Guidelines for uploading knowledge products on the MobiliseYourCity Knowledge Platform

Prepared by the MobiliseYourCity Partnership

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1 General guidelines

1.1 Open Information Principle

The MobiliseYourCity Knowledge Platform is an open system that only requires a login to access its functionalities. When you have created an account, then you will be able to download and upload knowledge products on the Platform.

1.2 Scope and audience of the platform

The MobiliseYourCity Knowledge Platform is the knowledge and exchange infrastructure for the MobiliseYourCity Global Community of Practice. Therefore, any knowledge product uploaded on the platform can be seen by all kind of members of this Community, primarily: Member Cities and Countries, MobiliseYourCity In-Country Management Teams, Consultant Teams, Implementing Partners, Funding Partners, Knowledge and Network Partners. As it is an open system, any practitioners and interested persons are also able to view the information uploaded on the platform.

1.3 Quality requirements and general relevance of contents for upload

These Guidelines set the quality requirements related to the contents shared on the MobiliseYourCity Platform by the users.

- **Inappropriate content** includes sexual, sexist, racist, discriminative, violent or aggressive speeches, and commercial contents. Moderation activities specifically target those categories.
- **Appropriate content** excludes inappropriate ones; it generally relates to the theme of sustainable urban mobility and the activities around it worldwide and from all scales:
  - Advocacy;
  - Policy development & planning processes;
  - Documenting the implementation of MobiliseYourCity capacity building and technical assistance service lines to Member Cities and Countries;
  - Reporting updates: innovations, lessons learnt, cases, trends, impacting events, major steps taken by global or local actors towards sustainable urban mobility.

Note to Implementing partners from MobiliseYourCity: Only some of the information generated through SUMP and NUMP activities are seen as "knowledge product" and considered relevant for upload. This covers the following outputs:

- **MobiliseDays deliverables**;
- **All final deliverables and key support documents** related to the on-going or past implementation of SUMP or NUMP Components (including MRV-GHG activities), being done in the framework of a technical assistance or not;
- **All final deliverables and key support documents** related to the on-going or past implementation of MRV-GHG activities (i.e. "Transversal Mission" in ToR document), including trainings, being done in the framework of a technical assistance or not;

1.4 Sources

Typical sources are proposed in the category "institutions". Please make sure your knowledge product relates to one of the proposed category, If not, make sure the source of your knowledge product is trustworthy and clearly indicated in the document.

If you are a MobiliseYourCity Partner, please make sure the knowledge product you want to upload is produced by the adequate sources as mentioned in the category "Type of Content" / MYC Content hereafter.

If you have any question, you can contact us at support@mobiliseyourcity.net

2 How to adequately label your knowledge product?

2.1 Title of your contribution (required field)

Whatever the language of the knowledge product you are posting, we ask you to add the title in the three languages of the platform (using an online translator if necessary).

2.2 Topic (required field)

Please select the right topic(s) to ensure your document is correctly referenced.

To clarify, "SUMP" is the acronym for Sustainable Urban Mobility Plan and "NUMP" is the acronym for National Urban Mobility Policy.

If your product relates to one of the proposed sub-categories, then please tick the box. If not, tick no box.

2.3 Language (required field)

Please tick the box corresponding to the original language of the knowledge product you are providing.

2.4 Knowledge Product type (required field)

Here is some detail about the proposed categories to help you chose the right one:

Type of knowledge	Community Content	MYC Content	Expected MYC Content from projects
Tool:	Any free and accessible tool that can support cities and countries in making sustainable urban mobility a reality.	Any tool developed by the MobiliseYourCity Partnership to support cities and countries in making sustainable urban mobility a reality.	
Website:	If you want to share a link to a relevant website, please write a short article that includes the hyperlink + illustration. Example: https://is.gd/mzonw2	Please share the link to a project website when there is one.	Project website (when it exists)
Guidelines / Manual:	Any technical guidance to develop specific processes, to use a tool or apply a methodology related to the theme of sustainable urban mobility. Example: https://is.gd/ud7p86	Any guidelines or manuals developed by the MobiliseYourCity Partnership to support project implementation or the use of a tool or a methodology. Example: https://is.gd/fkuwAH	
Report / Paper:	Reports from international organizations, associations or any constituted body that operates on the field of sustainable urban mobility. Papers from international research or policy, thematic and technical notes related to the targeted theme of sustainable urban mobility. Example: https://is.gd/OYOsSi	All teams are encouraged to upload project-based reports on the platform. We promote open data and transparency. If you are not sure that your document is a project-based document, please refer to your ToR, or the MobiliseYourCity Model ToR and review the examples in the next column.	Final SUMP Report https://is.gd/kDopEN Minutes of MobiliseDays https://is.gd/pzEJz2 Diagnosis Report https://is.gd/U6Ymrc

Fact sheet / Case study:	A case study brings a specific experience up to the knowledge of the Global Community of Practice. It should be a high quality analytical paper. Example: https://is.gd/anxxaE	Any factsheet and case study developed by the MobiliseYourCity Partnership that are relevant to the Global Community of Practice. These should be high quality analytical papers. Example: https://bit.ly/2YDsmWU	
Presentation :	Any PPT or PDF presentations resulting from projects, webinars, seminars, training sessions, public interventions and other professional presentations related to sustainable urban mobility and of particular interest for our audience. Example: https://is.gd/gcXoo1	All final and <u>high quality</u> PPT or PDF presentations resulting from projects, webinars, seminars, training sessions, public interventions and other professional presentations produced by the MobiliseYourCity Partnership and of particular interest for our audience.	
Terms of References:	The implementation of planning processes often requires public authorities to clarify the expected result through Terms of Reference. These can be transmitted to public Agencies or circulated in order to support other public institutions hire private consultants when needed.	The implementation of planning processes often requires public authorities to clarify the expected result through Terms of Reference. Model Terms of References developed by the MobiliseYourCity Partnership are shared to support public institutions hire private consultants when needed. Example: https://is.gd/3JvPhk	
Lecture / Webinar:	A lecture can cover both videos of lectures that have been delivered or reporting a structure incorporating links. Example (structure): https://is.gd/5rmk5r ; Example (video): https://is.gd/BfGe7f Video recordings of relevant webinars can also be uploaded. Example: https://is.gd/y1hvNG	Any relevant lectures and webinar recordings produced by the MobiliseYourCity Partnership.	

Other:	Any other knowledge product about sustainable urban mobility that does not fit in the above categories and is relevant to our audience.	Any other knowledge product about sustainable urban mobility produced by the MobiliseYourCity Partnership that does not fit in the above categories and is relevant to our audience.

2.5   MobiliseYourCity Product (required field)

Is the knowledge product you are uploading a Community Content or a MobiliseYourCity content?

- **Definition of Community Content :** This content is the "general" category" for all information related to sustainable urban mobility that is of interest for the audience of this knowledge platform, and respecting the guidelines stated in section 1 of this document.
- **Definition of MYC Content :** This content refers to knowledge products developed by the MobiliseYourCity Partnership. Output from the following actors should be tagged as MYC content:
    - Implementing Partner Teams of MobiliseYourCity (for the current list, please see: https://mobiliseyourcity.net/about_the_partnership)
    - Partner Country-based National Program Management team;
    - Partner City-based Project Management team;
    - Project-related Consultant teams;
    - Secretariat of MobiliseYourCity in Brussels.

2.6   Scope

Pleas tick the box corresponding to the scope of the knowledge product you are providing. If there is no corresponding box, then don't tick any box.

2.7   Institution

Please tick the box(es) corresponding to the source(s) of the knowledge product you are providing. If there is no corresponding box, then don't tick any box.

2.8   Geography

Please enter the region, country or continent your knowledge product is about. You can add several by separating each entry with a comma. Referencing your knowledge product appropriately will allow it to appear on other related pages of the Knowledge Platform and increase its visibility.
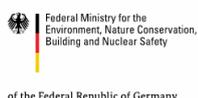
2.9   Short description (required field)

Please enter a short description of the Knowledge Product you are posting.

2.10 Full article

If relevant, you can enter here the full article or a longer description including links when relevant.

2.11 Document

Please upload your Knowledge Product here. You can add a maximum of 20 files with a limit of 20 MB. Allowed formats are: txt jpeg jpg doc docx pdf.

2.12 Images

Please provide a relevant and high-quality image to illustrate your Knowledge Product. You can add a maximum of 20 files with a limit of 20 MB. Allowed formats are: png gif jpg jpeg.