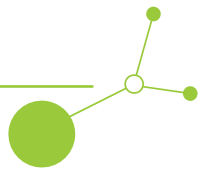


DOES AND DON'TS TO PREPARE THE PARKPAD SESSIONS



Version 1
07 2023





- It is useful to **print out all filled-in questionnaires and hand out the respective questionnaire to the respective "owner"**. This eases orientation during discussions and allows participants to quickly check their assessments.
If you (the local hosts) can (time resources), it is additionally useful to send the filled-in questionnaire to its "owner" two days in advance. This works as a reminder in order to increase the participation level at the audit meeting. And gives participants the option to familiarize with their rating briefly before the consensus meeting
Have a printout or screen version of the both, the long and short questionnaire for yourself at hand, too.
- The focus of the discussion of the assessment results is mainly on those questions with **inhomogeneous answers**. It is a clear objective of the consensus meeting to arrive at a joint assessment result for exactly the questions that show the biggest differences in the individual assessments. Combine this discussion with the question if the respective question should be a priority focus for the next steps of the audit (action planning meeting).
- For the discussion of questions with inhomogeneous individual assessment levels: start to ask people directly (by name) who gave very low or very high marks about their reason for their assessment. In many cases it was easy to negotiate among the stakeholders to move their assessment one level up or down.
- If individual assessments of a question are homogeneous but for one or two answers, ask the persons with the deviating answers for their reason and put it to a discussion with the majority group as well.
- Questions sometimes result in very inhomogeneous assessments in terms of city district situations. Be ready to agree on Level choices not clearly allocated to one level but to several to meet this situation, such as an assessment result of Level 1-2 or even Level 1-3. You can agree on different levels per city area as well for internal use to give focus to the audit process.
- Touch each question, but be brief for the ones with homogeneous results. You can ask in this case if the group can accept the joint assessment level and then go on to the next question.
- Ask at the end of each question discussed if this area should be a priority for the city as an outlook for the second meeting (if any).
- Give the participants the **opportunity to give feedback** (on questions, method and performance).



Agenda

- It is highly recommended **not to include a lunch break in the agenda with** essential parts of the meeting following after the break. The risk is very high that several participants will leave. Do the lunch break afterwards as an end of the whole audit, if possible, else max. serve only sandwiches or such in the room for a short refreshment.
- Prepare a **taylor-made awareness raising presentation** including topics that are of relevance for the respective audited city (based upon the results of the filled in questionnaires by stakeholders, technician's long version, policy and data input, already existing plans). This is an important preparation for the discussion on priorities.
- It is not predictable if you discuss a lot or if it is very difficult to start the discussion (when people aren't used to that). Therefore, we suggest to be prepared already to start to talk also about priorities of activities / measures (which is usually part of the second audit meeting) at the end of the first meeting.
- At the beginning usually the local authority gives a short presentation on the vision and objectives of their transport policy (in best case of the SUMP) and of the parking policy so that all participants are updated. This avoids a long Q&A session especially from the stakeholder group concerning their existing plans.

Preparation for the second audit meeting and follow up activities

The following considerations should help to prepare the 2nd audit session and guide the development of the action plan / parking quality plan. Remember, this is a policy document and should only act as a pathway to develop a high-quality parking strategy closely related to the SUMP.

Content of the second audit meeting:

Preparation:

- Identify measures to suggest that fit with the priorities identified in audit session 1
- Select and prepare good practice implementation examples or at least convincing arguments for these measures.

Remember, the role of the auditor is only that of facilitator, to moderate the process and to provide some expertise. The development of the plan is to be done by the audit group / parking working group.

At the audit session 2:

- Check back with the audit group on the challenges and priorities selected in audit session 1
- Suggest and discuss measures for "core-areas" (see below - those core questions that were filled in by the city's expert but that have not been discussed with all evaluators).
- Suggest and define measures based on priorities



- Suggest that the city produces measure forms for each measure that define at least the responsibilities and core elements These can be built upon at a later date.
- Summarise the results for the action plan with the audit group in order to check on the measures agreed.
- Define a person responsible for monitoring (see below)

“core areas” areas are

1. Implementation / extension of paid parking areas including special permits treatment
2. Reduction of number of parking spaces (general or in specific areas)
3. Setting maximum length of stay limits for on-street parking where possible
4. Use of revenues (earmarked for sustainable development - the Push&Pull core funding mechanism)
5. Improvements to building parking standards, where possible
6. Checking if the measures are in accordance with the SUMP (if existing) or other policy documents

Use of a **measures form** to describe the measure (incl. responsibilities, time frame, budget estimations etc.)

At the end of the 2nd audit session define one person of the working group as responsible for monitoring. This person will be responsible for monitoring the implementation of the plan on a regular basis (are the planned activities being delivered?, are they on time?.).

Responsibilities for monitoring can be split within the group as sub-tasks, The entire group should ideally stay in the loop of implementing and monitoring progress. For core areas it is recommended that the monitoring is not undertaken by the same person responsible for the delivery of any of the measures.

This group should meet regularly and discuss the progress of the plan and, if necessary, decide on steps to get back on track.

Follow up activities after the 2nd audit session

Auditor: Prepare the action plan / parking quality plan as a development of the report from the first audit session:

- Auditor and City representative together: Finalise the measure forms from the draft versions created during audit session 2
- Auditor and City representative: Add those measure forms to the report by placing them adjacent to the question the measure deals with (e.g. “efficient use of public space through parking space management”) This is only required for those questions highlighted as a priority in Meeting 1 and discussed in Meeting 2.
- Auditor with support of City representative: add the completed measure forms for the “core areas” to the report, after the section that discussed the questionnaire results.
- Send the document to the evaluation group for comments
- After adaption / modification of the document based upon comments, a final version should be produced and then passed to the evaluation group.



ParkPAD evaluation group (all called evaluators):

- The **politicians**, who are responsible for forming the local parking policy;
- The **administration / authorities** who prepare and execute the parking policy;
- The **stakeholders**, representatives of the local lobby groups and transport organisation, local economy, ...

The politicians

Besides the alderman from the political party mainly responsible for transport policy, it is also wise to invite other political representatives (members of the city council). In this way, we make sure there is a wide political support for the action plan. (max. 5 persons)

The administration / authorities

Besides the head of the transport department, it is better also to invite people from the urban planning department, environment department, (financial department) and land use department. A representative of the police is also a strong addition to this officials' group. (max. 5 - 7 persons)

The stakeholders

It is interesting to involve user groups organisations (PT providers, cycling lobby groups, car-lobby groups, private parking garage operators, elderly, youth, young families, unionists, shop owners, event organisers, investors, etc.) (max. 8 persons)