

# A.4 SELF-ASSESSMENT QUESTIONNAIRE



## Self-assessment questionnaire

*The present self-assessment questionnaire is intended for teams within local authorities to independently monitor the implementation of the harmonization process, following the envisaged steps. It should, therefore, be used not at the end of the process, but rather along its development to make sure all foreseen actions have been carried out and relevant results achieved before moving on to the next stage. Applying the questionnaire is the opportunity to self-evaluate performance in implementation, decide on any adjustment needed and reset design and timing of prospective actions to be undertaken.*

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SIMPLA has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 695955

## Step 1: Initiation

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### Political commitment:

**Has sound political commitment been secured before embarking upon the harmonization process?**

Is there a formal statement containing a harmonized vision on sustainable mobility, energy and climate adaptation and the appointment of a harmonization coordinator to manage the process?

### Harmonization team:

**Have the needed skills been defined to complete the harmonization process?**

Has the core harmonization team been appointed?

Are external consultants needed as well as internal staff?

Has a preliminary budget for the process been drafted?

Has an outline of the full team (including contributors from a whole range of departments and units) been defined?

**Has a system been defined for collecting and sharing data within the team during the harmonization process?**

*End of step 1, the 'Initiation' stage: if you are happy with the outcome, move to step 2, otherwise make a list of missing information and corrective actions to be taken, carry out the necessary measures and repeat the first stage in self-assessment*

## Step 2: Planning

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### Initial assessment:

Have the procedures related to the design/implementation of SEAP/SECAP and SUMP been reviewed at a satisfactory level and efficiency and effectiveness of current performance assessed?

**Has a complete review been carried out of relevant EU/national/regional legislation?**

**Has a complete review been carried out of external and internal sources of information used?**

**Has a complete review been carried out of other relevant local/regional/national plans affecting energy, mobility and climate change adaptation/mitigation?**

Have opportunities for the improvement and harmonization of SEAP/SECAP's and SUMP's design and implementation been defined?

### Involvement of partners and stakeholders:

Is the distinction between partners and stakeholders clear to everyone involved in operations?

**Have stakeholders and possible partners been clearly identified?**

**Has a clear plan for their involvement been drafted?**

Have times, methodology, expected outputs and solutions to transfer results from consultations into the plans been decided?

Have partners and stakeholders been appropriately informed of their roles and expected contributions and of the use to be made of the gathered information and data?

### Work plan:

**Has a complete work-plan been drafted for the harmonization process?**

Does the plan contain a clear definition of objectives, actions to be implemented, responsibilities, resources needed, timelines, risks and constraints?

Have a flowchart and a Gantt chart been produced to graphically represent the process?

*End of step 2, the 'Planning' stage: if you are happy with the outcome, move to step 3, otherwise make a list of missing information and corrective actions to be taken, carry out the necessary measures and repeat the second stage in self-assessment*

## Step 3: Implementation

### Harmonization of vision:

**Has a common, overarching vision for sustainable energy and mobility policies, backed by sound political commitment, been decided and shared with all relevant internal and external actors and stakeholders?**

### Share data:

**Have appropriate procedures been established for the joint and coordinated collection, storage and elaboration of data on energy and mobility?**

Has a dedicated repository been created and adequate management rules set?

### Common data and data collecting methods for BEI/MEI and context analysis:

Have actions been undertaken to optimize and coordinate data collection for the definition of BEI/MEI and context analysis?

### Harmonization of reference years and monitoring timeframe:

**Have common scenarios been produced for SEAP/SECAP and SUMP?**

**Are provisions in place for the alignment of monitoring timelines and procedures?**

### Harmonize actions:

Are homogeneous and coherent transport and mobility actions contained both in SUMP and SEAP/SECAP?

**Have all actions in SEAP/SECAP and SUMP been reviewed to assess their alignment with the harmonized vision and objectives?**

**Have all repercussions of mobility actions on energy and climate change adaptation and vice-versa been thoroughly examined to define actions with linking elements?**

### Monitoring of the actions:

Are adequate provisions in place for a periodic, joint review and potential adaptation of harmonized SEAP/SECAP and SUMP actions?

### Formal approval of plans:

Have the plans undergone joint approval by the city council?

*End of step 3, the 'Implementation' stage: if you are happy with the outcome, move to step 4, otherwise make a list of missing information and corrective actions to be taken, carry out the necessary measures and repeat the third stage in self-assessment*

## Step 4: Monitoring and controlling of the harmonization process

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### How to assess progress of harmonization:

Has the self-assessment questionnaire provided positive results?

Are there corrective and/or preventive actions to be taken?

#### **Has a monitoring plan been produced, aligned with the work-plan?**

Does the monitoring plan contain detailed reference to the project schedule, budget quality standards, performance forecast?

Is communication with stakeholders envisaged as a relevant element in monitoring procedures?

## Step 5: Updating and continuation

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#### **Has a plan been produced for constant (every two years) monitoring and update of the plans?**

Have measures been devised to assess both the impact on energy and mobility sustainability and the effectiveness of the harmonization process?

DOWNLOAD THE SELF-ASSESSMENT QUESTIONNAIRE:

[HTTP://SIMPLA-PROJECT.EU/DOCUMENT\\_GUIDELINES/SIMPLA\\_QUESTIONNAIRE.DOCX](http://SIMPLA-PROJECT.EU/DOCUMENT_GUIDELINES/SIMPLA_QUESTIONNAIRE.DOCX)