

# Call for applications to act as National EuroVelo Coordination Centre or National EuroVelo Coordinator

European Cyclists' Federation

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## Introduction

EuroVelo, the European cycle route network, is a network of 14 long distance cycle routes that connect the whole continent. The network is developed and coordinated by the European Cyclists' Federation (ECF) and it is envisaged that it will be complete by 2020. The routes can be used by long-distance cycle tourists, as well as by local people making daily journeys.

## European-level organisation

The ECF coordinates the EuroVelo network on a European level. The ECF's objectives for the EuroVelo project are:

- to ensure the implementation of very high quality European-grade cycle routes in all countries of Europe, to carry the best European practice across borders and as such harmonise standards.
- to communicate the existence of these routes to decision makers and potential users, to promote and market their use, and to provide an important port of call for information about cycling in Europe
- in this way, to encourage large numbers of European citizens to give cycling a try, and in doing so promote a shift to healthy and sustainable travel – for daily trips and cycling tourism.

The highest decision making body is the ECF Board. In 2007, they established the ECF EuroVelo Council to act as an advisory body for the ECF in implementation and operation of EuroVelo. The EuroVelo Council meets twice annually. The day-to-day work of coordinating the EuroVelo network on the European level is carried out by the ECF EuroVelo Management Team based in the ECF's Brussels offices.

EuroVelo is a registered trade mark of ECF, and only routes approved by the ECF have the right to call themselves EuroVelo; this is an important mark of quality for both the cyclist and the route promoter.

## National EuroVelo Coordination Centres and Coordinators

The network of National EuroVelo Coordination Centres and Coordinators (NECC/Cs) found across the continent is vitally important to the success of EuroVelo. NECC/Cs ensure the implementation, operation and quality assurance of EuroVelo at a national level. In addition, they are responsible for communicating EuroVelo nationally, providing accurate and up-to-date information on the sections of EuroVelo routes that pass through their area and ensure the integration of EuroVelo routes into new publications.

The ECF is working to develop the best organisational structures in each country for EuroVelo coordination and to raise the national profile of EuroVelo. In order to reach this goal the ECF runs a selection process for new National EuroVelo Coordination Centres and Coordinators.

If you are interested in fulfilling this role in your country, we kindly ask you to study the National EuroVelo Coordination Centres manual and application form available from the following page on [EuroVelo.org](http://EuroVelo.org).

You should be aware that the different titles – Coordination Centre and Coordinator – refer to the maturity of the organisation. National EuroVelo Coordinators typically consist of one organization, often (but not always) one of the national cycling federations. Over time, the Coordinator might incorporate representatives from public authorities, tourism boards, cycling organisations, public transport companies and other service providers in order to create a Coordination Centre. The exact composition will inevitably vary from country to country.

We recognise that to establish a Coordination Centre takes time, so if you are not yet in a position to do this you may apply to become a single-organisation National EuroVelo Coordinator (without Coordination Centre) using the same application form.

If your organisation is not an ECF Member, we would ask that you contact our Member Group(s) in your country and inform them of your intention to submit an application. This is to establish whether they would like to form part of a joint application. Similarly, if a Member Group intends to apply, they should inform any other relevant organisations in their country. Please provide evidence of this correspondence and/or letters of support. If in any doubt please contact the EuroVelo Management using the contact details given later in this document.

After the submission of the proposals the ECF will:

- share the application with the members of the EuroVelo Council who will take a formal decision on whether to accept the application;
- sign agreements with the selected organisations (or persons); and
- publish the results on its website and in other related publications.

Please note that the application should be written in English and that the application can be sent electronically.

For further information, to express your interest or to submit your application please contact the ECF EuroVelo Management Team:

Email: [EuroVelo@ecf.com](mailto:EuroVelo@ecf.com)

Address: 1000 Brussels, Belgium, Rue Franklin 28

Phone: +32 2 8809 274

There is no deadline for the submission of the applications.

## Membership fee

In 2014, the European Cyclists Federation (ECF) introduced a membership fee for the NECC/Cs Network. The aim of the Membership Fee is to help provide a sustainable financial basis for the network.

To keep the system as simple as possible the figure is set at €1 per km of EuroVelo network per annum. The figures are calculated using the distances included in the EuroVelo Overview Route Database unless the relevant NECC/C advises otherwise. There a minimum fee of €1,000 to reflect the fact that countries with smaller EuroVelo networks are also communicated and marketed through the central communication tools.

The decision to introduce a national contribution marked a huge step forward and the only way to ensure a sustainable basis for the European cycle route network and improve our services for our customers and you. We would like to thank you all your support in the past and in advance in the future.

## About the membership fee

All income from members goes towards supporting the following Regular Basic Services provided by the ECF, as follows:

Information on key requirements for the implementation of EuroVelo

- EuroVelo overview document.

- Signposting manual.
- National EuroVelo Coordination Centres, guidance on the application process.
- Guidance on the route development process.
- EuroVelo Strategy 2012-2020.
- Corporate design, guidance for partners.
- Web manual.
- European Certification Standard (short manual).
- Additional guidance materials over time.

Exchange of experience and best practice between European states and regions, stimulating high quality cycle strategies and infrastructure

- National EuroVelo Coordination Centres and Coordinators network (including Annual Meeting).
- Monthly newsletter for professionals.
- EuroVelo.org (including EuroVelo Overview Route Database).

EuroVelo communication

- EuroVelo.com (basic version for each route and country).
- Facebook, Twitter and Flickr accounts (basic service currently).

Other

- EuroVelo advocacy work – TEN-T, regional policy etc.
- EuroVelo Council meetings.
- Answering individual requests.

If you would like to know more then please contact the EuroVelo Management Team: [EuroVelo@ecf.com](mailto:EuroVelo@ecf.com) or +32 2 8809 274.

## Conditions

ECF is an independent not-for-profit association based in Brussels and all financial transactions take place under Belgian law. The membership fee is non-contractual donation to ECF's work which does not imply a contract to deliver services or a partnership with ECF or control over ECF's work. It does not have any element of tax such as VAT or attract tax relief.

All decisions about expenditure of received funds are under the authority of ECF's Board and its delegated officers as authorised by the ECF Annual General Meeting. By payment of a membership fee for the NECC/Cs network the organisation authorises ECF to use some or all of the funds as co-funding to match income from other sources, such as the European Commission.