Central EuroVelo Route Coordination Rules

A) Actors and their roles:

ECF - „coordinates the implementation, operation and quality assurance of EuroVelo at European level"

- The ECF EuroVelo Manager acts as the external contact on all EuroVelo matters within ECF.

National EuroVelo Coordination Centres - „coordinate and ensure the implementation, operation and quality assurance of EuroVelo at national level"

- The National EuroVelo Coordination Centres propose actions, feed back to the European level, make decisions and manage the changes in the network on the national level

EuroVelo project partners - „can support the delivery of sections of a EuroVelo route within the scope of specific projects, in consultation with ECF and national EuroVelo coordination centres"

- The EuroVelo project partners can propose actions, give feed back

B) Type of actions, criterias for route proposals

Type of the change proposals and route coordination actions that require involvement of ECF:

1. AR: Add new route (with new number) to the EV network
2. DR: Cancel / Delete an existing numbered route from the EV network
3. AS: Add a new major section to an existing route
4. DS: Cancel / Delete a major section of an existing route
5. MC: Major change on an existing route (move the line of the route)
6. CN: Change the number of an existing route

The decision of the ECF is needed only in case of major changes if its:

- effect a border crossing point (more than one countries affected) or,
- change the characteristic of the route (involve or exclude main „branding" attractions) or,
- the distance (after the change would be) more than 50 km between the former an the new route section.

Changes that are decided locally and just require information of ECF EuroVelo

- Change is within the responsiblility of one National coordination centre
- Change does not affect the characteristic of the route
- The distance after the change is less than 50 km between the former an the new route section.

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C) Requirements for change proposal:

Change proposals have to provide sufficient information to allow the a sound decision. The main fields of information are listed below. Every information is needed for the decision on a strategic level, it is not necessary to provide detailed route description etc.. The change procedure is described in section B).

Overview table on fields of information

Content / Action No.	1. AR	2. DR	3. AS.	4. DS	5. MC	6. CN
a) Reason for change	M	M	M	M	M	M
b) Attractions, brand	M	NN	M	M	M	M
c) Route – map	M	M	M	M	M	NN
d) Signposting	M	M	O	O	O	M
e) Services	M	M	O	O	M	NN
f) Public transport	M	M	M	M	M	NN
g) Promotion	M	M	O	O	M	NN
h) Organisation	M	M	O	O	M	NN
i) Attachments	M	NN	NN	NN	M	NN

M – Mandatorory, O. – Optional, NN– Not Needed

Explanations on fields of information

a) Reason to change, support of the relevant national coordination centres and authorities.

b) Attractions – name, branding concept, pictures and short description of the proposed route or section (in case of changing the existing route – 5. action the current route too)

c) Route – map min. 1: 5.000.000 (indicating the type of the infrastructure and its status; planned or existing and the place of the attractions) (in case of changing the existing route – 5. action the current route too)

d) Signposting – examples from the different countries and the proposal for the integration of the EV signs.

e) Services – existing or planned accomodations, restaurants etc.

f) Public transport connections – existing

g) Promotion – existing or planned promotion tools

h) Organisation – responsible partners per country and/or region and/or locally. Common project management (lead partner) per section or together.

i) Attachments:

- Existing implementation plans (project fiche / plan etc).
- Existing promotion tools.
- Supporting letters (The proposal has to show all the support of the relevant national coordination centers and authorities)

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D) Procedure and timing for change proposals

Overview:

Phase, step	Actor	Title of the route after the step	Targeted deadline
1) Submission of draft preproposal with info on a), c), h)	Applicant	No title	ongoing
2) Informal review and feedback	ECF	No title	within 3 months
3) Submission of the detailed proposal	Applicant	Proposed route	End of 20xx (2012, 2015..)
4) Decision at the first level control	ECF	Candidate route	Mid of 20xx
5) Follow up the realisation	Applicant / ECF	Candidate route	End 20xx+1 (2013, 2016,...)
6) Final decision	ECF	Accepted candidate	Mid 20xx+2 (2014, 2017, ..)
7) Use EV in implementation (signposting, promotion, etc.)	Applicant	Accepted candidate	From Mid 20xx+2
8) Publication of the new documents by ECF	ECF	EV route	Mid 20xx+3 (2015, 2018,...)

The numbers in the brackets are refering on the above mentioned steps.

1. The proposals before they are fully elaborated and submitted, can be submitted for a first review focusing on the following criterias; lenght of the route, number of the involved countries. This first review is optional for the applicant. At least the reason for the change, an overview map and the involved organisations have to be submitted.
2. ECF will provide feedback to such pre-proposals within a few months, possibly asking for additional information.
3. Elaboration of the detailed proposals (according to the above list of required information).and submission to ECF EuroVelo.
4. Evaluation of the proposal(s) within ECF. Possibly requests for additional information to the applicant. Decision for acceptance of Change (Title of Candidate Route given to new Routes; Final decision for other changes)
5. Follow up the realisation of the project plans and developmment of the route based on reports from the applicant with involvement or the ECF as suitable..
6. Final decision of ECF EuroVelo on new routes In case of a positiv decision about a new route the route gets the title of an accepted candidate.
7. Starting from the final decision the applicant can use EuroVelo in the implementation (e.g. signposting, promotion material)
8. Official publication of the new EuroVelo network with all accepted changes in the ECF EuroVelo publications.

Next time (based on the decisions) in 2011 July the ECF will publish its new official documents with the additional routes (EV13 and 15). For new proposals (from the submission deadline) it takes approx. 1,5 – 2 years until the publication of the decision. The next expected refreshment, publication will be in 2014 July.

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E) Criterias for the evaluation and decision

The new or the changed EuroVelo routes have to fulfil the following basic criterias:

- based on existing or future national or regional routes of the involved countries
- at least two countries are involved
- route length at least 1,000km
- easy to communicate, internationally recognisable identity and name
- implementation plans in place (project plan, business plan, partners)
- signing in accordance with the regulations of the respective nations and/or regions, continuous and in both directions
- signage supplemented by EuroVelo route information panels, in accordance with the recommendations of the UNECE and the ECF signing manual

Selection criterias in in case of changes and new routes (action 1.- 6.):

- Contribution to increase the marketing potential,
- Acceptance of the proposal by the key stakeholders
- Fitting into the numbering system of the EV routes

Additional selection criterias in case of new routes (action 1.):

- The size of the marketing potential,
- Contribution to the unitary density of the EV Network (involve uncovered areas)
- Support from the decision makers, level of the awarness
- Fitting into the numbering system of the EV routes

F) Additional rules

- The ECF has the right to suspend or cancel the offical recognition of an accepted candidate for EV route, if the developments are not running well, conditions not improved enough.
- The ECF has the right to suspend or cancel an existing route from the EV network, if the developments are not running well, conditions not improved enough or better routes are proposed to complete the network.

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