

**GUIDANCE FOR AUTHORS OF THE CITY CASE STUDIES
FOR THE UNECE - WHO/EUROPE WORKSHOP ON
SUSTAINABLE AND HEALTHY URBAN TRANSPORT AND PLANNING**

(16 - 18 November 2003, Cyprus)

For presentation and discussion at the Workshop on sustainable and healthy urban transport and planning, case studies are collected from cities representing all sub-regions in the UNECE – WHO/Europe region. The city case studies will be presented under each of the topics of the workshop to illustrate good practices as well as lessons learned in developing and implementing measures that contribute to integrating environment and health aspects into urban transport and spatial planning. A compilation of the case studies will be made available prior to the workshop and posted on the web-site of the Transport, Health and Environment Pan-European Programme (THE PEP) (www.unece.org/the-pep and www.the-pep.org) and links to other websites can be added, as appropriate.

The authors of the case studies are invited to refer to the specific items in the workshop programme¹ (e.g. item “2 (b) Integrated urban planning”) and provide a description of up to three to four pages of the policy measure, project or institutional arrangement in question (summary of the project, background information, objectives, procedure, results). Each case study should also contain information on the city in question (name, country, number of inhabitants) and respondents (including contact details).

The case studies should be submitted in electronic format to THE PEP secretariat tea.aulavuo@unece.org and FRR@who.it as well as to tphnic21@cytanet.com.cy (Host country administration), preferably by the end of September but not no later than 15 October 2003.

In drawing up the case studies, the following checklist of issues may be used for guidance.

¹ See the draft workshop programme, ECE/AC.21/2003/10 EUR/03/5040828/10

Background information

- Prevailing trends and driving forces that prompted the development of actions and interventions, e.g. local, national and international policies, (e.g. local council decisions, implementation of EU Directives, UN Conventions, Local Agenda 21).
- Based on research results and/or influenced by public participation.
- How was priority setting done? What mechanisms were used?

Description of the contents of the measure/ action/ project in question

- Current situation and context.
- Main aims and objectives.
- Target group(s) to which measures and/or actions are directed?
- Criteria for introducing specific measures/ actions?

Procedure for developing and implementing the measure (institutional coordination and cooperation, and stakeholder participation etc. involved)

- Description of the preparatory and implementation processes (i.e. meetings, formal processes, such as SEA/EIA, other processes such as Cost Benefit Analysis, etc)
- Key players at different stages: Involvement and contribution of various competencies and stakeholders in problem settings, solution identification, prioritization, decision and implementation process, etc (e.g. representatives from health, environment and education sectors, land-use planners, industry, schools).
- Specific procedures and mechanisms for this involvement.
- Public participation (accessibility and availability of the information, involvement of interest groups and general public throughout the decision making process; campaigns, media, education and training programmes)
- How long did it take to finalize decisions
- Elements of success and challenges encountered, from an institutional, financial, technical and methodological point of view during the different stages of the process (e.g. planning, implementation, follow-up)

- If done again, what would be done differently

Results, monitoring and evaluation

- Major results due to this action (Please include data showing changes, where possible)
- Long-term monitoring and evaluation of the results
- Use of indicators to monitor and assess results
- What tools made it possible to achieve the results (ie. Training, technical assistance, availability of guidelines, national or international consultants, etc.)
- Use and relevance of tools such as Strategic Environmental Assessment, Environmental Impact Assessment, Health Impact Assessment, Cost-benefit and Cost-effectiveness analysis, etc.
- If training was used, what kind of training was most useful

Applicability to other countries/ cities in the region

- Lessons learned and possible advice to other countries - cities
- Country specific or sub-regional/city- specific elements