

M1: User Needs

Question 1: How does the Regional Authority find out the real needs of local authorities ?

| | | |
|----------|--|--|
| 1 | They will be consulted when a problem needs to be solved. | |
| 2 | Needs of local authorities and organisations are identified in a rudimentary way , without much recourse to research and techniques and/or they are consulted for specific matters. | |
| | Local authorities and local organizations have the opportunity to make complaints and suggestions. | |
| 3 | They can make proposals for new projects on their own . And these initiatives are examined seriously. | |
| | There is a dialogue between the regional authority and local officials, politicians, experts and other 'clients' on a regular basis. | |
| 4 | The needs of local authorities and local organisations are continuously being examined. | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M1: User Needs

Question 2: How does the Regional Authority find out the real needs of cyclists?

| | | |
|----------|--|--|
| 1 | Existing information on user needs (design manuals, guidelines...) is drawn on incidentally . | |
| | Cyclists (or their representatives) are sporadically involved in cycling policy (only when they put enough pressure on the administration or politician). | |
| 2 | Cyclists (or their representatives) are consulted for specific cycling matters . e.g. When publishing a recreational bicycle map, user groups are consulted. | |
| | Cyclists (or their representatives) are getting the opportunity to make complaints and suggestions. | |
| 3 | Inquiries of (potential) target users are carried out regularly to give cycling policy a solid grounding. | |
| | Cyclists (or their representatives) are regularly consulted . | |
| 4 | User needs are continuously being examined and users (or their representatives) are involved in the policy from the beginning of the planning process. | |
| | Experiments, studies and pilot projects are carried out and evaluated to obtain valuable information on user needs in specific fields. | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M2: Leadership and co-ordination

Question 3: What impact do key individuals (both officials and politicians) have in the decision-making process concerning cycling?

| | | |
|----------|---|--|
| 1 | They have a random and limited impact: the competences on cycling (and mobility) policy are too much fragmented. | |
| 2 | Individuals (executive politicians and officials) do pioneering work by developing a cycling policy. | |
| | The legislative body is supporting cycling measures as long as no other interests are at stake . | |
| 3 | The interests of cycling are always recognised when talking about mobility . | |
| | Cycling is seen as an important tourist activity. | |
| 4 | Politicians and/or officials are using the cycling policy as a public relations theme for charac-terising the region. | |
| | The key officials have proven themselves to have vision and be goal driven, skilful and well pre-pared regarding cycling policy and therefore taken very seriously at the political level . | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M2: Leadership and co-ordination

Question 4: What internal working groups or committees exist?

| | | |
|----------|---|--|
| 1 | Sporadically there are internal working groups to deal with specific problems for cyclists | |
| | Lobbying is necessary to influence policy. | |
| | Measures are communicated towards other departments and the legislative body when asked for. | |
| 2 | There is an internal working group composed of members of an official level who deal only with cycling topics. | |
| | The objectives of the cycling measures/policy are communicated to other departments and the legislative body. | |
| 3 | There is an internal working group composed of members of officials who deal with mobility and/or tourist topics (with cycling as an important element of it). | |
| | There is regular communication with other departments and the legislative body about the cycling policy (objectives, targets, projects, results) <i>e.g. internal (electronic) newsletter with information on cycling policy</i> | |
| 4 | There is a committee, with a clear role in the decision-making process on transport, (tourism,) and regional development. This platform is composed of politicians and officials from different policy fields | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M2: Leadership and co-ordination

Question 5: How is co-ordination with external partners organised?

| | | |
|----------|--|--|
| 1 | There is consultation with external parties (municipalities, national level, public transport operators,...) when problems occur . | |
| 2 | There are working groups (other authorities, external parties,...), established occasionally , to deal with specific issues of cycling policy. | |
| 3 | There is some networking with authorities on lower and higher levels and / or with other regions who deal with the cycling policy. They meet at fixed times. | |
| | An inter-regional working group of officials exchange ideas and experiences for improving the cycling policy. <i>e.g. mutual promotion campaigns, inter-regional cycle network</i> | |
| 4 | There is a cycling policy committee , which prepares and advises policy decisions on transport policy. This platform is composed of different authorities and external parties. | |
| | There is a pro-active co-operation with the higher authorities (national level) and municipalities for setting up strategies on cycling policy and/or implementing cycling measures. | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M3: Policy on paper

Question 6: What is the content of the regional cycling policy?

| | | |
|----------|---|--|
| 1 | There is a strong focus on projects about traffic safety, car traffic flow and/or tourist-economic promotion . Cycling is considered as a secondary element in (some of) these projects. | |
| | A cycling plan from a higher authority exists (e.g. National Strategy on Cycling); it is adopted, without further filling in the specific regional situation. | |
| 2 | A cycling policy has been fixed . However there is no link to other transport modes. | |
| 3 | Cycling policy is an essential part of the sustainable regional development plan ; the relation between the different transport modes is considered in this plan. | |
| 4 | There is consistency between the objectives and programmes from the Planning field and those from other policy fields (health, environment, education, spatial planning, tourism,...) | |

Comment:

Possible improvements:

M3: Policy on paper

Question 7: How does the Regional Authority make sure that the measures proposed in a policy plan are put in place in reality?

| | | |
|----------|--|--|
| 1 | When problems occur, very short term actions are taken to solve problems. | |
| 2 | There is a policy plan with a list of measures , but only for the short term. | |
| 3 | There is an action programme (timing, financing, actors) with obligatory arrangements for the region. | |
| | Actions that request crossing administrative boundaries are taken into account regularly . | |
| 4 | An action programme (timing, financing, actors) is used with attention given to external part-nerships and with obligatory arrangements between different partners. | |
| | A systematic plan of priorities is used, based on objectives and targets. | |
| | There is long term planning and use of a stipulated timeframe for the realisation of measures . | |
| | Actions related to crossing administrative boundaries are taken into account systematically . | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M4: Personnel and means

Question 8: How is the financing of the cycling policy safeguarded? (ie. both for the Region's own direct investments and as subsidies to the local authorities)

| | | |
|----------|--|--|
| 1 | Money from other budgets is irregularly used for cycling measures when problems receive political attention and need to be solved. | |
| 2 | There are, from time to time, dedicated budgets for specific cycling measures | |
| 3 | There is an annual budget for cycling measures. | |
| 4 | The region fixes budgets for several years in advance. It does this by using funds that are generated continuously to support cycling measures. | |
| | The region has a budget for integrated projects for which cycling measures are an integrated element. | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M4: Personnel and means

Question 9: By whom is the cycling policy prepared and implemented?

| | | |
|----------|--|--|
| 1 | The person available at the moment will prepare and/or implement a cycling policy / measure. However cycling policy is not one of his/her responsibilities in the job description. | |
| 2 | Staff members responsible for various transport projects or various tourist projects are also responsible for bicycle projects. | |
| 3 | A (cycling) officer or dedicated cycling planning / promotion department has well-described tasks in preparing and executing the cycling policy. | |
| 4 | Besides cycling officers or a dedicated cycling planning / promotion department, other departments are actively involved in the elaboration of the cycling policy. | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M5: Regional road authority

Question 10: What is being done to make cycling along regional roads safer, quicker and more comfort-able?

| | | |
|----------|--|--|
| 1 | Some infrastructure measures are put into effect, mainly to resolve safety-bottlenecks in cycle traffic (whenever accidents with cyclists occur). | |
| | Some cheaper infrastructure measures are put into effect; mainly where there are no conflicts of interests with other road users . | |
| 2 | There is an annual programme (including budget) to improve bicycle safety . | |
| 3 | Extensive realisation of safe bicycle facilities on intersections and road sections in the route network. | |
| | There is a priority list of measures based on an objective assessment on safety and potential bicycle use | |
| 4 | The major part of regional road sections has cycling facilities with design concepts drawn up with reference to (inter)national design standards . | |
| | Intersections of main bicycle routes and main roads have been adapted to allow a reasonable safety level | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M5: Regional road authority

Question 11: How is the maintenance of the cycling infrastructure organised?

| | | |
|----------|---|--|
| 1 | Infrastructure is maintained if serious problems occur . | |
| | Infrastructure is maintained at locations which produce many complaints . | |
| 2 | By maintenance schemes and analysis of complaints, a priority list for maintenance is being set and executed. | |
| 3 | A maintenance service with standardised tasks safeguards problem-free cycling throughout the year. | |
| | The reporting of damages is standardised and leads to repairs by fixed procedures as soon as possible. | |
| 4 | Cycling infrastructure has a high priority within the regional maintenance service plan , because of the importance of maintenance for comfort and safety of cyclists. | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M6: Tourist and recreational cycling

Question 12: How extensive is the tourist-recreational bicycle route network?

| | | |
|----------|---|--|
| 1 | Some infrastructure measures are put into effect, mainly to resolve bottlenecks in tourist/recreational cycle traffic (whenever accidents with cyclists occur). | |
| 2 | Some main (long-distance) cycle routes are put into effect. | |
| | In some areas shorter recreational cycle routes for inhabitants are put into effect | |
| 3 | A network of cycle routes has been distinguished and is gradually being executed . | |
| 4 | A network of cycle routes is being put in place, that offers citizens various shorter routes for recreational purposes and offers tourists opportunities for both daytrips and long-distance trips. This leisure / tourist network is also incorporating routes for daily / commuting cyclists into some of its main routes. | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M6: Tourist and recreational cycling

Question 13: What is the quality of the tourist-recreational bicycle route network ?

| | | |
|----------|---|--|
| 1 | Routes are distinguished and can be used, but until now little attention has been given to the quality of the routes. e.g. The tourist cycle network is along normal roads and is only marked with signage. There is no policy to construct high quality cycle lanes for recreational use. | |
| | Some infrastructure measures are put into effect, mainly to resolve bottlenecks in cycle traffic (whenever accidents with cyclists occur). | |
| 2 | A programme of instantly necessary measures to make the routes of sufficient quality, has been made and will be put into effect. | |
| 3 | A network of cycle routes has been distinguished and is gradually being brought to a high standard. | |
| | Design guidelines have been established and put into force. | |
| 4 | The major part of road sections in the bicycle route network has been laid out according to international design standards , to meet principal requirements such as coherence, attractiveness, safety, and comfort. | |

Comment:

Possible improvements:

M6: Tourist and recreational cycling

Question 14: What is being done to help cyclists to know where they are going (or to give cy-clists clear directions)?

| | | |
|----------|---|--|
| 1 | Some recreational routes/ destinations are signposted. | |
| 2 | The main routes/ destinations are signposted. | |
| | Cycling touring maps are available and broadly disseminated. | |
| 3 | Signage is based on a comprehensive signposting plan. | |
| | Cycle touring maps and information plates are installed at main junctions of the cycle route network. | |
| 4 | There is a coherent system of signposting. Regular update and improvement of innovative orientation systems. | |
| | There is an integration of both recreational signage and signage for daily cycle trips. <i>e.g. a signage system where the fastest routes and the most beautiful routes are signposted at the same time</i> | |
| | Lost / damaged / stolen signposts are replaced immediately by the maintenance service. | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M6: Tourist and recreational cycling

Question 15: What is being done to promote the use of the tourist cycling routes?

| | | |
|----------|--|--|
| 1 | Cycling is sometimes mentioned in regional tourist promotion materials. | |
| | Cycling as being good for health and fitness is sometimes mentioned in political discussions about recreational facilities. | |
| 2 | Cycling is consequently promoted as an attractive recreational activity . | |
| | Promotional materials for tourist cycling exist and are broadly spread. | |
| | The communication material about tourist cycling is produced by professionals . | |
| 3 | There is a clear strategy to promote tourist cycling as being a relevant part of the tourist-economic development of the region. | |
| | Image and information campaigns are organised, targeted at citizens, to encourage recreation by bike. | |
| 4 | It goes without saying, in staff and of the region, that tourist cycling is an integral part of the tourist-economic policy of the region. | |
| | There is a permanent steering group for recreational cycling. This group consists of officials from different departments (tourism, mobility, economy, health, etc.). | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M7: Supporting local cycling policy and partnerships

Question 16: What support is given to making the bicycle infrastructure real - ie. bringing it from a policy objective to really making it happen on the ground?

| | | |
|----------|--|--|
| 1 | On request of the local authorities, the region subsidises bicycle routes which exceed municipal boundaries. | |
| 2 | The region has a fixed annual budget for subsidising bicycle facilities (bicycle routes, bicycle parking, signage, ...). There are no quality criteria for getting the subsidy. | |
| | Occasionally the region coordinates aspects of cycling policy that exceed municipal boundaries. | |
| 3 | The region actively coordinates all kinds of aspects of cycling policy that exceed municipal boundaries (like the realization of inter-local cycling routes). | |
| | The region subsidises bicycle routes on sub local and/or local level. This bicycle infrastructure has to fulfil certain quality standards | |
| 4 | There is a committee which deals with the realisation of a complete bicycle network. | |
| | The region subsidises all kinds of bicycle facilities following an own priority list with specific quality standards. The subsidised bicycle facilities should support the functioning of on inter local bicycle network. e.g. Subsidising high quality bicycle parking at main railway and bus stations. | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M7: Supporting local cycling policy and partnerships

Question 17: What support is given with regard to cycling-specific knowledge, advising and training?

| | | |
|----------|---|--|
| 1 | Local officials, with questions about bicycle policy, can contact regional officers . These regional officers have no specific expertise in cycling policy. | |
| 2 | Occasionally tools are developed that intend to support local policy officers in carrying out infrastructural (safety) measures - like design handbooks and sets of good practices. | |
| 3 | The region actively finds out the needs of local officers and has a research and communication programme to respond to these needs. | |
| | The region organises training on cycling issues , adapted to the specific needs of local authorities | |
| 4 | There is structural support of local administrations in knowledge and coordination by means of a (national) knowledge platform . The region actively supports this platform with ideas and questions on local cycling policy. e.g. Fietsberaad in The Netherlands is a knowledge platform which is doing research and is organising training, communication on the specific cycle needs from local authorities. These local authorities play an active role in this platform. | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M7: Supporting local cycling policy and partnerships

Question 18: What is being done to co-ordinate or support local campaigns (ie. generally non-infrastructural measures)?

| | | |
|----------|---|--|
| 1 | Sporadically local officials, needing support in organizing communication or education projects/campaigns, are advised or referred to experts . | |
| | The region provides measures when schools indicate specific problems. | |
| | Articles for newspapers or press releases on cycling to work are produced from time to time . | |
| 2 | Occasionally , the region gives active support in communication projects or local campaigns . | |
| | Some basic educational material on safe walking and cycling behaviour is provided. | |
| 3 | The region regularly makes new materials for different kinds of communication projects that can be used by local organisations. | |
| | The region has developed a comprehensive package of mobility management measures to stimulate their employees to cycle to work: a whole range of cycling facilities is provided for the officials who cycle to work. | |
| | The region coordinates yearly cycle events in cooperation with the local authorities and user groups. <i>e.g. Car-free day, week of vulnerable road user (Belgium)</i> | |
| | The region supports local authorities in organising mobility management activities for schools. This support is in the form of material (tools for learning to cycle), financing, training for teachers. <i>e.g. support (financial, material) of bicycle pooling (= cycling to and from school in small groups under the supervision of an adult cyclist); campaigns are organised aimed at promoting cycling to school</i> | |
| 4 | The region systematically develops different types of campaigns , tailored to local needs, that can be used very effectively in a local setting. (safety, health, ...) | |
| | The cycling-friendly character of the region is used to promote the region as a nice and healthy place to live and work. | |
| | There are obligatory arrangements between the schools and the municipality where they commit themselves to certain measures. <i>e.g. Agreement between the primary schools and the municipality concerning the redesign of cycle routes and the school entrances and the development of school travel plans.</i> | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M8: Land-use and mobility

Question 19: In what way is the current land-use planning supporting the cycling policy?

| | | |
|----------|--|--|
| 1 | In the land-use and transport planning, accessibility is an important topic. Accessibility is mainly related to car traffic facilities | |
| 2 | Occasionally there is integration of all transport modes in the spatial planning process. | |
| | For certain strategic projects (e.g. the revitalisation of a central station area), there is an: integrated approach with equal treatment of the different transport modes. | |
| 3 | There is a location policy to restrict the distance between (new) dwellings and (new) destinations like schools, offices, sports facilities, leisure,... (maximum 5 km, if possible < 2 km) | |
| | For strategic projects, the region stresses the importance of short distances between key facilities, and also ensures that quality cycling routes are provided to link these. | |
| 4 | There is positive discrimination of the bike in the development of new areas (e.g. short-cut for cyclists, detour for car). There is an emphasis on densification and brown field development . | |
| | Mobility impact assessments are obligatory in planning applications for new spatial developments with a significant generation of traffic. | |
| | The region is playing an active role to stimulate local authorities to implement pro-cycling building regulations . <i>E.g. Legislation on the amount of bicycle parking facilities when (re)constructing</i> | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M9: Evaluation and effect

Question 20: How is data on bicycle-use collected and used?

| | | |
|----------|---|--|
| 1 | Data is collected on the problem location when problems (frequently traffic safety) occur . | |
| 2 | Surveys related to cycling are carried out (counting etc.) on main routes and used to improve the network. | |
| 3 | Systematic counting provides data for all routes (fixed days, times and places to count) and is used in deciding upon new routes or adapting existing routes. | |
| | Representative mobility surveys are carried out on household sizes at least every ten years. These are used in formulating the main strands of cycling policy. | |
| 4 | Permanent (automatic) counting stations are used for continuous counting to provide data for all routes and over the whole year. | |
| | Representative mobility surveys and special analysis of bicycle trips are carried out. The region can then create accurate profiles of bicycle users (in terms of demography, functions of trips, split between recreational and tourists etc.). | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M9: Evaluation and effect

Question 21: How does the region collect and use safety-related data?

| | | |
|----------|--|--|
| 1 | The region uses the accident analyses of the police and the annual accident statistics. | |
| 2 | A long-range accident analysis has been conducted which includes the evaluation of the places of accident. | |
| | Accident statistics are evaluated in detail particularly with regard to what was the cause of the accident, the accident's outcome, and the development of the trend over time.. | |
| 3 | The evaluation of the accident statistic is used for the improvement of cyclist safety. | |
| | Long-range accident analyses are conducted, which also comprise detailed accident analyses at black spots (evaluation of the notice of accident) | |
| 4 | The well-structured and linked databases on traffic and cyclist safety are updated, analysed and used on a regular basis. | |
| | There is a permanent working group on cyclist accidents, of which the local user group is a part. | |
| | Long-range accident analyses, detailed evaluation by age-group, black-spots etc., are conducted on a regular basis. | |
| | To estimate the number of unreported cases, enquiries concerning cyclist accidents (place and course of accident), are held additionally in surgeries, hospitals, schools. | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|

M9: Evaluation and effect

Question 22: How is information about the development and improvement of local bicycle policy collected and used?

| | | |
|----------|---|--|
| 1 | Contacts with local cycling officers give a general impression of 'the state of the art' . | |
| 2 | The many ad-hoc contacts of regional officers with local officials give a sufficient picture of the development in cycling policy of the local authorities in the region . | |
| 3 | A permanent platform of cycling officers of the cities in the region, periodically discusses the various developments in their cycling policies. | |
| 4 | Systematically the whole dynamic process of bicycle policy of all (bigger) municipalities is audited . Results of the audits are discussed with all municipalities and converted to regional actions. | |

| | |
|-----------------|--|
| Comment: | |
|-----------------|--|

| | |
|-------------------------------|--|
| Possible improvements: | |
|-------------------------------|--|