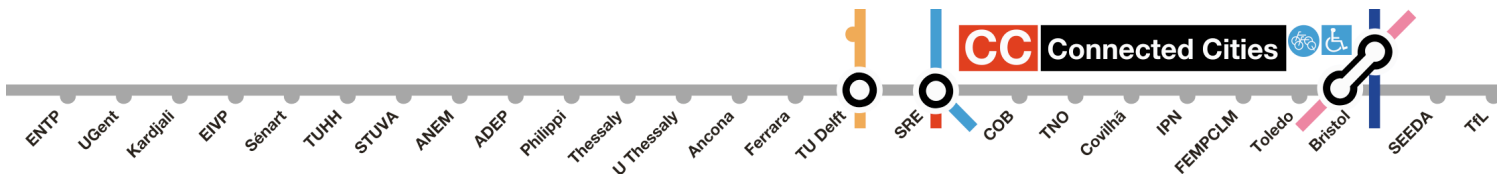




**PROJECT PART-FINANCED  
BY THE EUROPEAN UNION**

North East South West  
**INTERREG III C**



## **Minutes of the Steering Group meeting regarding the Connected Cities project.**

Date: 19 December 2005, from 11:00 to 12:30

Location: Hotel Conrad, Brussels, Belgium

Present:

1. TU Delft: Frank van der Hoeven, Theresia Twickler, Stefan van der Spek
2. Gent University: Dimitri Meessen
3. STUVA: Friedrich Blennemann, Thomas Wagener
4. EIVP/Paris: Youssef Diab
5. TUHH Hamburg: Henrik Sander
6. SEEDA: Georg Werdermann
7. ENTP: Alfredo Corbalan
8. San Senart: Ferderique Vinay, Veronique Hostein
9. Univ. Of Thessaly: Thanasis Ziliaskopoulos, Christine Mastrogiannidou
10. Municp. of Philippi: Yiannis Tsoulaxlidis
11. Municp. of Ancona: Cristina Verdacchi
12. IPN: Antonio Cunha, Jorge Miranda Dia
13. City Hall of Covilhã: Victor Marques
14. SRE: Ab Oostink
15. COB: Inge van Berkel
16. Bristol City Council: Steve Riley
17. ADEP (Patras): Takis Triantafyllou
18. TNO: Robin Seijdel

Absent:

19. Munic. of Kardjali (Bulgaria)
20. Transport for London (UK)
21. ANEM (Greece)
22. Region of Thessaly (Greece)
23. Munic. of Ferrara (Italy)
24. FEMPCLM (Castilla-La Mancha, Spain)
25. Toledo City Hall (Spain)

1. Welcome and introduction

Being the first Steering Group meeting, the Lead Partner representative Dr.ir. Frank van der Hoeven gives a warm welcome to the members of the Steering Group. Five partners indicated in advance not being able to attend the meeting and two partners had to cancel their participation at the last minute due to family circumstances, bringing the total partnership representation in this meeting to 18 of the 25.

2. Agenda

Frank van der Hoeven presents the agenda for the meeting (attached to these minutes), stating roughly:

- Present state of the art of the project;
- work plan for the second semester;
- financial issues and
- the function and role of the Steering Group.

The agenda was not defined and distributed to the members in advance. Being the first meeting with all partners, combined with show case workshops and conferences, the meeting is also to be regarded as a formal kick-off of the project in which the expectations and work plans of all partners need to be fine-tuned in a coherent way. It is however the strong intention of Lead Partner to distribute the agenda well before the following Steering Group meetings take place.

### 3. Present state of the project

Presentation by Frank van der Hoeven (attached to these minutes) on the formalities to get the project started: signature of the subsidy contract with InterregIIIC; formulation of the consortium agreement and the process of having it signed, identifying financial and administrative processes, submitting various communications to JTS of InterregIIIC (questionnaire, dissemination actions, intermediate financial report), getting the first publications out, making a website and a communication platform (Black Board) and the preparation of the present meeting, show case workshops and conferences. Due to the administrative workload to start up the project, the content development had to be done in half the time available.

The presentation of Frank van der Hoeven shows that the Connected Cities has 4 components: management (1), show case workshops (2), Dissemination and communication (3) and the guide to good practice (4).

To develop these components, regional focus groups have been identified and budgets distributed accordingly.

A question arises on how the results will become visible: Show case workshops are *documented* case studies in the identified regions that contribute to the guide to good practice. Conferences, as a means to disseminate and communicate the progress of the project, contain lectures and presentations that will become available on the website. New publications must be the result of these components. The first publication is a special edition of the NovaTerra magazine (hard copies distributed at the meeting). Each semester a publication is planned with NovaTerra. Each semester though we will evaluate if we are satisfied with the product and move to the next special issue. Quality control is done through the Quality Team and the Steering Group decides ultimately.

**Descions/actions: partners submit the signed consortium agreement ASAP.**

### 4. Planning of second semester

A presentation is given by the University of Thessaly in Greece (Faculty of Mechanical and Industrial Engineering) in which a series of topics are identified to contribute to the Connected Cities Project:

1. Master Plan of Thessaly
2. Connection of transport systems to suburban rail Volos-Larissa
3. Acute transport an parking problems in medium sized cities
4. Public transport system not getting updated
5. Connection of the Port area with cities and motorways
6. Para transit transport systems

Observations: activities can be planned in different places, but the events (show case workshops) should be held in 1 place which is more practically. Point 5 looks overlapping with the theme of Ancona, maybe it can be a joint effort. A discussion evolves over the question why not treat them at different levels: strategy, tools&methods and case studies. Also, why not integrate Master Plans with Sustainable Mobility since this is not just a Greek problem only. It is of interest to all partners.

**Decision to be made during the next 2 days.**

## 5. Financial Issues

Presentation by Theresia Twickler (see attachment). Partners global budget are defined according to their respective roles (i.e. coordinating workshops and or conferences) and differ between 40,000 and 60,000 euros. There are 4 main components, each with 6 sub categories (officially 9 categories, but we have used 6 of them in our proposal):

- staff costs,
- external expertise (TU Delft only, this is for quality team),
- administration costs,
- travel costs,
- meeting costs,
- publications (TU Delft only)

On the CC website an overview is given which costs are considered eligible and supporting documentation can be downloaded.

Question arise on the eligibility of overhead and investments. Overheads are allowed (depending on national rules) under administration costs, but they have to be clearly related to the specific project. Investments have not been budgeted and as such not eligible.

**Decision/action: LP sends partner budgets, reporting format, country list (website Interreg3C) on national auditing rules.**

## 6. Role of Steering Group

Lead Partner proposes to delegate more responsibility to one party per cluster in order to streamline the communication process. Due to the large amount of partners, communication is slow and laborious. The debate results in a negative:

**Decision: no delegated responsibility for the time being; partners share equal responsibility and are expected to maintain a swift communication with lead partner.**

The meeting is closed at 12:30 hours.

T. Twickler  
Delft 27 January 2006

Annexes:

- Agenda
- Presentation state of the art
- Financial and administrative issues