

# ECF

EUROPEAN CYCLISTS' FEDERATION

EUROPAÏSCHER RADFAHRER VERBAND o FEDERATION EUROPEENNE DES CYCLISTES asbl



# Handbook

Version 2002

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## INTRODUCTION

Dear members,

ECF aims at becoming a political force in order to successfully promote the bicycle. Representing bicycle users at the European level is essential in achieving this aim. Through political lobbies with EU institutions, ECF embraces increased visibility and acquires more 'say'. Similarly, ECF aims at facilitating the exchange of information between members. It encourages members to take full advantage of its services and of the network in place in order to exchange information and good practice which leads to a more pleasant and effective work environment.

This Handbook has been designed exclusively with your needs in mind and with the hope and intention that you will use it as a tool - a point of reference and a means to communicate with other members - diffusing it accordingly to your individual colleagues and contacts.

In this Handbook you will find:

- a) details about the ECF: its structure, its activities and how it can be of use to you,
- b) information about different projects initiated by ECF: Velo-city, EuroVelo, Cities for Cyclists,
- c) a list of all ECF members and their relevant contact information,
- d) the make-up of ECF and the list of its members and this year's management committee,
- e) a list of our publications,
- f) some insight into the history and foundation of ECF.

The Handbook must certainly not go unnoticed. On the contrary, we hope that the information will be diffused to all those involved in our actions and who share common aims. It will assist you in carrying out your daily tasks as an ECF contact person and will encourage you to cooperate with, and learn from, other ECF members.

We believe that through effective communication between member organisations, everyone's work is made easier.

We hope you will use this Handbook as a tool towards this aim!

*Marie Caroline Coppieters  
Secretary General*

## Chapter 1. ECF asbl: Background and Aims

The ECF was established in København in 1983 with the aim of becoming a political force to promote the bicycle as an important part of both transport and environmental policies at a European level. A further aim is to facilitate the exchange of information between ECF members.

To achieve these aims, the ECF lobbies, and provides information and services to the media, to authorities, companies and institutions. Internally, the ECF provides a number of services for its members.

Despite the different experiences of the member organisations from 25 countries, many cycling problems are similar throughout Europe; for example, dangerous road conditions, the poor image of cycling, inadequate cycle facilities, and the lack of political will to promote cycling.

However, with vehicle traffic making urban conditions worse, and most journeys being short, the role the bicycle can play in reducing congestion and improving the environment is very significant.

Research has shown that cycling can also be a major contributor to personal health and public health.

The overall aim of the ECF is to achieve a shift from motorised modes to an increased use of the bicycle for daily travel as well as recreational purposes. The ECF believes the bicycle to be the means of transport of the future.

During the 1998 AGM in Trondheim, the mission statement was re-defined as follows

### ECF mission statement

The European Cyclists' Federation (ECF) is pledged to ensure that bicycle use achieves its fullest potential so as to bring about sustainable mobility and public well-being. To achieve these aims, the ECF seeks to change attitudes, policies and budget allocations at the European level.

The ECF will stimulate and organise the exchange of information and expertise on bicycle related transport policies and strategies as well as the work of cyclists movement.

*(ECF Annual General Meeting, 21.06.98, Trondheim)*

### La mission de l'ECF

La Fédération Européenne des Cyclistes (ECF) s'engage à oeuvrer en faveur d'une utilisation aussi optimale que possible de la bicyclette afin d'assurer à la population une mobilité et un bien-être durables. A cette fin, elle cherche à induire un changement dans les comportements, les politiques et les pratiques budgétaires au niveau européen.

La Fédération encouragera et organisera l'échange d'informations et de savoir-faire en matière de politiques et stratégies de transports en relation avec le vélo, tout comme sur les activités des mouvements cyclistes.

*(Assemblée Générale de l'ECF, 21.06.98, Trondheim)*

### ECF Leitbild

Der Europäische Radfahrer-Verband (ECF) wird alles in seiner Kraft stehende tun, die weitestgehende Verwendung des Fahrrads mit dem Ziel der nachhaltigen Mobilität und des Wohlergehens der Bevölkerung zu fördern. Zur Erreichung dieses Ziels bemüht sich der Verband, Haltung, Politik und Zuteilung von Haushaltsmitteln auf europäischer Ebene zu ändern.

Der ECF wird den Austausch von Informationen und Sachkenntnissen über Fahrradverkehrspolitik und -strategie und über die Arbeit der Radfahrerorganisationen fördern und durchführen.

*(ECF-Jahresversammlung, 21.06.98, Trondheim)*

## **Declaración de objetivos de la ECF**

La Federación de Ciclistas Europeos/as (ECF) se propone conseguir que el uso de la bicicleta alcance su máximo desarrollo, favoreciendo con ello la movilidad sostenible y el bienestar de la población. Para alcanzar este objetivo, la ECF pugna por cambiar actitudes, políticas y asignaciones presupuestarias a nivel europeo.

La ECF estimula y organiza el intercambio de información y de experiencia sobre políticas y estrategias de transporte relacionadas con la bicicleta, y apoya la labor de las asociaciones que defienden el uso de la bicicleta.

*(Asamblea General Anual de la ECF, Trondheim, 21.06.98)*

## Chapter 2. Structure of the ECF ®

### 2.1 Legal status

The ECF is a legal entity registered under Belgian law as an asbl (non profit organisation). Its statutes are published in the Moniteur Belge of April 24, 1997. ECF, Velo-city and EuroVelo, the European Cycle Route Network are registered marks of ECF asbl.

### 2.2 General Meetings

The Annual General Meeting (AGM) is the highest body of the ECF. Information about its powers can be found in chapter 7 of the constitution (see appendix 1).

The AGM traditionally takes place in May or June and lasts 2 or 3 days. Appendix 11 contains a list of the places where the AGM has taken place so far.

The ECF Secretariat will send a checklist for organising the AGM to the organisation hosting it.

AGMs have usually been attended by about 35 participants from about 15 countries. The number of votes a member organisation is entitled to varies from one to three, depending on the size of the organisation.

Beside the AGM, Extraordinary General Meetings (EGMs), can be held, if felt necessary. EGMs are mostly held during Velo-city conferences, when a lot of people involved in ECF-work are already gathered. The powers of an EGM can be found in chapter 7.2 of the constitution (see appendix 1).

### 2.3 The Management Committee

The Management Committee (MC) (see also chapter 8 of the constitution) is elected annually by the Annual General Meeting. It consists of a minimum of 3 and a maximum of 8 persons. It has a president, a treasurer and, optionally, one or more vice-presidents. It meets at least four times a year, usually for one or two days. These meetings are also attended by employees of the ECF.

The MC has the following functions:

- implementing the decisions of AGMs and EGMs;
- management of the ECF between the AGMs.
- providing the public "front" for the ECF (a particular task of the president);
- maintaining the organisation;
- preparing for the AGM and guiding its deliberations;
- supervision of employees and committees.

Of course, the activities of the MC-members are not at all restricted to their meetings. The meetings serve as occasions where the Management Committee members check progress and make plans for further activities. The current members of the Management Committee are listed in appendix 5.

### 2.4 Other committees

Some of them have completed their mission.

Please, inform the secretariat if you are willing to create or to participate in working groups.

In 2001-2, Bicycle Transport on train working group is still in working, previous work group having completed the mission.

## 2.5 The Brussels office

On June 1, 1996, the European Cyclists' Federation opened a new office in Brussels. The office works under the supervision of the Management Committee.

The main tasks of the office are:

- lobbying and "networking": Establishing contacts with European and other international institutions, non-governmental organisations, the bicycle industry and umbrella-organisations of local and regional authorities. The aim of these contacts is on the one hand to be proactive and to react directly to developments that are relevant for the ECF, and on the other hand to become known to other organisations in order to be involved in relevant decisions in the future.
- internal and external communication: Keep in contact with members and facilitate contacts amongst members, a.o. through the ECF intranet. Disseminate the various ECF publications: the "Bicycle Research Report", the position papers.
- secretariat of the Management Committee: Preparing and reporting the meetings of the Management Committee and the Annual General Meeting. Elaborating and executing the policy that the Management Committee develops under the authority of the Annual General Meeting.
- administration of ECF: Administrative and accounting tasks. Management of memberships.

## 2.6 Members, membership

Membership of the ECF is open to organisations which have an interest in the bicycle as an everyday form of transport or a means of recreation, subject to agreement by the majority of the existing members.

Full membership is open to European groups of cycle users who primarily aim at promoting the bicycle as an everyday means of transport or recreation, and who have paid the agreed subscription. This entitles them to vote at ECF Meetings.

Associate membership is open to :

- European groups who do not meet the criteria for full membership but who support the aims of the ECF,
- cycling organisations from outside Europe or other bodies with an interest in cycling

They pay the agreed subscription, receive material and may attend the AGM or working groups meetings, but do not have voting rights at meetings.

However, commercial undertakings and associations representing commercial interests who wish to express their sympathy for the aims of the ECF cannot become Associate members but the Management Committee may grant them the status of Supporting Member.

The subscription depends on the type of organisation. Organisations with individual members pay an amount related to the number of members, while there is a fixed subscription for federations (e.g. organisations with other organisations as members). The amounts can be found in appendix 7.

Appendix 2, 3 and 4 contain a list of full members, associate and supporting members.

The criteria for becoming an ECF member can be found in chapter 4 of the constitution (see appendix 1).

The constitution also sets down the formal rights of members.

Full and Associate Members receive the following services free from the ECF:

- the "ECF-Mailing" (see chapter 7.1) – by email, or "News" on the ECF web site
- the "Bicycle Research Report (BRR)" (see chapter 7.1),
- a copy of every new publication,
- access to ECF's intranet "list@ecf.com", enabling them to communicate with the other ECF members,
- a reciprocal agreement on the use of services provided by ECF member organisations means that these services (e.g. discounts on maps and books or accommodation addresses) can be used by members of other ECF groups (except those from the same country).

## **Chapter 3. Activities of the ECF**

### **3.1 Bicycle Provisions**

The ECF's main interest is in persuading European and relevant international organisations of the importance of promoting the bicycle as a means of transport and leisure.

The ECF is a unique source of information about bicycle provisions throughout Europe. This information is disseminated in a number of ways.

First, through the Velo-city conferences® (see chapter 4). Second, by publications about bicycle provisions (Bicycle Research Report, position papers). Third, through the Cities for Cyclists network, affiliated to ECF since '2000 (see chapter 5). Fourth, by responding to general ad-hoc enquiries and informations on the website. The ECF can direct enquirers to institutions or member organisations which may be able to help.

Moreover, ECF participates in research and studies projects at European or international level.

### **3.2 Lobbying of European and International Institutions**

In most areas of interest to the ECF, European institutions, particularly those of the EU, have considerable influence. Therefore, the ECF has established regular contacts with members of the European Parliament and with relevant departments of the European Commission and has, in addition, approached the Council of Ministers on several occasions.

ECF also represents the bicycle users in several institutions:

- ECMT (European Conference of Ministers of Transport),
- WHO (World Health Organisation),
- working groups on specific subjects within the European Commission.
- UN-ECE (Economic Commission for Europe of the United Nations), dealing among others with transport and environment. The ECF is in the process of acquiring consultative status.

In 1992, at the request of the ECF, DG VII of the European Commission, dealing with transport, designated a civil servant in charge of the bicycle issues.

Topics such as daytime running lights, road safety, cycling to work, reduced VAT for bicycle repairs, etc., have been or are also dealt with.

### **3.3 Bikes and Trains**

Taking a bicycle on a train should generally be a very simple physical operation. In many European countries, however, the railway operators make it difficult: some trains do not allow bicycles, sometimes it is very expensive, and the information about conditions and regulations is often poor or non-existent. More and more frequently, long distance trains do not have any space for cycles and high speed international trains forbid taking a bicycle on board.

There are two ways of transporting bicycles by train. One way is to send the bicycle in advance, the other way is to take your own bicycle on the train.

- Sending the bicycle in advance has several disadvantages for cyclists: the cycle may be in transit for several days or even weeks; the risk of damage or theft is significant; and the bureaucracy is more complicated than for a bicycle accompanied cycle on the same train. There is a trend that sending bicycles in advance is getting more complicated or even impossible on certain connections.
- Taking your own bicycle on the train is much easier, if railway operators allow it. The ECF has promoted a variety of ways of improving the possibility to take cycles across the border by train, with some success: some railway operators have bilateral agreements to allow bicycles on certain international trains; at the request of the European Commission, the ECF produced the report Bikes and Trains, in which an inventory of the provisions for bicycles made by railway operators all over Europe is made, to help integrate facilities.

A second report was made in 1999 by the ECF & UCI, with the support of the Shimano Fund, on the current status of bicycle transport on international lines and to draw up a set of recommendations. The report is being

used and disseminated to improve the situation (*see full text on [www.ecf.com](http://www.ecf.com)*)

The report has been distributed to key persons. It has inspired the latest work of DG Tren in relation with intermodality and a rail service with delegates of members groups in Europe and moderator

Co-operation of the ECF member groups on this issue is essential.  
A strategy workshop took place in Basel in April 2001.

### **3.4 Technical Standards**

All countries in Europe have their own standards for bicycles and bicycle equipment. At the moment, a comprehensive process of technical standardisation is taking place in the European Union led by international institutes such as CEN, ISO, ECE. It is important that the ECF, representing users of bicycles and accessories, monitors and influences this process.

The ECF has received a liaison status with the CEN (Comité Européen de Normalisation- European Committee for Standardization).

### **3.5 Tourism**

Within the general strategy of increasing the modal share of environmentally friendly modes of transport, it is also important to encourage the use of the bicycle for recreational and tourist activities. So far, most ECF member organisations have concentrated on city and commuter traffic. The tourist trade traditionally concentrates on cars and airplanes to reach ever more distant places for holidays and recreation.

The ECF wants to create more opportunities for bicycle tourism as an alternative to car and plane tourism. As a first step, the ECF initiated in 1995 a working group to examine the feasibility of an international network of cycle routes. It has developed into the EuroVelo ® project, the European Cycle Route Network (see chapter 6).

Since 2001, the ECF web site reflects the theme Cycle tourism: the right hand side of the ECF home page is dedicated to cycle tourism.

Some ECF-groups provide accommodation services to their own members. These services are available to members of other ECF-groups as well.

### **3.6 Contacts with Manufacturers and Traders**

Manufacturers and traders have an interest in the ECF's activities: more cycling means higher sales. The ECF has a complementary interest in the activities of manufacturers and traders: high quality manufacture of cycles, parts and accessories is in the interest of cyclists. Manufacturers can also help the ECF's attempt to establish standards.

The ECF has contacts with ETRA (European Two-wheel Retailer's Association) and COLIBI/COLIPED (European trade association for cycle manufacturers) which now also has its lobby office in Brussels. Shared interests are an obvious basis for co-operation. Whenever consensus is desirable, common position are taken on certain subjects.

### **3.7 Co-operation with Union Cycliste Internationale (UCI)**

On 2 September, 1998, the Union Cycliste Internationale (International Cycling Union) and the ECF signed a Memorandum of Understanding, expressing their will to combine the efforts of both world - daily cycling and sport cycling - in the promotion of bicycle use.

Together, we will undertake specified joint projects, to be financed by the Shimano Fund, for which Shimano Europe has donated a seed money of 100.000 Swiss Francs. The first project agreed upon has been the financing of an in-depth study of the bicycle transport systems on trains across Europe and proposals for improvements.

Some other ongoing projects, lead by the ECF, are also financed.

## **Chapter 4. Velo-city ®**

### **4.1 WHAT IS VELO-CITY® ?**

Velo-city is widely respected as the premier international cycling planning conference series in the world. Cycling is increasingly recognised as an efficient, healthy, quick and environmental form of transport, and Velo-city seeks to encourage cycling as a part of daily transport and recreation. Velo-city began in 1980, and has played a part in the promotion of cycling since then. Velo-city events do not just attract one type of profession, but brings together all those who are involved in the policy, promotion and provision for cyclists. This mixture of people, professions, skills and experience is a valuable component of the events success. The name Velo-city is a small play on words using the French word for bicycle - vélo, and Velo-city can also be read as velocity or speed. The series name is owned by the European Cyclists' Federation (ECF), and the decision-making body is the Velo-city Council.

### **4.2 AIMS AND OBJECTIVES OF THE VELO-CITY SERIES.**

The main aim of the conference is to:

- bring together politicians, professionals and bicycle user representatives so as to increase the perception of cycling as a daily healthy means of transport, and also increase the levels of bicycle use.

Other important aims for the series are to:

- spread knowledge of good, positive, new information about cycling, and cycle and transport planning on an international basis
- provide valuable publicity for cities that have good cycle provision as an example to city inhabitants, businesses, and others who attend and see the publicity generated by the conference
- encourage the recognition of cycling as an efficient, healthy, environmentally friendly means of transport or recreation, and to promote its greater use
- further the integration of cycle planning into transport and land-use planning, and other relevant sectors where cycling can play an important role
- provide a meeting place and bring together those actively involved from all relevant fields, so that they can have a profitable exchange of experience and expertise
- seek involvement from all relevant stakeholders.

### **4.3 BENEFITS OF HOSTING A VELO-CITY.**

The benefits of a Velo-city conference fall into three headings; reputation, delegate spending and the transport and wider benefits.

Velo-city events have become very well-known and well respected as an important event in the transport field, not only in Europe, but world-wide. It has been calculated by a previous organising city that the name Velo-city is in itself a guarantee of securing at least 150-200 delegates. For example, many people now know the city of Graz and its work for cycling that did not before our event was held there in 1999. The event, above all, generates added international prestige for the host city and organisation. The name therefore has a valuable reputation.

In addition, Velo-city promotes and publicises the host city as a whole by attracting visitors and boosting the local economy. The Barcelona Convention Bureau has calculated that delegates spending whilst at the Velo-city conference there in 1997 could have amounted to € 966,000 Euros, and that amount should very probably now be revised upwards.

There are also many transport and wider benefits accruing to the host city. Velo-city allows cities to show-case their work on cycle and transport planning, and all participating cities have used the occasion to develop their provision for cyclists and other 'soft' transport users further. Thus they not only spread information, but also help to change attitudes and policies. They also help to empower cycle activists and upgrade the status of the work of professionals involved in cycle planning. Many side meetings of interested groups, such as women

cyclists and planning officials also take place at the conferences. These benefits include:

- Publicising the transport and cycle policies/provision, and presenting papers
- Raising the international profile and prestige of the host city and host organisation/s
- Generating substantial publicity for the city, and its policies
- Receiving reactions to the transport and environmental plans
- Hearing and see other positive policies and examples in these fields
- Taking a lead and bringing professionals together
- Involving the elected representatives in the debate on transport issues
- Meeting a wide range of others involved in this field, and fostering links

#### **4.4 MANAGEMENT OF THE VELO-CITY SERIES.**

The Velo-city Council leads the overall direction of the Velo-city conference series, and decides on the selection of host cities. The Velo-city Council comprises representatives of organisations from sectors that are important to the development of cycling, and operate at a European or world-wide basis. The sectors already represented include; the cycle trade, public transport, cycle racing and the ECF. It is planned that the composition of the Council will grow to also include organisations working in the health, road safety and other sectors important to the growth of cycling. This broad range of organisations can help to promote cycling in the future, and opens up the decision-making. This will ensure that we take cycling to a wider audience in the years to come through the exciting medium of bringing people together at Velo-city events. The Velo-city Director, as the person responsible for working with the host cities, heads the Council.

#### **4.5 SELECTION OF FUTURE HOST CITIES.**

The open date for the next Velo-city is 2005. The Council will produce a 'Request for Proposals' document that will be sent to all interested cities, and a timescale will be set. A host city is not chosen at the outset of the selection process, but those who are interested are invited to bid for the right to be the host city. The bid process goes through a shortlisting and final presentation stage, before the final choice is made by the Velo-city Council. Once the bid has been won, the individual Velo-city events are planned in partnership by the host organisers and the Velo-city secretariat. It is felt that this combination of local interest and skills, matched with our international experience is the best guarantee of success. For more information on this process and the next selection stage, please contact Oliver Hatch the Velo-city Director, details below.

#### **4.6 PAST LOCATIONS AND RELATED EVENTS.**

Velo-city started in 1980, and the 2003 conference will be the fourteenth in the series. The event location is changed for each event, and it is unlikely that a country or city would be revisited in the short term after holding an event there. However, given that bids are invited and the best location chosen is based on that bid, it has meant that some countries have been visited more than once, while some have not been visited at all. After the early events, the series has adopted a two year cycle, with events taking place in the autumn of odd numbered years. This pattern was changed for the 1999 event in order to give enough time between that and the special Velo-Mondial in June 2000. Our main centre of activity is Europe, but delegates come from world-wide to attend the Velo-city events.

In appendix 9, the cities where Velo-city has taken place so far are listed, as well as forthcoming events. Information about the two recent events follows

2001: This was the thirteenth, and most recent, event in the series, and took place from 17th - 21st September 2001. It was hosted in Scotland by the cities of Glasgow and Edinburgh, and many other organisations were an important part of the planning for this event. The conference included two full days of sessions in each city, as well as a mass cycle ride the 100kms from Edinburgh to Glasgow and an outreach programme with local schools. Proceedings are available on CD at £10 (€16 approx) including post and packing from 'Spokes' (the cycle user group based in Edinburgh), who can be contacted on [spokes@spokes.org.uk](mailto:spokes@spokes.org.uk) Information on the event can be found on [www.velo-city2001.org](http://www.velo-city2001.org)

2003: The fourteenth and next Velo-city event will take place in Paris. The dates are 23-26<sup>th</sup> September 2003, and it will be hosted by the City of Paris. Planning is underway and many organisations, including the Club des Villes Cyclables, user-groups and others, are already involved. It is planned that there will be a 'call for papers' published in the beginning week of September 2002. The event dates in 2003 have been chosen so as to follow on immediately after the European 'Car-free day' on September 22<sup>nd</sup>, and with the conference theme of 'The bicycle as an indispensable tool for reclaiming town space', it can be expected that the whole week in Paris will have a transport flavour.

#### 4.7 Velo-regio conferences

The development of this series of conferences has been designed to encourage regional conferences which can address specific concerns in their area. It also gives the opportunity to plan a conference in a shorter time span than is required for producing a Velo-city, and for a more manageable sized audience. With their regional base, Velo-regio conferences are designed to complement rather than compete with the Velo-city series. The Velo-regio series of conferences to date include:

- 1993 Sevilla Spain
- 1994 Bolzano Italy
- 1995 Troisdorf Germany
- 1998 Trondheim Norway

#### 4.8 Host cities of Velo-city

The series of Velo-city conferences to date includes:

- 1980 Bremen ..... Germany
- 1984 London ..... United Kingdom
- 1987 Groningen ..... The Netherlands
- 1989 København..... Denmark
- 1991 Milano ..... Italy
- 1992 Montréal (Vélo Mondial)..... Canada
- 1993 Nottingham..... United Kingdom
- 1995 Basel ..... Switzerland
- 1996 Perth ..... Australia
- 1997 Barcelona ..... Spain
- 1999 Graz/Maribor ..... Austria/Slovenia
- 2000 Amsterdam (Vélo Mondial 2000) ..... The Netherlands
- 2001 Glasgow / Edinburgh..... Scotland, United Kingdom
- 2003 Paris ..... France

#### 4.9 Velo-city conference director

For more information on the conference series, and the Falco Lecture Prize project, contact :

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## **Chapter .5      Cities for Cyclists**

### **5.1      The European Network of Bicycle Friendly Cities**

With the current urban transport problems, brought by over-reliance on the private motor car, urban authorities will increasingly turn to the bicycle to help remedy the situation. The Cities for Cyclists network will encourage this change. Member cities will benefit considerably from the prestige of their associated contribution to such change as well as the extra access to information they gain.

The objective of the Cities for Cyclists network is to promote the bicycle as a means of transport. This will be achieved by spotlighting the policies and practices of a number of "cycle-friendly" cities across Europe and thereby encourage others to follow suit.

### **5.2      Development of Cities for Cyclists**

The official launch of Cities for Cyclists took place at the Velo-city conference in Milan, November 21st, 1991. By signing the Cities for Cyclists Declaration the five founder cities Erlangen (Germany), Groningen (Netherlands), Nakskov (Denmark), Nottingham (Great Britain) and Winterthur (Switzerland) resolved to plan for integrated sustainable urban and transport policies. The objective of these policies is to change people's use of transport, to make use of the environmentally friendly bicycle instead of the private car.

Since year 2000, the network stands on its own and is *affiliated* to the ECF.

*Today, 30 cities from 13 European countries are members of Cities for Cyclists.*

### **5.3      Benefits and services for members of Cities for Cyclists**

- the Bicycle Research Report (with abstracts on research and experiences with bicycle traffic), issued 11 times a year
- information about the member cities' own activities (e.g. cycle maps and other publications on cycling), sent out whenever relevant
- The Cities for Cyclists newsletter several times a year
- other publications of relevance to members.

At least one meeting for Cities for Cyclists members is held annually at varying locations in Europe. The last annual meeting was held in Gent, Belgium, 12 & 13 October 2000.

Besides this the secretariat of Cities for Cyclists works as a centre for information where the member cities can ask for solutions to concrete problems and get connected to other members that may be working in the same area. This part of the activity is covered by the membership fee, more extensive elucidation can be carried out against payment of the working hours involved.

Finally, membership of Cities for Cyclists is an opportunity for member cities to demonstrate their commitment to cycling at a European level.

### **5.4      Membership price**

An annual subscription fee of 5 Euro per 1000 inhabitants, with a minimum of 900 Euro and a maximum of 1600 Euro is charged.

## 5.5 Secretariat address

More information is available at the Cities for Cyclists office:

Cities for Cyclists

c/o Dansk Cyklist Forbund

Rømersgade 5-7

DK-1362 København K

Denmark

Phone +45 33 32 31 21, direct +45 33 14 42 32 /118

fax +45 33 32 76 83

E-mail: [cfc@dcf.dk](mailto:cfc@dcf.dk)

[www.cities-for-cyclists.org](http://www.cities-for-cyclists.org)

contact person: Pablo Celis

## 6 Members of Cities for Cyclists

The members of Cities for Cyclists are (March 2002)

<i>City</i>	<i>Country</i>	<i>Number of inhabitants</i>
Apeldoorn	Netherlands	150 000
Barcelona	Spain	1 650 000
Bern	Switzerland	132 000
Bremen	Germany	540 000
Brussels (city)	Belgium	125 000
Drammen	Norway	55.000
Ferrara	Italy	133 000
Gdansk	Poland	469.000
Geneva	Switzerland	176.000
Gent	Belgium	225 731
Graz	Austria	240 000
Groningen	Netherlands	168 000
Halmstad	Sweden	85 000
Hannover	Germany	522 719
Kolding	Denmark	58 000
Kortrijk	Belgium	76 000
København	Denmark	475 000
Livorno	Italy	163 000
Nakskov	Denmark	16 000
Odense	Denmark	182 566
Oulu	Finland	106 000
Sandnes	Norway	50 000
Somerset	United Kingdom	60 000
Stockholm	Sweden	1 700 000
Trondheim	Norway	145 000
Troisdorf	Germany	70 000
Varberg	Sweden	52 000
Wiener Neustadt	Austria	42 000
Winterthur	Switzerland	87 000
York	United Kingdom	100 000

## Chapter 6. EuroVelo, the European Cycle Route Network®

**EuroVelo is a project which aims at developing 12 Cycle routes of European interest.**

Since the AGM in Brussels in 1995 a working-group with ECF representatives from North-, South-, East-, West- and central Europe have worked to collect information about existing and planned long-distance cycle routes in Europe. Besides this, the group has discussed issues such as criteria, signposting etc.

At the AGM in Budapest 1996 a proposal for a European network of cycle-routes has been presented on a map in colours, which had been sent out to all organisations before the meeting. It was decided to make the proposal part of the official ECF policy and was mentioned in the working programme. The working-group worked steadily with representatives from various member organisations. EuroVelo was launched at a conference in Logrono, Spain, in November 1997, organised by the Fundacion de los Ferrocarriles Espanoles.

The EuroVelo working group completed its task and gave birth to a fully fledged project. It was dissolved by decision of the June AGM 1998 in Trondheim and replaced by a reference group.

EuroVelo entered a more formal phase in 1998 when the European Commission granted ECF partial financial support for this project. Equivalent matchfunding was obtained from more than 50 public or private bodies from all over Europe.

For this first phase, Sustrans and De Frie Fugle were invited into the partnership and formed with the ECF a EuroVelo Management Team. A Steering Committee with representatives from the major sectors having an interest in the development of EuroVelo (tourism, sport, international rail, environment) and the three organisations, steers the project.

During the first phase, consultants surveyed 10 routes and a report on Market for Cycle Tourism was commissioned and published.

The EuroVelo route Network is developing. The co-ordination of an over-all European marketing & information campaign is set at a calm pace because of a lack of resources.

### Contact:

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ADFC

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## **Chapter 7.      Communication**

### **7.1      Periodical Publications**

#### **ECF Mailing**

Up to 2001, the ECF Mailing used to be the main means of contact between the ECF Management Committee and secretariat and the members of ECF. It contains information on all current ECF activities, including notes of ECF meetings and correspondence that may be of interest to members. The Mailing also contained requests for action by member organisations. It was produced 11 times a year and one copy is sent free of charge to each member organisation and to the members and deputies of the management committee.

Since 2001, the news information is disseminated via emails ("news from Brussels"), or information is posted on our web site : [www.ecf.com](http://www.ecf.com)

#### **Bicycle Research Report**

The Bicycle Research Report (BRR) is a monthly publication in English, French, and German on transport studies and cycling policies. The Spanish edition was suspended on 01/01/2002  
Appendix 8 contains the subscription price and an index of BRR-titles.

#### **European Cyclist**

The "European Cyclist" was a free quarterly newsletter in English. It was distributed to EU officials, members of the European Parliament, civil servants, politicians, transport organisations (public transport, trains, .....), health, tourism or industry executives. The Management Committee 2001 has decided to hold up the European Cyclists and disseminate news on the web instead.

### **7.2      Position Papers and Other Publications**

ECF regularly takes the initiative or is asked to study certain problems about cycling. Through the years this has resulted in a large quantity of publications and position papers. Titles and prices of ECF's publications and their languages are shown in appendix 9. Those publications can be found on ECF's web site or ordered by e-mail from the ECF office.

#### **ECF leaflet**

The ECF leaflet contains the basic information about the ECF, including its background and aims, the services and publications of ECF, its activities and its members.  
It is available in English. The leaflet is free.

## **7.3 ECF, Velo-city and bicycle advocacy on the Internet**

### **The European Cyclists' Federation on the Internet**

You may access ECF from the following homepage: [www.ecf.com](http://www.ecf.com)

On the ECF web site, you will find a large proportion of ECF's position papers in various languages, the list of ECF's members and links to their web sites, as well as to other bicycle advocacy groups in and outside Europe, discussion groups, ...

Our homepage also features links to organisations with shared interests, other NGO's or interesting sites from the European Commission.

Specific pages have been created to

Cities for Cyclists ®	<a href="http://www.cities-for-cyclists.org">http:// www.cities-for-cyclists.org</a>
Velo-city Conferences ®	<a href="http://www.ecf.com/velocity">http://www.ecf.com/velocity</a>
European Cyclist Magazine	<a href="http://www.ecf.com/magazine">http://www.ecf.com/magazine</a>
Euro Velo ®	<a href="http://www.ecf.com/eurovelo">http://www.ecf.com/eurovelo</a>

### **The ECF e-mailing list**

Being an ECF member, you become automatically part of the ECF e-mailing list.

Your organisation's contact person will receive all messages addressed to [list@ecf.com](mailto:list@ecf.com)

You are allowed to send messages to all member organisations through this channel.

Please, use this possibility with discernment.

In order to keep in touch with the Intranet and to keep the links on the ECF web site up-to-date, each organisation should e-mail to the ECF Webmaster ([webmaster@ecf.com](mailto:webmaster@ecf.com)) + to the ECF office ([office@ecf.com](mailto:office@ecf.com) ) whenever changes in e-mail addresses or web sites arise.

### **How to contact ECF by e-mail ?**

ECF Secretariat	<a href="mailto:office@ecf.com">office@ecf.com</a>
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# Appendices

## **Appendix 1. ECF constitution**

### **1. Name**

The name shall be European Cyclists' Federation, hereinafter referred to as ECF. (In German: Europäischer Radfahrer Verband and in French: Fédération Européenne des Cyclistes).

### **2. Territory**

The ECF shall concern itself with promoting cycling on behalf of European cyclists, but may liaise with groups or bodies outside Europe with similar aims and objectives. The activities of ECF shall be at a European or international level rather than at a national or local level. ECF members may draw upon the information, support, experience and skills of ECF for their own specific campaigns. The ECF is entitled to seek legal status in every country in Europe.

### **3. Aims and Objectives**

- 3.1 To promote and encourage cycling in the countries of Europe as an economic, efficient, healthy and environmentally friendly means of transport and recreation. The ECF shall act as a federation of member groups throughout Europe.
- 3.2 To raise the status of cycling and to promote recognition of the benefits of cycling for both individuals and society as a whole.
- 3.3 To encourage consideration of cyclists' needs in Europe in all aspects of transport planning and management, environment, safety and health, and promote cycle friendly conditions throughout Europe.
- 3.4 To support member groups on matters of national and international importance relating to the aims of the ECF.
- 3.5 To undertake research on matters relating to cycling, transportation, environment and safety.
- 3.6 To enhance the information and advice available to member groups and thus assist their activities nationally and internationally.
- 3.7 To promote the exchange of information and expertise between member organisations.
- 3.8 To make available services of member organisations to individual members of member organisations in other countries.
- 3.9 To hold conferences on a regular basis in Europe to discuss matters relating to cycling, transport, environment and safety.
- 3.7 To provide information and expertise to and to raise the awareness of specific groups: international bodies and institutions, politicians, planners, manufacturers/trade groups, bicycle holiday agents/tourism authorities, environmental and transport groups with regard to cycling and its benefits and needs.

### **4. Membership**

- 4.1 Membership of the ECF shall be open to all organisations with an interest in promoting the bicycle as an everyday means of transport or recreation, subject to agreement by a majority of existing members.
- 4.2 There shall exist three categories of members:
  - full members,
  - associate members,
  - supporting members.

- 4.2.1 Full membership shall be reserved for national, regional or local associations of cycle users or cycle users groups in Europe whose primary aim is the promotion of the bicycle as a means of transport or recreation.
- 4.2.2 Associate membership shall be open to :
- non-European entities that meet the above criteria;
  - associations that do not meet the above criteria but nevertheless have an interest in promoting the use of the bicycle;
  - non-commercial bodies with an interest in the bicycle as a means of transport or recreation.
- 4.2.3 The Management Committee may grant the status of supporting member to commercial undertakings and associations representing commercial interests who wish to express their sympathy for the aims of the ECF.
- 4.3 Subscription fees
- 4.3.1 Full members and associate members shall pay a subscription fee fixed annually by the AGM depending on the size and structure of their organisation, i.e. whether they have direct individual membership or are a federation of groups.
- 4.3.2 Supporting members shall pay a minimum contribution per year determined by the MC. Their status shall be reviewed every year by the AGM.
- 4.4 Members' rights
- 4.4.1 Full members shall be entitled to vote at ECF meetings with the number of votes as laid down in paragraph 7.1.6 and to nominate candidates for the Management Committee. They shall have access to all present and future services of the ECF.
- 4.4.2 Associate members shall be entitled to receive regular information and to participate in ECF events like full members but without voting rights.
- 4.4.3 Supporting members shall be entitled to periodical information about ECF activities and to participation at ECF events by invitation. Their names shall be published by the ECF in the Handbook and other publications.
- 4.5 Membership is deemed to have lapsed if the subscription is not renewed within 3 months after a reminder from the ECF Treasurer. The cessation of membership will be confirmed by the treasurer in writing.
- 4.6 A group may be expelled from the ECF (but only at an AGM) if the conduct of the group is considered not to be in furtherance of the aims of the ECF organisation. Any group to which this applies will be informed at least one month before the Annual General Meeting at which this matter will be discussed, and will get the opportunity to state its position on the matter before the AGM takes a decision.

## **5. Contact with the ECF**

Each member organisation shall nominate a contact person for liaison with the ECF, other groups and the ECF Secretariat or Management Committee between meetings. This contact person will take responsibility for ensuring that communications from the ECF Secretariat or Management Committee and other members is handled speedily and appropriately.

## **6. Language and co-operation.**

- 6.1 The working language of ECF shall be English. Where possible papers, documents and speeches shall be translated into other languages.
- 6.2 The ECF will make allowance for the historical, cultural, economic and ethical differences between countries and member organisations.

## **7. General Meetings**

### 7.1 Annual General Meeting

7.1.1 At least one meeting will be held annually and shall be known as the Annual General Meeting (AGM).

7.1.2 The AGM will be hosted by one of the member groups. Preferably, the date and venue of the AGM is to be agreed at the previous AGM.

7.1.3 The draft agenda and all relevant papers for the AGM will be sent out at least two weeks in advance of the meeting to allow adequate consideration by the Members for the meeting.

7.1.4 Members may bring topics for discussion and consideration at the AGM, and should, where possible, provide details of the topic(s) to include in the papers to be sent out as mentioned in the previous paragraph.

7.1.5 The AGM is entitled to vote on issues of policy presented at the AGM as well as to the election of the Management Committee of the ECF.

7.1.6 The number of votes a member organisation is entitled to depends on the size of their membership:

1	-	999	members :	1 vote
1000	-	4999	members :	2 votes
5000	-	9999	members :	3 votes
10000		19999	members :	4 votes
20000		39999	members :	5 votes
40000		members and above :		6 votes

For federated members the number of votes will be calculated from the number of groups within the federated organisation. One person may vote for only one organization, with a maximum of three votes per person.

7.1.7 Voting on matters other than described in chapter 13 may be by simple majority, where abstentions are excluded.

7.1.8 Votes on persons will be done by a secret ballot.

### 7.2 Extraordinary General Meeting

7.2.1 Extraordinary General Meetings (EGM) may be called when at least 6 members of the ECF request that a meeting be held. Not less than one month's notice of such EGMs shall be given.

7.2.2 The provisions and rights of the AGM also apply to the EGM with an exception for matters described in paragraph 4.6 and chapter 13.

## **8. Management Committee and staff of ECF**

### **8.1 Management Committee**

- 8.1.1 The ECF shall have a Management Committee (MC) consisting of a minimum of three (3) persons and a maximum of eight (8) persons. A member of the Management Committee might have a deputy, and shall be elected by a majority vote at the AGM. The MC shall be accountable to the General Meeting.
- 8.1.2 The MC shall have a President, a Treasurer and possibly one or more Vice-Presidents, which will be elected in their function by the AGM.
- 8.1.3 The function of the Management Committee is to co-ordinate and continue the work of the ECF between meetings and to give direction and support to the staff and project groups. The MC shall also co-operate with the hosts of the AGM (or EGM) in organising an agenda and timetable for the meeting.
- 8.1.4 The MC will take decisions by a simple majority of votes. When votes are equal, the president shall have a casting vote.
- 8.1.5 The MC shall meet no less than four (4) times a year to review the financial accounts, projects and work of the ECF.
- 8.1.6 The MC shall be entitled to allocate projects or production of reports to the best benefit of the ECF and its Members. The MC shall monitor and approve such projects or reports in progress and approve on completion the use of the ECF name. The MC have the right to refuse to allow a project or report to use the ECF name if it is felt that the project or report is not of sufficient benefit to ECF or of sufficient quality to bear the ECF name.
- 8.1.7 The MC may invite Project Managers or other persons to attend the meetings as is felt appropriate.

### **8.2 President and Treasurer**

- 8.2.1 The President is primarily responsible for the progress of the ECF work and representation to the outside world. He/she is the first one to approach if there is a problem.
- 8.2.2 The function of the Treasurer is to keep accounts of the financial situation of the ECF including expenditure and income and provide annual accounts to the Members at the AGM. In addition, the Treasurer shall provide accounts to the MC on a regular basis. The Treasurer is entitled to call a meeting of the MC if the financial position of the ECF warrants the calling of such a meeting.
- 8.2.3 The Treasurer shall ensure that the accounts are presented to the auditors in sufficient time for them to perform their task and report to the Membership.

### **8.3 Staff**

- 8.3.1 The MC is responsible for the appointment and dismissal of paid staff within the limits put by the budget as decided by the AGM.
- 8.3.2 Members of the staff shall be contracted by and paid according to the terms and conditions of the local Member organisation where the staff is accommodated, unless another arrangement is more appropriate to both parties.

## **9. Administration**

- 9.1 The ECF Secretariat will be sited at a convenient location affording good contacts. The MC may, however, appoint regional or specialist offices and/or posts (if necessary in consultation with the relevant local member organisation) should the opportunity for funding, important contacts or specific tasks etc. warrant this.
- 9.2 Any individual or group may request the Secretariat to distribute items of information or papers regarding particular issues of interest to Members.

## **10. Finance**

- 10.1 The accounting year shall be the calendar year. Accounts shall be presented at the AGM following the end of the financial year and audited within 6 months of the end of the financial year.
- 10.2 One or more auditors shall be appointed by a General Meeting to review the accounts on an annual basis. The auditor(s) may not be member(s) of the MC.
- 10.3 All monies shall be banked on behalf of the ECF or one or more of its projects as approved by the MC.

## **11. Dissolution**

If a General Meeting decides at any time that it is necessary to dissolve the ECF, a poll shall be made of all full Members with a proposal that the ECF be dissolved. If a two-third majority of the poll supports this proposal or if two-third of the members fail to react within one month, the ECF shall be wound up and any assets remaining applied towards another similar organisation or such charitable purposes as may be approved by the Members.

## **12. Administration Matters**

More detailed regulations which may be subject to change by the Management Committee are contained in the ECF Internal Rules.

## **13. Alteration of Constitution**

Members may elect to change this constitution at a meeting provided that the proposal for change and details of such a change have been circulated at least one month in advance of a meeting.

A change can only be made at a meeting if a two-thirds majority of those present and eligible vote in favour of the proposal according to the voting structure of ECF.

*Last modified by the Annual General Meeting of the European Cyclists' Federation, Odense, June , 2001.*

## Appendix 2. ECF Full members

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### AUSTRIA

#### **ARGUS**

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Web: [www.argus.or.at](http://www.argus.or.at)

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### BELGIUM

#### **Fietsersbond vzw, (Flanders Cyclists'Fed.)**

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B-2000 Antwerpen  
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fax: +32-3 231 45 79  
e-mail: [fietsersbond.stef@pi.be](mailto:fietsersbond.stef@pi.be)  
Web: <http://www.fietsersbond.be>

#### **GRACQ asbl, (Daily Cyclists Research and Action Group)**

Rue de Londres, 15 (b. 2)  
B-1050 Bruxelles  
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### DENMARK

#### **DCF, Dansk Cyklist Forbund**

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### FINLAND

#### **HePo, Helsingin Polkupyöräilijät**

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### FRANCE

#### **FUBicy, Féd. Française des Usagers de la Bicyclette, (French Fed. of Bicycle Users)**

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#### **MDB Mouvement de Défense de la Bicyclette**

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### GERMANY

#### **ADFC, Allgemeiner Deutscher Fahrrad Club, (German Bicycle Federation)**

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### GREECE

**Filoi tou podèlatou (Friends of the Bicycle)**

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Web : www.kerosz.hu

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**IRELAND****Dublin Cycling Campaign**

12 Millmount Grove  
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IRL -Dublin 14  
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Tel : 353-1-4961401  
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**ITALY****FIAB, Federazione Italiana Amici della Bicicletta (Italian Fed. of Bicycle's Friends)**

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fax: +39 011 5592 750  
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**LUXEMBOURG****LVI, Lëtzebuenger Velos-Initiativ**

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Web: [www.lvi.lu](http://www.lvi.lu)

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**MALTA****Cycling Touring Club Malta**

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**NETHERLANDS****Fietsersbond , (Dutch Cyclists' Union)**

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**NORWAY****SLF, Syklistenes Landesforening, (Norwegian Cyclists' Association)**

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**PORTUGAL**

**FPCUB, Federação Portuguesa de Ciclismo e Utilizadores de Bicicleta**

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**ROMANIA****CCN, Clubul de Ciclism Napoca, (Napoca Bicycle Tourism Club)**

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**SLOVENIA****Slovenska Kolesarska mreza, (Slovenian Cyclists' Network)**

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Web: www.interbook.net/colectivo/  
verdesandaluz/bicis/a-contra.htm**Coordinadora Catalana d'Usuaris de la Bicicleta, (Catalan Co-ordination of Cycle Users)**C/Mare de Déu del Port 397-401,17<sup>e</sup> 1a

E - 08038 Barcelona

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fax : (+ 34) - 93 431 53 79

e-mail: deritja@pangea.org

Web: http://www.amicsdelabici.org

**Asociación Cicloturista PEDALIBRE de Usuarios de la Bicicleta, (Pedalibre, Bicycle Users and Cyclotulist Association)**

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cp: Juan Merallo

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e-mail: pedalibre@terra.es

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**SWEDEN****Cykelfrämjandet, (The Cycling Promotion in Sweden)**

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**SWITZERLAND**

**IG Velo Schweiz**

Bollwerk 35  
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fax: +41-31 312 24 02  
e-mail: [info@igvelozuerich.ch](mailto:info@igvelozuerich.ch)  
Website : <http://www.igvelo.ch/>

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**UNITED KINGDOM****CCN, Cycle Campaign Network**

54-57 Allison Street  
Digbeth,  
GB - Birmingham B5 5TH  
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phone: +44-1242-512881 (private)  
e-mail: [ccn@cyclenetwork.org.uk](mailto:ccn@cyclenetwork.org.uk)  
Web: [www.cyclenetwork.org.uk](http://www.cyclenetwork.org.uk)

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**Yugoslavia****Yugo Cycling Campaign**

Bulevar Lenjina 167  
Y - 11070 Belgrade  
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Fax:+381-11-3231 192  
e-mail: [yucycle@eunet.yu](mailto:yucycle@eunet.yu)

### Appendix 3. ECF associate members

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#### AUSTRALIA

##### **BFA, Bicycle Federation of Australia**

GPO Box 3222  
Canberra ACT 2601  
Australia  
cp: Charlie Farren

phone: +61-03-9827 44 53  
fax: +61-03-9827 4295  
e-mail: secretary@bfa.asn.au  
Web: www.bfa.asn.au

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#### AUSTRIA

##### **VCÖ, Verkehrsclub Österreich, Environmental Transport Association**

Bräuhausgasse 7-9  
A - 1050 Wien  
cp: Wolfgang Rauh

phone: +43-1 893 26 97  
fax: +43-1 893 24 31  
e-mail: vcoe@vcoe.at, wolfgang.rauh@vcoe.at  
Web: http://www.vcoe.at

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#### BELGIUM

##### **AEVV - EGWA, European Greenways Association**

Gare de Namur - bte 27  
B - 5000 Namur  
cp: Christophe Lacroix

phone: +32-81 22 42 56  
fax: +32-81 22 42 56  
e-mail: info@aevv-egwa.org  
Web: http://www.aevv-egwa.org

##### **Pro Velo asbl**

Rue de Londres, 15 - bte 1  
B - 1050 Bruxelles  
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phone: +32-2 502 73 55  
fax: +32-2 502 86 41  
e-mail: jl.dewilde@provelo.org  
Web: http://www.provelo.org

##### **T & E, Transport & Environment**

Boulevard de Waterloo, 34  
B - 1000 Bruxelles  
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e-mail: info@t-e.nu  
Web: www.t-e.nu

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#### CANADA

##### **Vélo Québec**

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#### DENMARK

##### **Idéværkstedet De Frie Fugle**

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fax: +45-33 11 75 12  
e-mail: JE@Friefugle.dk  
Web: www.friefugle.dk

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**FRANCE****AF3V, Association Française de Développement des Véloroutes & Voies Vertes**

47 A, rue du Lieutenant André  
F - 71100 Chalons sur Saône  
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fax: +33-3 85 43 38 21  
e-mail: [coordination@af3v.org](mailto:coordination@af3v.org)  
Web : <http://www.af3v.org>

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**THE NETHERLANDS****I-ce, Interface for Cycling Expertise**

Lange Nieuwstraat 35,  
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fax: +31-30-231.23.84  
e-mail: [i-ce@cycling.nl](mailto:i-ce@cycling.nl)  
Web: [www.cycling.nl](http://www.cycling.nl)

**FIS, Fietskaart Informatie Stichting (Bicycleroutemap Information Foundation)**

P.B. 13002  
NL-3507 LA Utrecht  
cp: Clemens Sweerman

e-mail: [fis@knoware.nl](mailto:fis@knoware.nl)  
Web: [www.fietskaartinformatiestichting.nl](http://www.fietskaartinformatiestichting.nl)

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**SWITZERLAND****VCS / ATE (Swiss Transport & Environment Association)**

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Web: [www.vcs-ate.ch](http://www.vcs-ate.ch)

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**UNITED KINGDOM****CTC, Cyclists' Touring Club**

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#### **Appendix 4. Supporting members and sponsors**

JETRO, Japan Bicycle Promotion Institute  
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D – 40212 Duesseldorf  
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Web: <http://www.jbpi.or.jp>

#### **Sponsors of the ECF:**

We hereby would like to thank Shimano Europe who sponsors specific ECF projects through the Shimano Bicycle fund, and UCI for its co-operation.

ECF receives a subsidy from the European Commission

## Appendix 5. Members of the Management Committee

### Members of the Management Committee

### Deputies

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#### President

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#### Treasurer

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e-mail: andras.toth@bigfoot.com  
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*The election took place at the AGM  
in Odense, Denmark, 9 June 2001*

## Appendix 6. Executive office, staff and other with interest

ECF activities are carried out at the offices listed below:

ECF asbl  
Rue de Londres, 15 (b.3)  
B - 1050 Brussels  
BELGIUM  
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fax: +32-2-511 52 24  
e-mail: office@ecf.com  
Web: www.ecf.com

- Marie Caroline Coppieters  
Secretary General
- Ibtissame Malouli  
Assistant

Velo-city Secretariat  
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GB - London SW2 2BQ  
UNITED KINGDOM  
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fax: +44-208-671 33 86  
e-mail: oh@velo-city.org

- Olly Hatch, Conference Director

EuroVelo  
Rue de Londres, 15 (b.4)  
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Accredited Auditor:  
Fallon, Chainiaux, Cludts, Garny & C°  
CPA Associates International  
Avenue Paul Hymans, 12  
B - 1200 Bruxelles

### Affiliated with ECF

Cities for Cyclists secretariat  
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DENMARK  
phone: +45-33 32 31 21  
fax: +45 33 32 76 83  
e-mail: cfc@dcf.dk  
Web: www.cities-for-cyclists.org

- Pablo Celis, CfC Trafikingenior

## Appendix 7. ECF subscriptions fees

The Annual General Meeting of 2000 adopted the following subscriptions fees for 2001; unchanged for 2002

- Full members: (bicycle user group only)  
As a group 0,25 EUR per paying unit (\*) when the group counts 2 to 1000 units  
the next 1001- 10.000 paying units: 0,20 EUR  
the next 10.001- 00 paying units: 0,17 EUR  
Minimum fee is 100 EUR.  
As a Federation: 250 EUR

- Associate members: 250 EUR minimum  
Suggested higher fees dependent on the number of members (\*):  
5- 9.999 members : 370 EUR  
10.000 - 49.999 members : 600 EUR  
more than 50.000 members 1000 EUR

- Supporting members: 1500 EUR

Late payment: a penalty of 25% of the subscription fee, with a maximum of 25 EUR.

(\*) The number of paying members is defined as follows: a member is a paying person or a family or other entity which pays one subscription fee. If an organisation uses a fixed financial year, one has to count the members at the end of the last financial year ending before January 1st. An organisation that uses no fixed financial year has to count on December 31st.

### Administration fee for candidate members

An organisation can only be accepted as an ECF-member during the Annual General Meeting, which takes place once a year, in June. If an organisation contacts the ECF more than a month before the Annual General Meeting, it can get the unofficial status of "candidate-member". This implies that the organisation receives the ECF-Mailing and Bicycle Research Report until the next Annual General Meeting.

The ECF asks an administration fee for this

- If the organisation applies for membership between June and December, it has to pay 60 EUR. It will then receive all ECF-Mailings from June.
- If the organisation applies for membership between January and June, it has to pay 30 EUR. It will receive all ECF-Mailings from January.

## Appendix 8. The Bicycle Research Reports: index and prices

Price for a yearly subscription (11 issues): 50 EUR (in Europe) or 60 EUR (outside Europe)  
Copies of old BRRs can be received from the ECF Secretariat (5 EUR + postage)

date: the first two digits indicate the year; the last two the month  
language: E = English; F = French; G = German; Sp= Spanish

Nr	Date	Author(s)	Title	Language
1	9001	M.D. Lowe (USA)	The bicycle: vehicle for a small planet	E
2	9002	T. Krag (DK)	Safety - an Achilles heel for cycling	E
3	9002	ANCPC (AUS)	35 kph limit on cycle routes in Canberra	E
4	9004	A. Zalewski (PL)	Cycle use in small towns in Poland	E
5	9007	Kanton Bern (CH)	Facilities recommended for cyclists	E
6	9010	NOVEM	The Netherlands travelling clean	E
7	9012	D. Alrutz e.a. (D)	Case studies on safety for cycle traffic	E
8	9101	Bauamt Zurich (CH)	On your bike	E
9	9102	ECMT (F)	Report from the conference of European transport ministers	E/F
10	9103	VCS (CH)	Park and ride: something worth backing of an environmental nonsense	E/F/G
11	9104	Federal Highway Institute (D)	Research findings on schemes for general traffic calming	E
12	9105	OECD (F)	Environmental policies for cities in the 1990s	E/F/G
13	9106	R. Green e.a. (GB)	The behaviour of teenage cyclists at T-junctions	E/F/G
14	9107	N. Jensen (DK)	VeloCity 1989 proceedings	E/G
15	9108	W. Brög / E. Erl (D)	Influencing traffic behaviour by public awareness	E/G
16	9109	J. Ploeger e.a. (NL)	Signposts for cycle planning	E
17	9110	Bordeaux City (F)	Personal mobility in Bordeaux	E/F/G
18	9111	J. Kropman (NL)	Mobility, bicycle use and safety	E/G
19	9112	Bundesverkehrsmin. (D)	Cycling in the city - a comprehensive evaluation of research studies on cycle traffic in the city	E/G
20	9201	M. Ferguson (GB)	Transport and the environment in Central and East Europe	E/G
21	9202	A.G. Wellemann (NL)	The Dutch bicycle master plan	E/F/G
22	9203	M.R. Repogle (USA)	Sustainable transportation strategies for third world development	E/F/G
23	9204	Th. Froitzheim (D)	The ugly duckling: Park-and-ride versus bike-and-ride	E/F/G
24	9205	Allot & Lomax (GB)	Cyclists and roundabouts	E/F/G
25	9206	UTIP/Socialdata (D)	European opinion poll on access to city centres	E/F/G
26	9207	M.E. Bekker (NL)	Bicycle Parking 21: Netherlands Railways plan to double bike-and-ride traffic	E/G
27	9208	P. Brandstätter (A)	Veloce cycle messenger service launches the "public velo"	E/F/G
28	9209	S. Häcker / W. Kremp (D)	Ruhender Radverkehr	E/F/G
29	9210	ARGUS (A)	The Velo Secur Conference - an A to Z of Cycle Safety. "Russian Roulette" turns spotlight of criticism on cycleways.	E/F/G
30	9211	A. Rowell e.a. (GB)	Bikes not fumes. The emission and health benefits of a modal shift from motor vehicles to cycling.	E/F/G
31	9212	Vélo Québec (CA)	The prospects for cycling worldwide. A report from the Vélo Mondiale conference with 161 contributions from 5 continents.	E/F/G
32	9301	M. Hillman (GB)	Cycling - towards health and safety. Regular cyclists are healthier and live longer.	E/F/G
33	9302	U. Lehner Lierz / K. Schrod (D)	Promoting the bicycle is promoting women. Cycling facilities must be clearly visible and well-lit at night.	E/F/G

34	9303	E. Hildebrand/ S. Lohr/A.Luers (D)	The Theodor Fontane Project: 10,000 kilo-meters for Brandenburg. Policy statement recommends job creation for a province-wide cycle-way network	E/F/G
35	9304	H. de Jong/T. Bosch (NL)	Houten - A model for the future. Retail trade flourished in a cycle-friendly town. Car use reduced thanks to ideal conditions for bicycles and public transport.	E/F/G
36	9305	A.G. Welleman e.a. (NL)	Still more bikes behind the dikes. A pioneering Dutch contribution to cycle policy and research.	E/F/G
37	9306	R. Schnull e.a. (D)	Safety for cyclists at urban road junctions. A new study has shown that cycleways are particularly hazardous at junctions.	E/G
38	9307	B. Bach (NL) / N. Presman (CA)	Climate-sensitive urban space, concepts and tools to humanize cities. Cycle-use can be increased if town planning takes weather into consideration.	E/G
39	9309	U. Heierli	Environmental Limits to Motorisation. In the third world the bicycle is being systematically underestimated.	E/F/G
40	9310	Hugh McClintock	The bicycle and city traffic. Some British and International examples of promoting cycling.	E/F/G
41	9311	CROW	Design manual for a cycle-friendly infrastructure	E/F/G
42	9312	Club des Villes Cyclables	The bicycle - an investment for the city	E/F/G
43	9401	Dutch Cyclists' Union	Cycling in Dutch cities	E/F/G
44	9402	Tilman Bracher	Cycling: the potential	E/F/G
45	9403	Michael Hermann et al.	Bicycle Blueprint: A plan to bring bicycling into the mainstream in New York City	E/F/G
46	9404	Marc Shayler/Malcolm Fergusson/Andy Rowell	Swiss cycling officers hold national conference: the bicycle: how and where?	E/F/G
47	9405	Marc Shayler, et al.	Costing the benefits: the value of cycling	E/F/G
48	9406	Wolfgang Reiche / Thomas Froitzheim	Hints on promoting cycle-tourism	E/F/G
49	9407	Hugh Mc Clintock	Bicycle planning: a bibliography	E/F/G
50	9408	Town Planning Office Copenhagen	The bicycle as a means of transport to work. In Copenhagen 30% cycle to the office - often more than 10 km.	E/F/G
51	9409	Daniel Egan	A bicycle and bus success story. Bicycle traffic tripled after introducing combined cycle and bus lanes	E/F/G
52	9410	Isabelle Lessens	The hit parade of cyclists' cities. Support for cycle traffic in France: No-go areas in many cities	E/F/G
53	9411	Charles Komanoff, Cora Roelofs & others	Environmental benefits of cycling and walking in the USA. USA-estimates for environmental benefits by pedestrian & cycle traffic 1991 & 2000	E/F/G
54	9412	John Howe/Ron Dennis	The bicycle in Africa: luxury or necessity. Decline of the bicycle because of rationing of foreign currency and luxury tax	E/F/G
55	9501	Brigitte Høj Nielse	The bicycle in Denmark. Present use and future potential	E/F/G
56	9502	Marien G. Bakker	Traffic Plan by the Ministry of Transport and Water Management, The Hague	E/F/G
57	9503	Johannes Spatz	Cars to ploughshares, health and traffic in Berlin. Most traffic fatalities die of cancer	E/F/G
58	9504	Hermann Knoflacher	The railway station as an economic centre. Austria's local authorities are investing more and more in the bicycle	E/F/G
59	9505	Jürgen Grandel, et al.	Investigation into cycle accidents	E/F/G
60	9506	diverse authors	Velo-city Conference: The civilized city responses to new transport priorities. Published by Nottinghamshire City Council	E/F/G
61	9507	Bruce Epperson	How suitable are roads for bicycle use. A standard for the quality of roads for the cyclist	E/F/G
62	9508	Manfred Treber	Carbon dioxide and local public transport - No figures available	E/F/G
63	9509	David Mozer	Calculating multi-mode Levels of service: how good are roads for pedestrians and cycle traffic?	E/F/G

64	9510	David G. Davies, et al.	Investing in the cycling revolution	E/F/G
65	9511	Todd Litman	Measuring the advantages of cycling on traffic flow	E/F/G
66	9512	IG Velo Basel	The bicycle - a symbol of sustainable transport: papers read at the 8th Velo-city conference, Basel, 1995	E/F/G
67	9601	Yuntong Liu, et al.	Traffic and road safety in Beijing	E/F/G
68	9602	Forschungsgesellschaft für Strassen- und Verkehrswesen FGSV	German bicycle-friendly recommendations for handling cycling traffic (E.R.A.)	E/F/G
69	9603	Tilman Bracher	Cycle-traffic needs in the communities: financial requirements and financing plans	E/F/G
70	9604	Wolfgang Rauh	Roads for cycling	E/F/G
71	9605	Bicycle Association	Cycling's potential and how to achieve it	E/F/G
72	9606	Dutch Ministry of Justice	Bicycle thefts: investigation into the daily practice of cycle thieves in the Netherlands	E/F/G
73	9607	David Davies, Hugh McClintock and others	Cycle-friendly infrastructure. Guidelines for planning and design	E/F/G
74	9608	Konrad Goetz	Mobility attitudes to motoring are also widespread among cyclists	E/F/G
75	9609		New Dutch tax legislation introduced for using bicycles to commute to work	E/F/G
76	9610	Christof Bähler	A cost-benefit comparative study of integral cycle promotion in Berne	E/F/G
77	9611	Mayer Hillman	Cycling as an "efficient" substitute for the car: the end of the myth about public transport	E/F/G
78	9612	Ton Welleman	Before the end of the Bicycle Master Plan: after the planning, the results	E/F/G
79	9701	Heiner Schubert	Environmental link with the courier service: nationwide co-operation by cycle couriers and the German Railways	E/F/G
80	9702	C.C. Schoon	Influence of the quality of bicycles on the occurrence of accidents	E/F/G
81	9703	Dorothy L. Robinson	Head injuries and the helmet law for cyclists	E/F/G
82	9704	Tilman Bracher, Boris Krueger, Jörg Thiemann-Linden	Leisure travel by local railway and bicycle	E/F/G
83	9705	Alex Sorton, Thomas Walsh	Bicycle stress levels - a tool for evaluating urban and suburban bicycle compatibility	E/F/G
84	9706	E. Poulsen, D. Mozer	Rainbow of free bikes	E/F/G
85	9707	City of Münster/Traffic Planning Group	Optimisation for cyclists at traffic lights	E/G/F
86	9708	Hartmut Gyukits	Traffic, economic and planning aspects of bike-and-ride in the Rhine an Rohr transport authority	E/G/F
87	9709	OECD	Sustainable transportation principles	E/G/F
88	9710	The Institution of Highways and Transportation	Traffic in urban areas	E/G/F
89	9711	Projectgroep Masterplan Fiets	Cycle Traffic: The bicycle is gaining ground in traffic over short distances	E/F/G
90	9712	Ingo Dewald	The compatibility of in-line skating with traffic	E/F/G
91	9801	Gianantonio Scaramuzza, Uwe Ewert	Safety & technical analysis of pedestrian crossings	E/F/G
92	9802	Ralf Risser, Karin Ausserer	Non-profit marketing - A new way of promoting urban cycling	E/F/G
93	9803	Karin Evers	Bicycle parking in The Netherlands	E/F/G
94	9804	Yuichi Mohri, et al.	Person trips in urban areas	E/F/G
95	9805	California environmental protection agency	Evaluation of selected projects funded by motor vehicle registration fees	E/F/G
96	9806	Dieter Ellinghaus, et al.	Comparing traffic regulations in Europe	E/F/G

97	9807-9808	Cees D. Van Goeverden	The effects of improving the access to public transport by bike	E/F/G
98	9809	Dutch Ministry of Transport and Water	Final report on Masterplan Fiets	E/F/G
99	9810	Peter Steen, et al.	A sustainable transport system for Sweden in 2040	E/F/G
100	9811	US Department of Transportation	National bicycling and walking study - Transportation choices for a changing America	E/F/G/Sp
101	9812	M. Cames, F. Ebinger et al.	New jobs through environmentally friendly traffic	E/F/G/Sp
102	9901	The Institution of Highways and Transportation	Guidelines for cycle audit and cycle review	E/F/G/Sp
103	9902	Hugo Priemus	How can central and local government control and restrict car use ?	E/F/G/Sp
104	9903	W. Hunter, J. Stewart, et al.	A study of cycle lanes versus wide curb lanes	E/F/G/Sp
105	9904	A. Dijkstra, P. Levelt, et al.	The best practice to promote cycling and walking	E/F/G/Sp
106	9905	D. Allen, N. Rounpail, et al.	Analysis of the operation of cycling directly	E/F/G/Sp
107	9906	Ulrich Seewer, et al.	The future belongs to pedestrian and cycle traffic	E/F/G/Sp
108	9907-9908	European Commission	Cycling: the way ahead for towns and cities	E/F/G/Sp
109	9909	World Health Organisation	Walking and Cycling in the City	E/F/G/Sp
110	9910	Ecumenical Council of Churches	Prospects of Sustainable Mobility Worldwide	E/F/G/Sp
111	9911	European Commission	EU-Transport in figures 1999 – Statistical pocket book	E/F/G/Sp
112	9912	A. de la Bruheze/ F.C.A. Vervaart	Cycle traffic in practice and policy in the 20 <sup>th</sup> century	E/F/G/Sp
113	0001	Research Authority City: Mobil (Ed)	Dominance of car mobility as a challenge.	E/F/G/Sp
114	0002	David L. Harkey, Donald W. Reinfurt and Matthew Knuiiman	The wider the right-hand lane and the fewer the cars, the better it is for cycling.	E/F/G/Sp
115	0003	Sewa RAM, A.K. SHARMA	Sustainability And City Size	E/F/G/Sp
116	0004	Albert Jansen, A. Walraad et P. Van Beek:	Traffic planner meets city planner	E/F/G/Sp
117	0005	SWOV Institute for road safety research	Main reasons for cycling accidents/ single accidents among cyclists	E/F/G/Sp
118	0006	Traffic Planning Group / Südstadt Planning office	Report on the situation of cycling in Germany	E/F/G/Sp
119	0007-08	Wolfgang Rauh / Verkehrsclub Österreich	Communication and marketing for safer environment-orientated mobility	E/F/G/Sp
120	0009	Jeroen Buis and Roelof Wittink	The economic significance of cycling	E/F/G/Sp
121	0010	City of Copenhagen	Bicycle account 1998	E/F/G/Sp
122	0011	CALL A BIKE Mobility Systems PLC	Mobility system CALL A BIKE	E/F/G/Sp
123	0012	Francis Papon	World mobility trends: What place for the bicycle ?	E/F/G/Sp
124	0101	ELTIS	European Local Transport Information Service	E/F/G/Sp
125	0102	Anna Bergström	Winter Maintenance service levels on cycleways	E/F/G/Sp
126	0103	Peter Marti, Hans-Rudolf Henz, Ruggero Schleicher-Tappeser	Traffic/Town planning	E/F/G/Sp
127	0104	Karst Geurs, Bert van Wee et al.	Environmentally sustainable Transport	E/F/G/Sp
128	0105	ECF, Fietsersbond, City of Amsterdam	Velo Mondial 2000 – Amsterdam Declaration	E/F/G
129	0106	Soren Underlien Jensen et al.	Collection of cycle concept	E/F/G
130	0107	Mirjan E. Bouwman	The best transport system is a combination of bike and train	E/F/G/Sp

131	0109	T. Asperges./U. Lehner-Lierz/MC Coppieters/ K. Reiter et al.	Bicycle Policy Audit (BYPAD°)	E/F/G/Sp
132	0110	Lars Bo Andersen, Peter Schnohr, Marianne Schroll, Hans Ole Hein	All-Cause mortality associated with physical activity during leisure time, work, sports, and cycling to work	E/F/G/Sp
133	0111	M.J.N. Keijer/ P.Reitfeld	How do people get to the railway station? The Dutch experience	E/F/G/Sp
134	0112	Ministry of economics and small businesses, technology and transport	Action plan to promote cycling in North Rhine-Westphalia	E/F/G/Sp

## Appendix 9. ECF list of publications: position papers and studies

*The publications hereunder are available free of charge on our Web-site or on request by e-mail, unless otherwise mentioned.*

### **ECF Europe by bike** - Visions become reality, March 2002, 36 pages, *English*

'Europe by Bike' is a practical information pack which provides an overview of attractive cycle regions throughout Europe and highlights the benefits of travelling by bike. Supporting cyclists and environmental efforts that promote cycle tourism, the brochure confirms that travelling in Europe by bike is the way of the future.

### **ECF response to the European Commission's white paper "Common Transport Policy till 2010: time to decide"** (COM(2001)370). November 2001. 4 pages. *English*.

The White Paper reviews the current transport situation and looks to the future in four main directions: a) encouraging modal shift; b) eliminating bottlenecks; c) road safety; d) placing the user at the heart of policy.

Sixty measures have been proposed to achieve the four aims. The European Commission recognises that current transport patterns cannot go on as they are, that economic growth and transport growth can be decoupled, and that intermodality deserves to be promoted. Yet the ECF is of the opinion that the Common transport policy leaves transport demand untackled. No modal split targets have been set in any of the modes. Cycling should be acknowledged as existing in its own right as part of the global transport chain. Road safety improvements should rely on basic principles such as speed reduction and a reduction of traffic volume, rather than resting on the possible benefits of new technologies

Amongst others, the ECF calls for EU modal split targets for all modes, for an urban speed limit of 30 km/h, for the creation of a European Cycle Route Network and for 'intermodality' and 'accessibility' clauses to be incorporated as a condition of EU (co)-funded transport or infrastructural projects.

**Slow down ! Now !**, extract of European Cyclist 3/2000. 2 pages. December 2000. *English* Introducing 30 km/h as a general speed limit in built-up areas is more than a question of road safety. A 20 km/h speed limit reduction makes a big difference as fewer, and less serious, accidents occur. Lower speed means that motor traffic will require less space and will therefore cause less noise, whilst it also improves the quality and liveability of urban space. A lower general speed encourages walking and cycling, and thus supports an active and healthy lifestyle. The ECF strongly recommends the introduction of 30 km/h as a general speed limit for all built-up areas.

### **ECF comments on the Commission's communication on the Health Strategy in the European Community**, COM(2000)285. November 2000. 5 pages. *English*.

The ECF is pleased to read that the European Commission considers the promotion of a healthy lifestyle via physical activity as an objective taken up at European level, even if the concrete actions will be taken at national level. Yet, the ECF is concerned that the transport policy is not being considered by the present communication as one of the key means to address levels of physical activity, and the air and noise pollution that the EU's citizens are subject to. The ECF is calling for a clear reference to the need for a transport policy which promotes the healthier forms of mobility, namely cycling and walking. When it comes to promoting public health via cycling, this is a uniquely responsible way to achieve the Treaty's requirement to integrate health concerns into transport, regional, environmental and tourism policies.

### **ECF comments on the Commission's communication on the "Development of Public Health Policy in the European Community**, COM(98)230. January 1999. 4 pages. *English*.

In matter of public health, the ECF believes that prevention is better than cure. The ECF response focuses on physical activity, namely cycling, which, when included into the pattern of daily life, procures tangible health benefits. The ECF recommends that the European Union clearly expresses that the promotion of a healthy life style via physical activity is an objective taken up at the European level. Such an objective is cost effective for society, and for the individual. One way to strive for improved public health is to integrate health concerns into other European policies.

### **"Let's Bike for a more Sustainable World !", Velo-city Conference Graz/Maribor International Bicycle Policy Resolution**, 4 pages, April 1999. 4 pages; *English*.

A 10 point pedalling action programme adopted at the closing session of the Velo-city Conference in Graz, 18 April 1999, by 400 delegates from 40 countries.

It sums up the basic requirements to promote the bicycle in the areas of awareness raising, education training, land use planning, safety, budget allocation, intermodality, building regulations, cycle route networks.mm

**ECF comments on the Commission Communication on the Common Transport Policy: Sustainable Mobility: Perspectives for the Future** COM(1998)716, 2 pages, March 99, *English*

**Improving bicycle safety without making helmet use compulsory.** 16 pages, illustrated, November 1998. *English, Spanish, Slovenian*. Price: 5 EUR + postage and packing.

The ECF is not opposed to the wearing of bicycle helmets but firmly believes that this should be a decision for each individual cyclist. Countries which have the highest bicycle use and the lowest risks per kilometre cycled have invariably chosen to promote active road safety, rather than passive protection of the individual cyclist through helmet use. In nine chapters, the brochure covers a wide spectrum of issues pertinent to safer cycling.

**ECF response to the Commission Communication on the Development of Public Health Policy in the European Union** COM(1998)230, 4 pages, January 99, *English*

**ECF response to the Commission Communication on Transport & CO<sub>2</sub>** COM(1998)204, 5 pages, December 1998, *English*

**ECF position paper on Cycling to Work.** 3 pages, December 1997.

*In English, French, German, Spanish, Hungarian, Romanian, Slovenian, Estonian, Lithuanian.*

Cycling to work is considered in its economic and political context. Companies encouraging their workforce to commute by bicycle will benefit from reduced parking space requirements, improved image and reduced sick leave among cycling employees. Reduced car commuter traffic relieves the public purse and the environmental toll of exhaust fumes. The ECF makes recommendations for the integration of this issue into transport, environmental and health policies in Europe.

**Bicycle statistics study (person/km).** 50 pages, December 1997. *English*

Together with UITP and funded by DG VII-transport, ECF made estimates of bicycle use in the 15 EU countries. The study covers 7 reference years (between 1970 and 1995). Because estimates calculated in person-km give an incomplete image of bicycle use, other data have been included such as: % of trips made by bicycle (modal split), sales of bicycles, bicycle ownership/1 000 inhabitants.

**ECF response to the EU communication "Towards an Urban Agenda in the European Union".** 4 pages, October 1997. *English*

The communication COM(97)197 surveys the situation of European cities in social, environmental and transport terms and investigates the role of the EU in such urban matters.

As the bicycle addresses the issues of noise, air pollution, congestion, health, and social life, the ECF regrets that the communication does not make room for the bicycle and emphasises the responsibility of the EU to take the bicycle seriously.

**ECF position paper on Bicycle Transport on International Trains.** 3 pages, September 1997.

*English, French, German, Spanish, Hungarian, Romanian, Slovenian, Estonian, Lithuanian.*

Transportation of bicycles around Europe is increasingly hampered. Bicycles are now banned from most high-speed trains. The ECF calls for a bicycle transport service as part of the minimum railway service package. This paper examines the objections to setting up such a service and places bicycle transport on international trains in a wider, sustainable as well as economic perspective.

**ECF response to the Green Paper on "Future Noise Policy".** 4 pages. March 1997, *in French*

The Green paper proposes a new framework for noise policy in the European Union. The ECF stresses that the first priority must be to prevent noise. Technical devices to curb noise should only come second. The ECF pleads for better urban planning to reduce the need for travel and for determined action to change the modal split. The ECF also calls for mandatory staff transport plans for large companies.

**ECF response to the Green Paper on "The Citizens' Network - Fulfilling the potential of public passenger transport in Europe".** 5 pages, July 1996. *English*

Public transport can be a serious alternative to the car. However, since 50% of car trips are less than 5 km, it is sometimes preferable for short car trips to be replaced by cycling or walking. Intermodality should therefore be promoted. The Green paper does not tackle the issue of image and social status of the car. Improving the image of cycling and public transport requires active promotion.

**Cyclist friendly in the hotel and catering industries,** 4 pages, March 1998. *English, German. A position paper of ADFC (D).*

Cycle-borne guests form a growing proportion of customers for the catering and hotel trades. In most cases

large investments are not required to win them over. The paper mentions a number of criteria for cycle-friendly catering establishments and accommodation, including high-quality, safe cycle parking, the availability of bicycle repair equipment and the display or provision of cycle-touring maps of the region.

**Strategy for the Systematic Promotion of the Use of Bicycles.** 49 pages, 1994. *English*  
written for ECF by Werner Brög, Socialdata, Institut für Verkehrs- und Infrastrukturforschung.  
Bicycle activists should be aware that (potential) support for bicycle-friendly policies is greater than most people think. This publication sets out basic considerations and their consequences for a more effective strategy of bicycle activists.

**EFC position paper on taxation.** 4 pages. May 1993. *English*  
Current taxation policies do not reflect the *external costs* incurred by each mode of transport. Motorised transport, which has high external costs, is often financially favoured over more sustainable modes of transport, such as bicycles. This paper outlines ten variables that should be considered as external costs of the transport system. It concludes that external costs must be paid by the user.

**Cycling in Urban Areas.** 9 pages. February 1993.  
*English, French, Spanish, Hungarian, Romanian, Slovenian, Estonian, Lithuanian.*  
The benefits of cycling, its current importance and the potential for increasing its modal share in cities are discussed.

**Bikes and Trains. Provisions for bicycles made by the railways of Western Europe.** 110 pages. November 1992. *English*  
This ECF report was commissioned by the European Commission. It contains an inventory of the arrangements for bicycles made by railway companies all over Europe. It includes: bicycles as accompanied luggage; bicycles as unaccompanied (registered) luggage; bicycle hire; and bicycle parking at stations. The report also contains recommendations to the European Commission and to the railway operators.

**Comments of the European Cyclists' Federation on the Green Paper on "The Impact of Transport on the Environment. A Community strategy for sustainable mobility".** 8 pages. May 1992. *English*  
The ECF states that the analysis of the negative impact of transport on the environment is comprehensive, but that the strategy to overcome these problems is insufficient.  
It should include the will to: (1) reduce the need for transport; (2) shift the modal split towards less- or non-polluting modes of transport (including the bicycle); (3) minimise the negative effects of the modes of transport that are actually used.

**The bicycle and its basic necessities.** 8 pages. December 1991.  
*English, French, German, Spanish, Hungarian, Romanian, Estonian, Lithuanian.*  
In order to allow bicycles to be more prominent, five basic needs of cyclists need to be addressed:  
*Accessibility* (awareness of bicycles in road planning, bicycle routes, etc.);  
*Integrated transport* (bicycles and other modes of transport, parking facilities, bicycle rental, etc.);  
*Safety for cyclists* (separating motorists from cyclists, reducing traffic speeds, education, etc.);  
*Theft prevention and parking* (high-quality locks and safe bike parking);  
*Promotion* (improving awareness of cycling and its benefits).

**ECF's response to the report of the High-Level Expert Group for a European policy for road safety (Gerondeau).** 4 pages. November 1991. *English*  
The ECF welcomes the goals of the Gerondeau Report and most of the proposed means to achieve them. However, ECF thinks that daytime running lights and urban traffic speeds of 100 kilometres per hour are detrimental to the safety of vulnerable road users. The proposals about cycling disappoint the ECF, because no mention is made of primary safety for cyclists.

**ECF Considerations on Safety.** 3 pages. May 1991. *English*  
The number of accidents on European roads should be reduced by 30% by the year 2000. The emphasis, especially for vulnerable road users, should be on preventing the causes of accidents rather than minimising the effects. Four general suggestions for improving safety are given: 1) reducing the need for transport; 2) modal transfer to safer means of transport; 3) improvements in education, equipment and road conditions; 4) reducing the severity of accidents.

**ECF response to the Green Paper on the Urban Environment by the Commission of the European Communities.** 3 pages. December 1990. *English*

The main argument in this response is that the role of the bicycle has been forgotten. The ECF requests a revised draft which stresses the importance of measures that will stimulate car drivers to use bicycles.

**Safety of Mountain Bikes.** 2 pages. October 1990. *English*

The mountain bike is safer by design than most bicycles currently being used. Some mountain bike riders, however, use their machines in ways that are risky or harmful to themselves, others, or the terrain. The conclusion is made that, in terms of mountain bike safety, it is the behaviour of the cyclist and not the bike itself which needs to be addressed.

**Position Paper on the Communication of the Commission: The Future Railway Policy of the European Communities.** 2 pages. August 1990. *English*

The train is a good solution to the problems of long-distance transport. ECF recommends the inclusion of the bicycle in EC railway policy. Subjects to be considered in this field are:

- facilities for parking, hiring and maintaining bicycles at stations;
- making trains suitable for carrying bicycles as accompanied luggage;
- improving the urban environment to make travel by bicycle to and from stations attractive and safe.

**Facilities for Cyclists** 1 page + 6 pages of annexes. May 1990. *English*

This report, produced for a hearing in the European Parliament Transport Committee, proposes steps to facilitate the combination of trains and bicycles throughout Europe, e.g. by allowing bicycles to be considered as hand luggage, providing secure compartments for bicycles, and establishing bicycle rental and storage facilities at key international stations. A schematic train design and case studies from railway stations in Denmark are also presented.

**European Transport Policy: Promoting the Use of the Bicycle as a Means of Transport** 3 pages. April 1990. *English*

This letter, addressed to the Council of Ministers of the European Community, requests that the promotion of cycling be put on their agenda, in accordance with the resolution passed by the European Parliament in 1987. It recommends cross-border connections of cycle routes, the allocation of 2% of the total transport budget to cycling and the development of a "Communication" on cycling, similar to that on the railway sector.

**Policy and Provisions for Cyclists in Europe** 130 pages + 50 pages of annexes. April 1989. *English*. Price: 40 EUR, including postage.

After the European Parliament had unanimously adopted the report on "The Bicycle as a Means of Transport", ECF received a grant to develop a project called "Policy and Provisions for Cyclists in Europe". Completed in October 1988, the project identified the need for "greater awareness of the environmental aspects of transport policies" from all levels of government and the need to restrain vehicular traffic in cities through reduced speed limits and parking controls.

**Cycles and other modes of transport** 12 pages. December 1987. *English*

Cycles can be - and frequently are - carried on trains, boats, planes, trams and buses. Yet, too little systematic thought has been given to the best combinations of bicycles with other modes of transport. The paper presents a check list for how the topic can be approached in terms of cycle access to other modes, facilities required at terminals for other modes and facilities required on other modes of transport.

**Resolution on the use of cycling facilities** 3 pages. June 1987. *English*

This resolution was adopted by ECF's Annual General Meeting in Basel in 1987. It contains 12 statements on the reasons why good bicycle networks are important and what these bicycle networks should look like.

## Appendix 10. Locations of Annual General Meetings

AGMs have taken place in the following cities:

1983	København, Denmark
1984	London, United Kingdom
1985	Amersfoort, Netherlands
1986	Strasbourg, France
1987	Basel, Switzerland
1988	Barcelona, Spain
1989	Bremen, Germany
1990	Torino, Italy
1991	Paris, France
1992	Lisboa, Portugal
1993	Brno, Czech Republic
1994	Vienna, Austria.
1995	Brussels, Belgium
1996	Budapest, Hungary
1997	Maribor, Slovenia
1998	Trondheim, Norway
1999	Tartu, Estonia
2000	The Hague, the Netherlands
2001	Odense, Denmark

The AGM of 2002 will be held in Luxembourg, 8-9 June 2002.

## Appendix 11. List of abbreviations, including some Directorates General of the EC

AGM	Annual General Meeting
AIT	Alliance Internationale du Tourisme
BRR	Bicycle Research Report
CEN	Comité Européen de Normalisation-European Committee on Standardisation
CFC	Cities for Cyclists
COLIBI	Comité de Liaison des Fabricants Européens de Bicyclettes (European trade association for cycle manufacturers)
COLIPED	Comité de Liaison des Fabricants Européens de Pièces Détachées pour Cycles (European trade association for manufacturers of cycle parts and accessories)
cp	Contact person
DG TREN	Directorate-General for Transport & Energy (EU) ( <i>formerly, DG VII</i> )
DG ENV	Directorate-General for Environment (EU) ( <i>formerly, DG XI</i> )
EBMA	European Bicycle Manufacturers Association
ECF	European Cyclists' Federation
ECMT	European Conference of Ministers of Transport
EGM	Extraordinary General Meeting
ETSC	European Transport & Safety Council
ETRA	European Twowheel Retailer's Association
EU	European Union
EUR	Euro, the common European currency
FEBIAC	Belgian association of car and bicycle manufacturers
FICC	Fédération Internationale de Camping et Caravaning
IEA	International Energy Agency
IPCC	Intergovernmental Panel on Climate Change
ISO	International Standards Organisation
MC	Management Committee
MEP	Member of the European Parliament
OECD	Organisation for Economic Co-operation and Development
UCI	Union Cycliste Internationale (International Cycling Union)
UIC	Union Internationale des Chemins de fer (International Union of Railways)
UN	United Nations
UNECE	United Nations Economic Commission for Europe
UNEP	United Nations Environment Programme
VC	Velo-city
WHO	World Health Organisation



## **Appendix 13. Reimbursement rules for the ECF**

### **Rules for ECF-projects**

There are, generally, two kinds of projects, - i.e. continuous projects or projects limited in time such as the Bikes & Trains project.

For continuous projects the project manager makes a budget for each year while an over-all budget is made for the projects limited in time. The budgets are to be approved by the treasurer and the Management Committee and may, in order to achieve this approval, be changed in co-operation with the project manager.

In general, projects should at least balance and preferably give a net profit to ECF. The actual handling of money is to be settled between the project manager and the treasurer.

### **Rules for ECF-offices**

Expenditure for postage, paper, envelopes, copying and phone is reimbursed on request after documenting the activities. Salary and office-rent is only reimbursed if agreed by the Management Committee beforehand.

### **Rules for the Management Committee and ECF staff**

Members of the Management Committee are reimbursed for travel and subsistence costs incurred for Management Committee meetings. If the meeting coincides with a Velo-city conference or an Annual General Meeting the members should claim for reimbursement from their own organisation first. ECF travels and subsistence for ECF staff is always reimbursed.

In case it is not possible to get private accommodation, reasonable accommodation costs are reimbursed as well. If for good reason a hotel in the vicinity of the meeting place is to be preferred, the Management Committee member may be partly or fully reimbursed after prior approval by the treasurer.

The Management Committee members are not paid for their working hours.

### **Subsistence**

Subsistence is reimbursed at a fixed rate of 18 EUR per full day.

### **Travel reimbursement**

The travel tickets must be delivered. Travel costs are reimbursed with 0.125 EUR per km when bicycle is used as a means of transport. For journeys traveled by car the expenditure for petrol is reimbursed at a level not exceeding the price of a ticket for the cheapest relevant way of public transport.

### **Rules for other expenditures**

Reimbursement for other agreed ECF-activities is possible, but the treasurer must be asked beforehand. For amounts up to 300 EUR the treasurer can decide on his own, in other cases the Management Committee must agree as well. Office equipment bought by ECF-money belongs to ECF.

### **Legal problems**

In case legal problems might arise the ECF follows the laws of the country where the ECF-account is based.

*Agreed by the Management Committee, 12th of September 1997*

## Appendix 14. Travel reimbursement voucher

Name of the person or organisation to be reimbursed:		
Address:		
Meeting dates:	Meeting place:	
Reimbursement wanted:	<input type="checkbox"/> now	<input type="checkbox"/> cash <input type="checkbox"/> later
Bank details - <b>(please fill this in every time)</b> :		
bank name:	Account number:	
full bank address:	Swift code:	

Specify type of travel *	N° of the receipt	From:	To:	Amount and Currency spent (ex: 100 £)	Exchange rate of spent currency	Equivalent in EUR

\*: travel by bike (reimb. 0.125 Eur/Km), by train (only second class), bus, air plane, car, other...

Subsistence (18 Euro/d) if food has not been provided for by the ECF	Number of Days:			
<b>TOTAL in EUR</b>				

**I want this amount to be paid as** .....(amount) ..... (for EU currency members, payment are always made in Eur)

Comments : ..... original receipts / tickets are attached and numbered.
----------------------------------------------------------------------------

**Date:**

**Signature:**

Rules for reimbursement can be found in appendix 13 of the ECF Handbook.  
Send this form with the justifying tickets or vouchers to: ECF, Rue de Londres, 15 (b.3), B-1050 Brussels  
Keep a copy for 5 years.

## Appendix 15. Practical ways to transfer money to Belgium:

### How to pay money to the European Cyclists' Federation ?

All prices in ECF are expressed in EUR, the European currency.  
The ECF account in Belgium is working in EUR.

- Send the money as a international postal mandate in EUR issued to :  
European Cyclists' Federation, Rue de Londres 15 / 3, B-1050 Brussels.  
You will be charged a certain amount for sending such a postal order but this procedure has proven to be the cheapest.
  
- Transfer in EUR from your postal or bank account to our postal account  
number. 000-0273719-82  
Office des Chèques Postaux, Brussels. We are charged 2 EUR when receiving money from abroad, so this amount should be added. Note that according to national practice you may also have to pay a fee for transferring from your postal account to a postal account abroad, but this procedure is generally cheaper than a payment through a bank.

### If the two previous ways are not possible, then :

- Transfer in EUR from your bank account to our bank account  
to the our bank account nr. 210-0339807-68 at Fortis Bank,  
Rond Point Schuman 10, B -1040 Brussels. (Swift Code: GEBABEBB-36A).  
We are charged an average of 10 Eur when receiving money from abroad, so you should either specify on your bank order that all transfer costs are paid by you or add this amount of 10 Eur to your payment.  
Note that according to national practice you may also have to pay a fee for transferring from your bank account to a bank account abroad.  
*Example: Due to be paid is 100 EUR. Transfer 110 Eur*

Ends April 2002