



wbcscd

## Condition of use Planning Tool- All features

This document contains three parts:

1. for Cities wanting to use the tool;
2. for WBCSD Partners.
3. For SMP members
4. For potential partners

Please refer to the one suiting your case and fill it appropriately.

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## FOR CITIES

### § 1 Purpose

§ 1.1 The purpose of the Sustainable Mobility Project (SMP) is to assist cities in the annual mobility planning by identifying priorities, proposing suitable solutions, testing them if required, and building a roadmap in line with city priorities including enablers such as behaviour, finance options, policy recommendations and infrastructure requirements.

§ 1.2 The purpose of the Planning Tool (hereafter **Planning Tool**) is to support city diagnose their sustainable mobility performance. The **Planning Tool** cannot be used by any individual or organization for profit-making services. To calculate the indicators the city will enter raw data and carry out a citizens survey (Hereafter **Data**).

### § 2 General principles

§ 2.1 One single login will be given per city to access the **Planning Tool**. This login will be delivered to the city by WBCSD or a WBCSD appointed strategic partner upon reception of the signed Conditions of Use by a contact person from the City Offices. The login will be associated to a generic email address created by the City (Hereafter **City Contact**).

§ 2.2 The city data will be kept confidential by the administrator of the tool hired by WBCSD and the city will indicate how the data can be used selecting between option A or B. Option A: the **Data** can be used in urban mobility analysis and communicated associated with the city name. Option B: the **Data** can only be used and communicated in an aggregated, anonymous manner to build statistics on urban mobility.

§ 2.3 The **City Contact** is responsible for the **Data** entered in the webtool. He or she shall ensure that the data entered into the web tool is accurate, up to date and consistent for the year considered covering all relevant transport data.

§ 2.4 The **City Contact** shall ensure to carry out a citizens survey in order to calculate the seven indicators using a representative sample of the population including disabled groups.

### § 3 Resources

§ 3.1 WBCSD provides the access to the **Planning Tool**.

§ 3.2 The city shall assign an appropriate person or group of persons to gather the necessary **Data** under the supervision of the **City Contact**.

§ 3.3 The city will be granted access to use the **Planning Tool** after constitution of a City Task Force Team and signature of the “MoU\_CityTaskForce” (Appendix A). This is to ensure best success while using this tool. WBCSD and/or its members will ensure that adequate business expertise is delivered to the city as defined in the “Terms of collaboration: City Task force and WBCSD partner”.

This agreement is applicable for the period necessary to fulfil the five steps of SMP process. It can be renewed in writing by the parties for additional fixed periods.

### Requirement:

#### **The email address as indicated in the tool to create the City account:**

(we advise to create a new generic email that can be shared between several people and passed on to new employees as necessary)

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Printed Name and Title

Signature

### City Endorsement

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Printed Name and Title

(authority to commit the city)

Signature

I acknowledge that the tool contains confidential information for use exclusively by the contacts indicated to WBCSD. The content of the tool cannot be copied, reproduced, distributed or communicated in any form and with any persons other than those agreed with the SMP secretariat.

Place and Date

## FOR WBCSD PARTNERS

### § 1 Purpose

§ 1.1 The purpose of the Sustainable Mobility Project (SMP) is to assist cities in the annual mobility planning by identifying priorities, proposing suitable solutions, testing them if required, and building a roadmap in line with city priorities including enablers such as behaviour, finance options, policy recommendations and infrastructure requirements.

§1.2 The indicators are described with SMART (specific, measurable, attainable, relevant, time-based) methodologies that will allow cities to obtain a standardized evaluation of their mobility system and measure the improvements resulting from the implementation of new mobility practices or policies. The indicator methodologies are supported with scientific analysis while also being practical for cities.

§ 1.3 The purpose of the Planning Tool (hereafter **Planning Tool**) is to support city diagnose their sustainable mobility performance. The **Planning Tool** cannot be used by any individual or organization for profit-making services. To calculate the indicators the city will enter raw data and carry out a citizens survey (Hereafter **Data**).

§1.4 Partners can be given access to the **Planning Tool** for research and development, scientific or educational purposes only.

### § 2 General principles

§ 2.1 A single login will be given to access the **Planning Tool**. This login will be delivered by WBCSD upon reception of the signed Conditions of Use. The login will be associated to a generic email address as indicated in this document here below (Hereafter **Partner Contact**).

§ 2.2 The **Partner Contact** cannot enter or access data for or on behalf of a city.

&2.3. The **Partner Contact** cannot use the tool to carry out Citizens surveys.

This agreement is applicable for one year. It can be renewed in writing by the parties for additional fixed periods.

### Requirement:

A. Email address as indicated in the tool to create the account:

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Email address

## B. Signature

By signing this document:

- (i) I confirm that I will not use the tool for profit making services
- (ii) I confirm that my interest towards SMP work is based on research and development, scientific or educational purposes only
- (iii) I acknowledge that the tool contains confidential information for use exclusively by the contacts indicated to WBCSD. The content of the tool cannot be copied, reproduced, distributed or communicated in any form and with any persons other than those agreed with the SMP secretariat.

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Printed Name and Title

Signature

Place and Date \_\_\_\_\_

## FOR SMP MEMBERS

### § 1 Purpose

§ 1.1 The purpose of the Sustainable Mobility Project (SMP) is to assist cities in the annual mobility planning by identifying priorities, proposing suitable solutions, testing them if required, and building a roadmap in line with city priorities including enablers such as behaviour, finance options, policy recommendations and infrastructure requirements.

§1.2 The indicators are described with SMART (specific, measurable, attainable, relevant, time-based) methodologies that will allow cities to obtain a standardized evaluation of their mobility system and measure the improvements resulting from the implementation of new mobility practices or policies. The indicator methodologies are supported with scientific analysis while also being practical for cities.

§ 1.3 The purpose of the Planning Tool (hereafter **Planning Tool**) is to support city diagnose their sustainable mobility performance. The **Planning Tool** cannot be used by any individual or organization for profit-making services. To calculate the indicators the city will enter raw data and carry out a citizens survey (Hereafter **Data**).

§1.4 Partners can be given access to the **Planning Tool** for research and development, scientific or educational purposes only.

## § 2 General principles

§ 2.1 A single login will be given to access the **Planning Tool**. This login will be delivered by WBCSD upon reception of the signed Conditions of Use. The login will be associated to a generic email address as indicated in this document here below (Hereafter **SMP Member Contact**).

§ 2.2 The **SMP Member Contact** cannot enter or access data for or on behalf of a city.

§ 2.3. The **SMP Member Contact** cannot use the tool to carry out Citizens surveys.

This agreement is applicable when as long as the company stays SMP members and will automatically stop one year after departure from the project.

### Requirement:

A. Email address as indicated in the tool to create the account:

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Email address

### B. Signature

By signing this document:

- (i) I confirm that I will not use the tool for profit making services
- (ii) I confirm that my interest towards SMP work is based on research and development, scientific or educational purposes only
- (iii) I acknowledge that the tool contains confidential information for use exclusively by the contacts indicated to WBCSD. The content of the tool cannot be copied, reproduced, distributed or communicated in any form and with any persons other than those agreed with the SMP secretariat.

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Printed Name and Title

Signature

Place and Date

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## FOR POTENTIAL PARTNERS

### § 1 Purpose

§ 1.1 The purpose of the Sustainable Mobility Project (SMP) is to assist cities in the annual mobility planning by identifying priorities, proposing suitable solutions, testing them if required, and building a roadmap in line with city priorities including enablers such as behaviour, finance options, policy recommendations and infrastructure requirements.

§1.2 The indicators are described with SMART (specific, measurable, attainable, relevant, time-based) methodologies that will allow cities to obtain a standardized evaluation of their mobility system and measure the improvements resulting from the implementation of new mobility practices or policies. The indicator methodologies are supported with scientific analysis while also being practical for cities.

§ 1.3 The purpose of the Planning Tool (hereafter **Planning Tool**) is to support city diagnose their sustainable mobility performance. The **Planning Tool** cannot be used by any individual or organization for profit-making services. To calculate the indicators the city will enter raw data and carry out a citizens survey (Hereafter **Data**).

§1.4 Partners can be given access to the **Planning Tool** for research and development, scientific or educational purposes only.

### § 2 General principles

§ 2.1 A single login will be given to access the **Planning Tool**. This login will be delivered by WBCSD upon reception of the signed Conditions of Use. The login will be associated to a generic email address as indicated in this document here below (Hereafter **Partner Contact**).

§ 2.2 The **Partner Contact** cannot enter or access data for or on behalf of a city.

&2.3. The **Partner Contact** cannot use the tool to carry out Citizens surveys.

This agreement is applicable for one month.

### Requirement:

A. Email address as indicated in the tool to create the account:

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Email address

### B. Signature

By signing this document:

- (i) I confirm that I will not use the tool for profit making services
- (ii) I acknowledge that the tool contains confidential information for use exclusively by the contacts indicated to WBCSD. The content of the tool cannot be copied, reproduced, distributed or communicated in any form and with any persons other than those agreed with the SMP secretariat.

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Printed Name and Title

Signature

Place and Date \_\_\_\_\_

APPENDIX A : MoU\_CityTaskForce

## Terms of collaboration: City Task force and WBCSD partner

For Cities, companies and other stakeholders part of the City Task Force

### § 0 Definitions

**“Planning tool”**: the online mobility planning platform developed by SMP including all functionalities supporting the implementation of Step 1 to 5 (described in Graphics 2).

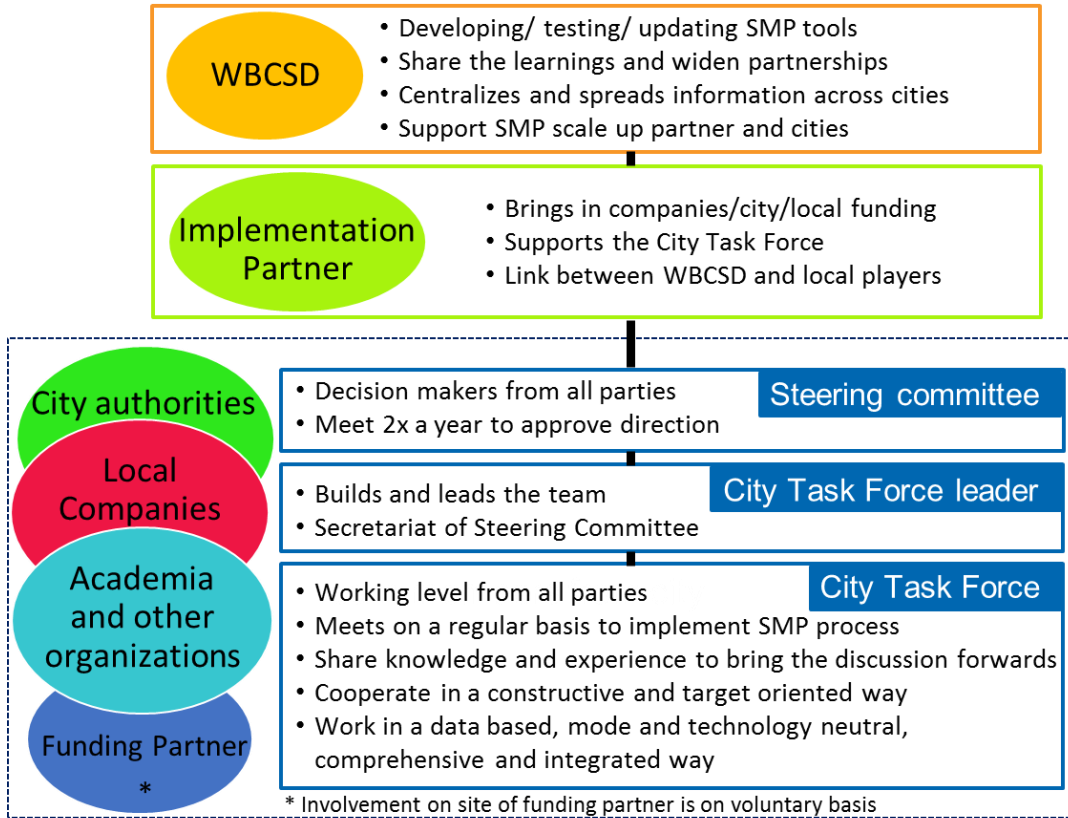
**“City”**: the city in which SMP is being implemented and which is supported by the “Partner”

**“Partner”**: the WBCSD partner which has responsibility on support the “City” implementing SMP as described in the Terms Of Collaboration WBCSD-Partner. The responsibility is agreed on by WBCSD.

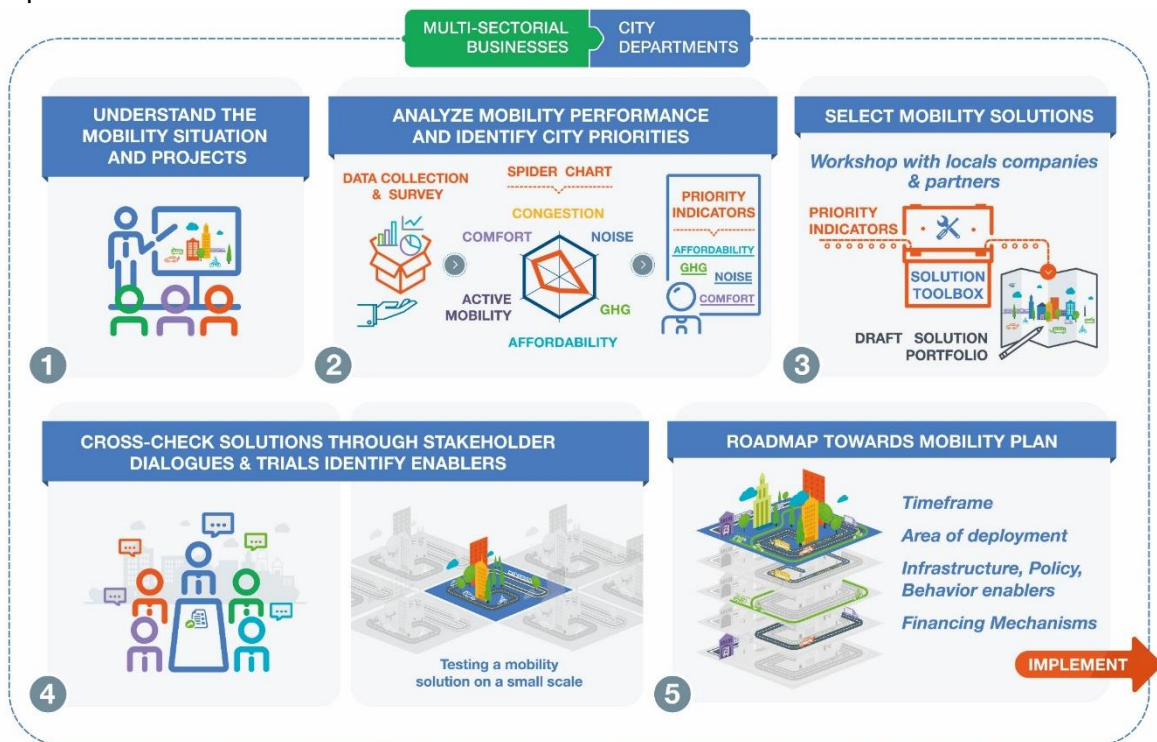
**“City Task Force”**: as described in graphics 1, includes the representatives from the City, companies and other stakeholders

Graphics 1: Governance and players per city





Graphics 2



Graphics 3: Estimated Budget Range to implement SMP (non binding)

Activities	k\$	Comments
Indicators calculation	2-40	depending of in kind help from business/city/university
Survey panel for disabled groups	2-8	need to reach out to disabled/senior/blind etc
Consultants - optional	0-40	For city needs: small study on solution/ analysis of surveys etc
Stakeholder dialogues	2-15	To cover venue, moderation
Venues and meeting	0-12	at best offered by the city and/or local companies
Solution pilots - optional	0-?	Depending on the pilots implemented
WBCSD overhead cost + maintenance of tool	If possible	To support salary and maintenance of the online tool. Based on 20 cities participate to that budget in 2017. Variation depending on travel required to the city.
<b>6 -119 (+pilots)</b>		

## § 1 Purpose

§ 1.1 The purpose of the Sustainable Mobility Project (SMP) is to assist cities in the annual mobility planning by identifying priorities, proposing suitable solutions, testing them, if required, and building a roadmap in line with city priorities including enablers such as behaviour, finance options, policy recommendations and infrastructure requirements.

## § 2 General principles

§ 2.1 CTF participants agree and support the SMP process as described in graphics 2.

§ 2.2 CTF participants do agree to act in line with the principles of SMP which are data based, mode and technology neutral, comprehensive and integrated.

§ 2.3 The discussions within the CTF participants shall be constructive and target oriented.

§ 2.4 The city remains at all stage of the project the process owner to develop the city roadmap.

§ 2.5 Companies and other stakeholder participants of the CTF will get a good understanding of the city mobility network, the challenges, the existing projects and plans

§ 2.6 The Partner and Companies and other stakeholder participants of the CTF will support the development of the mobility roadmap.

## § 3 Data analysis & indicator prioritisation

§ 3.1 The city shall share relevant information about the mobility network, the challenges, and existing projects and plans.

§ 3.2 The city shall organise a site visit of the mobility system, possible including a visit of the traffic data management centre if applicable.

§ 3.3 The City agrees to provide the data and/or support the appointed data manager to find data required to calculate the 19 mobility indicators including a citizens survey for 7 indicators.

§ 3.4 The City agrees to identify priority areas/indicators based on the data analysis in an open and constructive way.

§ 3.5 Companies and other stakeholder participants of the CTF will support the identification of cities' indicator priorities

## § 4 Solution selection

§ 4.1 Companies and other stakeholder participants of the CTF will provide practical expertise and technical knowledge during the discussions

§ 4.2 Companies and other stakeholder participants of the CTF will support the city to identify the most promising solutions for the roadmap. This will be carried out using the Planning tool.

§ 4.3 Companies and other stakeholder participants of the CTF will answer to the city questions regarding the feasibility and potential of particular solutions whenever falling in their field of expertise

## § 5 Stakeholder dialogue and solution pilots

§ 5.1 A stakeholder dialogue is an essential part of the SMP process. The CTF agree to support such a public stakeholder dialogue in an open and constructive manner.

§ 5.2 A potential solution pilot needs to be jointly agreed in the CTF including a separate agreement of funding and other requirements.

§ 5.3 The solution pilot must be based on prioritised solutions.

§ 5.4 The city and/or its' representatives agree to support a potential solution pilot.

§ 5.5 The form and cost coverage of the solution pilots will be agreed separately.

## § 6 Resources

§ 6.1 The Partner and all CTF participants commit to assign an appropriate person or group of person to participate into the project and to send appropriate staff to the regular CTF meetings.

§ 6.2 The city will bring together different players within the local authority including all relevant city departments (eg transport & urban planning, environment) and other relevant individuals (such as representative of the public transport operator, policy and/or other authority relevant to the project).

§ 6.3 The CTF has the responsibility to organize the budget to cover project costs estimated as described in Graphics 3.

## § 7 Post delivery

§ 7.1 CTF participants commit to support WBCSD and/or its Partner in post-project media activity.

§ 7.2 CTF participants commit to fill in a satisfaction survey to support the further development of SMP.

§ 7.3 The city commits to report bi-annually on future progress and implementation of mobility solutions to WBCSD and/or the Partner for a minimum of two years.

§ 7.4 The city is encouraged to continue monitoring its sustainable mobility performances by using the indicators.

§ 7.5 If the CTF participants are satisfied with the process, they are encouraged to support other cities implementing the SMP process.

## § 8 Confidentiality

§ 8.1 WBCSD and the Partner commit to keep public data and information from the city and non-public information related to the city confidential.

§ 8.2 WBCSD and/or the Partner will ask approval in case that non-public data or information should be used outside the project eg in publications.

§ 8.3 CTF participants agree not to disclose or give third parties access to the toolbox without prior agreement by WBCSD.

§ 8.4 A joint communication such as press conference or press release have to be agreed between the city and WBCSD and/or the Partner.

§ 8.5 The city agrees that data will be kept in the data base and might be used for non-commercial purposes on a consolidated basis.

Place and Date \_\_\_\_\_

### For the city representatives

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

### For the company representatives

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature

### Other stakeholders

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Signature