



THE CIVITAS INITIATIVE
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EUROPEAN UNION

CIVITAS SUMP-PLUS

CALL TO JOIN SHARING AND LEARNING COMMUNITY



**European Platform
on Sustainable Urban
Mobility Plans**

Terms of Reference

Disclaimer

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

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1 Introduction

1.1 Scope of the CIVITAS SUMP-PLUS project

In recent years, the shift towards sustainable mobility has begun. Sustainable Urban Mobility and Logistics Plans (SUMPs and SULPS) have been crucial to this development. Yet despite their success, there remains an implementation gap. Plans often gather dust as realistic implementation pathways are missing.

That is where **CIVITAS SUMP-PLUS project** comes in. This highly ambitious three-year project, which started in September 2019, is helping towns and cities of all sizes and at varying stages of development to bridge this gap and address diverse mobility challenges.

By building on the EU's rich SUMP heritage, it will enable cities to become accessible, green and liveable places where people can easily move from A to B.

To reach its objectives, CIVITAS SUMP-PLUS works in Co-creation, innovation Laboratories in six cities - Antwerp (BE), Alba Iulia (RO), Greater Manchester (UK), Klaipeda (LT), Lucca (IT), and Plataniias (GR) – that will test solutions and implementation pathways, and establishes a comprehensive, three-tier Sharing and Learning Community that will allow decision makers and technicians from diverse cities to exchange good practices and facilitate the exploitation of project results.

A core group within this community, SUMP-PLUS will bring together and work with a group of up to 16 selected transport and urban mobility planning practitioners from a variety of European cities, i.e. planning authorities, and local and regional stakeholders responsible for urban mobility planning. These cities will form Tier 2 of the Sharing and Learning Community and will enjoy the benefits from participation in a knowledge exchange programme and from findings through activities organised as part of one or more co-creation laboratories. Furthermore, the cities will take part in a series of both face-to-face and online capacity building activities that will take shape during the duration of the project's lifetime.

The project will further bring together another group of 50 European cities to form Tier 3 of the Sharing and Learning Community. These cities will be trained by consortium experts, City Partners, and Follower Cities to become messengers of new business models and governance structures that can contribute to the implementation of more sustainable, equitable, and efficient urban mobility systems.

Through these various actions, SUMP-PLUS is putting mobility where it belongs – at the heart of sustainable urban transformation.

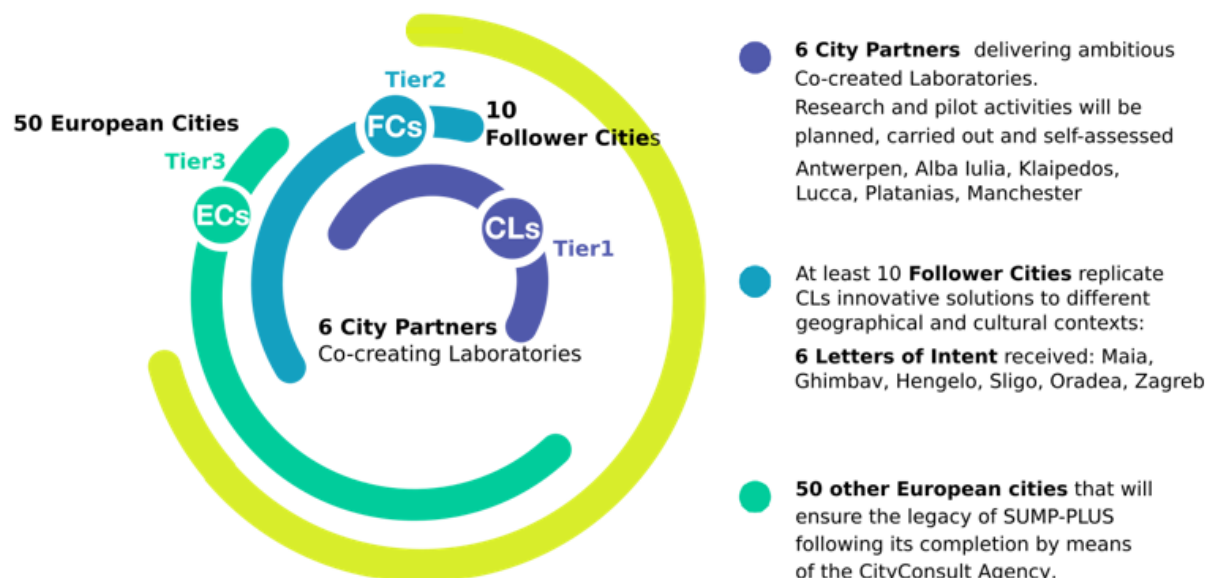
Led by the City of Antwerp, the project consortium is comprised of 16 partners – gathering local authorities, transport operators, city networks, renowned research institutions, and mobility experts – from nine countries across Europe.

2 Joining the SUMP-PLUS Sharing and Learning Community

SUMP-PLUS is recruiting up to 16 planning authorities and local and regional stakeholders responsible for urban mobility planning to form the Tier 2 Follower Cities Group, and another 50 European planning authorities to make up the Tier 3 Group. The selection of these authorities will be made through an open call. The first open call will be for the establishment of the Follower Cities Group. While only up to 16 cities will be selected to comprise this group, an opportunity will be offered to other qualifying, applicant cities to join Tier 3 of the SUMP-PLUS Sharing and Learning Community.



2.1 Structure of the Sharing and Learning Community



2.1.1 Overview of the three tiers

The SUMP-PLUS Sharing and Learning Community allows technicians and decision makers from diverse cities from different parts of Europe to exchange good practices, and builds commitment and engender substantial progress among them in preparing and implementing Sustainable Urban Mobility Plans (SUMPs) beyond the duration SUMP-PLUS project.

To ensure maximum impact, the Community is structured along 3 tiers.


- Tier 1 – six City Partners:** The six SUMP-PLUS City Partners - Antwerp (BE), Alba Iulia (RO), Greater Manchester (UK), Klaipeda (LT), Lucca (IT), and Plataniias (GR) – will test and validate, in co-created laboratories, transition pathways towards achieving a more sustainable and liveable city. The cities will deliver reports summarising the findings of the activities. The knowledge that is generated as a part of this tier will be transferred to the Follower Cities Group of Tier 2, to ensure that the innovative solutions are further replicated in different geographical and cultural contexts. The themes of the six co-created laboratories are the following:

CL1- Creating a SUMP implementation pathway towards a liveable city

Location:
Klaipeda, Lithuania

Objectives:

- Develop context-specific mobility transformation pathways
- Forge cross-sectoral links between transport, public services, and commerce
- Create new forms of public-private partnerships and business models



Scenario:

Following its adoption of an ambitious SUMP in 2018, Klaipeda is planning its SUMP implementation pathway. This will accelerate its transformation from car-dominated streetscapes to a liveable city with inclusive and green mobility.

CL2 - Integrating decarbonisation strategies across health and transport

Location:
Greater Manchester, United Kingdom

Objectives:

- Forge cross-sectoral links between transport, public services, and commerce
- Create new forms of public-private partnerships and business models



Scenario:

In order to maximise the efficiency of investment in Greater Manchester's health and transport sectors, cross-sectoral links need to be deepened. The approach for doing so will draw on experience gathered during COVID-19 in relation to new ways of working.

CL3 - Using SUMPs to enhance smart city impact and implementation

Location:
Alba Iulia, Romania

Objectives:

-  Develop context-specific mobility transformation pathways
-  Forge cross-sectoral links between transport, public services, and commerce
-  Create new forms of public-private partnerships and business models

Scenario:

The medium-sized Transylvanian city of Alba Iulia is Romania's smart city pioneer. Within SUMP-PLUS, it will seek to upscale mobility-related technology innovations as part of its SUMP implementation pathway. This will also involve transformational public transport projects.



CL4 - Co-creating a SUMP for a small island city with seasonal tourism

Location:
Platanias, Greece

Objectives:

-  Develop context-specific mobility transformation pathways
-  Forge cross-sectoral links between transport, public services, and commerce
-  Create new forms of public-private partnerships and business models

Scenario:

Testing a tailored approach developed for smaller urban areas, Platanias is developing a SUMP and supporting implementation pathway for its cross-municipal functional area. This will seek to address mobility challenges specific to touristic island locations, including high seasonal fluctuations in mobility demand and creating links between the hinterland and urban areas.



CL5 - Providing seamless intermodality and non-transport solutions for a functional urban area

Location:
Antwerp, Belgium

Objectives:

-  Implement and monitor cutting-edge mobility solutions
-  Create new forms of public-private partnerships and business models

Scenario:

Antwerp will intensify its cross-boundary partnerships with surrounding municipalities in order to deliver attractive, convenient and safe intermodal travel options running from the commuter belt into the city. The objective is to bring transport services up to the quality of its award-winning intermodal journey planner.



CL6 – Strengthening sustainable logistics' role in SUMP in and beyond city centres

Location:
 Antwerp, Belgium
 Lucca, Italy

Objectives:

- Forge cross-sectoral links between transport, public services, and commerce
- Implement and monitor cutting-edge mobility solutions
- Create new forms of public-private partnerships and business models



Scenario:

Lucca will seek to strengthen the regional logistics component of its SUMP, with both Antwerp and Lucca looking to develop partnership models and incentives schemes for working with the logistics sector. These will help deliver new and expanded urban freight solutions within and around both city centres.

- **Tier 2 – Follower Cities Group:** A group of up to 16 follower cities will be selected to closely follow the activities of the City Labs. Each of the Follower City will be assessed to better understand the local mobility context and, based on the results, will be grouped around one or more of the CLs., similar with regards to level of SUMP maturity and local context.
- **Tier 3 – 50 European cities:** Another group of 50 cities from across Europe will additionally be selected to ensure the legacy of SUMP-PLUS following the project end, by means of the **City Consult Agency**.

2.1.2 City Consult Agency

The City Consult Agency provides an effective solution to foster city exchanges and transferability, by ensuring a continuous process of knowledge share, mentoring, learning, and replication. This process is based on SUMP-PLUS guidance tools and the experience and feedback generated by the CLs and Follower Cities Group.

The City Consult Agency is divided into two parts, namely an online knowledge and planning platform and the Train-the-Trainers activities and.



2.1.2.1 Train-the-Trainers

In the last year of the project, SUMP-PLUS will organise **five two-day Train-the-Trainer workshops**. During these workshops, consortium experts, City Partners, and representatives of the Follower Cities Group will come together to train future trainers from Tier 3 of the Sharing and Learning Community.

Each of the two-day workshops will take the following structure:

Day 1 will cover the theoretical aspects linked to SUMP development and implementation, and will review the practical guidance developed by the project up to that point.

Day 2 will be dedicated to an active exchange of experiences relating to the CLs and the replicability of the innovative solutions linked to them.

Following the workshop, members of the Tier 3 group will become messengers of new business models and governance structures that can contribute to the implementation of more sustainable, equitable, and efficient urban mobility systems.

The workshops will be conducted in English and will be limited to 10-15 trainees in order to allow for efficient discussions. Moreover, videos and podcasts for all of the workshops will be produced and made available on the online platform.

2.1.2.2 Online knowledge and planning platform

The online platform will enable 'client' city authorities to rapidly gain the advice of 'consultant' city authorities at critical stages in planning and measure design processes. The Consultant city authorities will include trainers from the City Consult Agency, City Partners, and Follower City representatives.

The online platform will host the Train-the-Trainer videos and podcasts, CL reports developed by City Partners, and 10 action plan replicability reports of the Follower Cities.

2.2 Activities of Tier 2 – Follower Cities Group

The Follower Cities Group will consist of a representative sample of a wider group of European and non-European cities that will help to maximise impact of SUMP-PLUS results. More specifically, the Follower Cities will:

- Learn about and offer feedback regarding the implementation of city-led research and pilot activities, including reflection of the difficulties that they themselves would face by replicating similar actions in their cities;
- Ensure that SUMP-PLUS stays up-to-date with market reality and policy changes;
- Check the clarity and comprehensiveness of SUMP-PLUS Implementation Reports;
- Deliver an Action Plan in which they address measure concept development, stakeholder consultation, procurement processes, and the budget necessary for implementing similar actions as in the CLs or the innovative solutions;

- Take part in a knowledge exchange programme that includes, for example, workshops and study visits (pending the Covid-19 situation, these events may take the form of online events). The activities will be scheduled back-to-back with project Consortium Meetings;
- Attend at least one of five two-day Train-the-Trainer workshops; and
- Test and provide feedback on the online Knowledge and Planning Database for tailored support to cities.

In exchange, Follower Cities will get first-hand knowledge about the project, participate in on-site discussions in the CLs with the City Partners, and will take part in a dedicated mentoring programme for the preparation of transition pathways.

A total of 16 planning authorities will be recruited for the Follower Cities Group by way of an open call for applications. Cities will be selected based on their representative distribution across Europe as well as the level of commitment they promise.

For more information about eligibility, activities, expected outputs, and the funding scheme please refer to the respective call text.

2.3 Activities of Tier 3 – 50 European cities

The Tier 3 cities will further ensure the legacy of SUMP-PLUS through share knowledge and provide training to other interested cities in their respective country or abroad. More specifically, the cities will:

- Receive knowledge, tools, and guidance that is developed across the first 24 months of the project;
- Take part in one of five two-day Train-the-Trainer workshop, during which these cities will receive training by SUMP-PLUS city partners, Follower City representatives, and consortium experts; and
- Be enlisted, on the City Consult Agency online platform, as urban mobility experts that are available to share knowledge and provide training to other interested cities in the respective country or abroad.

For more information about eligibility, activities, expected outputs, and the funding scheme please refer to the respective call text.

3 Calls for Applications

The selection of the 16 cities for the Follower Cities Group and 50 cities for the Tier 3 group will be made through a series of two open calls for applications. Over the course of its lifetime, SUMP-PLUS will publish:

**One call for applications
to recruit
16 planning authorities
FOLLOWER CITIES GROUP**

Selected authorities will closely follow the activities of the co-created laboratories and test the replicability of the innovative solutions developed within.

The open call for applications for up to 16 authorities will be issued in August 2020.

**One call for applications
to recruit
50 planning authorities
TIER 3 GROUP**

Selected authorities will be trained as urban mobility experts that are available to share knowledge and provide training to other cities in their respective country or abroad.

The Call for Applications for 10 authorities was issued in April 2017.

Please refer to the respective “Call for Applications” document for more information.

4 Who can apply?

The following authorities can apply to join the SUMP-PLUS Sharing and Learning Community:

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 **association or grouping of urban authorities** of local administrative units active in sustainable transport planning. This can include associations or groupings of public authorities, agencies and companies, NGOs and advocacy groups that are working in partnership in the same city 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](#).

As **English** is the official working language of the SUMP-PLUS project and all of its activities, candidates should have a **good level** of verbal and written English.

During the eligibility check, the SUMP-PLUS consortium will liaise with applicants to determine their eligibility in cases where their status is uncertain.

5 Application process

5.1 Sharing and Learning Community call documentation

The application package for the Call for Applications for the constitution of Tier 2 and Tier 3 of the Sharing and Learning Community consists of the following:

- The present Terms of Reference;
- Call for Applications;
- An online application form to join the Sharing and Learning Community;
- City Typology package;
- Frequently asked questions;
- Confirmation of Participation form signed by a responsible person.

The call and relevant documentation are available on the SUMP-PLUS website:
<https://sump-plus.eu>

5.2 Contact

SUMP-PLUS consortium members will be ready to assist applicants with any technical questions they may have during the call. For any questions or concerns linked to the call for applications, please contact marko.horvat@iclei.org.

6 Selection process

The selection process is applicable to all planning authorities that apply for the open call and it decides who will join the Sharing and Learning Community. The SUMP-PLUS consortium will receive the application forms, conduct an eligibility check, and then carry out a **thorough evaluation** (a minimum of two partners will review each application) based on a list of criteria that will be published with the call. The evaluation of the application forms will result in a ranking and a proposed list of selected cities.

7 Confirmation of Participation form

Following the final selection of planning authorities, SUMP-PLUS will ask these authorities to confirm their participation by signing a Confirmation of Participation form.

By signing the form, the respective planning authorities will:

- Commit to complete relevant activities in the Sharing and Learning Community for which they have been selected and deliver results;
- Agree to the use of results linked to their activities within the project by SUMP-PLUS for communication and promotion materials within the project.

8 Timeline

Key dates related to the call for applications to join the SUMP-PLUS Sharing and Learning Community:

- **September 2020** – Launch of open call for Tier 2 Follower Cities Group
- **20 October 2020** - Deadline for online submission of follower city application forms
- **30 October 2020** – Indicative deadline for the final decision on selected applicants
- **10 November 2020** – Indicative start date for Follower Cities Group

Additionally, SUMP-PLUS reserves the right to publish ad-hoc calls on specific topics and at moments not specified in the present ToR.

9 Funding

Travel and Subsistence costs for project-related activities and events (e.g., study visits and replication workshops in the CLs, Train-the-Trainer workshops, Informed Cities Conference) will be covered by the SUMP-PLUS project. Participation in the Sharing and Learning Community is thus free of financial obligations and is a low barrier opportunity for cities to be part of cutting edge European research and to network with other cities across Europe.