Key tasks in SUMP development

**Institutional cooperation**
- Investigating legal cooperation frameworks
- Identifying institutional actors and understanding their agendas
- Assessing institutional skills, knowledge, capacities and resources
- Building cooperation structures and defining responsibilities
- Managing institutional partnerships
- Evaluating institutional partnerships

**Participation**
- Identifying local and regional stakeholders and their interests
- Developing a strategy for citizen and stakeholder engagement
- Determining levels and methods of involvement
- Managing participation and resolving conflicts
- Evaluating the participation process

**Measure selection**
- Analysing existing measures, goals, problems and trends
- Identifying and analysing suitable types of policy measures
- Developing detailed specification of policy measures and packages
- Conducting an appraisal of the proposed measures and packages
- Agreeing on responsibilities and implementing measure packages

**Monitoring & evaluation**
- Elaborating a monitoring and evaluation plan
- Selecting indicators for monitoring and evaluation
- Collecting data and seeking out new data sources
- Analysing data and indicators and presenting results
- Evaluating the SUMP development process

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A SUMP process is a sequence of phases from process definition to plan and measure evaluation. The chart presents key SUMP tasks for planning authorities related to the four challenges. Institutional cooperation and participation are continuous, horizontal activities that should commence early, during the SUMP process definition phase. Measure selection as well as monitoring and evaluation activities are particularly relevant in the subsequent analytical and technical planning phases. The chart reflects first-time SUMP development; revision and updating of a SUMP should build on the already established structures.