

**Minutes of the Kick-off meeting of COST 358 Pedestrians' Quality Needs
13 and 14 November 2006 in Brussels, COST Office**

Attendants:

Dago Antov – Estonia
Socrates Basbas – Greece
Dragana Bazik – Serbia & Montenegro
Enrique Cabello – Spain
Olaf Czogalla – Germany
Jürgen Gerlach – Germany
Alfred Shalom Hakkert – Israel
Tineke Hof – the Netherlands
Kimmo Lapintie – Finland
Lars Ieden – Finland
Lucia Martincigh – Italy
Rob Methorst – the Netherlands
Hector Monterde I Bort – Spain
Nicole Muhlrad – France
Hans Orru – Estonia
Panagiotis Papaionnou – Greece
Miklos Papp – Hungary
Manuel Joao Ramos – Portugal
Catia Rennesson – France
Ralf Risser – Austria
Zuzana Simonova – Italy
Thérèse Steenberghen – Belgium
Alf Støle – Norway
Ase Svensson – Sweden
Miles Tight – United Kingdom
Richard van der Horst – the Netherlands
Dominique von der Mühl – Switzerland
Catherine Rawas – United Kingdom
Karel Schmeidler – Czech Republic
Milena Vukmirovic – Serbia & Montenegro
Jim Walker – United Kingdom
Tiia Rõivas - Estonia
Marcus Zisenis – COST-office

Apology:

Stijn Daniels – Belgium
Anne Kathrine Geelmuyden – Norway
Daniel Sauter – Switzerland
Isabel Silva – COST-office



1. Welcome

On 13 November 2006 at 10 o' clock everybody is welcomed by Marcus Zisenis (Science Officer dealing with this Action).

2. Adoption of the agenda

There are no recommendations, so the agenda is adopted as proposed.

3. Presentation of the delegations

The attendants present themselves. See the short biographies on the website.

4. General information on COST mechanism and on the funding of coordination

Marcus Zisenis gives an explanation about COST intention (unify different countries), countries (25 EU Member States, EU Accession countries, EU Candidate countries, other European Countries, COST Cooperating States), attitudes (subjects have to be important for whole Europe, flexible contributions to research, open to different research proposals), structure (9 domains, 1000 researchers in Transport and Urban Development, TUD DC Rapporteur Willi Hüsler), financing sources (EU Framework Programme European Commission –contract– ESF –budget– COST Office), Progress state of the Action (see presentation slide 14, 15, 16), New Action's Grant System (expected average financial support of € 90.000 p.a. for up to 4 years, grant holder institution), and COST Office contact points (see presentation).

5. Status of the COST action

The following 18 countries have signed the Memory of Understanding: Austria, Belgium, Estonia, Finland, France, Germany, Greece, Hungary, Israel, Italy, the Netherlands, Norway, Portugal, Serbia, Spain, Sweden, Switzerland, and United Kingdom. By the end of the year Czech Republic and probably some others also will have signed it.

6. Agreement on the internal rules of procedure for the Management Committee of the COST action

The delegates agree unanimously with the 'Rules and procedures for implementing COST Actions' and 'Rules of Procedure for the Management Committee'.

7. Election of the Chair and Vice-Chair

Rob Methorst, senior consultant at AVV Transport Research Centre, proposer of the project and representative of the ICTCT, is elected unanimously as Chair.

Jim Walker, Chair of WALK21, is elected unanimously as Vice-Chair.

Rob Methorst thanks all attendants for electing him as Chair, and tells why he wanted to form a taskforce to do something about the pedestrian issue. A good way to do this was to take his Ph D. AVV funds and facilitates this project. See the attached statement by AVV Management.

Rob Methorst will especially deal with the project content management, and Jim Walker will carry out and take care of the organizational tasks of the Chair.

8. Working plan for the implementation of the COST action (Memorandum of Understanding)

A. Objectives and scientific program

Rob Methorst summarizes the project background, objectives, the scientific program and the overall working structure;



Walking has faded to the background of the transport system. For the elderly the walking environment poses specific problems; they require better quality pedestrian facilities. Also, walking is a solution to many health problems. Earlier research on walking has been done by, for instance, the COST Actions C6 and C11, WALCYNG, ADONIS, PROMPT, and WALK21. Most public space and transport authorities do not yet recognize the importance of systematically meeting pedestrians' quality needs. Contributions from disciplines like psychology, sociology, ergonomics, geography and law are still rare. At the ICTCT 2004 in Tartu it was decided to form a task force. This led to extensive support from the scientific community. COST offers an effective and efficient framework for international and interdisciplinary research. This COST Action is a practical solution to join forces internationally and to benefit from individual qualities. The scientific fundament is worked out in a conceptual model. This model is not rigid at all, but is used for structuring all relevant components and interrelations. It is a starting point, and it can evolve. It is also a helpful tool to show what we are doing.

The main objective of this COST Action is to improve the pedestrians' situation and provide an essential contribution to systems approach. The main research question is: what facilities and qualities do pedestrians need for their safe mobility and staying in public space, now and in the foreseeable future. There are also several sub-questions.

Jürgen Gerlach points out that we have to discuss the main focus and the target group, whether it will be pedestrians or politicians. He also wants us to focus on the operational level in addition to the tactical and strategic decision making processes.

B. Financial context

There are two options: Pay-as-you-go and the COST Grant System. The COST Grant budget is adequate for: two plenary meetings, administration, website and additional SG meetings.

The Management Committee decided unanimously to make use of the COST Grant System. The MC also approves of the proposed Short Term Scientific Mission by Mr. Rudolfo Soares from Portugal, and recommends a grant of € 1790.

Besides that, additional money is needed. This can be realized by funding and co-financing national/local projects that fit in the COST projects. Homework will be to search for additional funding. From 2007 AVV will be in charge of the budget, and it will be divided flexibly.

C. Project realization – general aspects

Country Reports

The project starts with an inventory of available statistics (about pedestrians, health, mobility), recent national and international R&D publications with regard to pedestrians, documented policy statements of stakeholders on political and institutional levels, legal position of pedestrians, and general atmosphere with regard to the pedestrian and pedestrian facilities. The country reports will be set up as quick scans. In the Netherlands the Country Report on pedestrian issues has already been developed. This report will serve as a template. The Dutch Country Report will be converted in a questionnaire consisting of approximately



30 items, and will be placed on the website for the participating countries to fill in. Homework: at the next meeting (in March) the country reports have to be ready.

National Research Committees

National support is needed to transcend MC-delegates' expertise, to initiate and stimulate additional research, to obtain multidisciplinary students involvement (+ educational aim), to coordinate national research activities and to pass over information and to disseminate PQN results. Lucia Martincigh remarks that it is difficult to involve people on a voluntarily basis. She also points out that Italy's University research programs are very strict. So it is difficult to obtain students involvement. Alfred Shalom Hakkert remarks that what we really should want is a national support committee, in stead of just a national research committee. Nicole Muhlradd adds that a support committee can act as a pressure group which can contact local authorities and people from core groups for supporting pedestrians' quality needs. The level of formality of the national committees will be informal.

Jim Walker remarks that audiences are distinct from each other in different countries. So, it is important to list the most important parties for disseminating the PQN – results. Rob Methorst stresses that we should look for opportunities in stead of barriers, that we should make use of students and get them involved, and that having a small, informal network on a national level is practical. Jim Walker concludes that when preparing the Country Reports we should also highlight positive supportive frameworks.

Task Division

Rob Methorst tells that the Management Committee consists of (at the moment) 18 participating countries. The Senior Management group consists of the 4 Working Group Leaders and Jim Walker, and is going to take care of the daily work. The Vice Working Group Leaders can serve as back-ups when needed, and assist them. Every member has Individual Tasks (general tasks, i.e. Country Report, fraternal review and discipline related tasks). There will also be an external review committee to get the best possible quality. Homework: supply names and contact data of good reviewers. These working structures are needed to operate effectively and efficiently.

Time table

	Deadlines
Setup of conceptual and organizational structure	March 2007
Data/info accumulation	Sept. 2007
Analysis of available data & additional research	Sept. 2008
Reporting on findings	June 2009
Dissemination of findings	Oct. 2010

It is commented that (interim) results should not only be disseminated at big congresses, but also at smaller conferences.

Communication

Catherine Rawas tells and shows us that a website (www.walkeurope.org) and a leaflet have been constructed for internal as well as external communication. The website aims at easily sharing information. The leaflet's purpose is to explain the background of the project. The website will consist of a public part and a



members-only part. It will be possible to up- and download documents (content management) and make appointments online.

Catherine Rawas explicitly asks for feedback and recommendations. Comments made are: also put the ICTCT-logo on the website and leaflet, replace 'work package' with 'working group', add discussion/forum possibility, add videoconferencing, make collaborative writing possible, leave out the titles, add the organization names on the website, put the leaflet as PDF on the website, free a corner on the leaflet for including a business card, and promote the web address for example in your e-mail signature. It is suggested to set up an electronic newsletter for interested persons/parties. It is possible to translate the leaflet (at one's own expense) in your own country's language.

For building and maintaining the website there will be € 2000. The delegates agree unanimously to use part of the grant for the website and the leaflet. Catherine Rawas is suggested and accepted as webmaster/content manager.

Homework: discuss on individual basis where the leaflet will go, and how many are needed, and talk to Catherine Rawas about the website's and leaflet's contents and outline.

D. Appointment of Working Group Leaders

Working group 1 will focus on Functional Needs (physical needs, visible and objective behaviour, 'technical' ergonomics); Working group 2 will focus on Perceived Needs ('emotional' perspective: perceived needs, attitudes, expectations, motivations); Working group 3 will focus on Durability and Future Prospects (durability of interventions, designs and policy measures, forecasting of usability and perceived qualities); Working group 4 will focus on Coherence and Integration (content and cohesion of research programme, interrelationships determinants and activities, integration of results). Working groups 1 and 2 will do a lot of work (data collection and analyses), and will provide input for the smaller working groups 3 (assessing future prospects and long term quality control) and 4 (integration). Working Groups 1, 2 and 3 deal with the pedestrian issues (needs and prospects). Working group 4 deals with the interrelation at the operational, tactical and strategic level. As a result the directions of analysis will be as broad as possible.

The proposed Working Group Leaders are: Hector Monterde i Bort (WG 1 Functional Needs); Ralf Risser (WG 2 Perceived Needs); Daniel Sauter (WG 3 Durability and Future Prospects); Rob Methorst (WG 4 Coherence and Integration).

The delegates agree unanimously with the proposed candidates.

E. Presentation of Work packages by WG leaders

The WG leaders present the management style of the WG, organisation of support, communication forms and expected products. Issues will be studied at four levels: operational, tactical, strategic and pedestrian quality. Participants' tasks will consist of general tasks and discipline specific tasks, for example: engineering, architecture, social sciences and economics. Data and information collection will start November 2006, and will end September 2007. Analysis of available data and additional research will start September 2007, and will end September 2008.

The expected outputs will be disseminated via the website, PQN Functional Needs Report, articles, papers, presentations at various conferences and



(internal) workshops, contributions to the PQN Handbook and contributions to Final Conference (2010). The results will be disseminated on national level.

WG members can give input and suggestions for improvement of the research questions. WG 4 will deliver an update on general research questions in January 2007. Results will be delivered to other WG.

F. Registration of delegates to the Working Groups

Attendants expressed their interest in one or more Working Groups.

WG 1: 31; WG 2: 18; WG 3:11; WG 4: 9.

G. Work package content discussion

The definition of a pedestrian is discussed. It is decided is to make the definition as inclusive as possible.

Other points of discussion are: 'representation' vs. 'perceived', 'durability' vs. 'sustainability', 'foresight' vs. 'forecasting', 'requirements' vs. 'needs', 'bad practices' vs. 'best practices', best practices from 'all working groups' vs. best practices 'overall', safety in 'cities' vs. 'villages', 'trends', 'modelling', the 'health issue', 'field visits', and 'vision'.

Because it is very important to agree on concepts, theories and methodology, it is decided that the Senior Management group will write a glossary containing all the important constructs.

H. Work package task division discussion

Suggestion made are: form subgroups which can take up different issues within WG, WG 1, 2, and 3 can also study practical implications, install 6 in stead of 4 WG, and start implementation earlier than 2009/2010.

9. Yearly budget plan

Jim Walker states that we need to make some proposals on how to spend money, and discuss them during the next meeting. All delegates agree unanimously. The Senior Management group will make a proposal before the next Management Committee meeting.

10. Place and date of the next meeting

Jürgen Gerlach offers to host the next meeting on 28th and 29th of March in Wuppertal in connection with an International Conference dealing with "Infrastructure Planning for an ageing society" 26th and 27th of March 2007. All delegates agree. It is also possible to give a presentation about experiences with specific requirements, needs and possibilities in transport planning from the special view of elderly people. In this case send as quickly as possible a short abstract of the presentation. Jürgen Gerlach recommends the "Mercure Hotel" which is situated in 15min walk from the University - it is quiet and good.

11. Homework

- send short biographies to [Rob Methorst](#) and [Catherine Rawas](#)
- prepare the country reports before the next meeting (in March)
- supply names and contact data of good reviewers
- talk to Catherine Rawas about the website's and leaflet's contents and outline
- let Catherine Rawas know how many leaflets you need



- supply contact data to Catherine Rawas
- if possible: translate the leaflet in your own country's language
- give as soon as possible input and suggestions for improvement of the research questions
- think about specific contributions to working groups
- give input for the glossary
- write a glossary containing all the important constructs (Senior Management group)
- search for additional funding
- make a proposal on how to spend money before the next Management Committee meeting (Senior Management group).
- send as quickly as possible a short abstract of the presentation if you would like to contribute to the International Conference dealing with "Infrastructure Planning for an ageing society".
- think about opportunities in your own county for organizing one of next meetings
- look for opportunities to form a national PQN platform

12. Miscellaneous

Czech Republic needs to have a unanimous accepted proposal to be formally invited. All delegates agree unanimously to invite Czech Republic to the Management Committee.

Hector Monterde I Bort wants to have the whole research rapports in stead of just abstracts. Rob Methorst answers that we need the abstracts for practical reasons to be able to identify key papers.

Jürgen Gerlach wants to fix a date for a workshop. This will be 25/26/27 October in Valencia.

Jim Walker and Hector Monterde I Bort give short presentations on [WALK 21](#) and [ICTCT](#).

13. Closing

The meeting is closed on 14 November 2006 at 13.00 o' clock.

Soesterberg, 28 November 2006
Tineke Hof

Decision list

nr	Decision	Actor
2006-1	Unanimous agreement with Rules and Procedures for implementing Cost Actions and Rules of Procedure for the Management Committee	Actor
2006-2	Rob Methorst is elected Chair unanimously	
2006-3	Jim Walker is elected Vice-Chair unanimously	
2006-4	Unanimous decision to make use of the COST-Grant system	AVV
2006-5	The Country Reports will have to be ready before March 2006	all
2006-6	All delegates will try to form an informal support committee in their country	all
2006-7	A Senior Management committee is formed by the Chair, Vice Chair and the Working Group leaders	
2006-8	All participants will try to suggest names for external reviewers	all
2006-9	The time table for the project is agreed	
2006-10	Unanimous decision to use available 2006 budget for the production of a leaflet on the PQN project.	The Access Company and COST-office
2006-11	The ICTCT logo should also be on the website	Rawas
2006-12	All delegates will study the leaflet and if appropriate suggest improvements before December 2006	all
2006-13	All delegates will indicate how many copies are needed in their country	all
2006-14	Unanimous decision to use € 2000 per year for building and maintaining the PQN website	AVV and The Access Company
2006-15	Catherine Rawas will be webmaster/content manager of the website	Rawas
2006-16	The research programs for the 4 Working Groups are accepted; suggestions for improvements will be sent in before the end of 2006	all
2006-17	Unanimous election of Working Group leaders: - Hector Monterde i Bort – WG1 - Ralf Risser – WG2 - Daniel Sauter – WG3 - Rob Methorst – WG4	
2006-18	WG 4 will deliver an update on general research questions in January 2007	WG 4
2006-19	Decision to write a glossary containing all important constructs	SG
2006-20	Decision to assess need for sub-Working Groups when participants have indicated what research questions they will deal with	WG leaders
2006-21	The SG will develop a draft Yearly Budget Plan for 2007, to be decided on in the second MC meeting	SG
2006-22	The next MC meeting will be 28 and 29 March 2007 in Wuppertal, hosted by Jürgen Gerlach	SG and Jürgen Gerlach
2006-23	The participants agree with the homework list, as presented by Jim Walker at the meeting	all
2006-24	The Czech Republic (i.c. Karel Schmeidler – CDV) will be formally invited to join the MC	Rob Methorst
2006-25	The dates of the 3 rd MC and WG workshop will be 25, 26 and possibly 27 October in Valencia.	SG

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Attachment

To participants of COST 358 Pedestrians' Quality Needs

From
Drs G.J.A. Al and Drs. J.F. Jeekel
Date
9 November 2006
Telephone
5737
Enclosure(s)
-
Subject
Kick-off COST 358 PQN

Dear delegates,

AVV Transport Research Centre is delighted that the COST 358 Pedestrians' Quality Needs Project has such a successful start. AVV stresses the importance of the project:

- Walking is a basic precondition for mobility in most countries;
- Knowledge on the needs of pedestrians is fragmented;
- The decreasing trend in risk for pedestrians has stopped; new interventions have to be developed to catch up with the positive trends with regard to the other, motorized, road users;
- In most countries there is no 'natural' party that takes care of the interests of pedestrians;
- There is great need for filling the gaps in knowledge and thus making it possible that additional policy making starts.

AVV Transport Research centre is not really a research institute, but more a centre where knowledge is concentrated and put to use. We aim at supporting policy makers and road authorities with adequate knowledge. wee try to fill gaps in knowledge that hinder effectivity and efficiency of policies to improve the transport system. We look for new approaches to improve the quality of the system, from the users' point of view.

As an organisation we support the PQN initiative and the leading role of Rob Methorst wholeheartedly, by facilitating adequate involvement and by organising financial support.

It was a very pleasant surprise that so many researchers indicated that they wanted to participate in the project. It is a joy to see that in such a short time so many countries actually signed or indicated to sign the Memory of Understanding for the COST 358 Action. This makes it all the more important.



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As an organisation we wish you courage, inspiration and success in disseminating your important messages.

On behalf of AVV Transport research Centre,

Yours sincerely,

Drs. G.J.A. Al
Managing Director

Drs. J.F. Jeekel
Director Transport and Society

