

Minutes Meeting COST 358 Senior Management Group (SMG)

August 31st and September 1st 2007

Zürich (Urban Mobility Research Offices)

Attendants:

Rob Methorst, Hector Monterde, Daniel Sauter, Ralf Risser, Jim Walker

1. Welcome

Daniel welcomes the participants; Rob chairs the meeting.

2. Minutes 2nd MC meeting in Wupertal

Minutes are accepted; Wwe go on doing them the same way. Next minutes by Austria - FACTUM (Gudrun, Clemens).

3. Progress

3.1. Country report

Report by Shalom/David very long, maybe longer summary would be good; we talk to David & Shalom; products from different countries have to be summarised.

Materials are a source for the working groups: Communicate that the final product is needed at the end, it is evolving. (a step on the way to the 8 outputs in the PQN-folder).

Today: What publications are there in the country. Country reports should be completed, updated later. We look at the country reports at the meetings.

But of course the focus is on the WGs.

6 countries still have to deliver reports, Jim will contact them and ask them to complete. Jim also tells everybody that he will collect completions from all countries in a separate mail. No report from Hungary expected.

Shalom and David will present the material in Valencia. Rob will ask them.

3.2. Website

Catherine left Walk21 - lack of money for her time - money from COST did not come. JW in charge of website for the time being.

More communication with COST office to arrive at a clear situation. We work still under the old COST rules and there is no flexibility to limit other costs (travelling, administration etc.) and allocate money e.g. for the website.

Rob will ask for a clarification 20/21 of september mid-term evaluation; he will present our results and our points to make (this belongs to 5.3).

Jim will inform all about Catherine. Maybe others from the consortium can help managing the website. Several steps of updating and corrections have been taken by JW, he has overall control, WG-leaders can upload their areas. Members have access to look.

JW sends a cost-statement to Rob.

Daniel will put the German text in the template.



Glossary

No developments

Data availability questionnaire

E NI I Gr D F Fin have sent the questionnaire. There are hardly any data for safety of pedestrians

Infrastructure, institutional, public space, security data are scarce or missing.

RM: Health sector data should be available, but this is largely unknown.

What indicators needed to measure walking: not only harmonised standards in Europe but other continents as well. Contacts showed that many people are interested. Define minimum standards and higher quality levels. We should develop a recommendation on how to count, based on what we need and want to know. ("Indicators for measuring walking").

JW good policy plans not so unusual, but implementation is the problem.

DS: We should discuss these issues in the MC, occasions of other conferences - maybe later on small group work etc., maybe later on a COST conference.

Results are inputs for the WGs. Work has to be co-ordinated with the WGs, SMG will have an eye on this.

Daniel will give a short summary of the Toronto WALK21 meeting. There he will try to involve people who cannot join the discussion via the website

DS will send some info about Survey Methods in Transport (Annecy), DS will present a paper & introduce pedestrian issue (May 2008).

DS presents questionnaire results and Toronto discussion in Valencia.

3.5 Reviewer candidate

The candidate list names remain unchanged; added will be the name Raccioppi (WHO); Rob will ask Zuzana what the current status is.

Alternative candidate may be Sonja Kahlmeier (WHO Rome; if needed DS could contact her) We contact the 4 (Rob), if they are not prepared, we have to discuss further Reviewers report their quality check to us.

4 Work group plans

4.1 Structuring of research questions, Work plans

Repetition of the established rules: Countries may be represented in all WGs, but only 2 per country can be invited.

In the working groups people are confronted with the end-product they "promised" - give the people instruction.

Send materials to the WG members beforehand their role as suggested (tasks A to M): personal mail & list

Hector prefers input by countries as answers to (a series of) short questions by WG members, use meetings to make that teams present their country products .

Hector has so many persons in his group - he could choose this approach for his group Meetings of the steering group to decide what topics have to be dealt with.

The two can be completed - follow the original plan (the neat way), and then complete materials by working according to Hector's. We start with the tables, write in advance what we have understood they have agreed to. Evolving problems will be met by applying Hector's approach or even alternatives.

Decision: WG leaders, especially Hector, have the autonomy to leave plan A (the original "neat" one) and choose an alternative

Who will send the e-mails: on a common format (template); WG leaders write to the participants in their group - Ralf produces a text: name, WG number, personal task



One total table of persons and tasks is presented, that is divided into 4 groups

4.2 Draft outline of WG report and Handbook

Draft outline by Rob can be put on the Web and inform people that it is on the Web for information.

WG reports outlines may be produced after Valencia - but it is important that WG leaders come up with ideas.

4.3 Additional financing

Explain opportunity and show partners in COST that there is maybe a better chance; a discussion is possible if you have ideas or thoughts - Ralf will check what calls are issued and if there are topics that fit our "pedestrian issues".

Network possibilities are the OECD CEMT and also ERA-Net

There may be other European sources

4.4 Timeline and co-ordination

We are on track in principle, we even have produced some additional things. Enough & satisfying content for the report to the COST-office.

Before the finalisation of the WG report we will have four MC meetings including Valencia.

5. Planning

Venues and dates future MC

London, 10 & 11 of April (9 = Walking & cycling conference)

room for 50 plus 2 smaller

WIFI if possible

Catering

Some hotel names

How to get there

We will think about a presentation of PQN at the London Walking & Cycling Conference.

Discussion:

October 2008 Lisbon or Barcelona (Walk 21)

But we could also check Prague (CDV, czech green ways); Jacek Malasek; Serbia (Dragana) - maybe late september, maybe attached to a car-free day

After discussion:

- o Autumn 2008 in Lisbon (November 13 & 14 or 20 & 21)
- o Spring 2009 in Lund
- o Autumn 2009 in the East
- o Spring 2010 still open
- o Autumn 2010 – final session option for 2010 Amsterdam or the Hague (combined with walk 21) in October

5.2 Communication & dissemination

Events as discussed above

JW will put info about conferences (Toronto etc.) on the website

Ask in Valencia who has something planned or done or is doing



5.3 Grants

settled; see under 3.2

Agenda of the MC October

6.1. Valencia

Venue address: Historical building of the University of Valencia, Carrer Universitat 2 (La Nau)
- nearest metro station is Colon

23 oct venue 0900 to 1730 (option 1800) (in the evening visit to the museum); evening dinner

24 venue 0900 to 1300 (option 1330) (in the afternoon Albufera lake lunch & boat trip)

6.2 Targets Valencia meeting

1. Management Committee business (administrative issues, organisation issues)
2. Country Reports evaluation (progress and content)
3. Data availability evaluation (Daniel's questionnaire)
4. Finalising Working Group programming (content, tasks distribution, planning)
5. Evaluation of progress regarding the assigned tasks.
6. Website presentation in the program

6.3 Program

Suggestion: start 0900 - 1030 MC work with update about costs (mid term e) instead of WG participation, reviewers, 7th Framework, timeline & coordination, venues, other events; website on the second day

1030-1100 Country report instead of WG-progress (1/2 hour) coffee thereafter, parallel sessions thereafter with suggested allocation of participants to work groups, until 1745 with lunch break in between

Group work: Group 1 in one half room, group 2 and 3 in the other half room

Second day

WG 0900 to 1000

then data availability questionnaire 1000 - 1030

1100 Coffee break

1100 - 1200 parallel workshop

1200 - 1230 Webdemo

1230 - 1300 Summary MC

Program

COST 358 Management & Working Group meeting

Tuesday

23 October 2007

09:00 – 10:30

Management

Committee – first part

Welcome

Agenda & Minutes

Mid-term evaluation report

General planning

Budget & Activities Plan 2008

Budget & Activities Plan 2008 – 2011

10:30 – 11:00

Country Reports evaluation



Per item: response, adequacy available
information, to do

11:00 – 11:15 Coffee break

11:15 – 13:30 Parallel sessions of the 3 Working Groups (part 1)

Discussion on

- assessment of available knowledge, need for additional/external input
- detailed planning
- targets for spring 2008 and later

Presentation of individual progress

13:30 – 14:45 Lunch

14:45 – 17:45 Parallel sessions of the Working Groups (continued)

According to the programme set by WG

18:00 – 20:00 Visit to Museum, after individual dinner

Wednesday 24 October 2007

9:00 – 10:00 Feedback on discussion in WG's (plenary)

9:00 WG 1

9:20 WG2

9:40 WG3

10:00 – 10:30 Data availability Questionnaire
results & evaluation

10:30 – 10:45 Coffee break

10:45 – 12:00 Parallel workshops

Workshop on country reports

Workshop on data availability

12:00 – 12:30 Webdemonstration

12:30 – 13:00 Summary (second part of Management Committee)

13:00 – late Surprise

Who should be coming was settled in advance, because delegates needed to book rooms early.

In 2nd MC it was agreed that the SMG decide about the list. We discuss the rules once more: we need information about the budget in or after Valencia, and then we will have a very clear rule so that we can adjust to the budget without much more discussion

7. Miscellaneous

Items will be included in 3rd MC annotated agenda, to be sent off 2 weeks before the MC meeting by Rob.

8. Closing

The meeting was closed 13:30.

