

# SUMP-PLUS



## Publication Schedule

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## Document control page

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## Abstract

This document aims to guide CIVITAS SUMP-PLUS's publishing activities to ensure that the project's results and outcomes are made available to the widest possible audience. This document and the schedule within it, however, are fluid and might be modified depending on project progress. To ensure this has minimum impact on the project, the document will be reassessed annually, thereby also providing a mechanism to evaluate whether all is going according to plan.

## List of beneficiaries

No	Name	Short name	Country
1	STAD ANTWERPEN	ANT	Belgium
2	MUNICIPALITY OF ALBA IULIA	ALBA IULIA	Romania
3	KLAIPEDOS MIESTO SAVIVALDYBES ADMINISTRACIJA	KLAIPEDA	Lithuania
4	COMUNE DI LUCCA	COMUNE DI LUCCA	Italy
5	DIMOS PLATANIAS	PLATANIAS CRETE	Greece
6	TRANSPORT FOR GREATER MANCHESTER	TR G MANCHESTER	United Kingdom
7	FONDATION NATIONALE DES SCIENCES POLITIQUE	Sciences Po	France
8	POLYTECHNEIO KRITIS	TECH UNIV CRETE	Greece
9	UNIVERSITY COLLEGE LONDON	UCL	United Kingdom
10	EUROPEAN INTEGRATED PROJECT	EIP	Romania
11	FORSCHUNGSGESELLSCHAFT MOBILITÄT – Austrian Mobility Research FGM-AMOR gGmbH	FGM-AMOR	Austria
12	MEMEX SRL	MEMEX	Italy
13	SPACE SYNTAX LIMITED	SPACE SYNTAX	United Kingdom
14	VECTOS LIMITED	VECTOS	Germany
15	ICLEI EUROPEAN SECRETARIAT GMBH	ICLEI EURO	Germany
16	UNION INTERNATIONALE DES TRANSPORTS PUBLICS	UITP	Belgium

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# 1 Introduction

The aim of the communication and dissemination work under CIVITAS SUMP-PLUS, led by ICLEI, is to create and maintain a comprehensive framework that will enable all consortium partners to publicise their work within the project to maximum effect.

One of the main ways to achieve this is via accessible and visually compelling publications to ensure that outcomes and knowledge generated by the project are made available to and easily understood by a wider audience. ICLEI will be responsible for design and layout.

Base knowledge, project results and partners' contributions will be used for dissemination purposes on agreement with the relevant project partner and in such a way as to comply with the rules stated in the Consortium Agreement and section 3 of the Data Management Plan.

These publications will be systematically disseminated via the project's own communication channels, those of project partners, and where possible via (their) wider networks.

Note that this schedule does not cover documents or articles produced for scientific journals.

## 2 Co-ordination and quality control process

To ensure that publications are of the highest possible standard, they will undergo a quality control process. As the partner coordinating publications, ICLEI will assign each partner with responsibilities using a matrix. This process is based on a series of key responsibilities:

- **Lead:** The lead partner assigned to complete the initial draft of the publication – this may also be in the form of a deliverable.
- **Involved:** The involved partner is assigned to support the leading partner in the completion of the publication or deliverable.
- **Quality review (QR):** This partner is responsible for the quality review of the product in terms of content.
- **Proofreading (PR):** This partner will do a final English language check.
- **Design (D):** This partner will prepare the final product for printing.

It is important to note that actual publication titles and descriptions may change. So that such developments are reflected in project planning, this document will be reassessed annually. [Annex 1](#) outlines the assignment of these responsibilities among consortium partners.

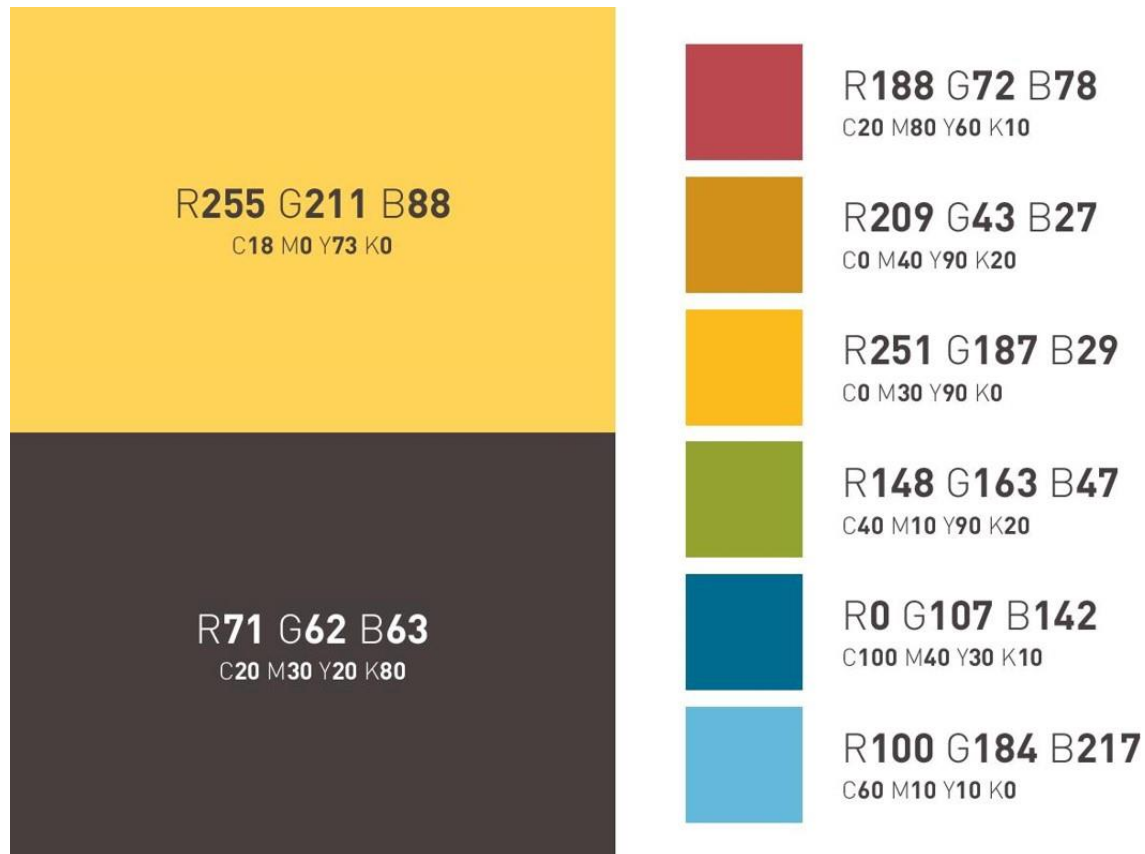
## 3 Key elements

This section outlines key facets involved in producing publications for CIVITAS SUMP-PLUS.

### 3.1 Visual identity and layout

Publications will be produced in line with the CIVITAS Initiative's visual identity, taking into account requirements outlined in the CIVITAS Corporate Design Handbook. Its latest version has been provided to all partners; this is the same document utilised by all CIVITAS projects.

A new colour palette gives CIVITAS SUMP-PLUS its own fresh look, whilst still making clear its affiliation to the CIVITAS Initiative and the EU SUMP Platform. Whilst products will vary, the colour palette and design elements used will be consistent. The colour palette can be seen below and in the relevant folder of the shared Google Drive available to all partners.



### 3.2 Language and style

CIVITAS Editorial Guidelines – annexed to the project’s communication and dissemination strategy and available as a separate document on the project’s Google Drive as part of the “Helping Hand for Authors” – will ensure consistency across all English-language publications. Written content will avoid jargon and use clear language to enable all audiences (including non-experts) to understand the project and its successes.

### 3.3 Dissemination of products

The dissemination of publications will be done mainly via CIVITAS SUMP-PLUS communication channels, including the website, newsletter and social media. Project partners are also expected to disseminate using their own channels. The full range of channels can be found in the Communication and Dissemination Strategy.

### 3.4 A low-paper project

SUMP-PLUS aims to minimise the number of publications it prints. Aside from project brochures, the policy will be to make longer publications available at events via scannable QR codes. Some documents may receive limited printed runs, but this will be decided on a case-by-case basis, e.g. for a high-level policy meeting or a results dissemination workshop.

### 3.5 Hosting of documents

All documents will be uploaded to the Eltis and main CIVITAS websites to ensure their continued accessibility beyond the lifetime of SUMP-PLUS. Further locations for hosting will be explored over the course of the project.

### 3.6 Publication list and release schedule

The table below illustrates some of the main products and publications planned to be produced as part of SUMP-PLUS. Look at [Annex 2](#) for more details on publication contents.

Publication name	Deliverable/ Task (if applicable)	Main author(s)	Type of output	Release date
Communication materials	D7.2	ICLEI Europe	Brochure, roll-up	May 2020 (M9)
SUMP-PLUS case studies	D6.1, D6.2	FGM-AMOR	Booklet	Feb 2022 (M30) case study compilation
SUMP Pathway Guide – from planning to implementation	D6.1	FGM-AMOR	Report	Feb 2022 (M30)
Sustainable Movement and Accessibility Planning for Small Urban Areas	WP1	UCL	Handbook	April 2022 (M32)
Achieving successful cross-sectoral planning	T1.3, D1.6	UCL	Booklet	June 2022 (M34)
Policy papers – data-based insight	D6.3	ICLEI	Policy papers	June 2022 (M34)
SUMP-PLUS success stories	D7.7	ICLEI	Booklet	July 2022 (M35)

Other potential (communication) outputs and products can be seen in [Annex 3](#).

## 4 Annexes

### 4.1 Annex 1 - Responsibilities matrix

- Lead (L): The leading partner assigned to complete the initial draft of the publication – this may also be in the form of a deliverable.
- Involved (I): The involved partner support the leading partner in the completion of the publication or deliverable.
- Quality review (QR): The partner is responsible for the quality review of the product in terms of content.
- Proofreading (PR): This partner will do a final English language check.
- Design (D): This partner will lay out the final product for printing.

Product	Release	EIP	FGM-AMOR	ICLEI	MEMEX	Sciences Po	Space Syn.	TUC	UCL	UITP	VECTOS	Antwerp / City Labs
Communication materials	May 2020 (M9)			L, D					QR, PR			
SUMP-PLUS case studies (compilation)	Feb 2022 (M30)		L		I		I			I	PR, QR	I
SUMP Pathway Guide – from planning to implementation	Feb 2022 (M30)	I	L	I, D, PR		I		I	I		QR	
Sustainable Movement and Accessibility Planning for Small Urban Areas	April 2022 (M32)		I				I				PR	QR
Achieving successful cross-sectoral planning	June 2022 (M34)							I, QR	L			I
Policy papers – data-based insight	June 2022 (M34)				I		I				I	
SUMP-PLUS success stories	July 2022 (M35)			L, D, PR		I			I		I, QR	I



## 4.2 Annex 2 – Publications in detail

Title	Communication materials
Format	Promotional booklet and roll-up
Responsible	ICLEI
Related WP/task/activity	D7.2 – communication materials
Content	Promotion of the project and outlining of its objectives and aims in a series of simple products to utilise at external events.
Quality review	UCL, Vectos
Languages	EN, EL, IT, LI, NL and RO
Printed/Online	Printed and online (hosted on the SUMP-PLUS website)
Publication Date	M9 – May 2020

Title	SUMP Case Studies
Format	Stand-alone individual descriptions
Responsible	FGM-Amor
Related WP/task/activity	D6.1, D6.2
Content	These case study descriptions from recently developed SUMPs would enrich the existing updated SUMP guidelines, topic guides, and practitioner briefings. They will be developed for different topic areas and process stages.
Quality review	ICLEI, Vectos (if needed)
Language	EN
Printed/Online	Online only
Publication Date	M18 – Feb 2021 – first case study published, with others following after. M30 – Feb 2022 – compilation of SUMP-PLUS case studies. Prior to this, the case studies will be published as and when they become available.

Title	SUMP Pathway Guide – from planning to implementation
Format	Booklet
Responsible	FGM-Amor
Related WP/task/activity	T1.2, D1.6, D3.3, D4.3, D6.1
Content	This practical supporting document will discuss the gap between development of a plan and implementation could be closed and discuss how to implement the concept of the mobility transition pathways developed in SUMP-PLUS. This would integrate information on capacity building, drawing on the work conducted by EIP and FGM-AMOR and would see where the work conducted on governance by Sciences Po might fit in.
Quality review	ICLEI, Vectos
Language	EN
Printed/Online	Online, consider print run
Publication Date	M30 – Feb 2022

Title	Sustainable Movement and Accessibility Planning for Small Urban Areas
Format	Handbook
Responsible	UCL, Space Syntax
Related WP/task/activity	WP1
Content	This short handbook will give very small municipalities without a SUMP advice on how to develop a sustainable movement and accessibility vision and planning framework, and map out a successful implementation pathway. Possible content includes checklists, guides to

	data collection and vision co-creation, and a process roadmap. These will make it easily understandable for local authorities, their mobility and land-use planners, and other key stakeholders. It will also include information on the analytical tools developed by Space Syntax for network and accessibility analysis. Other material is planned that will make the content accessible to further stakeholders, e.g. a foldable A3 poster illustrating the process and training material to allow the exploitation of the approach by partners beyond the SUMP-PLUS consortium.
Quality review	ICLEI, Platánias (or other city labs implementing the approach)
Languages	EN, further languages to be considered based on need
Printed/Online	Online, consider print run
Publication Date	M32 – April 2022

Title	Achieving successful cross-sectoral planning
Format	A4 booklet (double-page)
Responsible	UCL
Related WP/task/activity	T1.3, D1.6
Content	This short booklet will reveal how cities can ensure that mobility planning is combined and integrated with other urban system components, such as land-use planning and health. It will also list and explain a series of analytical tools that cities can use to do this.
Quality review	TUC, UITP, ANT (and other relevant city labs)
Language	EN
Printed/Online	Online
Publication Date	M34 – June 2022

Title	Policy papers: data-based insights
Format	Initially A4 fact sheets, later combined into one larger booklet.
Responsible	<b>Individual papers</b> - (1) UCL, (2) Vectos, (3) Sciences Po, (4) MEMEX; Collated booklet - ICLEI.
Content	A series of policy papers containing SUMP-PLUS will be targeted at different levels of governance. They will draw on SUMP-PLUS findings, with possibilities including: <ol style="list-style-type: none"> <li>1. Validation of the SUMP-PLUS conceptual/analytical framework.</li> <li>2. Reports on the Co-Creation Laboratories.</li> <li>3. The role of governance capacity building in transition pathways.</li> <li>4. Results of city laboratory evaluations.</li> </ol> A final booklet will collate these – this will be the submitted deliverable.
Related WP/task/activity	D6.3
Quality review	Dependent on topic
Language	EN
Printed/Online	Online, limited print runs for certain meetings
Publication Date	M34 – June 2022 – for compilation booklet. Other individual papers can come out earlier if already finished.

Title	SUMP-PLUS Success Stories
Format	A4 booklet (double-page)
Responsible	ICLEI
Related WP/task/activity	D7.7
Content	This will outline what has happened in the co-created laboratories, including: what was a success and why; what did not work and how to rectify the related issues in future; and replicable solutions/methods from each of the locations.

	In the process, the document will reflect on the experiences of local stakeholders and how the outcome(s) correspond with their initial expectations. Where appropriate, this will integrate visual material such as infographics and pictures that capture in an appealing manner what SUMP-PLUS achieved.
Quality review	Vectos
Languages	EN, further languages to be considered
Printed/Online	Online, limited print run in at least EN
Publication Date	M35 – July 2022

### 4.3 Annex 3 – other outputs and products

This section outlines initial suggestions for “smaller” products or outputs that are not in themselves professionally laid out publications. These would capture SUMP-PLUS results/knowledge and be used to transmit these to other cities/relevant audiences, for instance during CityConsult activities.

These might eventually assume a variety of formats, such as factsheets, infographics, one-pagers, and posters. The ideas listed below may change as the project progresses.

Title	CityConsult Agency promotional material
Format	Flyer, postcard, leaflet (exact format(s) TBD)
Responsible partner	ICLEI
Activity/Task/WP feeding into this	T2.3, T6.3
Content description	Following the establishment of the CityConsult Agency, promotional material will be produced to encourage cities representatives and other mobility practitioners to join and check out related activities.
Quality review	Vectos, UITP
Language	English
Suggested release date	September 2021 (M25)

Title	Engaging with stakeholders, businesses and citizens
Format	Fact sheets, one-pagers (TBD)
Responsible	EIP, FGM-Amor
Related WP/task/activity	D4.3 - FGM, T4.4 – EIP
Content	These outputs would provide insights from D4.3 and link to EIP’s citizen engagement work on: <ol style="list-style-type: none"> <li>1. Local mobility forums.</li> <li>2. City mobility integrators.</li> <li>3. Citizen engagement forum.</li> </ol> Possible formats for these include fact sheets and one-pagers. They might also integrate other content formats such as checklists.
Quality review	EIP, FGM-Amor
Language	English
Printed/Online	Online (hosted on the SUMP-PLUS website), limited print run if decided at a later stage to be appropriate.
Publication Date	M30-36 (February – August 2022)

Title	Movement and access planning in smaller urban areas – materials package
Format	Fold-out poster (in A3 or A4 format), training material
Responsible partner	UCL, TUC
Activity/Task/WP feeding into this	WP1
Content description	<p>To accompany the SUMP-PLUS “how to” handbook for movement and accessibility planning in smaller urban areas, a foldout (likely A3) poster would visualise the SUMP-PLUS process/roadmap. Being foldable, it would easily transportable and possible to be reproduced by partners individually, without the need to use a professional printer.</p> <p>The creation of training material for use in train-the-trainer activities that look at this topic will be considered; this would aid the exploitation by partners beyond the SUMP-PLUS consortium. Possible materials include simple PowerPoint presentations and checklists.</p>
Quality review	TUC, ICLEI
Language	English
Suggested release date	M32