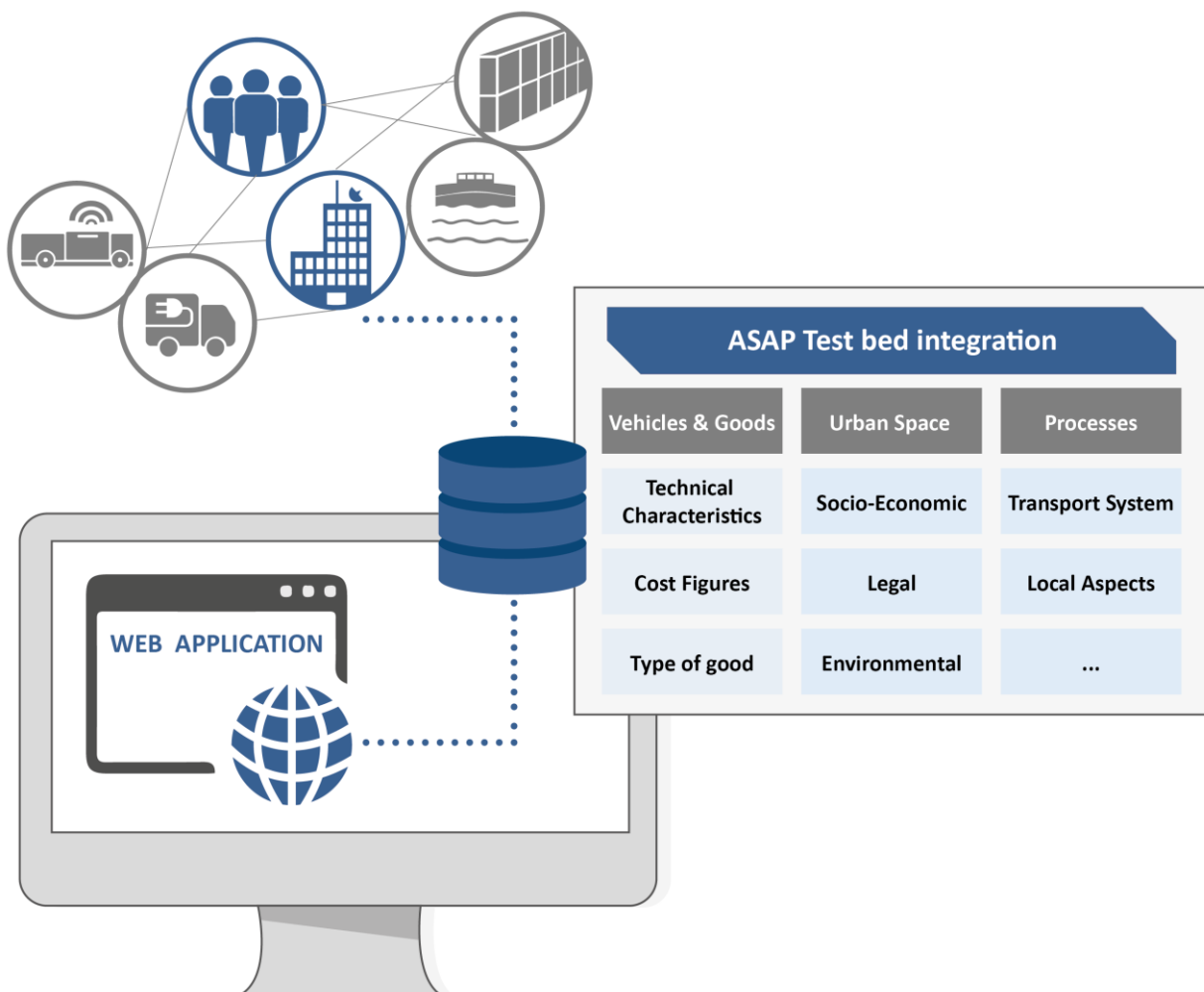


AWAKEN SLEEPING ASSETS PROJECT

WP2.1 Stakeholder Workshop Manual

Content-related and organizational tips for the design of a stakeholder workshop



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Project coordinator	Patrick Hirsch	Checked by:	
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Freie und Hansestadt Hamburg Behörde für Wirtschaft und Innovation Hamburg	GERMANY
Incharge GmbH incharge	GERMANY
Association pour la Recherche et le Developement des Methodes et Processus Industriels - Centre de Gestion Scientifique ARMINES	FRANCE
L'agence mobile de messagerie ecologique Fluids	FRANCE
Orange S.A Orange	FRANCE
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Date	Person	Action
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31.05.2021	Martin Posset	Revised Version

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TABLE OF CONTENTS

1. INTRODUCTION	5
2. WORKSHOP DESIGN	5
2.1 Context and Background.....	5
2.2 Related Documents	10
2.3 Planning of the Workshop.....	10
2.4 Agenda and Schedule	11
2.5 Progress and Recording	12
2.6 ZOOM and MIRO Instructions.....	12
3. APPENDIX	15
3.1 Project Background information.....	15

1. Introduction

This document is intended to assist the ASAP project partners in organizing and conducting national stakeholder workshops in their cities. For this purpose, preparatory measures, structure, contents and hints are presented in such a way that they can be specifically referred to for the preparation of an event. The document provides that workshops can take place both physically and online. For an online version, there are additional introductory notes on the two tools ZOOM (communication) and MIRO (collaboration and documentation). The appendix of the document contains a detailed description of the content and background information for conducting a workshop.

2. Workshop Design

The stakeholder workshop that was designed for ASAP is intended to last for a **maximum of two hours** but can be adapted. Apart from the duration also the number of participants can vary, however because the workshop is likely to be **online**, we recommend **not more than 20 participants**. Originally it was planned to hold these events as physical workshops but due to the pandemic it is likely that most of them will be carried out online.

Aim of the workshop:

Creation of a common basis for discussion with stakeholders relevant to the project goal (awaken sleeping assets). Based on this, essential inputs and data for the project can be collected during the further project duration and an inclusive basis of cooperation can be ensured.

2.1 Context and Background

Obviously the **stakeholders** that should be **invited** to the workshops in the different cities will vary **depending on the focal point of the local testbeds**. But in general the stakeholders will include **persons and representatives of organisations that are involved in urban freight activities**.

The goal is **to involve as many of the relevant stakeholders as possible**. Relevant stakeholders are those that are possibly needed to **provide data from/for the testbeds**, those that can **benefit from the ASAP knowledge**, those that might assist with the smooth **running and scale-up of the testbeds**. The stakeholder brainstorming session during the Kick-off meeting revealed the following important groups:

- **Pubic Sector:** This group includes people who work for the government, like municipality employees. Improving the life of the citizens is their job, and that is why this project is in their interest.
- **Shippers:** are individuals or usually companies that are the supplier, producer or woner of the goods that are consigned.
- **Carriers:** are individuals or usually companies that transport the goods or freight from the shipper to the receiver. The carrier is also responsible for any loss or damage of the goods during shipment.
- **Receivers:** are a person or a company that receives the goods that have been delivered by the carrier.

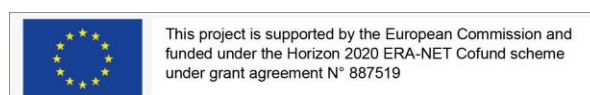
- **CEP:** Courier, Express and Parcel businesses are logistics and postal companies. The differentiation criteria from other markets are, among others, the weight and volume of the shipments, the speed of the goods dispatch and the services offered.
- **Local Retail or businesses:** Local economy and SMEs are important receivers of B2B shipments and should be involved in discussions regarding sustainable logistics solutions.
- **Urban Planners:** An urban planner is someone who develops plans for the use of land. Through these plans they assist communities, accommodate growth or revitalise physical facilities in urban and or metropolitan areas.
- **End Users:** can either be receivers of goods or simply all citizens that are also affected by urban logistics services through the negative (and positive) effects of logistics vehicles.

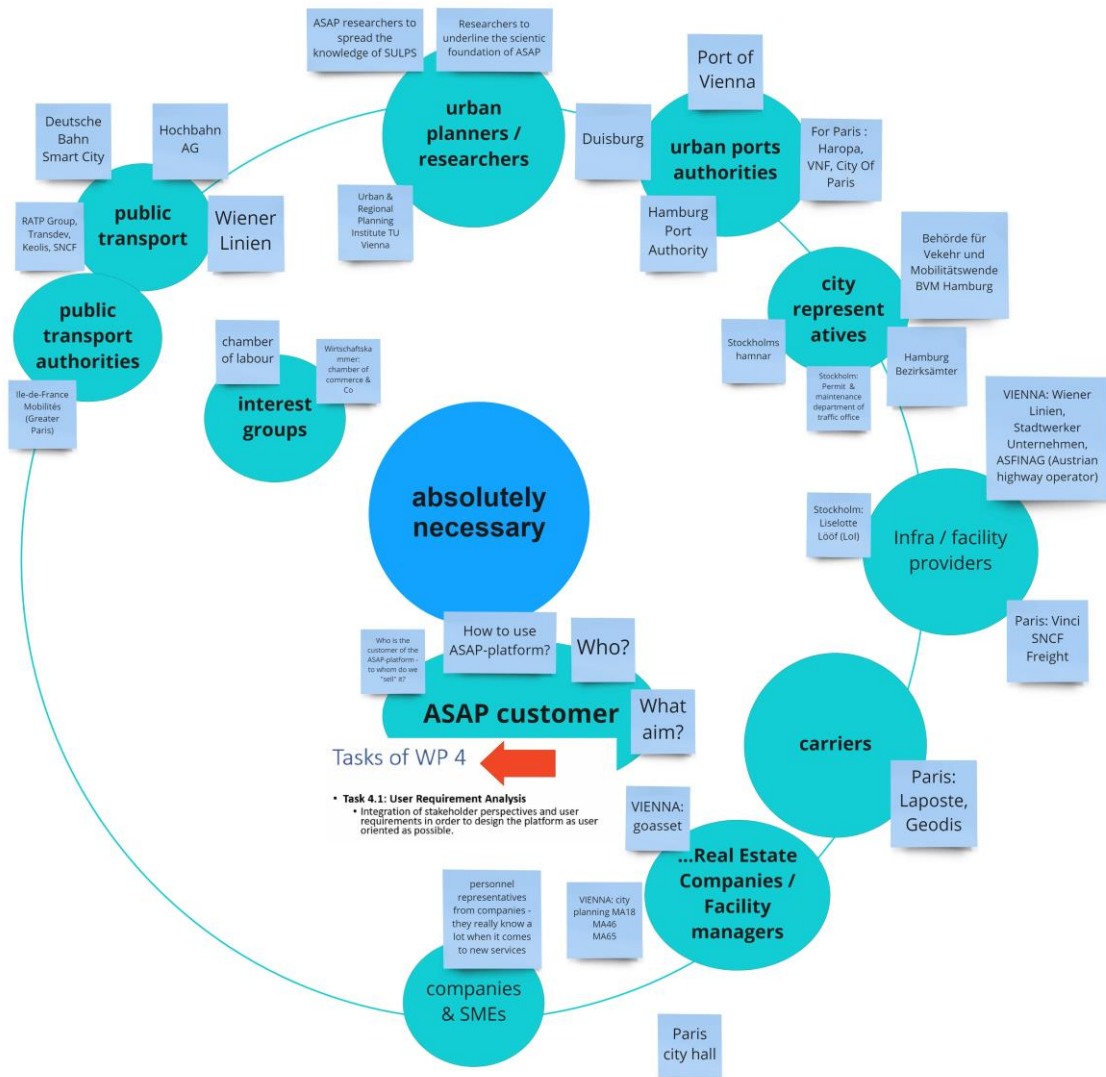
List of potential Stakeholders to be involved and the added value they could bring

# Stakeholder group	Stakeholder	Why should this group be involved?
1 interest groups	<i>chamber of commerce</i>	direct access to companies and representatives from the logistics industry and information about the market, requirements and problems
	<i>trade unions</i>	Requirements and market situation in the logistics industry from the employee's point of view. Overview of international situation and studies
	<i>scientific associations</i>	Overview of current key topics, acting actors. Access to networks
2 city administration	<i>urban development department</i>	Plans and goals of the city
	<i>department of economy and statistics</i>	Market overview and economic objective of the city
	<i>traffic planning department</i>	Transport requirements and knowledge of the necessary players
	<i>department of architecture and urban design</i>	Cityscape and plans about development of quarters and districts
	<i>department for technical urban renewal</i>	Potential synergies and access to other city government departments. Knowledge of local action plans and potential assets
	<i>department of traffic organization and technical traffic affairs</i>	legal principles and parameters that may be relevant to alternative uses. Possibilities of regulatory design and requirements for such adaptation
	<i>department of parking monitoring</i>	Possible uses and objectives of the use of public space from the traffic point of view.
3 public transport companies		Access to infrastructures in the urban area. Broad network into the city administration. Linkage with existing innovation projects
4 cargo bike service operators		Knowledge of alternative delivery in the city. Knowledge of trends and innovative companies and projects. Different perspective on the city and transportation
5 logistics infrastructure operators	<i>port operators</i>	Access to infrastructure close to the city. Possible own free capacities. Access to networks and insight into current city issues from a logistics perspective.
	<i>railway infrastructure operators</i>	mostly area-wide infrastructures and know-how. Innovation departments and access to other innovation projects
	<i>airport operators</i>	Connection to city. Long-term strategies and plans. Innovation pressure. Capital and opportunities
	<i>terminal operators</i>	
6 lokal freight forwarding companies		accurate knowledge of the situation and problems in the city. Partial knowledge of potentials and local possibilities for improvement. Exact knowledge of requirements for alternative/new infrastructures.
7 real estate developers		Market knowledge regarding logistics requirements, market trends and overview of situation in the respective city
8 private research companies		Participation in innovative research projects and knowledge of research agendas at the national level. Access to potential cooperation partners
9 city planners		overarching goals and trends of cities at the national and international levels. Requirements and problem situations from a city perspective at the meta level
10 innovation networks		Access to innovative companies and players. Overview of national and international trends. Technology insight and clear innovation focus

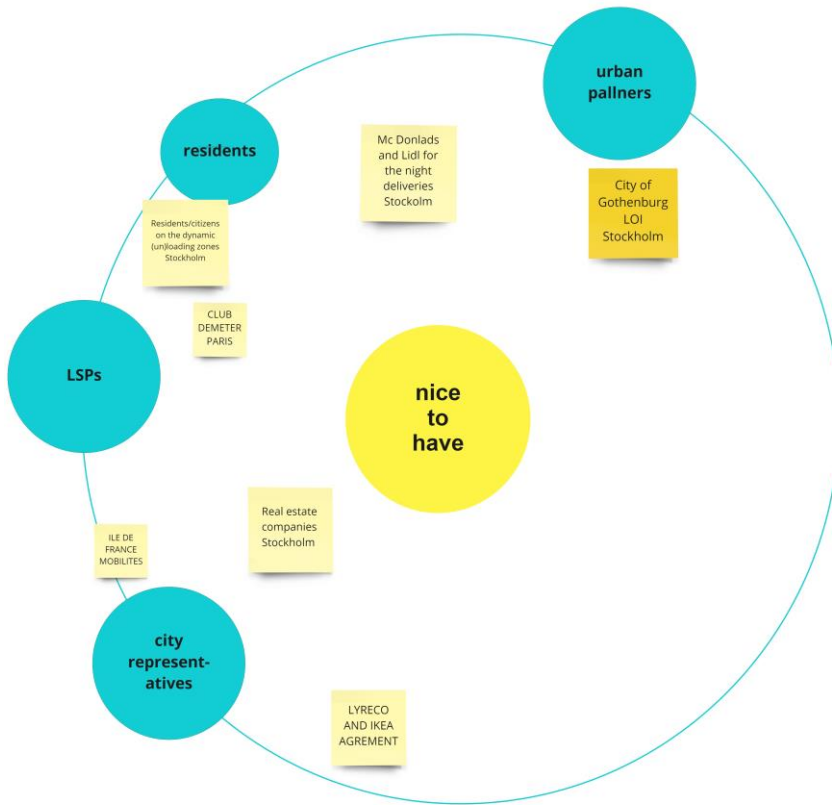
All partners have started to create a list of their local stakeholders online. And we also remind you at this stage of the **exercise carried out during the Kick-off Meeting**. This information is still available on the ASAP Miro Board.

MIRO BOARD LINK: https://miro.com/app/board/o9J_IKivliq=/

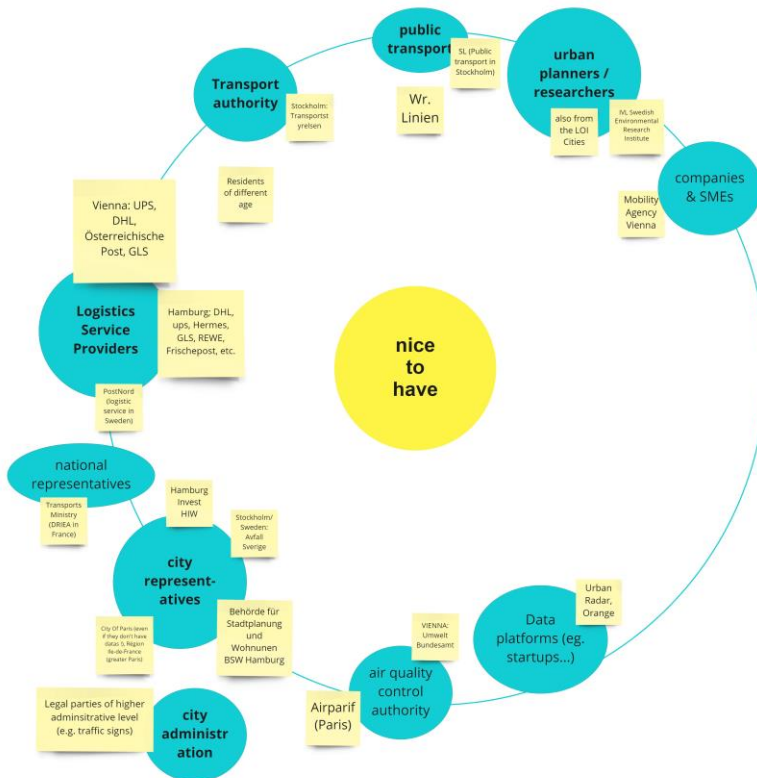




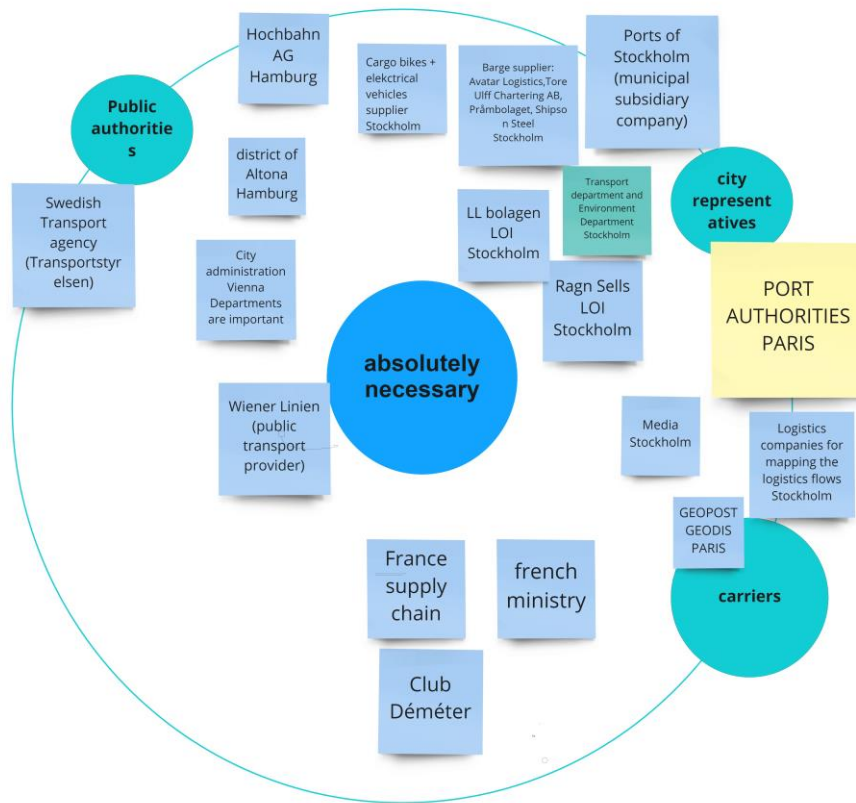
Figur 1: Stakeholder brainstorming session at Kick-off Meeting "absolutely necessary" 2



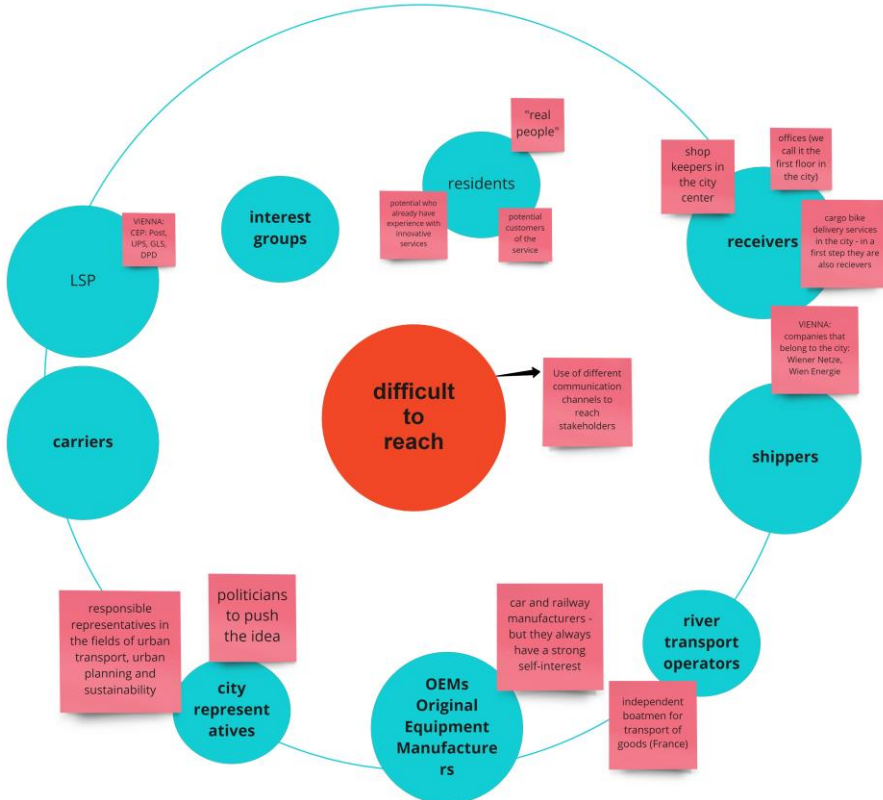
Figur 2: Stakeholder brainstorming session at Kick-off Meeting "nice to have" 1



Figur 3: Stakeholder brainstorming session at Kick-off Meeting "nice to have" 2



Figur 4: Stakeholder brainstorming session at Kick-off Meeting "absolutely necessary" 1



Figur 5: Stakeholder brainstorming session at Kick-off Meeting "difficult to reach"

Because all the mentioned stakeholders are busy professionals that usually are on a tight time schedule. We therefore propose to **keep the workshop short** – with an optimal **length of a maximum of two hours**. It is also more realistic to organise such workshops successfully in an online format. This manual contains the presentation, a detailed planning guide, a checklist and also a guide to holding ZOOM Meetings and using MIRO as an interactive tool.

The goal of the presentation is to

1. **give stakeholders a general impression of the project** in the first part and
2. allow for a second part of the workshop that **encourages interaction between the workshop participants**.

The workshop focusses on thinking about the **ASAP potential**

- **for a city** but also **for logistics** and associated **stakeholders**.

And at the end should stand a **clearer picture of the needs and requirements** of all involved stakeholders. Another important goal of the workshop is to **lay the ground for a good communication bases** that will last not only until the end of the project but continue after the project lifetime and hopefully result in the roll-out of testbeds with ASAP solutions to other parts of the cities, to other cities or even to other countries.

Not all aspects of the presentation might fit every city and it is therefore up to each partner to adjust and adapt the presentation and workshop according to their own preferences. Though, partners must bear in mind that the workshop must discuss such topics as data sharing, knowledge exchange and the advantages of the ASAP concept for all participating parties.

2.2 Related Documents

In this manual we refer to the following documents that are provided to all partners:

- 2.1 Stakeholder workshop **Power Point presentation** (ppt): BOKU Drive/WP2/Stakeholder Workshops
- 2.1 **Testbed Stakeholder List**: BOKU Drive/WP2/Stakeholder Workshops
- 2.1 **Miro Board LINK**: https://miro.com/app/board/o9J_lKivlig=/
- 2.1 **Zoom and MIRO Instructions**: BOKU Drive/WP2/Stakeholder Workshops
- 2.1 **Online Form for Recording of Workshop**: BOKU Drive/WP2/Stakeholder Workshops

2.3 Planning of the Workshop

Holding a workshop without relevant stakeholders present is not only disappointing but useless. It is therefore important that you **start to communicate early with the potential stakeholders**. Secure a date and tell them a bit what they can expect and what it is about.

Send out an **informative email** to all the relevant stakeholders **explaining the purpose of the workshop** and include a **doodle**. Depending on how many participants you want to invite and how busy their schedules are the lead time might be considerable, **at least one, maybe two months**. However, it makes sense to first informally look at dates with the most important stakeholders to make sure they are available.

PURPOSE & DOODLE

For the likely case that you will be planning an **online workshop** you need to consider to have **one or two moderators** – depending on the number of participants you have and how many breakout sessions you are planning. We believe **there should not be more than 9-10 persons in one breakout room**.

It is also helpful when organising a **online workshop** to have a person who is the **”host” and takes care of all technical issue**. They can make sure that the participants are sent off into the correct breakout room, they read out the questions that come up in the **chat**, and are generally responsible for housekeeping and technical issues. Should you not have enough personnel one of the moderators can also take on the role of the host, but it makes things stressful from him or her.

2.4 Agenda and Schedule

The workshop is designed for up to **20 people** and a **maximum duration of 2 hours**. Especially in the case of an online implementation, it is recommended not to exceed this time window, as this type of participation is more demanding for many participants and productivity decreases significantly after 2 hours.

- **Part I – ASAP project (40 Minutes)**
 - Introduction - Inform about the project, show the potential for the city
 - Approach – how to work with the ASAP concept,
 - Outcomes, Impact and Intention - creating a common bases of thinking and coporation between various stakeholders to deal with future challenges of freight transport.
 - Questions and Answers - feedback about the project
- **Coffee Break (10 Minutes)**
- **Part II – Stakeholder – Involvement (5 minutes introduction, 2 groups, 2 rounds à 20, 25 minutes wrap up and discussion, total 70 Minutes)**
 - **Interactive part in small groups:** Devide the participants into smaller groups of no more than 10 people. Make sure there is a moderator available for each group. Let one group brainstorm on:
 - Round 1, GROUP 1: What can you as a stakeholder do?
 - Round 1, GROUP 2: What do you need?
 - Round 2, GROUP 2: What can you as a stakeholder do?
 - Round 2, GROUP 1: What do you need?
 - **Coming together to discuss outcome:** After about 20 minutes of brainstorming, change the topic and make a second round. After 40 minutes the groups come back together and in a moderated session discuss the outcome of both session. Collect feedback and possible concerns from the workshop participants.
 - **Next steps together:** In the last session of the day establish a timeline for continued contact and possible future meetings. An excellent result of the workshop would be if at least a core group of the most relevant stakeholders agrees on regular meetings.

2.5 Progress and Recording

We would like to ask all partners who organise such a workshop to record the names of the workshop participants, the organisation that they represent and the date that the workshop took place. For this an **online form** is provided in the BOKU Drive:

The content of the workshop and the outcomes should also be recorded in a short report that can be uploaded in the BOKU Drive: BOKU Drive/WP2/Stakeholder Workshops

We recommend to also **take pictures during the workshop** (if it is physical) or **screenshots** during a zoom meeting.

At the beginning, please always inform all participants that photos will be taken:

“Data protection information in accordance with Article 13 DSGVO. We will take photos at this event that will be published on our websites, social media and print media as part of our public relations efforts.

***EVENT: Stakeholderworkshop, DATE.
Online event, organized by name of your organisation.”***

If all participants agree the workshop can be recorded.

2.6 ZOOM and MIRO Instructions

The instructions for ZOOM and MIRO are available as a separate PDF file for preparation and sending to the stakeholders to be invited in advance.

ZOOM online-Meetingtool BASIC FUNCTIONS

How to change your name:
2nd name, 1st name_Organisation_Country
↓
POSSET_Martin_h2pro_AT

Micro on/off
Webcam on/off

Chat: questions, comments and technical support

Share your screen

Breakout Session/ Leave room/table

Breakout Session - Im Gange
 1- ROOM1 Beigetreten
 Martin Posset
 2- ROOM2 Beitreten
 3- ROOM3 Beitreten
 4- ROOM... Beitreten

**Move to another room
Move to another table
(Breakout Session)**

Stimmuschalten **Mehr >**

Stimmuschalten **Video beenden** **Sicherheit** **Teilnehmer** **Chat** **Bildschirm freigeben** **Aufnehmen** **Breakout Session** **Reaktionen** **Raum verlassen**

Audio ein **Video starten** **Sicherheit** **Teilnehmer** **Chat** **Bildschirm freigeben** **Aufnehmen** **Breakout Session** **Reaktionen** **Verlassen**

↑ ↑ Please turn off webcam in case of bandwidth problems!
Please mute your micro when you are not actively speaking!

↑ End meeting



MIRO online-Whiteboard BASIC FUNCTIONS

1. Tutorial



- <https://www.youtube.com/watch?v=7L1-ODOGHDY>

2. Zooming & panning for Laptops

1. Click this

2. Then this

3. Then that

Choose your preferred mode for board navigation
 Mouse **Trackpad**

Search for board in any direction by clicking and dragging in the toolbar
 Search for board by clicking and dragging in the toolbar
 Search for board by clicking and dragging in the toolbar
 Search for board by clicking and dragging in the toolbar

Apply

3. Playground & Tips

Here's an easy way to create your own sticky note...

Select any existing sticky by clicking on it

On a Mac: hit **⌘ + C** to copy

On Windows: press **Ctrl + C** to copy

Then **⌘ + V** to paste

Then **Ctrl + V** to paste

Then double-click to edit the text

Ta-da!



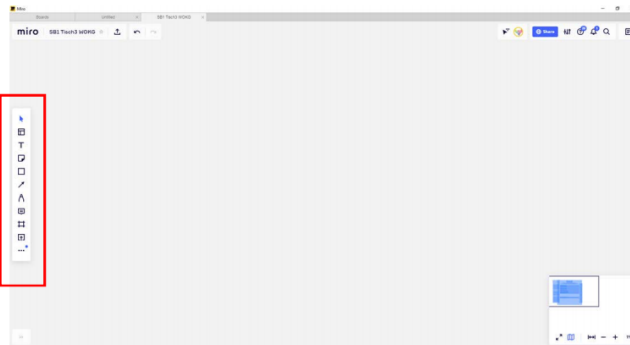
This project is supported by the European Commission and funded under the Horizon 2020 ERA-NET Cofund scheme under grant agreement N° 887519



MIRO online-Whiteboard UNLOCK EDITING

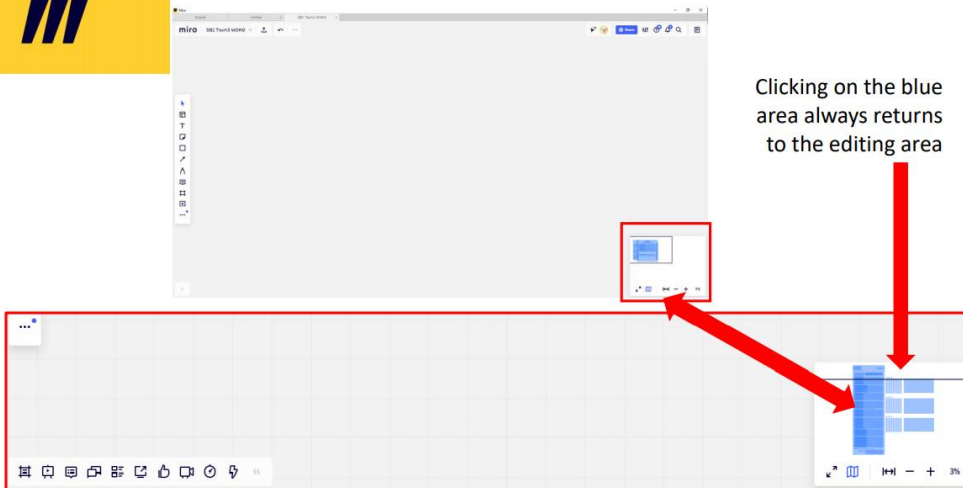


To unlock editing, click on the black arrow in the MIRO menu bar, then the mouse icon will change from a hand to an arrow



MIRO online-Whiteboard NAVIGATION

Clicking on the blue area always returns to the editing area



3. Appendix

3.1 Project Background information

The Awaken Sleeping Assets Project (ASAP) has three overall goals:

- (1) to **activate** underused or inactive infrastructure or resources for sustainable urban logistics,
- (2) to **provide** testing structures (testbeds) for innovative urban logistics systems and
- (3) to **combine** these activities in order to build a new Sustainable Urban Logistics Planning Platform (SULP-Platform)

A unique collaboration of cities, industries and research partners, representing four different European countries (Austria, France, Germany, Sweden) aims at gathering and processing relevant information at the local-level on obstacles, success factors, logistics parameters, framework conditions and impacts of sustainable urban logistics solutions. The result will be the SULP-Platform, a new open-access knowledge base with interactive elements, embedded in a network of European cities and regions. Based on an in-depth evaluation of 14 existing testbeds in Paris, Stockholm, Vienna, Hamburg and Düsseldorf and a strong involvement of local logistics players we aim at bringing sleeping-assets-potentials into life. ASAP will create 11 further testbeds that activate underused, “sleeping” assets within the participating “lighthouse cities”. This will be the basis for building-up a network of “follower” cities by way of implementing an upscaling and dissemination strategy.

Data from 14 existing testbeds in the partner cities will provide input from Sustainable Urban Logistics Solutions that are based on the ASAP concept to create the projects SULP-Platform. These data will include success and failure factors, framework conditions, transferability information, etc. In a second stage information from at least 11 new and innovative testbeds will be integrated into the platform.

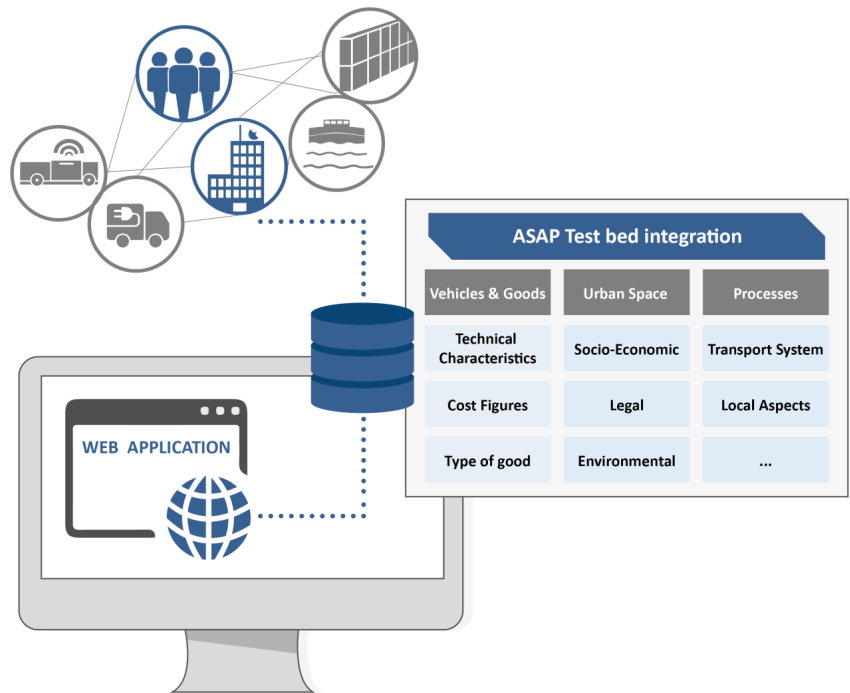
The ASAP Concept is based on the premise that all testbeds of the project use so-called “sleeping assets” in their sustainable urban logistics solutions. These are classified in the following areas:

In general, we classify “sleeping assets” for sustainable urban logistics solutions as:

- I. **Neglected Routes** – rivers, canals, tramlines, bus lanes with spare capacity that could be used for logistics activities, avoiding congested roads.
- II. **Under-Used Resources** – vehicles/infrastructures not used effectively either through inactivity or being active but under-loaded on some routes or at certain times.
- III. **Idle and new Infrastructure** – Vacant or underused buildings such as shops, transport hubs, car parks or new infrastructures such as micro-depots, tunnels, or smart loading zones.

All partner cities utilize “sleeping assets” in their logistics solutions of their testbeds and as a whole the project consortium covers all three classes of those assets. But the specific focus of each city varies considerably. The testbeds of Hamburg are rather covering class III (Idle and new Infrastructure). In contrast, Paris and Vienna have a focus on class I (neglected routes) with projects related to waterways and collaborations with public transport systems. In having a focus on urban consolidation, white-label-parcel-lockers and collaborative parcel delivery and waste disposal, the projects of Düsseldorf and Stockholm rather relate to class II (under-used resources).

To establish a successful SULP-platform within the project that can also be upscaled at the end of the project and passed on to a suitable candidate organisation (like e.g. POLIS) with a viable business model it is **paramount that the testbeds can provide comprehensive information and data that are fed into the SULP-Platform**. These data will include socio-geographic information, regulatory framework conditions, technical information like vehicle and goods related data, etc.



Figur 6: ASAP Web-based SULP Platform

Although or particularly because the selected **14 testbeds** are already in operation and the partners are either directly involved in the running of the testbeds or have close connections to the operators, it is very important to identify and verify all important local stakeholders again and invite them to form something like a **Multi-Stakeholder Platform**. Once these stakeholders have been confirmed they will be asked to participate in a workshop. In this workshop they will **not only be informed about the project, but also be asked to share data and information to ensure the smooth operation and monitoring and evaluation needed for the project**. The establishment of smooth operations and constructive collaboration between all stakeholder groups will play an essential role in the success of reaching the project's objectives.

This present document is a guide that can be used by the project partners in the different cities to carry out the workshops. During the stakeholder involvement workshops co-creation processes will be used to determine stakeholder needs and requirements which will also enable a better integration of end users and establish a multi-stakeholder dialogue that ensures their collaboration throughout the project.

In addition to this guide for the workshop the Work Package Leader also provides a Powerpoint Presentation (ppt) that can be translated into the national languages and used directly to implement the workshops. The workshops will be held in the national language for better communication and thus the so-called Testbed Leader will be the moderator in the workshops.

3.2 Questions and Answers from Partner Meeting Workshop

Question	Answer(s)	(Additional) Comments
AREA: Data and Platform		IML
<p>Who is going to administrate and update the platform after the end of the project?</p> <p>What remains after the project, what happens then?</p> <p>How will you make sure that the project results are effectively used after the end of the project?</p>	An independent partner/organisation will be determined during the project lifetime (e.g. POLIS)	<ul style="list-style-type: none"> - Consider involving such partners (e.g. industry, municipalities) in the development process at the appropriate stages of the project
How do we plan to standardize the platform?	We combine the existing Sulp platforms and work out the common added value.	What is meant by standardization?
Who will be the 3 rd party to deal with the Data?	This needs to be defined with the relevant partners and within the consortium. It should be an independent organisation	During or after the project?
Why should I share my data in the project?	To help create a better world for your grandchildren.	<p>Addressing also in terms of</p> <ul style="list-style-type: none"> - Data Protection - Data Processing - Data Storage - etc. - There are internal (e.g. practical partners) and external stakeholders (users of the website) - Possible benefits <ul style="list-style-type: none"> - Marketing for companies - Real-life data enables best possible testing and implementation - ...

If I want to leave how can the deletion of data be ensured?		<ul style="list-style-type: none"> - Assuring the compliance with the regulation (EU) 2016/679 of the European Parliament
How long will the data be stored and who has access to them?	We will have a commonly accepted secure data storage.	<ul style="list-style-type: none"> - Assuring the compliance with the regulation (EU) 2016/679 of the European Parliament
How are the data that are shared protected?	Use of data in an aggregated and anonymized form.	<ul style="list-style-type: none"> - Assuring the compliance with the regulation (EU) 2016/679 of the European Parliament - If requested, just sharing of relative data/ results, no sharing of absolute data
Where are the data stored?		<ul style="list-style-type: none"> - Assuring the compliance with the regulation (EU) 2016/679 of the European Parliament
Who will be the user of such a Sulp Platform?	City administrations but also industry partners.	<ul style="list-style-type: none"> - Consider involving such partners (e.g. industry, municipalities) in the development process at the appropriate stages of the project to gain insights about preferences and requirements
Will competitors be able to use the data we have provided?		<ul style="list-style-type: none"> - Exchange with partners in the consortium which data are considered sensitive - Assuring the compliance with the regulation (EU) 2016/679 of the European Parliament
AREA: Project related		
What will happen to the project after 3 years of funding?	We will find a way to continue sharing the experiences and data on testbeds, so there will not be the need for another project with the same scope.	<ul style="list-style-type: none"> - Consideration of a connection call (e.g. for ASAP 2.0) to spread SulpPs and concepts

<p>How can the ASAP Project make urban logistics more sustainable?</p>	<p>The project also focusses on the SDGs, therefore sustainability is one of the main topics.</p>	<ul style="list-style-type: none"> - Platform aims at helping inexperienced local authorities designing their UL more sustainable - (Increase of) acceptance of several stakeholders through cooperative approach
<p>Your project is too theoretical, we want to have solutions “on the street”.</p>	<p>The project has access to real-live data from all of the 14 (+11) testbeds.</p>	
<p>What is the added value of ASAP?</p>	<p>Web Platform that gives step-by-step guidance on How to Sulp</p>	
<p>How does the project relate to increasing problems with road security issues?</p>	<p>ASAP uses off-road infrastructure or vehicles like cargo bikes that increase safety for vulnerable road users.</p>	<ul style="list-style-type: none"> - E.g. possibility of qualitative driver survey ("How often do critical situations occur?"). - Conventional traffic should be reduced, at the same time impact of alternative concepts (still) unclear. Thinking of desk research about this topic or as mentioned above using survey techniques for gaining insights
<p>Have you considered conflicts of interests? E.g. Freight vs. inhabitant mobility?</p>	<p>ASAP aims at balancing interests of different stakeholders in today's cities where inhabitants (pedestrians and bikers) are at a disadvantage. Particularly the use of already existing infrastructure for logistics purposes makes it unnecessary to take more of scarce public space and transform it for logistics solutions.</p>	<ul style="list-style-type: none"> - Possible Survey of the impact of the testbeds and also of the different phases of the Sulp Cycle on the stakeholders. - Identification of solutions for impact reduction/mitigation (e.g. provision of more or wider bicycle lanes to separate cars and bikes)
<p>What distinguishes the ASAP platform from other similar platforms?</p>	<p>Please show us the other platform that can do what we envisage, because that would make things much easier and can help in advancing progress in the next 3 years</p>	<ul style="list-style-type: none"> - Most platforms focus on personal mobility, SumpS etc. - Other urban logistics platforms often just promote new concepts

		- Currently, such a platform does not exist to support cities and stakeholders to implement a targeted SULP
Why do we need another EU project on urban logistics?	<p>1/ because the problems are still out there 2/ you might learn from others through the project (best practice, new policies)</p> <p>There I no common understanding on SULPs and there is huge potential in exiting infrastructure for alternative use.</p> <p>We need a project doing the things we do. We are happy that the ERA-Net Network and the individual countries are funding this project. ASAP is not a HORIZON project, but several EU countries joined to try to solve the problems on the table.</p>	
What advantages does it bring us to participate in an EU project and share know-how?	<p>You will be able to profit from the know-how of other actors as well. The sharing of knowledge creates synergy effects.</p> <p>Regarding the aims to lower emissions etc. in Europe learning from the best practices gives you an easy way to learn from others and gives you the possibility to act as an expert of your field.</p> <p>Use of sleeping assets will free up space in cities that can be used for other purposes.</p>	
Why do you want to use Sleeping Assets for logistics instead of recreation?	<p>They already exist and we have to save resources to reach our climate targets.</p> <p>It is not either-or. Both is possible but not in all cases</p>	- Mitigate land conflict as we work brownfield and not greenfield or having concepts which space requirements are lower than conventional methods (consolidation centres, micro hubs, fluvial logistics...)
How do you divide the tasks and responsibilities, so they all have a feeling of	By using workshops/user stories/expectation management we want to design the project itself as transparent as possible and use these and other tools also to set up a SULP. It's all about participation.	What "tasks and responsibilities" are meant?

contributing and making it fair?		
What investments are needed to implement the project?	<p>The project's goal is to provide guidance on how to successfully set up a SULP. Therefore, investments depend on the scope/goal of a city and cannot be quantified in advance.</p> <p>Since one of the main goals of ASAP is to (re-)activate already existing sleeping assets, investment costs might be lower than for the new construction of logistics facilities. Nevertheless, it depends on the city and the facilities, as well as the specific goals and needs.</p>	- Maybe measurable via KPIs, but dependent on whether practice partners are willing to share such data
Why should I take part? What are the advantages of the testbeds?	<p>Place to meet people from other projects and cities directly.</p> <p>Makes data from actual logistics solutions available.</p>	
After the first workshop, why should I come to the second one?	You should come a second time because we need strong partners who allow us to do an implementation project and not only develop a concept.	
AREA: City-related		
What is a SULP?	<p>A SULP is part of the SUMP (sustainable urban mobility plan), focussing on urban logistics</p> <p>https://www.eltis.org/sites/default/files/sustainable_urban_logistics_planning_0.pdf</p> <p>One of the main pillar of ASAP is preparing guidance on "How to SULP"</p>	- Pay attention to the fact that we also want to push standalone SULPs, not just integrated SULPs in SUMPs
We already have a SUMP, why do we need a SULP?	Mobility is not the same as logistics. With regard to logistics many more private stakeholders are involved and regulations need to be implemented in the future to ensure liveability in our cities.	
What is the advantage of having a SULP?	Increasing the incentive to develop a new and innovative approach.	
What are my personal	Step-by-step guidance from the ASAP web application.	

advantages of using the Sulp platform?		
What can we do as a city? How do the service providers react to this?	Provide room for experimentation and testing new structures.	
What can cities do when properties are privately owned?	<p>Sleeping assets or better to say underused assets are not good for both city and private – so we try to work out opportunities for all stakeholders.</p> <p>In our project we try to look at many different concepts of urban logistics, also focussing on “shared spaces”.</p>	
Are you going to impose restrictions to implement the project?	<p>We are going to look at new collaborations and new ways of doing things together.</p> <p>The project itself will not implement restrictions in will show potential actions to be taken by cities.</p>	
How do you get cities to impose regulations?	<p>It’s not always about imposing but showing functional cases and thinking out of the box.</p> <p>In showing them what other cities do, what can be done and what effects it has.</p> <p>Cities themselves know that there is a great need for change. What they are lacking sometimes is funded data, interaction with other cities, know-how transfer and political arguments for their citizens in order to nudge them to a change in behaviour.</p>	
How do you want to implement new approaches, if the legal framework at hand constitutes a barrier to this?	What ASAP can contribute to this is a way of showing that challenging the current legal framework could benefit the city in a bigger picture and in the long run. Some tests can be implemented on a temporary permission, that way we can still show the effect/possibilities with changes in the current framework, without actually implementing the legal changes.	