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

Most information about the last SUMP Conference in Nicosia (2018) and the next one in Groningen (2019) is in the slides; some highlights:

- Feedback from the SUMP conference in Nicosia:
 - 518 attendees, positive feedback
 - What attendees like most about the conference: networking opportunities (20x), parallel sessions (11x), plenary sessions (8x), variety of topics and/or sessions (8x), speakers (5x), discussions (4x), location and/or venue (4x)
 - What attendees do not like about the conference, come comments about: timing and style of presentations, level of details/general information, lack of more best practice examples and hands-on experience.
 - Suggestions for the next conference: interactive formats, strict time management for speakers, diversity of topics and sessions, practical examples / good practice examples
- The next conference will be held on 17-18 June 2019 in Groningen, The Netherlands:
 - Theme, to be discuss with EC: Active Mobility? Intelligent planning?
 - Format of the conference: 2 days, 3 plenary, 5x4 parallel sessions
 - Market place & Exhibition
 - Expected 450-500 participants
- MobiliseYourCity, Park4SUMP, SUITS, PROSPERITY, SUMI already provided inputs and suggestions for the programme.

Discussion points:

- How to present the new Guidelines? Siegfried suggest a presentation or workshop/ session per each guidance topic. The presentation and subsequent discussion of the core Guidelines should be organised in an interactive format to allow broad input from the SUMP community before the Guidelines are being finalised.
- Suggestions and recommendation for the next conference:
 - ELTIS would like to have two sessions for training
 - To skip the call for abstract. With direct invitations you can choose good presenters and you can agree on the format/topic/quality of the presentations
 - Avoid too general presentations
 - More interactive formats and interactive activities
 - Be strict on time management for speakers
 - Practical examples / good practice examples
 - Reduce the number of speakers per session: better 3 than 4
- Engagement is the key word. Some suggestion:
 - Do not replicate the CIVITAS Conference in terms of topics and presentations
 - To have a sort of mini theatre to split in groups discussing on different topics
 - Outside activities; site visit related to the local SUMP; open session in the streets/squares.
 - Speed dating in larger rooms
 - ‘World café’ format with good moderators from the SUMP Community

- It is important to have a ‘time-keeper’ during the sessions
- To select presenters/presentation that could stimulate the reaction of the public;
- A common base format, with proactive moderators
- Each presenters should be asked to suggest the ‘main message’ in order to be better presented by the moderator

10. ELTIS website

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

The ELTIS activities since the last meeting are described: content update of the website (news items, case studies, static pages), monthly newsletter, promotion, cities database and MS profiles. CG members are invited to contribute by uploading content:

- News items
- Case Studies, videos
- Tools, Training materials
- Resources
- City database entries

As it comes to the Eltis Website review (recommendations for improvement have to be made by February 2019), some steps were taken:

- Review of website usage
- User survey
- Discussion with DG Move

Feedbacks from the CG members are gathered with a work in groups of 2 or 3 people: 3 questions

- What works well?
- What work less well?
- What is missing?

Additional feedbacks can be sent at: helpdesk@eltis.org

Action: (Alexandra) To circulate a brief summary with the main outcomes of the ELTIS website review by CG members

11. SUMP training programmes

Robert Pressl (ELTIS – [Slides available](#))

Robert presents the list of training activities planned by ELTIS in 2018 and 2019 (the full list is in the slides). Opportunities for synergies and cooperation are discussed in a tour of the table:

- MobiliseYourCity does not have planned training yet;
- POLIS do not train but they could spread the word of ELTIS;
- SIMPLA has some activities planned (see slides)
- Park4SUMP do not have planned training yet;
- Maria (REFORM) is part of CIVINET GR – CY, which is organising training opportunities in cooperation with ELTIS
- SUMPs-UP acknowledges the not perfect cooperation with PROSPERITY in some cases; they have training events for practitioners (see slides);
- ELTIS training at the COP24 in Poland, Siegfried suggests Robert to contact Mark Major.

12. Closing

The next CG meeting will be held in March 2019, while the telco meeting of the Editorial Board to discuss about the open issues of the new Guidelines will be organised in two weeks.

PRESENTATIONS

- [eltis 10th sump cg meeting 01-03 intro.pdf](#)
- [eltis 10th sump cg meeting 02 urban mobility recent developments.pdf](#)
- [eltis 10th sump cg meeting 04 go sump.pdf](#)
- [eltis 10th sump cg meeting 04 park4sump.pdf](#)
- [eltis 10th sump cg meeting 04 prosperity.pdf](#)
- [eltis 10th sump cg meeting 04 reform.pdf](#)
- [eltis 10th sump cg meeting 04 satellite.pdf](#)
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ACTION LIST

#	WHO	WHAT	DUE DATE	STATUS
1	Simone (ELTIS)	To remove EIB from the list of CG members, as their participation is de facto represented by JASPERS.		Done
2	Simone (ELTIS)	To circulate asap to CG Members Siegfried's presentation, as well as I) the Editorial recommendations for the authors of SUMP guidance documents and II) the List of existing and planned SUMP guidance	asap	Done
3	All	CG members to provide their feedbacks and comments, particularly concerning: 1) editorial recommendations for authors and 2) confirmation of guidance documents: topics, formats, delivery dates	26/10	
4	All	To further discuss the above and take the related decisions in a telco of the Editorial Board	9/11	
5	All	Volunteers to provide their availability to be peer-reviewers of the guidance documents		

#	WHO	WHAT	DUE DATE	STATUS
6	Alexandra (ELTIS), Siegfried (SUMP_s-UP) and DG MOVE	To discuss together options/responsibilities for the publication of the new Guidelines		
7	Alexandra (ELTIS)	To circulate a brief summary with the main outcomes of the ELTIS website review by CG members		Done (attached to these minutes)