



# Central EuroVelo Route Coordination Rules

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European Cyclists' Federation

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We are the umbrella Federation of more than 70 bicycle user associations in Europe and beyond. On behalf of our members we lobby, we advocate, we network, we research, we attend events, we organize.... we work for a brighter future for cycling and bicycle users.



## A) Actors and their roles:

### European Cyclists' Federation (ECF)

- Coordinates the implementation, operation and quality assurance of EuroVelo at the European level.
- The ECF EuroVelo Management Team acts as the external contact on all EuroVelo matters within ECF.

### National EuroVelo Coordination Centres and Coordinators (NECC/Cs)

- Coordinate and ensure the implementation, operation and quality assurance of EuroVelo at a national level.
- The NECC/Cs make decisions at the national level and also propose major changes and provide feedback on proposals to the ECF.

### EuroVelo project partners

- Can support the delivery of sections of a EuroVelo route within the scope of specific projects, in consultation with ECF and relevant NECC/Cs
- The EuroVelo project partners can propose changes and give feedback on proposals to the ECF.

## B) Types of actions

The approval of the ECF is required for the following actions:

**AR:** Add new route (with new number) to the EuroVelo network

**DR:** Cancel / delete an existing numbered route from the EuroVelo network

**AS:** Add a new major section / extension to an existing route

**DS:** Cancel / Delete a major section of an existing route

**MC:** Major change to an existing route (alter the itinerary of the route)

**CN:** Change the number of an existing route

The ECF only needs to approve major changes (MC) where they:

- Affect a border crossing point (more than one country is affected); and/or
- Change the characteristic of the route (exclude main attractions linked to the theme of the route); and/or
- The distance between the former route and the new itinerary is greater than 50 km.

Changes should be decided locally (the ECF should just be notified) where they are:

- Within the responsibility of one NECC/C; and
- Do not affect the theme of the route; and
- The distance between the former route and the new itinerary is less than 50 km.



### C) Requirements for application:

Applications to make changes have to provide sufficient information to allow a sound decision to be made. The table below lists what information is needed for different types of changes (see Section B for definitions).

#### Information needed to support applications

| Content / Action No.  | AR | DR | AS | DS | MC | CN |
|-----------------------|----|----|----|----|----|----|
| 1. Reason for change  | M  | M  | M  | M  | M  | M  |
| 2. Attractions, brand | M  | NN | M  | M  | M  | M  |
| 3. Route – map        | M  | M  | M  | M  | M  | NN |
| 4. Signposting        | M  | M  | O  | O  | O  | M  |
| 5. Services           | M  | M  | O  | O  | M  | NN |
| 6. Public transport   | M  | M  | M  | M  | M  | NN |
| 7. Promotion          | M  | M  | O  | O  | M  | NN |
| 8. Organisation       | M  | M  | O  | O  | M  | NN |
| 9. Attachments        | M  | NN | NN | NN | M  | NN |

M – Mandatory, O – Optional, NN– Not Needed

#### Explanations of the different types of information needed

1. Reasons for change – should include support of the relevant NECC/Cs and authorities.
2. Attractions near new route – name, branding concept, pictures and short description of the proposed route or section (for MCs list the attractions near the current route too)
3. Route – map (min. 1 : 5.000.000) indicating the type of the infrastructure and its status (planned or existing) and the location of the attractions (for MCs show the current route too)
4. Signposting – current examples together with the proposal for the integration of the EuroVelo signs.
5. Services – existing or planned accommodation, restaurants, bike repair shops etc. along the new route.
6. Public transport connections – existing along the new route
7. Promotion – existing or planned promotional tools for the new route
8. Organisation – responsible partners per country and/or region and/or locality. Common project management (lead partner) per section or together.
9. Attachments:
  - Existing implementation plans (project fiche / plan etc).
  - Existing promotional tools.
  - Supporting letters (the application has to demonstrate that it has the support of all the relevant NECC/Cs and authorities)



## D) Procedure for dealing with applications

Applications can only be submitted according to the timetable set out below.

### Overview:

| Step  | Actor           | Status             | Current Application Period | Next Application Period                |
|---|-----------------|--------------------|----------------------------|--|
| I. Submission of draft proposal (including the information types 1, 3 and 8 listed in the previous table) | Applicant       | No title           | Ongoing until 31/08/16     | Ongoing until 30/06/19                 |
| II. Informal review and feedback  | ECF             | No title           | Before 30/09/16            | Within 3 months of receipt of proposal |
| III. Submission of the detailed application   | Applicant       | Proposed route     | 31/12/16                   | 31/12/19                               |
| IV. Decision at the first level control   | ECF             | Candidate route    | 30/06/17                   | 30/06/20                               |
| V. Implementation. Refer to EuroVelo in relevant material (signposting, promotion, etc.)                  | Applicant / ECF | Candidate route    | Until 30/06/18             | Until 30/06/21                         |
| VI. Final confirmation of the decision.   | ECF             | Accepted candidate | 31/12/18                   | 31/12/21                               |
| VII. Publication of new EuroVelo documents by ECF   | ECF             | EuroVelo route     | 30/06/19                   | 30/06/22                               |

- I. Before they are fully developed, proposals can be submitted for an initial review, which will focus on the length of the route and the number of countries involved. This first review is optional. The draft proposal should at least cover the reason for the change, an overview map and a list of organisations involved in developing the application.
- II. The ECF will provide feedback to such draft proposals within a few months, possibly asking for additional information.
- III. Development of a detailed application (covering all the required information).and submission to the ECF.
- IV. Evaluation of the application (s) within the ECF. There may be requests for additional information. Decision for acceptance of change (i.e. title of 'Candidate route' given to new routes / final decision for other changes)
- V. Follow up on the realisation of the project plans and development of the route based on reports from the applicant with involvement of the ECF where relevant.



- VI. Final decision of the ECF on new routes. In the case of a positive decision about a new route, the route gets the title of being an 'Accepted candidate'.
- VII. Starting from the final decision, the applicant can use EuroVelo in relevant material (e.g. signposting, promotion etc.)
- VIII. Official publication of the new EuroVelo schematic diagram with related changes to all ECF EuroVelo publications.

From the submission deadline, it will take approximately. 1.5 – 2 years until the publication of the final decision.

### E) Fee for dealing with an application

There are cost implications for the ECF for evaluating and (potentially) approving new and changed routes. These include:

- Evaluation of the proposal (possibly including site visit)
- New route information panels
- Change / add the information in the EuroVelo Overview Route Database
- Change / add the information on the EuroVelo.com website
- Register domains (in case of new routes / new route names)
- Change / add the information to the EuroVelo maps
- Additional basic lobby and communication material

Costs - the fee can be calculated based on:

- New route proposal €10,000 + 0.5 Euro / km (excluding VAT).
- Significant / major change €5,000 + 0.5 Euro / km (excluding VAT).
- The fees should be paid in 3 equal instalments corresponding to stages: III, IV and VI (see page 4)

### F) Criteria for the evaluation process

The new or changed EuroVelo routes must fulfil the following basic criteria:

- Based on existing or future national or regional routes;
- At least two countries are involved;
- Route length at least 1,000 km;
- Easy to communicate – internationally recognisable identity and name;
- Implementation plans in place (project plan, business plan, partners etc.);
- 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.



Criteria for new and changed routes:

- Contribution to increasing the marketing potential of the network;
- Acceptance of the proposal by the key stakeholders; and
- Fitting into the numbering system of the EuroVelo network.

Additional selection criteria for new routes:

- The size of the marketing potential;
- Contribution to increasing the density of the EuroVelo Network (particularly covering areas currently without any European routes)
- Support from the decision makers and level of wider awareness

**G) Additional rules**

- The ECF has the right to suspend or cancel the official recognition of an accepted candidate route, if its development is not progressing as expected and/or conditions have not improved enough.
- The ECF has the right to suspend or cancel an existing route from the EuroVelo network, if its development is not progressing as expected, conditions have not improved enough and/or better routes are proposed to complete the network.