

CHALLENGE

# SUMP Self-Assessment Tool

# Questionnaire

This questionnaire is provided as a resource complementing the free, online version of the SUMP Self-Assessment Tool.

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#### Document information

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<i>Project:</i>	<i>CHALLENGE – Addressing Key Challenges of Sustainable Urban Mobility Planning (2013-2016)</i> <a href="http://www.sump-challenges.eu">www.sump-challenges.eu</a>

## SUMP Self-Assessment Questionnaire

Step 1 – Determine your potential for a successful SUMP	
1. Have you, the responsible planning authority, made a formal commitment to make sustainable mobility principles the underlying basis for the SUMP?	<input type="checkbox"/>
2. Has the city council reinforced its commitment to sustainable urban mobility by signing a covenant (e.g. the Covenant of Mayors) or joining a network (e.g. the CIVITAS Forum)?  <b>Excellence Question</b>	<input type="checkbox"/>
3. Have you reviewed relevant regulations and plans from the European, national and regional level that have implications for the SUMP?	<input type="checkbox"/>
4. Have you reflected on the strengths and weaknesses of your existing local planning practices with regard to developing the SUMP?  <b>Foundation Question</b>	<input type="checkbox"/>
5. Have you used a peer-review methodology for analysing the strengths and weaknesses?  <b>Excellence Question</b>	<input type="checkbox"/>
6. Have you undertaken a gap analysis of qualifications and skills within the planning authority in order to identify capacity building needs?	<input type="checkbox"/>
7. Have you assessed the sources for funding the process of developing the SUMP?	<input type="checkbox"/>
8. Have you examined how the SUMP preparation timeframe could be aligned with the development and implementation of other existing policies and strategies (e.g. the land use plan)?  Foundation Question	<input type="checkbox"/>
9. Have you defined a timeframe for the preparation and implementation of the SUMP?	<input type="checkbox"/>
10. Have you identified relevant stakeholders, their impact and role early on in the SUMP preparation process?  Foundation Question	<input type="checkbox"/>

11. Have you carried out an analysis of stakeholder constellations (e.g. incorporating assessments of stakeholders' objectives, power, capacity and planning resources)?	<input type="checkbox"/>
12. Have you involved stakeholders within the "vulnerable users" group in the SUMP process?  Excellence Question	<input type="checkbox"/>
<b>Score achieved for Step 1:</b>	
<b>Step 2 – Define the development process and scope of plan</b>	
13. Has a cooperation process been established with all neighbouring authorities on the spatial coverage of the SUMP?  Foundation Question	<input type="checkbox"/>
14. Does the SUMP cover the 'functional city' (i.e. an area defined by main commuter flows) that goes beyond administrative boundaries?	<input type="checkbox"/>
15. Have you and neighbouring authorities agreed on roles and responsibilities for SUMP development?	<input type="checkbox"/>
16. Have you established a SUMP development team across neighbouring authorities that has met on a regular basis?  Excellence Question	<input type="checkbox"/>
17. Does the SUMP refer to policies and plans, which already exist or are being developed on the local level?  Foundation Question	<input type="checkbox"/>
18. Have you regularly involved institutions representing policy areas closely related to mobility (e.g. land-use, environment, health)?  Foundation Question	<input type="checkbox"/>
19. Have you developed a participation strategy suggesting a mix of involvement formats for the SUMP development process?	<input type="checkbox"/>
20. Have you created a SUMP development team driving the preparation and monitoring of the SUMP development process?	<input type="checkbox"/>
21. Have you drafted an internal work plan for the planning process, indicating steps to be taken, responsibilities and milestones?	<input type="checkbox"/>
<b>Score achieved for Step 2:</b>	

### Step 3 – Analyse the mobility situation and develop scenarios

<p>22. Have you conducted a diagnosis of the main urban transport and mobility related problems?</p> <p style="text-align: right;"><b>Foundation Question</b></p>	<input type="checkbox"/>
<p>23. Have you selected suitable indicators to describe the mobility situation in the spatial area covered by the SUMP and to reflect the objectives of the plan?</p>	<input type="checkbox"/>
<p>24. Have you assessed the availability and quality of existing data, relevant for example for scenario development?</p>	<input type="checkbox"/>
<p>25. Have you conducted an analysis of transport and mobility problems for each transport mode?</p>	<input type="checkbox"/>
<p>26. Have you conducted an analysis of the accessibility to services, employment and education?</p>	<input type="checkbox"/>
<p>27. Have you conducted an analysis of journey time reliability and network congestion (all modes)?</p>	<input type="checkbox"/>
<p>28. Have you conducted an analysis of safety and security, including its perception?</p>	<input type="checkbox"/>
<p>29. Have you conducted an analysis of air quality and noise pollution, including identification of hotspots?</p>	<input type="checkbox"/>
<p>30. Have you prioritised the identified problems?</p>	<input type="checkbox"/>
<p>31. Does the SUMP describe a business-as-usual scenario?</p>	<input type="checkbox"/>
<p>32. Does the SUMP explore alternative policy scenarios to understand the likely effects of different combinations of mobility measures and policies?</p>	<input type="checkbox"/>

33. Have you used qualitative analysis techniques, (e.g. through expert judgement) to support scenario development and appraisal?	<input type="checkbox"/>
34. Have you used appropriate quantitative and transport modelling analysis techniques to support scenario development and appraisal?	<input type="checkbox"/>
35. Did the analysis of SUMP scenarios include an appraisal of the resilience of the mobility system in relation to expected and unexpected events for the spatial area of the SUMP? <b>Excellence Question</b>	<input type="checkbox"/>
36. Have you discussed the different policy scenarios and their impacts with a group of key stakeholders? <b>Foundation Question</b>	<input type="checkbox"/>
37. Have you informed stakeholders and citizens about the different policy scenarios and their impacts, and invited them to provide feedback on these?	<input type="checkbox"/>
<b>Score achieved for Step 3:</b>	
<b>Step 4 – Develop a common vision and engage citizens</b>	
38. Does the SUMP contain a long-term vision of urban mobility? <b>Foundation Question</b>	<input type="checkbox"/>
39. Have you developed the long-term vision of urban mobility in cooperation with a representative group of key stakeholders?	<input type="checkbox"/>
40. Does the SUMP explain, which scenario serves the vision in the most efficient and effective way and why?	<input type="checkbox"/>
41. Have you informed stakeholders and citizens about the vision building process and given them the opportunity to provide feedback?	<input type="checkbox"/>
42. Have you enabled stakeholders and citizens to get actively involved in the development of the vision?	<input type="checkbox"/>
<b>Score achieved for Step 4:</b>	

<b>Step 5 – Set priorities and measurable targets</b>	
43. Does the SUMP clearly set out overall objectives?  <b>Foundation Question</b>	<input type="checkbox"/>
44. Have you assessed the overall objectives of the SUMP together with a group of key stakeholders?	<input type="checkbox"/>
45. Have you informed stakeholders and citizens about the overall objectives of the SUMP and invited them to provide feedback?	<input type="checkbox"/>
46. Does the SUMP describe a set of SMART targets?	<input type="checkbox"/>
47. Do the targets allow monitoring of progress towards the achievement of objectives and assessment of the efficiency and effectiveness of the measures?	<input type="checkbox"/>
48. Have you involved a group of key stakeholders in developing targets?	<input type="checkbox"/>
<b>Score achieved for Step 5:</b>	
<b>Step 6 – Develop effective packages of measures</b>	
49. Does the SUMP make clear how the selected measures will contribute to the achievement of the agreed vision, objectives and targets?  <b>Foundation Question</b>	<input type="checkbox"/>
50. Have you discussed measure identification and selection with a group of key stakeholders?	<input type="checkbox"/>
51. Have you informed stakeholders and citizens about the process of measure identification and selection and invited them to provide feedback?	<input type="checkbox"/>
52. Have you enabled stakeholders and citizens to get actively involved in discussing the identified measures?  <b>Excellence Question</b>	<input type="checkbox"/>

53. <b>Public transport:</b> Does the SUMP suggest how to enhance the quality, integration and accessibility of public transport services (covering infrastructure, rolling stock, and services)?	<input type="checkbox"/>
54. <b>Public transport:</b> Does the SUMP lay out how public transport should be addressed as an integral element of all relevant transport modes in the urban area?	<input type="checkbox"/>
55. <b>Non-motorised transport:</b> Does the SUMP incorporate infrastructure measures to raise the attractiveness of walking and cycling?	<input type="checkbox"/>
56. <b>Non-motorised transport:</b> Are infrastructure measures complemented by regulatory and organisational as well as soft measures?	<input type="checkbox"/>
57. <b>Safety and security:</b> Does the SUMP present measures to improve safety and security of all modes?	<input type="checkbox"/>
58. <b>Safety and security:</b> Do the SUMP's safety and security measures address the specific needs of vulnerable travellers?	<input type="checkbox"/>
59. <b>Road transport (flowing + stationary):</b> Does the SUMP aim at optimising the use of existing road infrastructure?	<input type="checkbox"/>
60. <b>Road transport (flowing + stationary):</b> Does the SUMP explore the potential for reallocating road space to other modes of transport or other public functions?	<input type="checkbox"/>
61. <b>Urban logistics:</b> Does the SUMP present measures to improve the efficiency of urban logistics and freight delivery, while reducing related externalities (e.g. greenhouse gas emissions, pollutants and noise)?	<input type="checkbox"/>
62. <b>Urban logistics:</b> Does the SUMP set out how private and public stakeholders should be involved in developing and implementing mutually acceptable measures?	<input type="checkbox"/>
63. <b>Mobility management:</b> Does the SUMP include mobility management actions to foster a change towards more sustainable mobility patterns (reflecting the needs of e.g. citizens, employers or schools)?	<input type="checkbox"/>
64. <b>Mobility management:</b> Does the SUMP foresee educational, awareness-raising and promotion activities for sustainable travel behaviour for identified target groups?	<input type="checkbox"/>

65. <b>Intelligent Transport Systems:</b> Does the SUMP include Intelligent Transport Systems (ITS) measures?	<input type="checkbox"/>
66. <b>Intelligent Transport Systems:</b> Does the SUMP include Intelligent Transport Systems (ITS) measures to connect transport modes (e.g. through payment and real-time information functions)?	<input type="checkbox"/>
67. Have you contacted other cities to exchange information about the planning and implementation of one or more measures considered for inclusion in your SUMP?	<input type="checkbox"/>
68. Have you taken elected representatives and decision makers to visit other cities with the proposed measures in place? <b>Excellence Question</b>	<input type="checkbox"/>
69. Have you appraised the proposed measures for their costs and related benefits?	<input type="checkbox"/>
70. Have you assessed the long-term costs of proposed measures (e.g. maintenance costs)? <b>Excellence Question</b>	<input type="checkbox"/>
71. Have you assessed the external costs and benefits associated with the implementation of measures and packages of measures? <b>Excellence Question</b>	<input type="checkbox"/>
72. Have you appraised costs and benefits of all transport modes on the basis of a common approach?	<input type="checkbox"/>
73. Have you discussed the development of measures related to public transport and intermodality with transport operators?	<input type="checkbox"/>
74. Does the SUMP suggest combining certain policy measures, i.e. proposing integrated packages of measures to achieve better results?	<input type="checkbox"/>
75. Does the SUMP incorporate measures to be implemented in partnership with organisations from other sectors?	<input type="checkbox"/>
76. Does the SUMP incorporate cross-boundary measures to be implemented in partnership with neighbouring authorities? <b>Excellence Question</b>	<input type="checkbox"/>
<b>Score achieved for Step 6:</b>	

<b>Step 7 – Agree on clear responsibilities and allocate funding</b>	
77. Have you allocated responsibilities for the implementation of measures?	<input type="checkbox"/>
78. Have you identified potential funding sources for the implementation of measures?	<input type="checkbox"/>
79. Have you involved key stakeholders in the assignment of responsibilities and resources?	<input type="checkbox"/>
80. Have you prepared an action plan, outlining e.g. implementation priorities, schedules, risks and contingency actions?	<input type="checkbox"/>
81. Have you prepared a budget plan, setting out funding requirements and sources?  <span style="color: #FFD700; font-weight: bold;">Excellence Question</span>	<input type="checkbox"/>
82. Was a formal agreement reached by decision makers and key stakeholders on the action and budget plan?  <span style="color: #FFD700; font-weight: bold;">Excellence Question</span>	<input type="checkbox"/>
<b>Score achieved for Step 7:</b>	
<b>Step 8 – Build monitoring and assessment into the plan</b>	
83. Does the SUMP foresee a regular monitoring and performance-based revision process (e.g. every 3 to 7 years)?	<input type="checkbox"/>
84. Have you performed a data audit to account for available data and possible gaps?	<input type="checkbox"/>
85. Have you selected a subset of indicators for monitoring purposes linked to SUMP targets?	<input type="checkbox"/>
86. Have you considered both the planning process and measure implementation for monitoring and evaluation?	<input type="checkbox"/>

87. Have you developed a monitoring and evaluation scheme that includes both output and outcome indicators?	<input type="checkbox"/>
88. Have you developed a monitoring and evaluation scheme that includes qualitative and quantitative indicators?	<input type="checkbox"/>
89. Have you developed a data collection strategy? <b>Excellence Question</b>	<input type="checkbox"/>
90. Have you developed a monitoring and evaluation plan? <b>Excellence Question</b>	<input type="checkbox"/>
91. Have you discussed arrangements for SUMP monitoring and evaluation with a group of key stakeholders?	<input type="checkbox"/>
92. Does the SUMP explain how stakeholders and citizens will be kept informed about SUMP measure implementation, monitoring and evaluation?	<input type="checkbox"/>
93. Have you foreseen mechanisms for the interactive engagement of stakeholders and citizens during SUMP monitoring and evaluation? <b>Excellence Question</b>	<input type="checkbox"/>
<b>Score achieved for Step 8:</b>	
<b>Step 9 – Adopt Sustainable Urban Mobility Plan</b>	
94. Have you asked a group of key stakeholders to review the draft version of the SUMP?	<input type="checkbox"/>
95. Have you published a final draft of the SUMP to provide stakeholders and citizens with the opportunity to make final comments? <b>Foundation Question</b>	<input type="checkbox"/>
96. Does the SUMP demonstrate compliance with the EU Strategic Environmental Assessment (SEA) Directive (2001/42/EC) and EU Habitats Directive (92/43/EEC)?	<input type="checkbox"/>
97. Have you discussed the proposed SUMP with the city council or its equivalent committee?	<input type="checkbox"/>

98. Was the SUMP formally adopted by the city council or its equivalent committee?  <b>Foundation Question</b>	<input type="checkbox"/>
99. Was the SUMP formally approved or adopted by the elected representatives of neighbouring authorities that fall within the 'functioning area' of the city?	<input type="checkbox"/>
100. Have you 'celebrated' the adoption of the SUMP with stakeholders and citizens (e.g. in the form of a public event)?	<input type="checkbox"/>
<b>Score achieved for Step 9:</b>	
<b>Total score achieved: (out of a possible 100 points)</b>	

**User's notes:**