



JASPERS EU Sustainable Urban Mobility Plan (SUMP) Training

Training Concept Summary Note

August 2016

JASPERS EU SUMP Training - Concept Training Programme Note August 2016

Introduction

This note sets out our concept for a training programme on Sustainable Urban Mobility Plans (SUMPs). Our emphasis will be on interactive and participatory training modules that not only provide information on SUMP processes and best practice but also aim to engage and motivate participants throughout each training module. We will also make maximum use of existing SUMP tools, such as the use of self-assessment tools provided in ELTIS.

Key Principles of the SUMP Training Programme

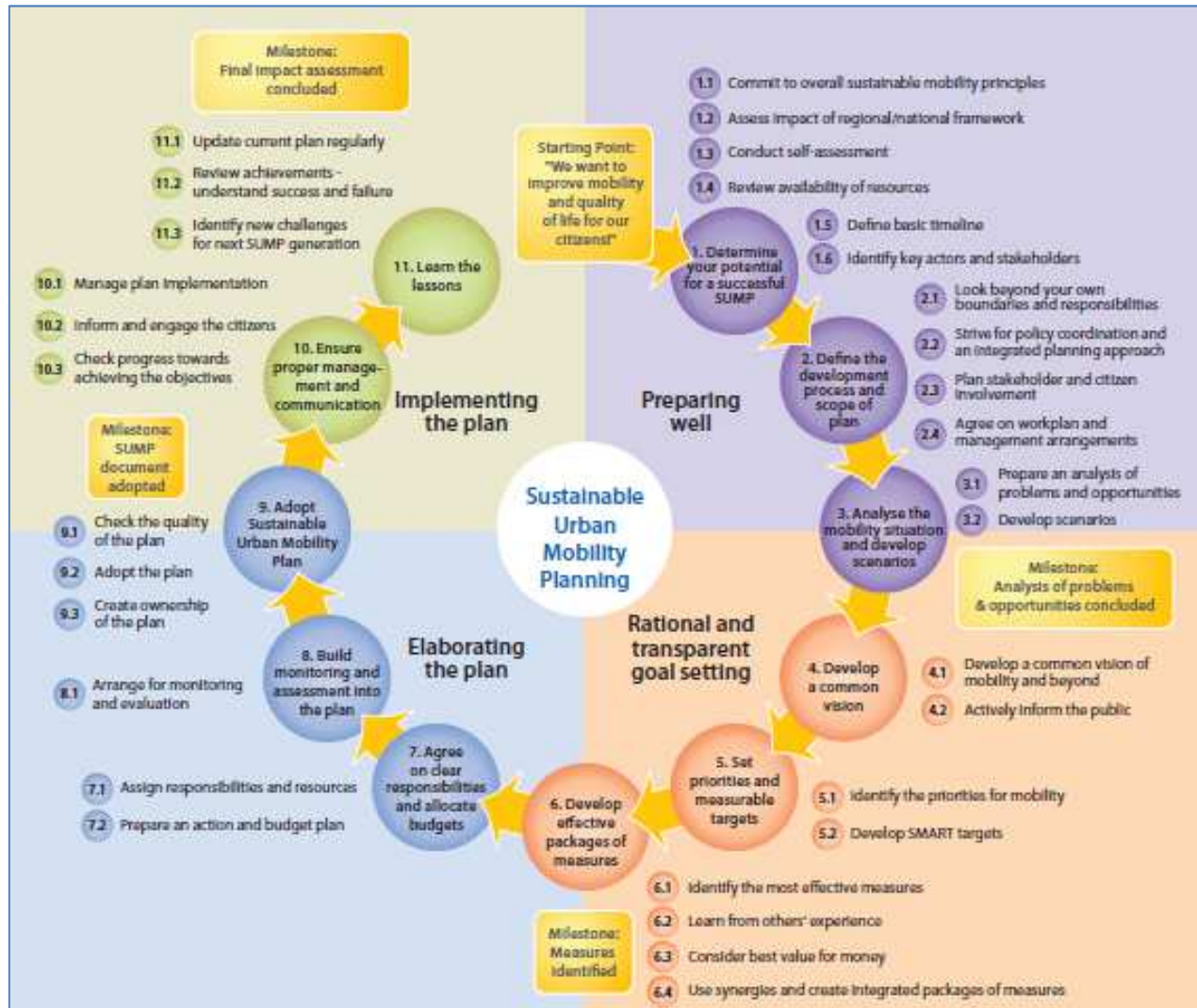
In developing a successful and tailored SUMP training programme for Ministries and Municipalities there are a number of important principles to consider:

- We acknowledge that in order to effectively tailor and produce a bespoke course/event tailored to beneficiary needs, it is important to understand participants' existing knowledge of the SUMP process and urban mobility concepts and processes. Some understanding will be more advanced than others. The completion of the self-assessment ELTIS tool on SUMPs is considered an important pre-training task for attendees of each training session.
- We note that keeping people actively involved will be a key challenge, therefore providing a participatory structure to the training programme with a lot of interaction and group working supported by pre-prepared worksheets will help keep the attendees focused and actively involved during each module. The inclusion of roundtable group discussion/workshop sessions will allow sharing views and thoughts from the different attendees and instil greater confidence in the SUMP topics; these will be included within each training module to actively engage with participants and ensure they fully understand the principles and main messages conveyed in the presentation material.
- The group exercises will all be structured around a model case study of a fictitious European city, 'Anytown'. This will serve as a basis for practical understanding of relevant issues and testing of instruments and evaluation of measures. Throughout the training programme, the Anytown case study will take the delegates through the whole SUMP process, from initial process and scope definition through to monitoring and evaluation. Information on the Anytown case study will be shared with participants in advance of the training session.
- Training information will be sent in advance together with the electronically provided ELTIS self-assessment questionnaire. This will enable the training team to obtain feedback to help tailor and adapt training materials in advance, before the programme starts.
- Presentation material for each training module will include reference to relevant good examples of approaches/tools on the different SUMP elements.
- Whilst the sessions are the main interchange between participants and training there will be a need to prepare and present reference documents for them to utilise after the event. This will be produced to provide links to available documents, examples and best practice guidance.

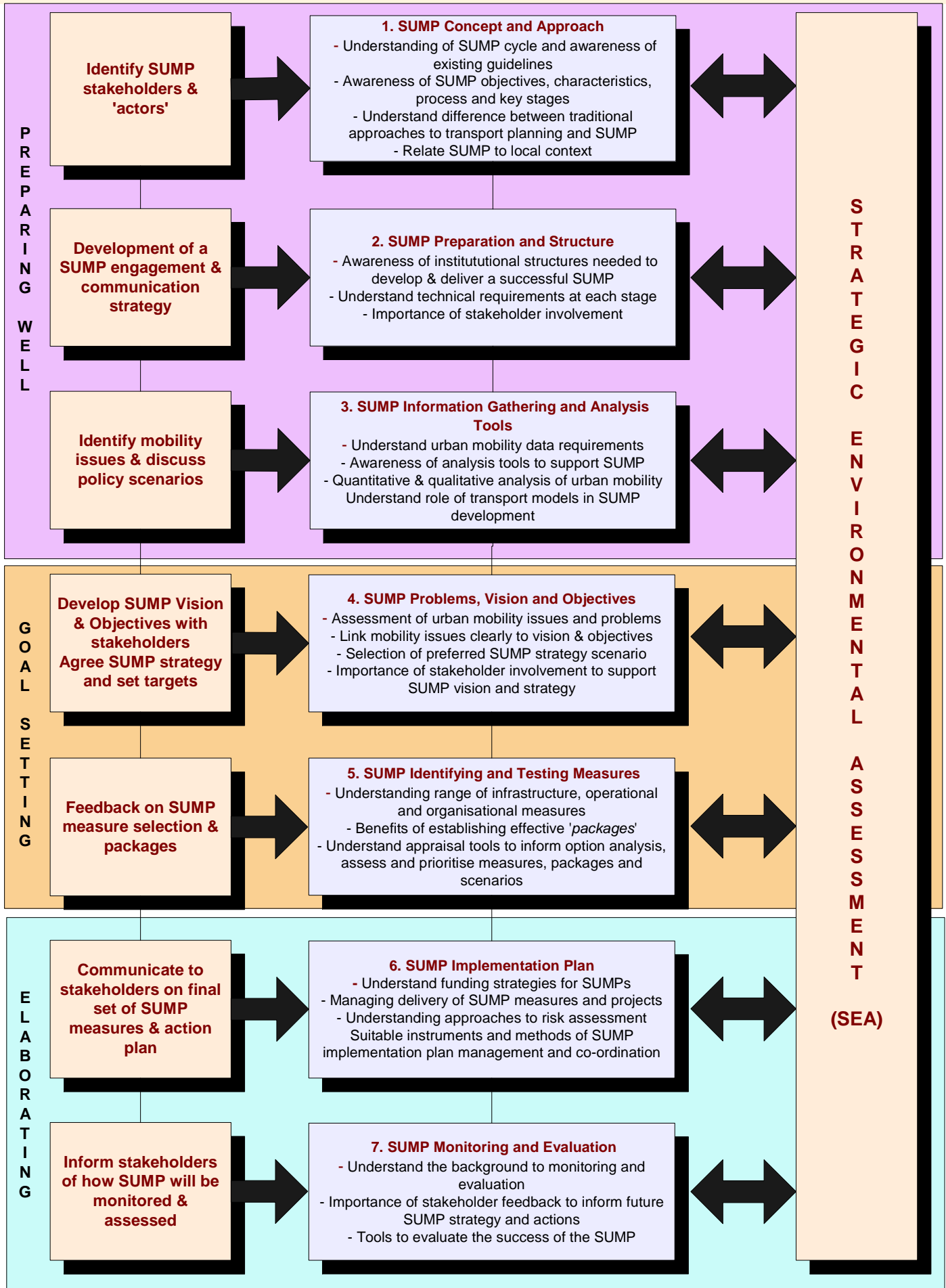
The training modules produced on the SUMP process are summarised in the diagram overleaf – structured to take the participants through each stage of the preparation and planning of a successful SUMP.

Module Support

It is envisaged that for each SUMP training module simple worksheets will be prepared to help participants understand and learn from the topics presented. These will relate to the presentational material on tools/approaches for each module and will help participants prepare ahead of the multiple choice test at the end of the training programme. The structure of the proposed SUMP training modules follows the key stages set out in the EU Guidance on Sustainable Urban Mobility Plans to ensure consistency of approach and content.



Source: Guidelines - Developing and Implementing a Sustainable Urban Mobility Plan (January 2014)



Further detail on the preliminary draft structure and focus of each SUMP module is set out below.

Module 1 SUMP Concept & Approach

Study Objectives

Participants will:

- Understand the SUMP cycle and availability/content of existing guidelines;
- Develop a good awareness of SUMP's - objectives, characteristics, process and key stages, measures and outputs. This includes compliance with national and EU policies and consistency with the SEA (Strategic Environmental Assessment) process;
 - Understand the policy drivers and implications at the national and local levels to inform the plans and programmes review as part of the SEA process; and
 - Understand the relationship and interactions between the SUMP development and the SEA process to ensure the SEA can influence the development of the SUMP. This includes consideration of the different SEA methodology options available.
- Distinguish the key differences between traditional approaches in transport planning and SUMP requirements;
- Be able to relate the SUMP idea to their own individual attitudes and experiences gained through working on urban mobility and sustainable development issues; and
- Clearly understand the topics and areas that SUMP's address and understand that the process is not only planning, but includes better co-operation between different agencies; and
- Use of self-assessment tool provided in ELTIS.

Relevant best practice/case study examples will be used to highlight the above and what to look for.

Case Study Exercise: the Anytown Traffic Management Plan

Objectives:

- Analyse and articulate the differences between Sustainable Urban Mobility Planning and traditional planning approaches
- Share personal experiences and awareness of UMPs and requirements

Task:

- Each group to be presented with background information on a previous transport plan produced for Anytown, the '2006 Traffic Management Plan', and asked to compare this to the characteristics of a SUMP;
- Participants asked to compare a recent transport plan or strategy from their own area to the characteristics of a SUMP.

Issues & Topics to Explore with the Participants

- What are the key problems of urban mobility? What does sustainable urban mobility look like? What are the characteristics of visions and strategic targets of sustainable urban mobility? What are the key opportunities and key restrictions for sustainable mobility and where are they?
- What is sustainable mobility planning and how does it differ from standard transport planning?
- What does a successful SUMP look like?
- What kind of local stakeholders need to be involved to support SUMP development?

Module 2 SUMP Preparation & Structure

Objectives

Participants will:

- Understand the importance of including a scoping exercise to define SUMP study area;
- Appreciate the institutional structures required to successfully develop and deliver a SUMP;
- Appreciate the different technical inputs required to deliver a successful SUMP throughout the different stages of plan development;

- Understand the importance of parallel Strategic Environmental Assessment work throughout SUMP process; and
- Understand the importance of effective stakeholder engagement to underpin a successful SUMP.

Relevant best practice/case study examples will be used to highlight the above and what to look for.

Case Study Exercise: Anytown SUMP stakeholders, organisation and skills

Objective:

- Participants consider the different steps that are required to develop a successful SUMP and allocate roles between the different members to achieve this – to establish a SUMP project plan;
- Participants clearly understand the roles of different stakeholders required for SUMP development.

Task:

- As part of the task each Group will be required to consider the different types of stakeholders involved in the process (roles within the Group):
 - What is the level of influence and interest of each stakeholder?
 - How should each stakeholder be involved throughout the SUMP process?
- Each Group is tasked with developing a SUMP organisational structure to consider the different tasks required to develop and implement successful SUMP. This needs to carefully consider the different skills and who will have responsibility for leading each tasks. Groups will be presented with a range of skills they can recruit, and will be asked to create a 'team' that best meets their needs as the SUMP manager.

Issues & Topics to Explore with the Participants

- What governance/institutional arrangements should be established to successfully develop and implement SUMP programmes and measures?
- How can stakeholder involvement be effectively used to support SUMP vision statements, objectives and implantation plans?
 - Preparation of SUMP stakeholder engagement plan framework; and
 - Identifying appropriate stakeholder engagement tools and how best to involve stakeholders in the process.
- Technical requirements for the preparation of robust SUMP:
 - Discuss effective institutional arrangements to develop SUMP.

Module 3 SUMP Information Gathering & Analysis Tools

Study Objectives

Participants will:

- Understand the wide range of datasets/information required to support SUMP in terms of understanding existing mobility issues and constraints. This includes data/information on:
 - Infrastructure (quality, quantity of infrastructure, etc.);
 - Information on organisation and operations/maintenance available (quantity and quality of public transport services per mode, etc.);
 - Transport/mobility demand data available from surveys/counts; and
 - Demographic, economic data (including forecasts)
- Awareness of different quantitative and/or qualitative methods for use in SUMP process and the appropriateness of these to assess different urban mobility situations;
- Understand the importance of applied tools and models to assess the current network and test future scenarios/options (including specific software tools – transport models)
 - Reviewing the impacts of different types of future scenarios informed by SEA work;
 - Consideration of climate change issues relating to the SUMP, including mitigation and resilience adaptation
- Understand the importance of SUMP transport models:
 - Awareness of best practice in transport modelling and how this supports Urban Mobility Plans (link to JASPERS guidance on modelling); and

- Appreciation of models with sufficient geographical and modal scope and quality (including model structure (simple vs complex), supporting datasets and calibration).
- Have an awareness of the suite of tools that are available to them through the ELTIS network, including the Urban Transport Roadmaps Tool, and how to apply this to their local context.

Relevant best practice/case study examples will be used to highlight the above and what to look for.

Case Study Exercise: key urban mobility issues in Anytown

Objective:

- Participants to consider the different types of data and information that are required to understand urban mobility and issues within the SUMP area including environmental consideration; and
- Understanding data requirements and indicators for SUMP relating to transport themes and issues, and environmental aspects.

Task:

- Groups presented with simple transport, demographic datasets for Anytown and asked to assess this and evaluate issues for the SUMP to inform strategy; and
- Discuss structured inventory of data/information to support analysis phase.
- Each group will be asked to prepare a brief presentation of the main urban mobility issues identified based on the data, and share this with the other delegates.

Issues & Topics to Explore with the Participants

- What are the feasible methods of assessing and analysing the current situation with required and available data?
- Understanding qualitative and quantitative approaches to urban mobility analysis.
- Which method is best suited to each problem of analysis? What data is collected in their locality?
- Multi-model modelling in towns/cities to support SUMP.

Module 4 SUMP Problems, Vision & Objectives

Study Objectives

Participants will:

- Understand the benefits of strong strategic analysis on urban mobility – sufficient analysis of problems and potentials carried out, addressing (at least):
 - Organisation, demand, operations, infrastructure and maintenance;
 - Demand, capacity and level of service (across all modes) for both passengers and freight; and
 - Environment, safety and social issues.
- Understand the significance of long-term assessment of spatial impacts of development and identification of network problems and weaknesses;
- Understand the need to link urban mobility issues clearly to vision, objectives and goals
 - Understand the benefits of a hierarchical structure linking SUMP vision, high level and specific objectives.
- Understand the importance of identifying a preferred strategy scenario in consultation with stakeholders;
- Appreciate the need for strategic indicators to support strategic assessment of a SUMP;
- Understand the importance of defining KPIs (Key Performance Indicators) for SUMP objectives with target values.
- Understand the importance of aligning SEA (Strategic Environmental Assessment) environmental objectives with SUMP objectives:
 - This includes understanding the necessity of consultations with key stakeholders in preparation of SUMP concept, involvement of the general public during the SEA procedure and incorporation of outcomes and their integration in the final SUMP document.

Relevant best practice/case study examples will be used to highlight the above and what to look for.

Case Study Exercise: the SUMP vision for Anytown

Objective:

- Participants understand the link between problems and vision/objective setting

Task:

- Participants within each group to take on different roles, including one SUMP Manager as Chair. Other Group Members to take roles of a different stakeholder (public transport operator, business, resident etc.) Each group will be handed case study material for Anytown, building on the analysis of mobility issues in Anytown in the previous exercise. Each group to undertake the following tasks:
 - Set out a vision of future sustainable urban mobility for the town responding to the problems. What does a future state of sustainable urban mobility look like?
 - What are the options and approaches to achieve the vision? Each group discusses possible strategies and actions;
 - Based on this, set out a series of objectives to underpin the vision, and a series of measurable targets in support of the objectives;
 - Groups will be asked to explicitly think about and record how the issues identified in Module 3 (based on transport data) align with the objectives for their SUMP.
 - Groups to prepare a brief presentation on their vision, objectives and targets and share this with the rest of the delegates.

Issues & Topics to Explore with the Participants

- What is the balance of environmental, social and economic objectives` as part of the SUMP vision & objectives?
- How are the different stakeholder views & feedback reflected in the establishment of the analysis of the problems and setting the SUMP vision & objectives?

Module 5 SUMP Identifying & Testing Measures

Study Objectives

Participants will:

- Have a knowledge of the range and approaches of measures, actions and projects in SUMP;
- Understand the importance of developing measures clearly linked to SUMP objectives/analysis;
- Structuring/packaging of measures into complementary and alternative groups of measures – including prioritising measures according to urban mobility issues ;
- Understand the process for scenario development and packages of integrated measures;
- Understand the process for appraisal of measures, packages and scenarios including Multi-Criteria Analysis (MCA) including assessment against SUMP objectives;
- Use of Urban Transport Roadmaps Tool provided at ELTIS to develop better understanding of the potential impact of a set of measures; and
- Use of SEA to appraise final preferred SUMP strategy/Plan:
 - Any options should be appraised as part of the SEA process using the SEA Framework and assessment methodology developed as part of the SEA scoping stage;
 - The Preferred SUMP strategy/plan is then also assessed and cumulative effects examined; and
 - Ensuring the formal SEA requirements are met in terms of public statement summarising the justification of selection for preferred strategy and alternatives considered.

Relevant best practice/case study examples will be used to highlight the above and what to look for.

Case Study Exercise: evaluating and prioritising improvement measures for Anytown

Objective:

- Participants consider the different types of measures that can be included in the SUMP – infrastructure, organisational and operational and
- Participants understand issues relating to scenario testing and appraisal – how to consider different benefits and costs of different types of SUMP measures and scenarios.

Task:

- Groups to be presented with a range of potential improvement measures for Anytown, in the form of a series of cards. Groups will be allocated a budget, which will be lower than the combined value of the measures, so groups will have to make tough choices. Groups to:
 - Consider how the measures align against the vision and objectives for their SUMP (as defined in Module 4)
 - Develop a mechanism by which to prioritise the measures presented
 - Consider how different measures can be mutually exclusive or complementary, and how this can inform the prioritisation of different investment options
 - Groups to prepare a brief presentation and share their findings with the rest of the delegates

Issues and Topics to Explore with the Participants

- Understanding different types of infrastructure measures, operational measures and organisational measures that can support SUMP Vision & objectives; and
- MCA approaches relevant to SUMPs.

Module 6 SUMP Implementation Plan

Study Objectives

Participants will:

- Be able to identify the most suitable interface between planning and implementing and have a knowledge of the tools required to manage delivery:
 - As part of the SEA appraisal process, mitigation measures and opportunities to enhance benefits are identified and developed, which are subsequently incorporated into the SUMP;
- Understand barriers and drivers for developing measures and initiatives;
- Awareness of SUMP measure prioritisation linking problems and measures and reflecting value for money; and
- Understand funding strategies for SUMPs including funding sources and options.

Relevant best practice/case study examples will be used to highlight the above and what to look for.

Case Study Exercise: planning time, resources and risks for the Anytown SUMP

Objective:

- Participants understand:
 - the importance of effective management of SUMP measures and proposals; and
 - the different types of risks for UMP delivery

Task:

- Participants divide into the same groups. Each group to undertake the following tasks:
 - Develop a time/resources plan for implementation of the measures (prioritised in Module 5), within given capacity constraints;
 - Based on measures identified in previous module list down the risks and issues that could affect implementation of each measure.

Issues & Topics to Explore with the Participants

- What management and assessment activities need to be part of the implementation process?

- What are the most suitable instruments and methods of management, communication and co-ordination?
- What are typical problems and obstacles of implementing actions/initiatives? What are the best ways to deal with these problems?
- What part does risk management plan within SUMP?
- Consider selection of organisational, operational and infrastructure measures within the SUMP.

Module 7 SUMP Monitoring & Evaluation

Study Objectives

Participants will:

- Understand the importance and background to SUMP monitoring and evaluation:
 - Understand the need for SEA monitoring linked to identified effects and indicators. This includes consideration of environmental impacts relating to the choice of indicator selection.
- Understand the different data and information required to review how effective the SUMP is achieving its' vision & objectives;
- Understand the difference between SUMP outputs and outcomes; and
- Understanding the importance of stakeholder engagement & information in relation to addressing comments on final programme and environmental issues.

Relevant best practice/case study examples will be used to highlight the above and what to look for.

Case Study Exercise: SUMP monitoring and evaluation

Objective:

- Participants understand the need for regular monitoring and assessment of SUMPs. This will be achieved by each group developing its own monitoring framework for the fictitious/real SUMP.
- Participants understand the difference between outputs, outcomes, wider impacts and indicators, and how each of these can feed into the effective monitoring and evaluation of SUMPs.

Task:

- Participants divide into the same groups. Each group to develop a 'logic map' for their SUMPs, undertaking the following tasks:
 - Based on measures identified in previous module set out the anticipated outputs, outcomes and wider impacts expected from each one;
 - What data will be required to assess whether each measure is supporting the SUMP Vision & objectives?
- Each Group to present their monitoring framework for their town/city SUMP.

Issues & Topics to Explore with the Participants

- Developing a monitoring framework that supports the SUMP vision & objectives;
- Understanding the background to performance indicators and selection and data that is required to monitor these;
- Understanding the requirements for the SEA assessment, mitigation and monitoring tasks which are presented in an Environmental Report; and
- Assessing what urban mobility outcomes are expected from the SUMP strategy and proposals;

SUMP Test for Delegates

This test will be structured on the sessions delivered and comprise 20 multiple choice questions aimed at assessing how well the delegates have understand the different topics relating to Sustainable Urban Mobility Plans.

The questions will reflect the different training modules delivered over the 2-day training programme. This will be adjusted for locational variations in knowledge and understanding.