



Introduction to the MAESTRO Guidelines

These Guidelines are the culmination of the 21-month MAESTRO Project, funded by the Transport Directorate (DG VII) of the European Commission. They are intended to provide a comprehensive tool to assist readers in the selection, design and evaluation of transport projects; in other words the authors hope that they will prove to be effective transport guidelines for the 21st century. Previous research projects have developed guidelines applicable to particular parts of the lifecycle of a project; we believe that this is the first set of guidelines that are readily applicable at all phases of a project lifecycle.

These Guidelines are to assist the full range of key actors involved in the selection, design, conduct and evaluation of Pilot and Demonstration (P/D) projects. These actors include the decision-makers, who develop transport policies and commission P/D projects; project managers, who develop project proposals, liaise with clients, and manage all stages of the P/D project; the expert users, who are the other active participants within P/D projects, for example, evaluation experts, technical experts, dissemination experts, quality control experts, and the stakeholders, who are not actively involved within the project, but who have an interest in its conduct or impacts.

The Guidelines will assist the key actors within all types and levels of transport projects. Although the Guidelines have been developed with European-level P/D projects in mind, the authors believe that they will be equally applicable to projects throughout Europe at the national, regional and local levels. We also hope that the Guidelines will have applicability beyond the European Union, especially within the countries of Central and Eastern Europe and the countries of the former Soviet Union.

The MAESTRO Consortium views these Guidelines very much as a living document, and expects that they will evolve as they are applied in the real world. They will be adapted to meet future changes and shifts in transport policies and programmes. They have been subjected to a rigorous four-stage usability testing programme, which has led to significant amendments to both the style and content of the document.

In addition to this CD-ROM, the Guidelines may also be accessed via the MAESTRO Web site:

<http://www.europrojects.ie/maestro>

We welcome comments on the Guidelines through the site or to:

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This document was prepared by an Editing Committee, headed by Norman James and Clare Greensmith of TTR, with advice and material contributions from all sixteen MAESTRO project partners. Scientific and technical editing was led by Yannis Petropoulos (CISR), Stig Franzén (ARISE) and Francesco Filippi and Adriano Alessandrini (DITS). Editing, design and layout were directed by Maureen B. Fant (on behalf of DITS). All artwork, including the MAESTRO logo, was produced by Patrizia Tazza and Giancarlo De Pol, Rome.

Lichfield, November 1999



This CD comprises 3 main sections:

- 1. The MAESTRO Guidelines themselves – ‘Guidelines text’**
- 2. The appendices to the Guidelines – ‘Guidelines apps’**
- 3. The appendices to MAESTRO Deliverable 2, upon which the Guidelines are based.**

The 7 appendices to Deliverable 2 are arranged as follows:

Appendix A: Toolbox of Evaluation Techniques – details the 4 key techniques highlighted within MAESTRO for evaluating P/D projects

Appendix B: Environmental Impacts – divided into 3 sections:

- (i) Identification of environmental impacts by transport sector
- (ii) Examples of use of environmental impact assessment tools
- (iii) Techniques for establishing monetary values for environmental impacts

Appendix C: Evaluation of Social and Societal Impacts – details relevant impacts to consider when conducting P/D projects

Appendix D: Valuation of Travel Time – details how to value travel time for passenger and freight transport

Appendix E: Assessment Tools for the Transport System – details potential assessment tools for assessing the transport system

Appendix F: Statistical Methods for Data Analysis and Derivation – details potential statistical methods to use when collecting and analysing data

Appendix G: Appendices References – references used in producing the appendices to MAESTRO Deliverable 2