

BUSTRIP

**Helping cities progress towards
sustainable urban transport**

**Sustainable Urban Transport Plans
(SUTP)**

Work Package 2

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About the document

This document is for partner cities within BUSTRIP and gives background information on Work Package 2, Sustainable Urban Transport Plans (SUTP) and provides information on:

- What is a sustainable urban transport plan (SUTP) and what is its purpose?
- What are basic qualities of SUTP?
- What are the benefits of SUTP for cities?
- Responsibilities within WP2
- How is WP2 connected to WP1 and WP3?
- What actions are needed in the cities?
- What is the timetable for WP2
- What support is available?
- What is the role of the inter sectoral working group
- What aspects need to be considered?
- Contact information

Introduction

The aim of the BUSTRIP project is to introduce (or revise) and implement a Sustainable Urban Transport Plan (SUTP) in the participating cities. The goal of working with a SUTP is to systematically move towards more sustainable transport¹ and the SUTP should be guiding document for all planning that involves or influences transport in the city. Within work package 2, SUT-planning processes are established and a SUT-plan developed or revised in each partner city.

The suggested guidelines, actions and working order within this work package will help the partner cities to establish a SUT-planning process. It will also equip partner cities to create or revise their own SUTP. This section has used the work of the Expert Working Group on Sustainable Urban Transport Plans (EWG)².

Further guidance will be provided to cities following the publishing at the beginning of 2006 of the EU Thematic strategy for the urban environment.

¹ As defined by European council (See section *EU Transport Council Definition of Sustainable Transport*)

² Expert Working Group on Sustainable Urban Transport Plans. Final Report, 2004. Marc Wolfram, Rupprecht Consult. The report can be downloaded at:
http://europa.eu.int/comm/environment/urban/pdf/final_report050128.pdf

Background

What is SUTP and what is its purpose?

The Expert Working Group on Sustainable Urban Transport Plans (EWG) has established a common basis for understanding what “SUTP” means and how it relates to current practice. Parts of the EWG report are included in the benchmark for the BUSTRIP project². The EWG and the BUSTRIP project have concluded that there are two essential components to a SUTP:

SUT – Planning: the specific qualities of the *planning approach* in terms of procedures and actor relations

SUT – Plan: the design of the *planning instrument* that ensures the efficient implementation of policies and measures and ultimately target achievement.

SUT-planning

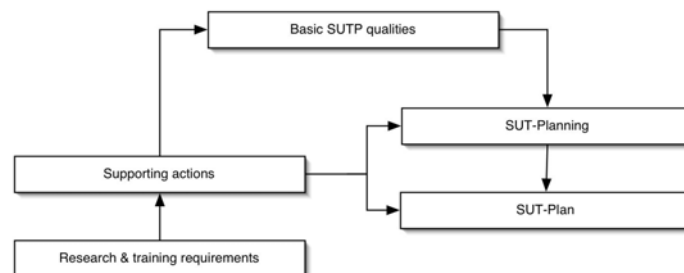
SUT-planning is based on close cooperation that delivers integration between all transport modes and policy sectors and geographical coverage of the whole plan area. The expert working group and the BUSTRIP project have concluded that the *process* (planning) of producing a Sustainable Urban Transport Plan is at least, if not more, as important than the plans themselves.

SUT-plan

The SUT-plan is a tool to achieve a more sustainable way to address the mobility and transport needs for people and goods. It comprehensively addresses public and private transport, motorised and non-motorised transport, moving and parked vehicles as well as freight transport and logistics. These transport categories are dealt with in an integrated way. The SUT-plan should become a guiding document for all sectors of planning that involve, affect or are affected by transport. The SUT-plan should express a shared vision on the development of transport in the city in the framework of sustainability and provide a strategy to systematically work towards this goal.

Supporting activities

The SUTP should be embedded in an overall sustainable development strategy with a long term perspective. A range of actions, from training and research to supporting actions from EU to local level are needed to create an enabling framework for SUTP implementation on the local level.



EU Transport Council Definition of Sustainable Transport

The EU Transport Council adopted in April 2001 the following definition.

A sustainable transport system

- allows the basic access and development needs of individuals, companies and societies to be met safely and in a manner consistent with human and ecosystem health, and promotes equity within and between successive generations;
- is affordable, operates fairly and efficiently, offers choice of transport mode, and supports a competitive economy, as well as balanced regional development;
- limits emissions and waste within the planet's ability to absorb them, uses renewable resources at or below their rates of generation, and, uses non-renewable resources at or below the rates of development of renewable substitutes while minimising the impact on the use of land and the generation of noise.

Basic qualities of SUTP

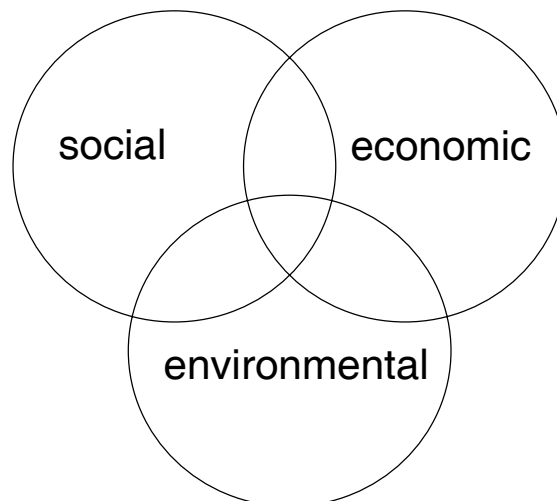
The Expert Working Group established a common understanding of SUTP and how it should relate to current practise. The basic qualities were defined as:

A start from collective visions

SUTP has to be based on the real needs of society, aiming to create sustainable, attractive and vibrant communities. It looks beyond the transport sector and imagines how transport and mobility should support urban life in the future. Therefore, SUTP has to involve citizens and stakeholders from the start and throughout the planning and implementation process.

A balance of sustainability dimensions

Social, economic, and environmental objectives should be balanced in a SUTP and it must not be seen as a threat or obstacle to achieving economic development or social equity, but rather a complementary tool for delivering these objectives.



A fully integrated planning approach

SUTP is essentially about integration. Without full integration with other plans, it is incomplete, if not fundamentally undermined.

- Horizontal integration – between transport/mobility plans and the other municipality plans and programmes; e.g. spatial planning
- Vertical integration – between municipality plans and regional, national and EU plans;
- Spatial integration – between related policies of neighbouring administrations/municipalities

An innovation of existing practices

SUTP is not meant to be an additional layer of transport planning activities. It is a new way of tackling transport related problems more efficiently and with better legitimacy. However, it must evolve over time from within present practice and regulatory frameworks and cannot be imposed.

A review of transport costs and benefits

SUTP assesses transport costs and benefits across the economic, social, and environmental sectors. By “internalising” the external costs of transport, SUTP aims to provide a market mechanism that will regulate the transport sector.

A feasible and flexible approach

SUTP is a pragmatic approach that delivers concrete results, with a sequence of milestones and with monitoring of implementation risks and achievements. A SUTP package of measures has to be realistic and fully achievable within accepted levels of variations. Whilst considering the long terms vision, the SUTP includes short-term targets and makes successful steps in the right direction.

A focus on target achievements

Setting the concrete and realistic targets and achieving them step-by-step is the implementation approach of SUTP. This will need a different use of money, as budget allocation becomes conditioned by target achievement. SUTP is not a master plan.

A level playing field for cities

The SUTP should establish the minimum basis and scope for the implementation of environmental legislation. This will remove the competitive advantages of some urban areas by requiring compliance rather than the present sacrifices of environmental quality and environmental capital in providing unsustainable transport.

Important areas

Sustainable urban transport plans must address both transport of goods and persons within and to the urban area. Some central aspects to consider in a SUTP to achieve more sustainable transport are:

- reducing the need for transport through physical planning and travel demand management
- high accessibility to services for all inhabitants
- offering a fair choice of transport modes
- increasing the share of non-motorised transport
- developing clean and attractive public transport systems
- increasing the share of clean vehicles
- influencing travel behaviour and habits, information
- transport management, optimising goods transport
- decreasing the negative impact of goods distribution

SUTP targets and objectives

A starting point for SUTP targets are general principles of sustainability, based on the concept of equity within and between successive generations. According to the definition of sustainable transport (see section *EU Transport Council Definition of Sustainable Transport*), emission and waste and the use of non-renewable resources should be limited.

Within the SUTP, clear targets and objectives for the city need to be defined. They should be based on relevant regional, national and EU-targets concerning transport and sustainable development. Examples for target areas are: air quality, emissions of greenhouse gases, modal split, share of renewable energy sources, in transportation share of clean vehicles. Cities can even take a forerunner position, exceeding EU- and national targets. The WP-leader will assist the cities by providing information on EU-targets and best practice examples on a continuous basis.

Best practice in SUTP

Many European cities have been working with transport related issues for years, trying to reduce the negative impact of transport with various measures like developing and promoting clean public transport, cleaner vehicles, information to change travel behaviour, restrictions for car-use and many more. Only few, however, have so far taken an integrated approach with the goal to achieve sustainable urban transport and documented it in a SUTP. Even fewer, if any, European cities evidence all the characteristics that should be fulfilled within sustainable urban transport plans as described in the *BUSTRIP SUTP Benchmark* presented in the background material to WP1. Working with SUTP is in its beginnings and BUSTRIP is a one of the pioneering projects in this field, trying to develop best SUTP practice in Europe.

Fortunately however, there are many examples of cities that have succeeded with different parts of SUTP, for example the forerunner cities within BUSTRIP. During the project, successful examples of best practice from participating cities will be spread amongst partner cities, especially as a result of WP1 (peer review).

The participating cities will therefore get positive examples of best practice of parts of SUTP during the project.

Goals and benefits for the cities with WP2 and SUTP

The goals for the cities within WP2 are to **establish SUT-planning** within the municipality and to **produce** or revise and **adopt** a **SUT-plan** that becomes a viable planning tool for each participating city. The *SUT-planning process* that is started within WP2 will provide the following benefits for the cities:

- Creating an organisational structure/way of working that enables efficient SUT-planning and implementation of SUTP-actions.
- Creating a common vision on the development of transportation in the city in the framework of sustainability by integrating stakeholders from different planning sectors and society.
- Development of a working plan for systematic and stepwise improvements towards a more sustainable urban transport (SUT-Plan).
- Systematic, efficient and prioritised work actions focused on target achievement with defined contribution to the SUTP.
- Improved inter-sectoral cooperation and capacity building in inter-sectoral work
- Improved democratic process through involving stakeholders in planning
- Streamlining planning processes in different sectors through improved communication, common goals and planning principles within the municipality
- Improved regional planning processes due to better communication and common goals with neighbouring municipalities.

In a wider sense, the main benefit of SUTP is a systematic shift toward a more sustainable transport system and therefore a more sustainable city. This delivers:

- Higher quality of life – a more attractive city
- Improved air quality
- Reduced exposure to excessive noise from traffic
- Reduced threat to human health from emissions, traffic and noise.
- Reduced congestion
- Reduced emissions of global warming gases
- Higher accessibility of services for all population groups
- Reduced oil dependency
- Sustainable patterns of resource consumption
- More efficient local economy and from this higher productivity and sustainable economic growth
- Sustainable waste production and recycling

Responsibilities within WP2

Work package leader and responsible partner for WP2 is the Union of Baltic Cities' Commission on Transportation, (UBCTransCom) (www.ubc.net/commissions/transportation.html, see section **Contacts** for contact information). The work package leader is responsible for proper planning and documentation of the cities SUTP-work and for the evaluation of this work package. The work package leader will prepare templates for reporting, time-plans and check-lists for SUTP-work. Further, the work package leader will support all partner cities during the process of developing their SUTP with feedback and examples.

The cities responsibilities are to establish a working group for SUT-planning, to develop, present and adopt a new/revised SUTP and to establish ways for stakeholder consultation in the planning process. It is also each city's responsibility to document and report the SUTP-work.

Relations between WP2 (SUTP development) and other work packages

The BUSTRIP work packages 1 (self assessment and peer review) and WP3 (pilot actions) are strongly interconnected with WP2 (SUTP development). In WP1 the cities current situation concerning sustainable urban transport planning is described and assessed. The results from WP1 point out areas of possible improvement and are therefore a given starting point for work with a new or revised SUTP. Results from WP1 can further be seen as a baseline against which the success of SUTP-development can be evaluated. Work with WP2 should however not wait for WP1 to be concluded, but start in a parallel process.

Pilot actions (WP3) are concrete measures to implement SUT-plans and need to be embedded in the SUTP. To gain time, work with WP3 will start parallel with WP2.

See section *time plan* for an overview of the actions within WP1-3.

The experience gained in the work packages 1-3 will be collected and documented in WP4 (SUTP-toolbox) to create tools for future SUTP development in Europe.

What to do and how

SUT-planning is an iterative process based on the current situation as assessed in WP1 and driven by the cities ambitions and targets. Starting points are the baseline assessment and gap analysis based on comparing the self-assessment and peer review-results with the SUTP-benchmark. All current plans and strategies that affect traffic should be documented to be examined whether they can be integrated (and simplified!) into a single SUTP.

The partner cities vary considerably in how they have progressed in their work with sustainable transport and in many other respects; size, current transport situation, tradition of planning and political structure. Each city will develop its own way to successfully organise its SUTP development. Within WP2 there is therefore no standard recipe of how to prepare a SUTP, but rather this section is aimed to help partner cities achieve the outcome of a SUTP.

Actions

The participating cities are expected to take the following steps in WP2. See even the WP2 action plan and the section *time plan*.

Assign project coordinator, define budget

The project coordinator is the main responsible person for organising and documenting SUTP-work within the city. The WP-leader will mainly communicate with the local project coordinators.

Identify relevant stakeholders (action 2.3)

Start with identifying relevant stakeholders within the municipal organisation that are involved in transport planning or other activities that affect or are affected by traffic. Good knowledge of the municipal stakeholders is essential for creating a *inter*

sectoral working group. Continue with identifying stakeholders outside the municipal organisation (neighbouring municipalities, regional/gov. bodies, others), inhabitants and non-governmental organisations. See even the section *Stakeholders and Regional Reference Group*.

Inter sectoral working group (action 2.2)

Work with the cities SUTP should be organized by an inter sectoral working group or similar organisational structure to engage and integrate various municipal stakeholders in SUT-planning (including representatives from traffic and physical planning). See even the section *Inter sectoral working group* for a more detailed description what to consider when establishing the group.

Communicate & discuss

Discuss the need for, benefits and hinders for sustainable urban traffic within the inter sectoral working group, within municipal organisation and with relevant stakeholders. Identify and document relevant drivers and hinders for SUTP development and sustainable transport.

Stakeholder involvement (action 2.3)

Create routines and possibilities for inhabitants and other stakeholders to input their ideas and views on a continuous basis. Stakeholder involvement is an important part of a democratic development of sustainable urban transport.

Define SUT-plan targets and objectives (action 3.2, 3.3)

Identify relevant national and EU-targets concerning transport and break them down to relevant targets and objectives for the cities. If possible, find forerunners and best practice examples as guidelines for the cities targets. Examples for target areas are: air equability, emissions of greenhouse gases, modal split, share of renewable energy sources, in transportation share of clean vehicles. The WP-leader will assist in this step by providing information on EU-targets and best practice.

Create a common vision (action 3.2, 3.3)

Create a common vision on what sustainable urban transport means in your city and develop common planning principles based on that vision. Follow the basic qualities described in the section *important areas* (traffic demand reduction, preference for low impact. travel modes, transport management, clean and fair transport. system ...)

Define indicators for measurement and follow up

Create a basic set of indicators to be able to measure and follow up whether transport in the city has become more sustainable or not. Examples for indicators are air-quality indicators, indicators for modal split, indicators for accessibility. The WP-leader will support the cities in their choice of indicators. See even the background paper for WP1 where a set of SUTP-indicators is presented in the section *self assessment*. Further indicators that can be useful are presented in the background paper for WP3 in *appendix 3*.

Define baseline scenario for comparison (action 2.4)

Describe the cities current transport situation based on the defined indicators and findings from WP1.

Define goals (action 4.1)

Define goals in different areas and timeframes. Goals must be measurable with indicators to allow for follow up.

Define actions (action 5.1)

Use findings from assessment and reviews to identify in which fields action is (most) necessary and efficient and what actions are possible.

Write SUTP (action 5.1, 5.2, 6.1, 6.2)

Integrate the findings and results from the previous step in a SUT-Plan. Use the BUSTRIP SUTP Benchmark (see WP1) as inspiration. See even the section *SUT-Plan* for a more detailed description what aspects the plan should contain. Writing the SUTP is an iterative process. A draft SUTP should be revised repeatedly after feedback from stakeholders, the WP-leader and partner cities.

Plan adoption and communication

To become a valid guideline for planning within the city, the SUTP needs to be backed and adopted by the city leadership and communicated within the city administration and to all relevant stakeholders.

Propose, plan and implement pilot actions (WP3)

Propose possible pilot actions to put SUTP into practice. Create delivery plans and budget for pilot actions. Choose the most efficient pilot actions and implement them. This step is dealt with in WP3, see the background paper on WP3 for more information.

Follow up progress, evaluation (action 7.1)

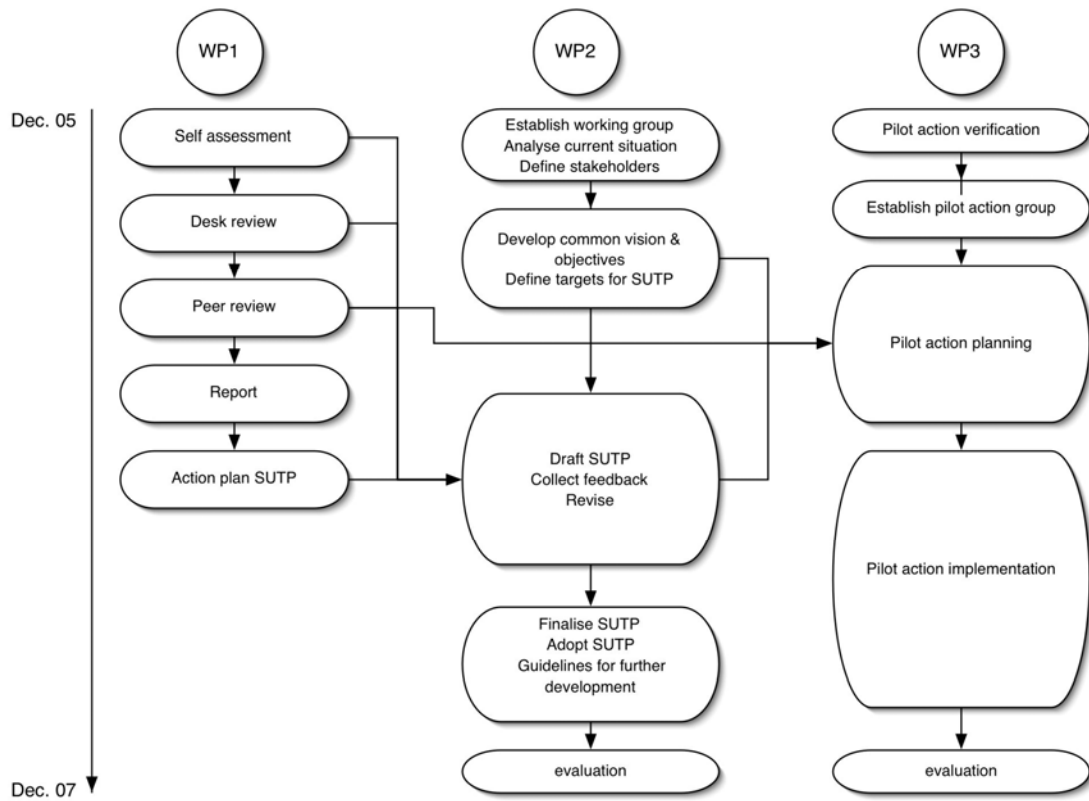
Working with SUT-planning and the SUT-plan is an iterative process. Monitor, follow up and evaluate progress, compare it with the defined goals, create new goals and adapt the SUTP, priorities and planned actions.

In the section *SUTP-General principles* for a more detailed description of parts of the SUT-planning process and what a SUT-plan should contain. See the work plan for WP2 and the time plan below for necessary actions within WP2 and when they need to be taken.

Time plan

The picture below shows a rough time schedule for the work packages 1-3 in BUSTRIP and how they interconnect, followed by a more detailed schedule for WP2.

Work with WP2 starts with assigning a project coordinator, identifying stakeholders and creating a SUTP-working group. These steps should be taken as soon as possible after the BUSTRIP kick-off meeting. The process of developing the SUTP is iterative and time consuming and continues throughout 2006 and until summer 2007. Working drafts of the SUT-plan are sent to the WP leader on a regular basis for feedback. A first rough sketch is expected in august 2006 and constantly improved from then. The cities should present a finished and adopted SUTP in autumn 2007. A more detailed time schedule for WP2 is presented on the following page.



A rough time plan for BUSTRIP work packages 1-3

WP2: Time schedule

WP2 - SUTP development																												
dec 05	jan 06	feb 06	mars 06	april 06	maj 06	june 06	july 06	aug 06	sept 06	oct 06	nov 06	dec 06	jan 07	feb 07	mars 07	april 07	maj 07	june 07	july 07	aug 07	sept 07	oct 07	nov 07	dec 07				
First steps in planning																												
Analyse current situation																												
Identify and establish inter-sectoral working groups																												
				Setting the vision and objectives for the SUTPs																								
				Define and prioritise actions and assign responsibilities (beginner and intermediate cities)																								
				Visions and objectives for SUTPs in fore cities																								
							Visions and objectives for SUTPs (beginner and intermediate cities)																					
							Reports on SUTP visions to WP leader																					
							Forerunners working papers on SUTP revision																					
							Setting targets for SUTPs																					
							Clear targets for SUTPs																					
									Reports on SUTP targets to WP leader																			
							Draft SUTPs																					
							Produce first draft SUTPs																					
									Collate feedback and revise SUTPs																			
																			Presentation of all draft SUTPs in workshop									
																			Completed SUTPs									
																			Complete revised SUTPs in fore cities									
																			Complete new SUTPs in beginner and intermediate cities									
																						Presentation of all SUTPs in final conference						
																			SUTP maintenance and evaluation									
																			Guidelines for further SUTP development and improvement									
																							WP evaluation by WP leader					

Outcome, deliverables

The outcome of WP2 should be:

- Improved planning structures for inter-sectoral planning of transport
- Common vision on urban transport goals and planning principles.
- Established methods for stakeholder involvement
- An approved SUT-plan

The cities are expected to deliver following document to the work package leader:

- Documentation on the SUT-planning structure, stakeholder involvement and how regional stakeholders have been informed and involved.
- An approved SUT-plan that describes the cities current transport situation, vision for sustainable urban transport, common planning principles, proposed measures and a set of indicators to follow up progress,

Support

The work package leader TransCom will support and supervise the cities in their work with SUTP-development during the BUSTRIP project period. TransCom will provide information on and EU-targets concerning transport and examples on best practice, give feedback to the partner cities and transfer information and experience between cities. The WP leader will see that the project time plan is followed and the project stays on track.

The cities will be asked to regularly report on their progress, but also when problems occur so that these can be dealt with in an early stage. TransCom will provide reporting templates and checklists to monitor progress in the partner cities. Contact between the WP leader and the cities will mainly be maintained by e-mail, but also by telephone and personal visits if needed.

Inter sectoral working group

The inter sectoral working group (ISWG) is central for the success of BUSTRIP and responsible for the development of the SUTP in WP2. An integrative approach with group members with different background is necessary to ensure SUTP-work is considering the needs of different sectors and that different planning sectors accept SUTP as a guiding plan for their sectoral work as well.

The ISWG needs to be established as early as possible in the project and members of the group or the whole group can play a role even in other work packages. In WP1 (self assessment/peer review), the ISWG can play an important role in writing/editing the cities self assessment report and presenting their views to the peer review team. The group can be champions for pilot actions in WP3 and play an active role in the dissemination of the city actions in WP4.

The inter sectoral working group can be organised in many ways – e.g. as a working team that meets regularly or as a small core group that has regular contact with stakeholders from other sectors for input and feedback. It is important that the group has a committed central figure with sufficient time allocation, ideally the cities BUSTRIP-coordinator.

What are the demands on the working group

The ideas and goals mentioned above demand that a working group responsible for the development of a SUTP consist of representatives from various sectors within city administration. An important role of the group is to increase communication and coordination between different sectors within the city.

Since the internal organisational structure can vary considerably between different cities, this briefing paper concentrates on what *functional* requirements need be fulfilled of the working group rather than what *positions* or *departments* need be involved. Inter sectoral working groups can be organised in many ways, e.g. as a group where all members meet regularly and work together or as a group with a small core that meets often and that meets members in other sectors on a regular basis, but not necessarily all at the same time.

Basic requirements for a working group

An essential aspect of SUT-planning is to integrate transport and land-use planning. It is essential that both officials working with **transport planning** and **spatial planning** form the core members of the working group.

Selected officials responsible for other planning processes in the city should as a minimum requirement be invited to meet the group and be informed of the goals and process concerning SUTP and to be updated on the SUTP-process on a regular basis. They also need to have a possibility to comment and give feedback on the groups proposals. Further, they should consider how the SUTP influences their sector and how SUTP-activities can be supported by actions within their sector. This information should be collected by the working group. Relevant planning sectors that should at least be consulted are environment, social inclusion, economic development, safety, health, education and information society technology.

Group size and organisation

The SUTP-working group needs to find a balance between inclusion of as many sectors as possible and the workability of the group. Each city needs to decide on a practical and efficient size of the group. The working group should however consist of a minimum of 4 officials, with at least one senior official from both transport and spatial planning.

A possible approach to tackle the dilemma of including as many sectors as possible and workability is to form a core group that has the main responsibility for the SUTP-process and affiliated group members with a more limited participation in the process, but a possibility to ensure that the issues of their respective sector are incorporated in the SUTP. All group members, whether core- or affiliated members, should play an active role in the development of the plan and feel sure that their issues and inputs are taken seriously and are integrated in the process.

Ensure that SUTP-group members become ambassadors in their sectors

To achieve the objectives of integrated SUT-planning, the SUTP and its long term vision need to be accepted and established as a guiding document in all the involved sectors. It is therefore essential to ensure that the members of the SUTP-working group actively communicate the results of their work within their own departments/sectors. Ideally, the members of the SUTP-working group consist (partly) of staff in leading positions from the respective sectors so that the findings of the group can easily be communicated and implemented in the respective sectors. There

is otherwise a risk that the objectives of the SUTP are overruled by traditional sectoral thinking.

Criteria for selecting working-group members

Gender and age should be taken into account when selecting members of the working group -it is important to have gender equity in the working group and it is recommended to have both senior and junior officials in the working group to ensure a fruitful mix of experience and new thinking and ideas.

To what extent these recommendations are possible to follow depends on the circumstances of the involve city, e.g. staff situation, size and so on.

Time and resources

Within WP2, the inter sectoral working group challenges several difficult tasks:

- establish a working order and mutual understanding between sectors
- develop the SUT-plan
- communicate and establish the findings in the respective sectors

The ISWG might further become involved in parts of WP1, WP3 and WP4.

All these processes are important and need time. The group members should therefore be allocated sufficient time- and economic resources to work with SUTP.

The process of developing a SUTP needs to be ongoing over a longer period of time, especially to be able to incorporate views from many different sectors and actor groups. The ISWG therefore needs to meet and operate under the entire BUSTRIP-project period.

Ideally, the work of the inter-sectoral working group becomes an integral and ongoing part of planning in the city even after the end of the BUSTRIP project.

No exact figures on what is the minimal required time and manpower can be given here.

Stakeholder involvement

Stakeholder involvement is an important part of a democratic development of sustainable urban transport. At an early stage of SUTP-development, stakeholders should be identified and routines for stakeholder involvement be developed. Stakeholders affect or are affected by decisions concerning transport and can be inhabitants, businesses, NGO:s, transport companies etc. Special efforts should be made to collect the views of stakeholder groups that traditionally do not make their voice heard, like children, elderly or public transport users. A balanced gender representation is important.

If the city has no tradition and experience of involving stakeholders in planning processes, it might be difficult to know who to involve and how to reach these groups. In such a case, a good starting point is to try to list all groups in society that can be affected by a certain transport measure identifying ways to reach and inform the various groups.

Regional reference group

The city needs to communicate and coordinate its plans with neighbouring municipalities, regional government and national agencies. During SUTP-development, contacts with relevant actors in the geographical area should be taken to inform about the cities SUTP-development and coordinate work with other local, regional and national plans. Neighbouring municipalities should be invited as stakeholders in the SUT-planning process and stimulated to coordinate their own planning with the cities SUTP. Regional and national agencies might even provide information on regional and national objectives and strategies concerning transport in general and urban transport in particular.

Integration of existing plans

Cities have a wide range of planning instruments and many of them affect traffic in one way or the other. Creating an inventory of the cities existing planning documents and methods that affect traffic is a good starting point for further SUT-planning. The SUT-plan might replace several other planning documents, thus simplifying and streamlining the future planning process.

SUTP - General principles

SUT-Planning

The essence of SUT-planning is to integrate planning processes, plans and strategies that concern transport but have been spread over a variety of sectors and departments. It is based on cooperation and dialogue between sectors and a common vision of a sustainable traffic solution for the city. SUT-planning uses the assessment of the cities current situation as a starting point to define actions that move the city closer to its vision.

Each city has a different pre requisites, structure and tradition of planning. Therefore SUT-planning will differ between cities. However, the following aspects should always be considered.

Cooperation

SUT – Planning is based on close cooperation that delivers integration between all transport modes and policy sectors and geographical coverage of the whole area (national/regional plans, other relevant city wide plans, transport companies and providers of plans and strategies, neighbouring municipalities).

Working Group:

SUT-planning should be planned managed and delivered through an inter sectoral working group where external stakeholders/actors and representatives from different city departments (e.g. transport planning, physical planning) work together. SUTP is based on cooperation between sectors and that the values, priorities, opinions and ideas of different groups are considered in the SUT Planning process. See even the section *Inter sectoral working group*.

Stakeholders

Stakeholders that influence affect and/or are affected by transport in the city must be identified and involved in the process. Methods to enable citizen participation and stakeholder consultation in the planning process are needed to ensure democratic

legitimacy of the SUT plan. Special consideration should be given to gender equity and equality.

Regional consultations and coordination

At an early stage of the SUT Planning neighbouring municipalities, regional government and similar bodies that both affect and are impacted by city transport should be informed and invited to participate, contributing both views and resources.

Common vision on sustainable urban transport

A fundamental cornerstone of the SUT Planning process is the agreement on a common vision for sustainable urban transport in the city. The associated policies, principles and action programmes to achieve the vision make up the SUT Plan.

Policy coordination, common planning principles

The working group should coordinate planning policies and principles that affect transport in the different sectors within the municipality. If possible, even coordination with regional authorities and neighbouring municipalities is desirable.

Assessment of transport impact of policies and decisions

The city should develop routines for assessing whether planned (major) decisions and new policies have an impact on transport and to what extent the effects support or contradict the goals of sustainable urban transport. For bigger projects that demand a Strategic Environmental Assessment, results from the assessment can be used to provide this information.

Process

The process of SUT Planning is as least as important as the finished SUT-plan. The process of preparing the plan should be carefully considered and agreed with all the stakeholders. Human and financial resources will be required to manage this SUT Planning process. New institutional, organisational and communication arrangements may be required. Existing arrangements should be reviewed with stakeholders as part of the process of agreeing the new arrangements. There may be need to reorganise city administrations and technical responsibilities as part of this work. An essential element of the SUT-planning is the free and unhindered exchange of information, knowledge and views. The process and the supporting resources should support this open and transparent process of SUT Planning.

SUT-plan

The SUT-plan is the working document developed by the city to address the challenge of achieving sustainable urban transport. The SUTP should not be seen as a static document but rather as a working plan that is regularly evaluated and updated. The work with SUTP is an iterative process gradually developing a sustainable transport system rather than a static plan. The duration for a SUTP is between 5-10 years, with regular updating and actions and budget reviewed every 1-2 years.

The SUT-Plan shall provide a long-term vision for transport and mobility development in the entire urban agglomeration, prepared in coordination with all policy perspectives concerned³.

³ Expert Working Group on Sustainable Urban Transport Plans. Final Report, 2004. Marc Wolfram, Rupprecht Consult. The report can be downloaded at:
http://europa.eu.int/comm/environment/urban/pdf/final_report050128.pdf

The plan document should be clearly structured starting with a description of the cities vision and criteria on sustainable urban transport, followed by a description of the current situation/baseline. The format and length can differ between cities, the work package leader will provide some guidelines and examples during the project.

Ideally, the SUTP should be embedded in an overall sustainable development strategy with a long term perspective. City policies and major decisions should be checked against the SUTP and their impact on transport development described before decisions are taken. The SUT-plan needs to be politically approved to be put into action. It is important to keep city decision makers informed about the SUTP-process already from the very beginning. The SUT-plan and its implementation should be assessed on a regular basis to ensure quality, continuous development and to control the effect of implemented measures.

SUTP content requirements

Below follows a list of minimal requirements on what a SUTP should contain. Compare further with the BUSTRIP SUTP-benchmark as it is presented in WP1 for further inspiration.

Definition of a vision, objectives and targets

The SUTP should contain a long term vision and a description of objectives, but also short term and intermediate term targets that are realistic, achievable and measurable.

Status analysis and baseline scenario

The baseline scenario is important in order to be able to evaluate the project. It describes the current transport situation in the city with a set of indicators.

SUTP planning principles policies and measures

Common planning principles to achieve sustainable urban transport and that are applied in all planning in the city should be formulated in the SUTP. Decision policies based on the SUTP vision and planning principles should be formulated and possible measures identified. For each suggested measure it should be described how it contributes to achieve sustainable urban transport.

Routines for transport impact assessment

Routines for assessing and communicating the effects of suggested policies and decisions on transport should be described in the SUTP. Especially the effect on transport demand and transport growth should be assessed. The SUTP should describe how transport impact assessment is integrated in the cities decision making process.

Delivery plan/Action and budget plan

A delivery plan for the suggested measures should be part of the SUTP, including time- and budget plans. See even the background paper on WP3 for more information on planning pilot actions.

Detailed assignment of responsibilities and resources

Responsibilities and resources for measures and further development of SUTP should be assigned in detail.

Monitoring and evaluation arrangements

The progress of actions should be monitored and compared with the baseline scenario and the defined targets. It is therefore important to already from the beginning plan for monitoring and evaluation of actions and to assign the necessary resources.

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