

# Sustainable Urban Mobility Plans (SUMP) FAQs

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## A. Fundamentals

### 1. What is a Sustainable Urban Mobility Plan (SUMP)?

A Sustainable Urban Mobility Plan is a strategic plan designed to satisfy the mobility needs of people and businesses in cities and their surroundings in a sustainable and inclusive manner.

A Sustainable Urban Mobility Plan lays out a future mobility vision for your city, prioritizes sustainable transport projects and measures, clarifies responsibilities for implementation and sets a robust but flexible finance, funding and implementation plan.

### 2. Why do cities prepare a SUMP?

The main motivation to elaborate a SUMP is to create an integrated, green, accessible and affordable mobility infrastructure that locally moves citizens and goods in a sustainable and inclusive way and globally contributes to the reduction of transport related GHG emissions. With the comprehensive diagnosis and monitoring components, the SUMP provides a sound data baseline to the city, essential for a) evidence-based decision-making and b) leveraging investments for sustainable mobility infrastructure.

The multi-stakeholder approach of the SUMP also strengthens cooperation between, and participation of, the different stakeholders and interest groups, leading to higher acceptance and ownership of the proposed measures.

To understand the importance of developing a SUMP for your city it is important to understand the difference between SUMP and traditional transport planning:

Traditional Transport Planning		Sustainable Urban Mobility Planning
Focus on traffic	→	Focus on <b>people</b>
Primary objectives: traffic low capacity and speed	→	Primary objectives: <b>Accessibility</b> and <b>quality of life</b> , including social equity, health and environmental quality, and economic viability
Mode-focused	→	<b>Integrated development of all transport modes</b> and shift towards sustainable mobility
Infrastructure as the main topic	→	<b>Combination</b> of infrastructure, market, regulation, information and promotion
Sectoral planning document	→	Planning document <b>consistent with related policy areas</b>
Short and medium-term delivery plan	→	Short and medium-term delivery plan embedded in a <b>long-term vision and strategy</b>
Covering an administrative area	→	Covering a <b>functional urban area</b> based on travel-to-work flows
Domain of traffic engineers	→	<b>Interdisciplinary</b> planning teams
Planning by experts	→	Planning with the <b>involvement of stakeholders and citizens</b> using a transparent and participatory approach
Limited impact assessment	→	Systematic evaluation of impacts to facilitate <b>learning</b> and improvement

### 3. What kind of cities would benefit from a SUMP?

The SUMP is relevant for urban areas of all sizes with all types of transport infrastructure as it is a policy tool that concretely defines a long-term vision of urban mobility with adequate measures for its realization.

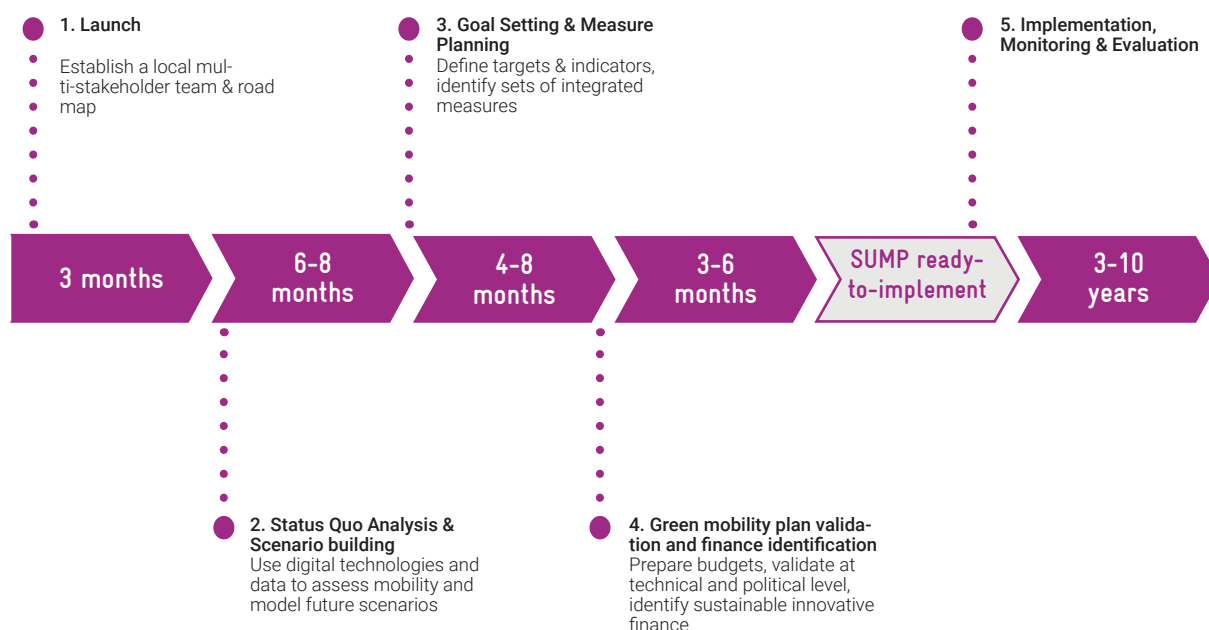
Because of its generic and standardized nature, SUMPs can be adapted to every urban context to cater for the needs of the local population and businesses in a socially, economically and environmentally sustainable manner.

### 4. What differentiates MobiliseYourCity SUMPs from others?

Based originally on the European SUMP approach, MobiliseYourCity has adapted its own methodology to the needs and contexts of cities in the Global South. Especially, it stands out for its particular orientation towards quantifying impacts and leveraging finance for implementation.

- A MobiliseYourCity SUMP focuses on data collection, scenario modelling and quantification of sustainable development impacts, such as GHG mitigation, road safety, air pollution, accessibility and affordability of public transport, modal share of active and public transport.
- Through SUMP elaboration, MobiliseYourCity functions as a project preparation facility, laying the groundwork for the identification of financial resources from international and national and public and private sources. By doing this, MobiliseYourCity supports cities not only develop these plans, but also to implement them.

### 5. How long does it take to elaborate a SUMP?



### 6. What does a SUMP technically cost to prepare?

Within the MobiliseYourCity Partnerships, most SUMPs are supported through technical assistance for an amount between 350,000 € and 600,000 €.

## 7. Do you have examples of approved SUMPs?

The following MobiliseYourCity members have already adopted their SUMPs and made them available to the public:

- [Lviv, Ukraine \(English\)](#)
- [Santo Domingo, Dominican Republic \(Spanish\)](#)
- [Yaoundé, Cameroon \(French\)](#)

You can also read our SUMP summaries from the following cities:

- [SUMP Summary and lessons learned from Santo Domingo, Dominican Republic \(English\)](#)
- [SUMP Summary and lessons learned from Yaoundé, Cameroon \(English\)](#)
- [SUMP Summary and lessons learned from Douala, Cameroon \(French\)](#)

## 8. How practically can a city elaborate a SUMP?

MobiliseYourCity recommends using the SUMP Guidelines as a practical guide, as it provides a standardized process to help cities develop their SUMP on a step-by-step basis.

However, to be meaningful, SUMP s need to be actionable. It is important to have this in mind when developing a SUMP. Decision-makers and mobility practitioners must have an adequate understanding of the resources available (both technical, political and financial). This is why the first two phases of the SUMP cycle – Initiation and status quo analysis – are fundamental and need to be conducted as thoroughly as possible.

## B. Process

### 9. What are the main steps of a SUMP elaboration?

The elaboration of a SUMP is structured along a standardized and widely tested process, called the SUMP Cycle. The SUMP Cycle itself is organized in 4 steps:

- **Phase I – Initiation** starts with the political decision by local decision makers to develop a SUMP for their city. Key issues, actors and stakeholders are identified in a preliminary urban mobility assessment and a core team responsible for SUMP elaboration is established.
- **Phase II – Status quo analysis** includes an in-depth urban mobility diagnosis, including the collection, analysis of information and data and the identification of barriers and opportunities to sustainable urban mobility.
- **Phase III – Vision, goal setting and measure selection** brings together key stakeholders to agree on a long-term urban mobility vision and set measurable objectives. Specific measures are then prioritised, through which the vision and goals are to be achieved.
- **Phase IV – Detailed preparation** is dedicated to the in-depth elaboration of all technical, financial, institutional and managerial elements required to get ready for a successful SUMP implementation.

Experience on the ground has shown that two cross-cutting issues are of outmost importance in order to guarantee the successful implementation of a SUMP. For this reason, the MobiliseYourCity methodology also includes **Financing** and **Monitoring, Reporting and Verification (MRV)** as additional components that need to be addressed throughout the entire elaboration process.

The beauty of the SUMP cycle lies in its practicability and adaptability. Of course, each city has its own needs and challenges. The SUMP cycle should not be taken at face value, and needs therefore to be adapted to the particular context in each city.

## 10. What are the MobiliseDays?

The MobiliseDays are a series of communication and coordination actions, planned and conducted by the city to launch the start of the elaboration of a SUMP. They facilitate the dialogue between key stakeholders and public officials.

The MobiliseDays seek to create consensus and a common understanding of the SUMP development process. Additionally, they may also share some of the following features:

- Link political decision-making and technical-administrative processes and guarantee a sustained linkage of both levels throughout the development process;
- Display the political ambition of the city to draft a vision for the future of the city's mobility system in a participatory manner;
- Engage citizens and key stakeholders in the city's planning process;
- Start the collection of data.

## C. Some specifics

### 11. What is the purpose of building scenarios?

Building scenarios are key to evaluate the potential impact of a SUMP. A SUMP scenario will tell you how the SUMP will (positively) influence the development of urban mobility compared to a business-as-usual scenario. Especially, it allows to assess how much CO2 can be mitigated if the SUMP is implemented.

Scenario building plays an important role in the selection and justification of measures and can be used to leverage climate finance, that is, financial resources that can be made available on the condition that the SUMP will contribute to climate change mitigation and/or adaptation.

### 12. What is the role of a city/transport authority in the SUMP elaboration process?

The transport authority is the sector's main administrative unit, and it is thus usually responsible for the planning and execution of policies, regulations and laws. SUMP implementation will therefore be, in most cases, the main responsibility of the transport authority.

Because it is the main responsible entity and has the greatest knowledge of the city's urban mobility system, the transport authority should assume the following roles:

- **Managerial** – coordination of activities and elaboration of the SUMP, engagement with stakeholders;
- **Advisory** – technical support to political decision-makers in the definition of a long-term vision and identification of urban mobility measures;
- **Administrative** – data collection and evaluation, detailed preparation of selected measures and implementation of the SUMP, communication to the public and monitoring, reporting and verification on implementation progress and impacts.

### 13. What data have to be collected to elaborate a SUMP?

Data collection is one of the most important tasks during the elaboration of a SUMP. A sound and accurate diagnosis of the current urban mobility situation is essential for understanding the most important challenges faced

by the city, to develop a long-term vision and objectives that appropriately address these challenges, and to identify measures that can be implemented based on current and projected capacities.

Data requirements can be structured along five dimensions:

- **Urban structure and development**, including basic demographic and economic data of the city, such as population, household size, motorization rate, type of housing, employment, etc.
- **Institutional, regulatory and financial framework**. SUMPs build upon and aim at harmonizing existing frameworks. It is therefore necessary to conduct a comprehensive analysis of relevant legislation and regulations, including an assessment of roles and legal mandates of public and private entities as well as between different levels of government. The financial capacities and fiscal competences of local authorities need to be considered as well, including an inventory of past (10 years) and projected/planned (next 3-5 years) budgets, revenues and investments.
- **Transport infrastructure and transport service supply**, such as an inventory of the road network (disaggregated by mode) and public transport services, such data on accessibility, supply (routes, schedules, rolling stock, etc.), financial assessment (fare policy, subsidies).
- **Mobility demand and travel behaviour**, including modal split, public transport demand, road and freight traffic, commercial speed, road safety, gender, liveability and non-motorized transport
- **Carbon emission data**, including GHG emission inventory (at the minimum at the country level, if not data is available yet for your city).

Detailed information can be found in the following publications:

- **The SUMP Model Terms of Reference** provide guidance on the types of data required for SUMP development and data collection methods.
- The **SUMP Toolkit** provides a variety of tools that can be used for data collection and reporting.
- **MobiliseYourCity's Core Indicator and Monitoring Framework** defines 6 indicators for which data needs to be collected ex-ante and ex-post to measure the impact of the SUMP.
- **The Monitoring and Reporting Approach for GHG Emissions** sets out the greenhouse gas monitoring and reporting principles of the MobiliseYourCity Partnership to track development of transport-related GHG emissions.
- **MobiliseYourCity's GHG Emissions Calculator** can be used to both calculate emissions of the baseline year (that is, the year during which the SUMP was developed) and to model the GHG mitigation impact of the SUMP.

## 14. What is an Observatory on Urban Mobility?

At the local or national level, an Urban Mobility Observatory is an organisation, or a department within an organisation, which carries out the observation or continuous study and monitoring of urban mobility on its designated territory. An observatory collects quantitative and/or qualitative information and data, and as an output, it may produce reports, publish or render data, or monitor indicators.

There is currently no golden standard for a local or national urban mobility observatory. Each mobility observatory is designed according to expressed needs and many different models are possible.

We generally recommend that observatory should use data to enable local authorities to prepare or update their mobility planning, and monitor the implementation of planned measures and urban mobility projects. Observatories may also provide information to involved or interested stakeholders from academia, civil society, private sector or in other administrations.

According to MobiliseYourCity, the following elements need to be taken into account when designing, implementing or evaluating a mobility observatory.

### WHY

- Objectives:** what are the priority objectives of the observatory? Is the scope local, regional or national?
- Scope:** which data to collect, according to the objectives? Keep in mind that data collection systems are often designed with too much ambition and that it is preferable to start an observatory by narrowing the

initial scope.

- iii. **Justification:** what is the added value of the observatory compared to other existing systems?

## HOW

- i. **Organisation:** an observatory can be set up internally by the authority competent for organising urban mobility, or set up externally through a partnership with an independent organisation such as a university or NGO.
- ii. **Mandate:** does the observatory have the right mandate and institutional position to achieve its objectives?
- iii. **Operation, staff and scale:** how many people do contribute to the observatory full time, part time or punctually? What are the main operational processes needed to reach the priority objectives? Besides human resources, what are the other operational costs?
- iv. **Funding:** how are staff and other operational costs covered?
- v. **Output:** what is the needed format of the output to meet the objectives of the mobility observatory? Which data can be published in open data?

As data collection and management systems often eventually end up being more complicated and costly than expected, it is generally recommended to first aim at reaching autonomy with a 'minimal viable observatory', capable of showing its added value within a reduced scope.

## 15. What is the role of civil society and citizens in the SUMP process?

Ideally, citizens should be regularly involved in the elaboration since the start of the process. It is in the hands of public authorities to make the process as transparent and participative as possible. Forums, public consultations, participative workshops and a sound communication strategy are some examples of activities that facilitate the participation of civil society throughout the process. Authorities should approach the public proactively and involve key stakeholders. The elaboration process should also pay particular attention to underrepresented groups such as women, people with disabilities, low-income groups, etc.

Especially civil society should be involved in two ways: through direct engagement when making important decisions (e.g. identifying challenges, co-creating a common vision for the city, and selecting measures) and through communication of important milestones (e.g. for example when officially initiating the process, when the SUMP is enacted and to inform them of the status of SUMP implementation).

The European SUMP Guidelines provide practical guidance on how and when to plan and conduct these participatory activities throughout the SUMP process.





## 16. What kind of monitoring indicators are relevant for a SUMP?

**MobiliseYourCity's Core Indicator and Monitoring Framework** defines 6 indicators for which data needs to be collected ex-ante and ex-post to measure the impact of the SUMP.

- **GHG emission reductions** of the SUMP scenario against a business-as-usual (BAU) scenario (in tCO<sub>2</sub>e).
- **Access to public transport** (proportion of the population living within 500 meters or less of a public transport stop with a minimum 20-minute service at peak hour, or have access to a shared mobility system with comparable service for money).
- **Safety** (traffic fatalities in the urban area per 100.000 inhabitants. As defined by the WHO, a death counts as related to a traffic accident if it occurs within 30 days after the accident).
- **Air pollution** (mean urban air pollution from particulate matter (in mg PM<sub>2.5</sub>) at road-based monitoring stations).
- **Modal share** of public transport and non-motorized modes (walking and cycling).
- **Affordability of public transport** (proportion, or percentage, of disposable household income spent on public transport for the second quintile household group).

Of course, the set of monitoring indicators for a SUMP must be selected with consideration of data availability and monitoring capacities of the responsible agency. MobiliseYourCity recommends monitoring the six core impact indicators, but additional indicators may as well be identified and monitored, such as the length of public transport infrastructure, commercial speed, mobilised public and private funding for SUMP implementation, etc.

## 17. What is the MobiliseYourCity GHG calculation tool?

The MobiliseYourCity Emissions Calculator is a scenario modelling tool that supports cities and countries project the GHG impact of the SUMP and NUMP.

The tool has been specifically developed to measure the impact of Sustainable Urban Mobility Plans (SUMP) and National Urban Mobility Policies and Investment Programs (NUMPs). As such, the tool does not calculate the impact of individual actions, but allows for the quantification and monitoring of a 'package' of mitigation actions according to the ASIF (Avoid, Shift, Improve, Fuels) methodology.

The tool calculates transport GHG emissions for a reference year (i.e. the year in which the SUMP has been developed) and Business-as-usual scenario (BAU) as well as a SUMP scenario. The tool provides data on the calculated transport demand, energy consumption and GHG emissions.

The tool comes with a user manual, video tutorials and FAQs. It is available in English, French and Spanish. Download the Emissions Calculator and the accompanying materials [here](#).

## D. Support

## 18. Are practical tools available to help a SUMP elaboration?

MobiliseYourCity and its implementing partners have developed various methodological tools that support SUMP elaboration.

- The most immediate tool is the **European SUMP Guidelines**, designed to guide local decision-makers throughout a standardized process for SUMP development. MobiliseYourCity is developing its own SUMP Guidelines to develop the specific circumstances and needs of cities in emerging and developing countries.
- The **SUMP model Terms of Reference** provide an overview of all of the tasks to be completed along the



whole development process. The document is intended to guide consultants supporting cities develop their SUMPs, but can also be used by other organisations involved in SUMP development.

- The **SUMP Annotated Table of Contents** provide guidance on how to publish the SUMP after it has been adopted by the city. It's standardized structure explains what kind of information needs to be included in the SUMP report.
- **MobiliseYourCity's Emissions Calculator** is a practical tool that helps cities calculate the mitigation impacts of their SUMPs. The tool is to be used after the city's long-term vision for sustainable urban mobility has been identified, measurable targets have been set and the proper measures to achieve these have been selected.
- GIZ's **SUMP Toolkit** gathers all relevant tools (included all tools mentioned above and much more) that can be used throughout the process of the SUMP elaboration. It also includes best practices and SUMP examples.

## 19. How can the MobiliseYourCity Secretariat support cities in a SUMP elaboration?

The MobiliseYourCity Secretariat can support cities elaborate a SUMP in three specific ways.

- The Secretariat is responsible for coordinating the development and continuous improvement of MobiliseYourCity's methodologies. If you require particular information or guidance on SUMP development, you can contact directly the Secretariat.
- The Secretariat conducts periodic capacity building activities, such as webinars and trainings, to empower mobility practitioners with the necessary skills on SUMP development and related topics, including paratransit, gender, digitalisation, MRV, financing, air pollution, and much more.
- The Secretariat capitalizes from the expertise gained by member cities. This wealth of practical knowledge on the ground is then use to develop case studies, improve the methodological framework, or enrich capacity building activities with best practices.



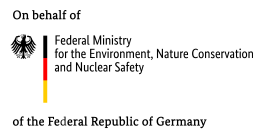
## For more information

**MobiliseYourCity Secretariat, Brussels**

[www.mobiliseyourcity.net](http://www.mobiliseyourcity.net)

[contact@mobiliseyourcity.net](mailto:contact@mobiliseyourcity.net)

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**Published and distributed:** August 2021