

Minutes of the 8th PQN Management Committee Meeting Tel Aviv, Israel, 22nd and 23rd of April 2010

Attendants:

Ralf Risser	Lucia Martincigh
Clemens Kaufmann	Zuzana Simonova
Karin Ausserer	Rob Methorst
Thérèse Steenberghen	Manuel Ramos
Daniel Sauter	Mario Alves
Karel Schmeidler	Marjolein de Jong
Jürgen Gerlach	Emile Drapella
Enrique Cabello	Diego Moreno
Hector Monterde i Bort	Chiara Tonelli
Nicole Muhlrاد	Tineke Hof
Panos Papaioouannu	Maartje de Goede
David Zaidel	Aslak Fyhri
Shalom Hakkert	Magdalena Blaszczyk
Galit Yerushalmi	Thierry Goger

Thursday 22nd April 2010

09:00 – 11:00 Working Group 4 meeting (separate agenda)

11:00 – 12:00 Management Committee meeting

0 Welcome to the participants

Shalom Hakkert wished everyone welcome on behalf of the organizing committee, and gave the word on to Rob Methorst who chaired the meeting. Jim Walker could not attend due to the ash cloud covering Europe. Due to the extraordinary situation with ash clouds and airline cancellations it had been a discussion about holding or cancelling the MC and WG meetings in Tel Aviv. A decision was made NOT to cancel the meeting, but make the best of it. Luckily, 30 participants managed to participate in the end.

1 Adoption of the Agenda

This was the final ordinary MC meeting in the PQN network. The last meeting will be a rounding up of everything in connection with the Final Conference in den Haag (The Hague) which is taking place on the 16th to the 19th of November. Portugal will take care of the minutes of this final 9th meeting; this will be a 'light' meeting.

WG 4 will have a separate meeting on the 9th-11th of September in Rome.

The Management committee decided **not** to arrange an additional meeting in Tel Aviv in the end of May as a supplement to the current meeting.

The agenda was approved

2 Minutes of the Brno MC & WG meeting November 2009

The MC unanimously accepts the minutes of the 7th MC meeting in Brno, and thanks Lucia Martincigh, Zuzana Simonova and Chiara Tonelli for their kind effort.



The minutes of this 8th meeting of the PQN Management Committee and Working Groups will be made by Norway (Aslak Fyhri).

Minutes of the 9th MC meeting will be made by Portugal.

3 Matters arising

Mario Alves from Portugal had been responsible for organising a conference in Alveiro. Mario made a presentation of the cost network, 150 people present, lots of newspaper articles. Mario also presented the book, which was based on the presentations from the conference and handed it out at the MC meeting. He asked everyone to take down a list of anyone they think want a free copy in their country, people who are important from a lobbying perspective

4 Report from the COST Office

4.1 News from the COST Office

Thierry Goger presented news from the COST Office.

The board had indicated a need support for printing of the Final Report – Part C Executive Summary (€ 3,000). It turns out that we are entitled for more than we hoped for. PQN is entitled to apply for a total of 10.000 euro for the printing of the final report. This will not be drawn from the existing PQN budget. For such an application the Cost office needs

- at least 2 offers
- approval from MC
- Distribution list – to whom and how many copies

Thierry Goger indicated that the call for offers should be exactly the same for all candidates, in order to make sure that no bidder deviated from the others in what they include. Make sure not to mention shipping in the written offer, as this is not covered by COST. The price should be per book (including, but not showing distribution costs), and the number of books should be stated.

4.2 Status of the Action, including participating countries

As the action nears its end, there are no changes in the status of the Action.

4.3 Budget status, budget planning and allocation process

Thierry Goger presented the budget status of the Action. Based on earlier MC decisions, the Chair had before the meeting indicated that a budget is needed for:

WG4 and SMG meetings on 9 – 11 September 2010 (meeting costs + member attendance expenses [travel, accommodation and meals])

Final Conference (contribution of € 10,000 to the Conference Budget + member attendance expenses [travel, accommodation and meals] of the PQN attendants).

Final report (see above)

Concerning the potential additional funding to cover costs for the Wg 4 meeting in September and a SMG meeting, the COST office will need to know the number of people to attend these meetings and will need a budget in time good time before it makes its decision in the beginning of June.



The final conference is entitled to a support amounting to a total of 10.000 €. This support can be used to cover specific costs or expenses, such as meeting facilities etc. The precise use of the support should be identified in the application, and also the total budget of the conference.

The final conference will be attended by COST evaluators. It is important that COST is identified as the sponsor of this project, for instance in the form of a key note speech in the first part of the conference about the contribution from COST. Rob will make sure that such a presentation is given. There will be no printed proceedings, but all the papers are available online.

COST needs to receive an official final report from the PQN and also part C from the handbook for the evaluation of the whole project.

5 Action planning

5.1 Annual Progress Conference (preparation and/or feedback from DC)

The Annual Progress Conference will be held on 15 and 16 June 2010 in Zürich. The COST Action Chairs need to file a Monitoring Progress report and present a poster. The report will be sent to the PQN participants separately.

5.2 Action Budget Planning

See under 4.3.

5.2.1 Action Planning

The planning for the final part of the action is:

- WALK21/ICTCT Conference Programme Committee meeting 15 – 16 April in The Hague (not COST funded)
- Walk21/ICTCT Conference Steering Group Meeting 12th of May 2010 at Schiphol Airport (not COST funded)
- Working Group 4 meeting 9 – 10 September 2010 in Rome
- Senior Management Group meeting 10-11 September in Rome
- Final Conference in the framework of the WALK21/ICTCT Conference 'Getting Communities back on their Feet' on 17 – 19 November 2010. At the conference the COST 358 Pedestrians' Quality Needs project will be discharged.

5.2.2 WG4 + SMG meetings

At the last WG4 and SMG meetings the content of the plenary presentations for the Final Conference will be discussed and agreed. There will be 4 presentations: a general introduction and summary of the project by the Chair (30 minutes) and 3 20-minutes presentations of the Working Group 1, 2 and 3 results. The Chair's presentation is to include WG4 results, policy recommendations and recommendations for further research.



5.2.3 Final Conference

The date and venue of the Final Conference are known: 17 – 19 November 2010 in the Kurhaus Hotel in The Hague. The schedule towards the Final Conference is dealt with under Agenda item 7.2. The state of affairs with regard to the organisations of the conference will be presented under Agenda item 10.

6 STSM status, applications

There are no current STSM's and no applications.

7 Publications, dissemination and outreach activities

7.1 Publication procedure

The COST 358 Pedestrians' Quality Needs will consist of three parts:

- Part A Introduction and Conceptual Framework
- Part B Resources
- Part C Executive Summary

The final version of Part A is nearly ready. It still misses text on the Added Value of a systems approach. The report will be published digitally on the Final Conference memory stick and accessible through a number of websites.

Part B Resources includes accounts of the Country Reports and the Working Group products. This Part will also be published on the Final Conference memory sticks and websites. There will be a limited number of hardcopies printed for interested parties.

Part C will be published in print and digitally. It will be written by Jim Walker and Miles Tight, and will be approximately 50 pages. The report is planned to be available at the Final Conference.

The naming of the chapters has changed a bit throughout the process of making the handbook. There was Discussion about the title, "several member thought that Resources" sounds a bit strange and vague. As this chapter is to contain a wide variety of contributions it is difficult to find a title that justly justifies all these. The index and the naming of sections and chapters is flexible until the summer holiday. A decision on the naming issue was postponed till after the WG meetings (see page 10).

- Members are invited to give contributions concerning the added value of the systems approach. Please send short texts to Rob, and especially with references.
- Summaries of the Working Group contributions shall be delivered so that the part C can be written based on them.
- Members who have suggestions for changes in the Final Report Part B Resources index, should forward these to Rob via email.

7.2 Schedule process towards Final Conference

22 & 23 April Discussion about changes to be made in all Working Groups



Mid of May	Programme Committee communicates decisions on Breakout session presentations Steering Committee decides on Conference programme
30 th of May	All paper available as final version Country Reports updated and finalised. Conference program will be announced; invitations will be sent by e-mail
15 th of June	Presentation of state of affairs at COST Evaluation meeting in Zürich
15 th of July	Part B finalised for final editing / print ready making incl. Introduction and summary
30 th of July	Comments on Part C draft to Jim Walker and Miles Tight
Mid August	Complete report print ready
9 th of Sept.	Main message for Final Conference will be discussed and agreed
24 th of Oct.	Deadline of delivery of papers; final format check (design/lay out)
1 st of Nov.	All materials for Final Conference ready
17-19 Nov.	Final Conference
Jan. 2011	Evaluation report of COST 358

Please note that the Country Reports should be updated and finalised before 30th of May.

In May 2010 the provisional programme will be announced. For the success of the conference it is crucial that PQN members help promoting the event. All members are asked to at least compile a national e-mailing list for the distribution of the announcement. It would be greatly appreciated if you can have the invitation and program at highly visible contact sites for practitioners and politicians.

A hand count indicated that 3 or 4 members are already planning some activities in order to promote our Final Conference in their countries. These took form of one-day symposia etc.

At the TRA conference COST will have a stand, and invite everyone to give them contributions for their stand. Rob will present the PQN at the conference at the TRA.

Members are invited to send via email a short description of their planned activities for this.

7.3 Strategy for dissemination after the Final Conference

The Final Conference is the first official dissemination moment. In the Technical Annex of the COST 358 Memorandum of Understanding further dissemination activities were announced. As yet no concrete steps have been taken to organise dissemination. In the Netherlands CROW plans to develop a design and policy guidance document; a project based on the PQN results will start during the last trimester of 2010.

Members are invited to send via email a short description of their planned activities for this

13:00 – 17:00 Working Group 1, 2 & 3 parallel meetings (15 on the agenda)



Friday 23rd of April 2010

9:00 – 12:30 Working Group 1, 2 & 3 parallel meetings (continued)

13:30 – 14:30 Prepare for presentation

14:30 – 17:00 Management Committee Meeting – Continued.

Group Photograph

8 Working group 4 progress

Working Group 4 met just before the MC meeting. Rob Methorst presented what progress the group has made.

It proved that the objective to integrate Working Group 1, 2 and 3 results into a coherent document on pedestrian policy making was far too ambitious. Most needed results from the WG's 1, 2 and 3 were not available for the WG4 before the end of January, and it appeared that some crucial parts on data, deficits, problems and proper measures were missing. Furthermore it was not yet fully clear how each of the policy development steps could be structured and properly documented for future use by practitioners. Time was too short to process all available data and information (including the OECD PUSH products) and sketch a solid picture of the individual policy making steps, let alone substantiate the complete cycle of pursued systems approach to the pedestrian issue. Therefore, at the January 2010 meeting of WG4 it was decided to just present the generated papers, ideas and sketches on the issue and introduce those achievements by narrating how they connect and what parts and links for the time being are still missing. Consequently Part B of the Final report was suggested to be renamed to 'Resources'.

Since January work has been done on three of the policy development steps that could not extensively be dealt with previously:

- Evaluation of the current system (Nicole Muhrad),
- Evaluation of the pedestrians' performance and satisfaction (Rob Methorst)
- Assessment of pedestrian System Output (Thérèse Steenberghen).

Together with the papers on the Concept of Needs (Kimmo Lapintie), Definition of needs (Ralf Risser & Christine Chaloupka), Identification of Needs (Rob Methorst), on Requirements (Checklist by Jürgen Gerlach), on Ranking of qualities (Hector Monterde), Compliance and Performance mechanisms (Ralf Risser & Clemens Kaufmann) and the Identification of promising interventions (Lucia Martincigh) all steps of the policy development process were captured to a substantial degree, but the targeted comprehensive overview cannot be provided yet

9 Making Walking Count & Measuring Walking

Daniel Sauter Daniel presented the state of affairs regarding Measuring Walking and Making Walking Count and the PAICE project, which is a continuation of MWC. The general aim of these projects is to create a (Global) Walking and Urban Life Account.

Walk 21 (Jim Walker) had produced two MWC reports, for Copenhagen and London.



The PAICE project (Pedestrian Appraisal, Investment, Coordination and Evaluation) has a suggested time frame from 2011 to 2013. It has to do with benchmarking and policy implementation of best practice guidelines.

Daniel challenged all members to consider participation in the project, more precisely the following questions were asked:

1. Are you willing to continue to be part of the PQN community to help develop the PAICE Project?
2. Can you identify a community in your country who would be interested in being part of the PAICE Project with us?
3. Would you be willing to bring a decision maker from that community to a meeting in the autumn so that we could seek European funding for PAICE in the near future?

10 Presentation of Final Conference

Rob Methorst presented the state of affairs regarding the organisation of the Final Conference.

Main bodies of the conference are the Pre-conference workshops, the Plenary sessions, parallel Break-out session, Walkshops, Poster presentation sessions and social events.

On 15 and 16 April the Programme Committee reviewed and selected the abstracts for presentation at the Breakout Sessions of the conference. The Call for Papers yielded a record number of more than 250 submitted abstracts (WALK21 in New York yielded 202, which at that time was a record). PQN and OECD submitters had presentation rights, provided they were delivered before the deadline of the 13th of March. The total number of presentation slots is about 120, of which 35 are assigned to PQN and OECD presentations. This means that about half of the submitted abstracts cannot be orally presented. Some of the papers that do not qualify for oral presentation can be presented as poster presentation, video or interactive web presentations. At the meeting some news about the Programme Committee results can be communicated.

The Steering Group will meet on the 12th of May to decide on the other bodies of the conference.

In the Excel spreadsheet '**Presentations at the conference**' the submitted abstracts that directly relate to the PQN Final Report and the OECD PUSH Final Report are represented. It shows that there will be 22 PQN presentations and 13 OECD presentations. Abstracts submitted by PQN members, that did not directly relate to Final Report papers, cannot get the special treatment, but will be subject to the normal Programme Committee review and selection process. It was judged that it is not fair to other submitters of decent abstracts that non-PQN contributions by PQN members get preference treatment. Furthermore, it appeared that some of the PQN abstracts (and thus the presentations) will need to be adjusted to prevent doubling with OECD presenters and/or to comply with the generic scope of the PQN project.

11 Request for new members

There were no requests for membership.



12 Promotion of gender balance and of Early Stage Researchers (ESR)

No news.

13 Non-Cost country Participations

There are no Non-COST countries participating

14 Web news

No news

15 Feedback from Working group 1, 2 & 3 meetings

In general, the status in the working groups is that the content of the papers is clear, but they're not all finished. Papers that were already there have been reviewed by all others. Not all papers have had an external quality control. For these papers, other means of quality control is necessary; yourself, someone from the group, external group.

WG1

Hector Monterde presented the contribution from WG1, and the main conclusions from the papers. The presentation started with the issue of printing and publishing of the book. WG1 wanted to print their chapter as a separate publication at the University of Valencia. They had also discussed paying from their own pockets for printing the whole chapter, or additional copies of the book. This raised a considerable discussion in the MC, especially in light of the new information from Thierry Goger concerning the coverage of printing costs for publication. There are several possibilities for handling the new financial situation. A joint application from the whole of PQN can be made for the entire budget of 10000 €, or, in order to avoid the procedure of asking for more than one bid etc, the application can be split into sections for each chapter. Each application will then need to be under 3000 €.

The MC was not able to reach any conclusions on the matter. Shalom Hakkert urged that the previous decision from the MC concerning the publishing and printing of the final report is not changed, i.e. that Walk 21 will nominated as the publisher of the book. He further suggested that all details concerning these matters will be solved in the SMG. This suggestion was unanimously approved.

The new situation for printing and publishing connected with the increased opportunities for funding from COST will thus be discussed in SMG.

WG2

Ralph Risser presented the contribution from WG2. There was some concern in the group that not all sections of their chapter had been reviewed. At this late stage, it was decided that the only option would be to do this within the group. WG2 thus had partly focussed its attention on going through the non-reviewed contributions. Further, the subgroups within WG2 had worked together on the reviewed sections in order to solve some issues that had been raised by the reviewers. The group had finalised their WG session with collaborating on extracting recommendations from their subsections. Ralf presented the 9 recommendations. These were to be fine-tuned a bit, and to be presented at the end of the chapter.



WG3

Daniel Sauter presented. The outline of this chapter is the same as it has been:

- *Introduction*
- *Perspectives*
- *Trends*
- *Visions*

During their meeting the WG had agreed on the main structure and approach. Some points had been adapted and it had been agreed to integrate different sub-points into one point. There would be several presentations from the group in den Haag. Daniel also talked about the future following PQN. Suggestions were:

- COST Action on “Future of mobility & sojourning” (incl. new transport modes, public transport, urban planning)
- COST Action on “What walking can do for society”: social inequalities, global effects of economy etc. on local walking; mental health; intercultural capacity building / exchanges (WHO, World Bank)
- Methodology for looking into future for walking (European project, Interreg, Energy?)
- Full-day workshop at a future conference
- Validation, measuring and implementing: PAICE?
- Handbook

Naming of chapter B

Based on suggestions from the MC members, it was decided that Part B should be called “Documentation”, rather than “Resources”.

16 Future plans

How to continue with the network, how to keep the momentum going: PAICE project and other ideas?

The Management Committee decided that the discussion on future plans, after PQN, should be carried out by e-mail discussion, the PQN discussion platforms (see www.walkeurope.org) and maybe via the LinkedIn group.

17 Homework

- 30th of May 2010 is the date for the submission of final versions the PQN contributions.
- Conclusions and Recommendations to be delivered on the 2nd of May at the latest. Any changes to the index, must be submitted before end of May
- The Country Reports should be completed and finalised before the 30th of May 2010
- Everyone is encouraged to attend the PQN discussion platform and discussion via the LinkedIn-network.
- Members are invited to give contributions concerning the added value of the systems approach. Please send short texts to Rob, and especially with references.
- Members who have suggestions for changes in the Final Report Part B Resources index, should forward these to Rob via email.
- Summaries of the Working Group contributions shall be delivered so that the part C can be written based on them.
- Members are invited to send via email a short description of their planned activities for promoting the final conference, and for continuing the PQN activities
- consider participation in the project PAICE



18 Any Other Business

No issues mentioned.

19 Closing

The attendants all thank the organizers Shalom Hakkert, Galit Yerushalmi, Ofra Bigger and David Zaidel for their very kind hospitality and for their good effort at arranging a well organized meeting and some very memorable social events.

The meeting ended at 1700

