

SUMP readiness checklist

Is your city ready for SUMP formulation?

2024



Mobilise
Your City

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SUMP READINESS CHECKLIST

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1. Introduction

Before beginning the SUMP preparation, the readiness assessment should help the city identify its assets, and additional efforts are required to implement the approach recommended by MobiliseYourCity in accordance with the SUMP toolkit and the local context. The following activities will direct the city to assimilate the guiding principles for conducting a SUMP and possibly identify a need for external support. If so, requirements will be formulated to adapt the Terms of References (ToR) for the related service. In the Terms of Reference, the organisation responsible for SUMP development will identify the tasks and deliverables to be performed by the external supporting organisation along the SUMP cycle. It is, therefore, essential to identify which activities can be performed by the local authorities and which tasks shall be delegated throughout the entire SUMP elaboration process.

The SUMP readiness checklist includes essential elements for assessing a city's preparedness for SUMP formulation. It is designed to aid the first stage (Step 0) of Phase I in the SUMP formulation process and perform a readiness assessment, as illustrated in the figure below.

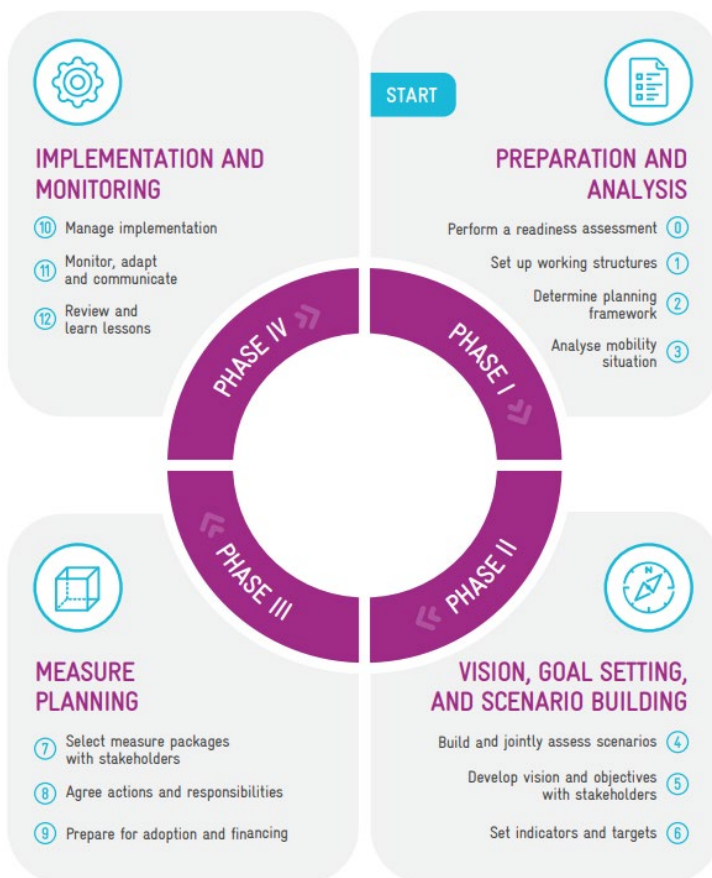


Figure 1. The SUMP Cycle – 4 Phases and 13 Steps Source: own elaboration based on Rupprecht Consult, Guidelines for developing and implementing a sustainable urban mobility plan.

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The checklist considers key elements that are essential before starting the SUMP formulation. It encompasses viable solutions for addressing negative checklist responses and advises caution against proceeding with the SUMP formulation in certain cases. This checklist draws insights from the experiences of MobiliseYourCity and its implementing partners in formulating SUMPs. Additionally, it aligns with the methodological proposal articulated in the SUMP [toolkit](#) developed by MobiliseYourCity, which includes [guidelines](#), a [model ToR](#), and an [annotated table of contents for SUMPs](#). As well as the governance Toolkit that is expected to be published in 2024.

The use of this checklist proves valuable in evaluating the relevance of the SUMP formulation in a city and assessing the need to mobilise the necessary resources. Furthermore, it plays a crucial role in ensuring the smooth implementation of Phase 1 (Preparation and Analysis). Skipping the readiness assessment could lead to significant delays when progressing to Step 3, which involves analysing the mobility situation.

This document is organised as follows: Section 2 outlines the evaluation of local capacities, followed by the evaluation of local resources in Section 3. Section 4 presents the context evaluation, followed by the required commitments from the counterpart in Section 5. Finally, Annex 1 provides the complete checklist categorised according to the covered aspects.

2. Evaluate local capacities

2.1. Local level

To assess the capacities at the local level, it is necessary to identify the relevant stakeholders in the following 5 sectors:

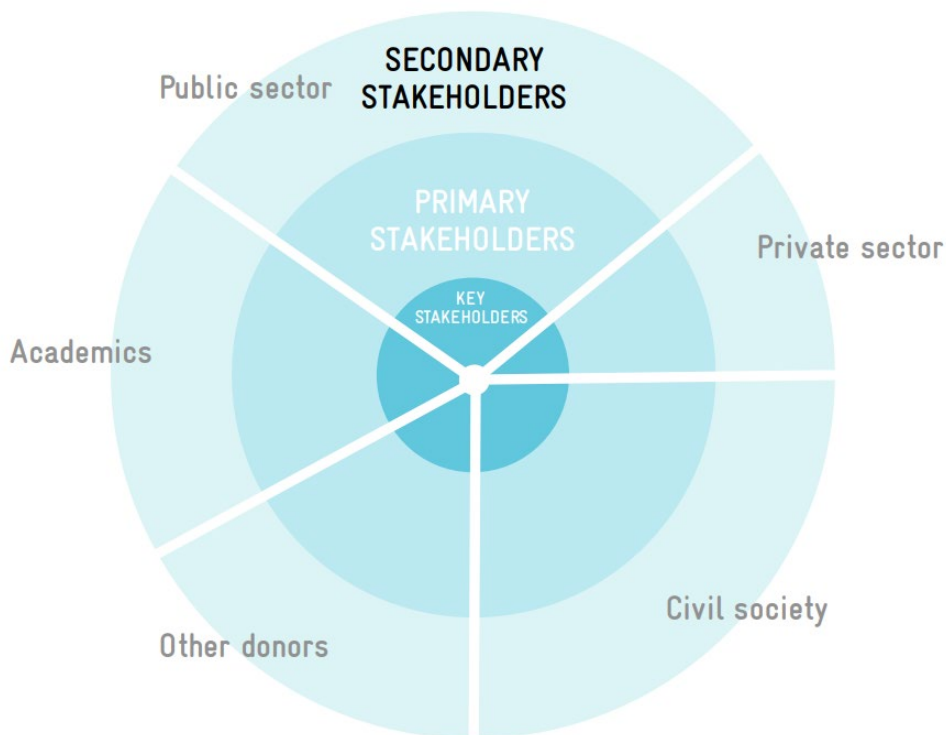


Figure 2. Example of stakeholder mapping format.

The role of each stakeholder can be determined based on their identification as key stakeholders, primary stakeholders, or secondary stakeholders. A template available in the [Annotated Table of Contents for Sustainable Urban Mobility Plans \(SUMPs\)](#) of the different stakeholders and the level of involvement is presented in the table:

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Involvement in the SUMP process	Type of stakeholders			
	Political support	Transport network competence	Technical expertise	Public support
Strong involvement	City mayor	Public transport company		
Medium involvement			University	
Low involvement				Police

Specifically, in the public sector, it is necessary to determine the key stakeholders at the technical and political levels and their capacities and commitments to the project. The specificities of this topic are presented in the [Topic guide - Participatory processes in urban mobility planning](#).

Additionally, it is relevant to consider the timeframe required for the SUMP formulation, as presented in the reference below:

- Contact with the city, identifying needs, stakeholders, and commitments: 6 months.
- Formulation of Terms of Reference and procurement process: 6 months.
- SUMP formulation: 12 months
- SUMP adoption and approval: 6 months

The following table presents the questions used to assess the city's readiness to formulate a SUMP considering local capacities and recommendations for addressing negative answers to continue with the SUMP formulation.

Question	Yes	No	Recommendation for a negative answer
Is there a mobility department or unit in the city?			It can be included as part of the actions if the city is willing to fund it.
Does the city have a technical team with capabilities for the formulation and further implementation of the SUMP?			The city is willing to increase the size and capabilities of the technical team during the formulation of the SUMP.
Is the technical counterpart for the SUMP formulation defined?			It must be determined before starting the SUMP formulation, including by the participants in the Technical Committee and

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			SUMP core team. Otherwise, it is not possible to continue.
Is the mayor and their government willing to promote sustainable mobility in the city and adopt the formulated SUMP?			Determine who will be in the Steering Committee. It is not recommended to develop a SUMP if there is insufficient political commitment.
Are there enabling stakeholders that can facilitate the SUMP formulation process?			Identifying the enabling stakeholders that can facilitate the SUMP formulation process is required. Otherwise, the process cannot continue.
Are there stakeholders that could make the process more difficult?			Include stakeholders in the formulation from the beginning and ensure their participation
Does the city have capacities to receive a loan?			Identify if the national government can receive a loan to support the city or is willing to provide a financial guarantee for the city

According to the previous table, the critical factor is the political commitment and the need to have a technical counterpart for the project; without those elements, it is not recommended to continue with the SUMP formulation. The other factors identified can be built during the SUMP formulation according to the commitments obtained.

2.2. National level

At the national level, it is important to identify the relevant stakeholders in the public sector that can support the formulation or adoption of the local SUMP. This is because funding and technical supervision of the main projects proposed in a SUMP typically come from the national government, and it is important to ensure compliance with national strategies and programs. The following table presents the questions to assess the conditions of national capacities and the recommendation to address negative answers to continue with the SUMP formulation.

Question	Yes	No	Recommendation for a negative answer
Are all the main competencies of the mobility sector under the city's authority?			Identify the stakeholders in charge of the competencies.
Are all the main competencies of the mobility sector under national competence?			Identify the stakeholders in charge of the competencies.

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<p>Is there a technical counterpart from the national level? (usually at the Ministry of Transportation or Public Works)</p>		<p>Necessary to determine the technical counterpart from the national government and ensure their participation on the technical committee. Consider that in some cases, when there's no local authority, the ministry tends to be the counterpart. It is not possible to continue if it is not determined.</p>
<p>Are the minister or high-level officials aware and on board with the SUMP formulation?</p>		<p>Carry meetings jointly with high-level officials from the city to ensure coordination and secure the involvement of the national level stakeholders and ensure their participation on the steering committee if required</p>
<p>Would the country be able to fund projects from the SUMP?</p>		<p>Determine whether the city is eligible to secure a loan independently or if the government is prepared to offer a financial guarantee.</p>

At the national level, it is imperative that high-ranking officials are well-informed and supportive of the formulation of SUMP, ensuring active participation at the technical level. When it comes to financing significant projects such as the implementation of BRT systems, reorganisation of public transport, and infrastructure development, national governments typically contribute funds, often through debt. Consequently, it is crucial to assess potential financing schemes and explore ways for implementing partners to participate in these projects.

3. Evaluate local resources

3.1. Existing policies and regulations

The regulatory and legal framework enables responsible authorities to identify current public stakeholders engaged in planning, policymaking, and decision-making, along with their respective competencies. It facilitates understanding the legal and institutional landscape within which the SUMP will operate. Knowledge about existing supporting frameworks at the national or regional levels becomes valuable when mobilising additional resources for SUMP development and implementation. This evaluation empowers local authorities to address outdated or needing improvement topics and regulations. It also helps identify sub-sectors currently excluded, allowing for their integration into the content of the SUMP.

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Figure 3. Potential national/local policies and regulatory framework.

Question	Yes	No	Recommendation for a negative answer
Is this the city's first SUMP and/or is there no NUMP formulated?			In case there is a SUMP already, evaluate if it is necessary to update it. Suggest the formulation of a NUMP if there isn't one.
Are there national regulations related to development, land use planning, transport, climate change, etc., that need to be considered for the SUMP formulation?			Check the competencies identified and with national authorities.
Are those documents public, or can they be easily accessed?			Commitment from the national authorities to provide the documents, ideally before building the ToR.
Are there national regulations related to development, land use planning, transport, climate change, etc., that need to be considered for the SUMP formulation?			Check with local authorities within the different departments (planning, housing, environment, among others).

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Are those documents public, or can they be easily accessed?			Commitment from local authorities to provide the documents through an identified focal point.
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During the initial assessment, verifying the availability of relevant regulations and policies is advisable. For instance, concerning urban planning, it is crucial to consider existing policies on land use. If these policies do not adequately address urban mobility, it becomes necessary to establish coordination between the development of the SUMP and urban planning documents. Thus, the formulation of a SUMP presents an opportunity to integrate urban mobility with urban planning. Moreover, the [Topic guide Integrating land-use and urban mobility planning](#) outlines the ideal junctures for developing a SUMP in alignment with the urban planning process.

When considering the policies and information, it is crucial to ensure that the previous studies and documents will be made accessible to the consulting team responsible for SUMP development. Additionally, it is recommended that the Terms of Reference explicitly incorporate these regulations and policies. This approach enhances the consultants' comprehension of the local context and aligns with the perspective of the project proponents.

3.2. Input data availability

Preparing a SUMP requires a large amount of primary and secondary data. The table below offers an overview of what is needed to complete most SUMP activities according to the approach developed by MobiliseYourCity. It is meant to guide the readiness assessment regarding input data, considering that transport demand and supply information can be collected. More information about the primary data required for a SUMP is presented in the [Training Material: Fundamentals of data types and data collection methods for an urban mobility diagnosis](#).

On the other hand, socio-economic and financial data should be provided by local administrations or institutions, as they rely on long-term records. The city should gather the available information and qualify its relevance for time horizon, perimeter, reliability, consistency, etc.

3.2.1. Primary data

Question	Yes	No	Recommendation for a negative answer
Does the city have a recent Household Travel Survey (HTS) or			Evaluate the needs of an HTS in the study area. Only carry an HTS if there is enough budget and need. If

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another method to identify mobility patterns?			<p>required, develop an HTS in the SUMP, including geographical, income, and gender segmentation on information such as daily trips, purpose, average time, distance, budget spent, trip distribution during the day, etc.</p> <p>Otherwise, develop a travel time survey or a survey by interviews.</p>
Is there information about transport demand, including occupation of public transport vehicles, traffic counts, and composition?			Develop traffic counts in selected parts of the city to identify the traffic demand patterns.
Is there information about the transport supply, including the modes available and their characteristics?			<p>Include the transport supply analysis in the SUMP formulation, including the road network, parking system, non-motorized infrastructure, mobility services such as bike or car sharing, ride-hailing, and information from all types of modes of public transport (bus, rail, water, paratransit) including routes extension and localisation, depots, garages, rolling stock, among others. More details on the annotated table of contents for SUMPs.</p>
Is there enough qualitative information?			Interview different stakeholders to identify potential and planned projects, information on urban logistics, financial information of the city and transport operators.

3.2.2. Secondary data

Question	Yes	No	Recommendation for a negative answer
Is there socioeconomic data, including population, jobs, and social level, according to an appropriate zoning system?			Identify potential sources or previous studies that include the most recent data.

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Is there information about the public transportation system, including types of services, operators, licenses, fares, ridership, number and type of vehicles, and routes?			For paratransit systems, identify additional primary data that need to be collected during the SUMP formulation (e.g., frequency counting, vehicle occupation, etc.).
Is there a previous OD Matrix?			If there is a previous OD matrix, update it, and in case it doesn't exist, develop a new OD Matrix accordingly on the SUMP formulation.
Is there information available about the road network, including details on pedestrian walkways and cycling paths?			Identify other potential sources, and in case it is necessary include it as information to be considered.
Is there information on road safety, such as fatalities and serious injuries and its spatial distribution?			Access police and health sources, identifying the data from 7 and 30 days if possible.
Is there information on ongoing and planned infrastructure and transport projects?			Information from other plans, meetings with public works and planning departments.
Is there a diagnosis or recent information on urban logistics?			Information from recent sectorial plans, interviews with specific stakeholders and authorities.
Is there financial information available about the city, specifically related to the transport system?			Review the city budget, financial records, and interviews with authorities.
Is there information on social characteristics such as income and gender, among others?			Look for census data aggregated at the required zone level according to the study perimeter
Is there climate risk information?			Identify climate change adaptation plans, climate impact projection studies, etc.
Is there environmental information on the vehicles, noise measurements and air quality?			Research for national and local previous studies, information from local stations, among others.

The SUMP guidelines contain a comprehensive table outlining indicators, data, and sources. It's important to note that certain secondary information may be unavailable or not collected

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for the city. In such cases, incorporating it as part of the primary data collection process within the SUMP is advisable. However, careful consideration should be given to specifying the required information in advance, particularly during the construction of the ToR. This ensures an effective city diagnosis, aligning with budget constraints and managing the necessary workload.

4. Context

4.1. Political cycle and stability

A SUMP aims to drive long-term political actions. Therefore, the initiative's success is conditioned by political stability and the relative continuity of the personnel assigned to the SUMP elaboration, implementation, and evaluation within the local authority. Indeed, high turnover is likely to downgrade an administration's ability to carry out the project throughout the whole cycle. Thus, particular attention should be paid to the electoral cycle when considering launching a SUMP while anticipating its effects on the technical staff at local and national levels.

Question	Yes	No	Recommendation for a negative answer
Are the country and city politically stable?			It is not recommended that a SUMP be developed if the city and/or country are not under politically stable conditions.
Is the SUMP formulation and adoption compatible with the electoral cycle?			It is not recommended to develop a SUMP if the electoral cycle is not compatible with the time required for its formulation and adoption.

The city's political stability plays a crucial role in formulating the SUMP. If the specified conditions outlined in the previous table are not met, initiating the SUMP formulation is not advisable. Instead, it is recommended to undertake an exploratory mission and establish guidelines for the subsequent development of the SUMP, contingent upon the attainment of political stability or in alignment with the electoral cycle. In such instances, it is essential to acknowledge the anticipated 30-month timeline for the SUMP formulation and adoption process.

4.2. Other internal and external elements

In addition to the political aspect, various internal and external factors, including pandemics, economic crises, and vulnerability to climate change, must be analysed before proceeding. The checklist provided in the following table outlines the criteria for evaluating these factors.

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Question	Yes	No	Recommendation for a negative answer
Are potential events such as pandemics or economic crises considered in the potential SUMP formulation?			Analyse potential impacts on trip demand generation resulting from external factors. Identify various implementation scenarios of the SUMP based on anticipated government funding levels.
Is the city adequately prepared and resilient to potential climate-related impacts?			Include climate change adaptation actions as a cross-cutting element in the formulation of the plan.

While the analysed effects are entirely external to the SUMP formulation, it is advisable to incorporate these risks and outline potential reactive measures within the SUMP formulation if they materialise.

5. Counterpart commitments

5.1. Legal framework

Prior to commencing the SUMP, it is recommended that the anticipated legal framework and potential risks that need mitigation be identified to ensure successful adoption. The checklist presented in the following table outlines the components related to the legal framework.

Question	Yes	No	Recommendation for a negative answer
Has the implementing partner and the city established an agreement or intention to formulate the SUMP?			Evaluate the possibility of drafting a Memorandum of Understanding or Technical Assistance Agreement to formally bind both entities in collaborative efforts towards formulating the SUMP.
Does the approval and adoption of the SUMP come from an executive order from the national or local level?			If approval is sought from entities like the city council, it becomes essential to identify political synergies to ensure the successful approval of the SUMP.

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5.2. Local commitments

In addition to the legal framework, it is advised to include some commitments from the local counterpart to ensure their participation in the SUMP formulation at the technical level, according to their capabilities. The checklist presented in the following table outlines the requirements to be obtained as local commitments.

Question	Yes	No	Recommendation for a negative answer
Is the city willing to provide the logistic resources required during the SUMP formulation?			Incorporate within the MoU or technical assistance agreement a commitment to provide logistical resources, including meeting rooms, catering services, coordination of meetings with other stakeholders, and other relevant support measures.
Does the city have enough technical capabilities to review and provide feedback on the deliverables?			Recognising the implementing party's responsibility for overseeing feedback, collaborate with the counterpart to establish the minimum requirements for reviewing deliverables and outline anticipated timelines for comments and feedback.
Will the counterpart provide a validation of the deliverables?			Establish a consensus on the minimum number of documents that need official validation to ensure the effective progress of SUMP formulation.

With the proposed checklist, the counterpart is expected to effectively contribute to the SUMP formulation with human and logistic resources, showing their commitment to the project and further implementation once the SUMP is adopted.

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6. Annex 1 – Checklist

Evaluate local capacities			
Local level			
Question	Yes	No	Recommendation for a negative answer
Is there a mobility department or unit in the city?			It can be included as part of the actions if the city is willing to fund it.
Does the city have a technical team with capabilities for the formulation and further implementation of the SUMP?			The city is willing to increase the size and capabilities of the technical team during the formulation of the SUMP.
Is the technical counterpart for the SUMP formulation defined?			It is imperative to determine the Technical Committee and SUMP core team participants before starting the SUMP formulation. Without this information, it is impossible to continue.
Is the mayor and their government willing to promote sustainable mobility in the city and adopt the formulated SUMP?			Determine who will be in the Steering Committee. It is not recommended that a SUMP be developed if political commitment is not enough.
Are there enabling stakeholders that can facilitate the SUMP formulation process?			Identifying the enabling stakeholders that can facilitate the SUMP formulation process is required. Otherwise, the process cannot continue.
Are there stakeholders that could make the process more difficult?			Include stakeholders in the formulation from the beginning and ensure their participation.
Does the city have capacities to receive a loan?			Identify if the national government can receive a loan to support the city or is willing to provide a financial guarantee for the city.
National Level			
Are all the main competencies of the mobility sector under the city's authority?			Identify the stakeholders in charge of the competencies.
Are all the main competencies of the mobility sector under national competence?			Identify the stakeholders in charge of the competencies.

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<p>Is there a technical counterpart from the national level? (usually at the Ministry of Transportation or Public Works)</p>		<p>Necessary to determine who will be the technical counterpart from the national government and ensure their participation on the technical committee. Consider that in some cases, when there's no local authority, the ministry tends to be the counterpart. It is not possible to continue if it is not determined.</p>
<p>Are the minister or high-level officials aware and on board with the SUMP formulation?</p>		<p>Carry meetings jointly with high-level officials from the city to ensure coordination and that the national level is on board and ensure its participation on the steering committee if required.</p>
<p>Would the country be able to fund projects from the SUMP?</p>		<p>Determine whether the city is eligible to secure a loan independently or if the government is prepared to offer a financial guarantee.</p>
Evaluate local resources		
Existing policies and regulations		
<p>Is this the city's first SUMP and/or is there no NUMP formulated?</p>		<p>If there is already a SUMP, evaluate whether it is necessary to update it. If not, suggest the formulation of a NUMP.</p>
<p>Are there national regulations related to development, land use planning, transport, climate change, etc., that need to be considered for the SUMP formulation?</p>		<p>Check the competencies identified with national authorities.</p>
<p>Are those documents public, or can they be easily accessed?</p>		<p>Commitment from the national authorities to provide the documents, ideally before building the ToR.</p>
<p>Are there national regulations related to development, land use planning, transport, climate change, etc., that need to be considered for the SUMP formulation?</p>		<p>Check with local authorities within the different departments (planning, housing, environment, among others).</p>

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Are those documents public or can be easily accessed?			Commitment from local authorities to provide the documents through an identified focal point.
Input data availability			
Primary data			
Does the city have a recent Household Travel Survey (HTS) or another method to identify mobility patterns?			Evaluate the needs of an HTS in the study area. Only carry an HTS if there is enough budget and need. If required, develop an HTS in the SUMP, including geographical, income, and gender segmentation on information such as daily trips, purpose, average time, distance, budget spent, trip distribution during the day, etc. Otherwise, develop a travel time survey or a survey by interviews.
Is there information about transport demand, including occupation of public transport vehicles, traffic counts, and composition?			Develop traffic counts in selected parts of the city to identify the traffic demand patterns.
Is there information about the transport offer including the modes available and their characteristics?			Include the transport supply analysis in the SUMP formulation, including the road network, parking system, non-motorized infrastructure, mobility services such as bike or car sharing, ride-hailing, and information from all types of modes of public transport (bus, rail, water, paratransit) including routes extension and localisation, depots, garages, rolling stock, among others. More details on the annotated table of contents for SUMP s.
Is there enough qualitative information?			Interview different stakeholders to identify potential and planned projects, information on urban logistics, and the city's and transport operators' financial information.
Secondary data			
Is there socioeconomic data, including population, jobs, and			Identify potential sources or previous studies that include the most recent data.

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social level, according to an appropriate zoning system?			
Is there information about the public transportation system, including types of services, operators, licenses, fares, ridership, number and type of vehicles, and routes?			For paratransit systems, identify additional primary data that need to be collected during the SUMP formulation (e.g., frequency counting, vehicle occupation, etc.).
Is there a previous OD Matrix?			If there is a previous OD matrix, update it, and in case it doesn't exist, develop a new OD Matrix accordingly on the SUMP formulation.
Is there information available about the road network, including details on pedestrian walkways and cycling paths?			Identify other potential sources, and in case it is necessary, include them as information to be considered.
Is there information on road safety, such as fatalities and serious injuries and its spatial distribution?			Access Police and health sources, identifying the data from 7 and 30 days if possible.
Is there information on ongoing and planned infrastructure and transport projects?			Information from other plans, meetings with public works and planning departments.
Is there a diagnosis or recent information on urban logistics?			Information from recent sectorial plans and interviews with specific stakeholders and authorities.
Is there financial information available about the city, specifically related to the transport system?			Review the city budget, financial records, and interviews with authorities.
Is there information on social characteristics such as income and gender, among others?			Look for census data aggregated at the required zone level according to the study perimeter.
Is there climate risk information?			Identify climate change adaptation plans, climate impact projection studies, etc.
Is there environmental information on the vehicles, noise measurements and air quality?			Research for national and local previous studies and information from local stations, among others.

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Context		
Political cycle and stability		
Are the country and city politically stable?		It is not recommended that a SUMP be developed if the city and/or country are not under politically stable conditions.
Is the SUMP formulation and adoption compatible with the electoral cycle?		It is not recommended to develop a SUMP if the electoral cycle is not compatible with the time required for the SUMP formulation and adoption.
Other internal and external elements		
Are potential events such as pandemics or economic crises considered in the potential SUMP formulation?		Analyse potential impacts on trip demand generation resulting from external factors. Identify various implementation scenarios of the SUMP based on anticipated government funding levels.
Is the city adequately prepared and resilient to potential climate-related impacts?		Include climate change adaptation actions as a cross-cutting element in the formulation of the plan.
Counterpart commitments		
Legal framework		
Has the implementing partner and the city established an agreement or intention to formulate the SUMP?		Evaluate the possibility of drafting a Memorandum of Understanding or Technical Assistance Agreement to formally bind both entities in collaborative efforts towards formulating the SUMP.
Does the approval and adoption of the SUMP come from an executive order from the national or local level?		If approval is sought from entities like the city council, it becomes essential to identify political synergies to ensure the successful approval of the SUMP.
Local commitments		
Is the city willing to provide the logistic resources required during the SUMP formulation?		Incorporate within the MoU or technical assistance agreement a commitment to provide logistical resources, including meeting rooms, catering services, coordination of meetings with other

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		stakeholders, and other relevant support measures.
Does the city have enough technical capabilities to review and provide feedback on the deliverables?		Recognising the implementing party's responsibility for overseeing feedback, collaborate with the counterpart to establish the minimum requirements for reviewing deliverables and outline anticipated timelines for comments and feedback.
Will the counterpart provide a validation of the deliverables?		Establish a consensus on the minimum number of documents that need official validation to ensure the effective progress of SUMP formulation.

