

Minutes Meeting COST 358 Senior Management Group (SMG)

23 and 24 January 2007

Vienna (FACTUM Offices)

Attendants: Rob Methorst, Hector Monterde, Daniel Sauter, Ralf Risser, Jim Walker.
Clemens Kaufman is stand-by for technical matters.

1. Welcome and Agenda

Agenda agreed.

2. Minutes of the MC November 2006

Agreed

3. Progress

3.1. Country Reports

First contributions: Juridical system in Czech Republic by Karel Schmeidler.

Some partners seem to have difficulties compiling a Country Report. For instance in Austria and Spain: there appear to be no national data, only data for some bigger cities; data are not available for all years mentioned in the headings of the spreadsheet.

The SMG agrees that the Country Reports should be based on a Quick Scan, meaning that no effort should be made to exactly follow the template spreadsheet.

Decisions:

- Daniel Sauter to draft a rewording of the original request to partners for completing the Country Reports and share it with the SMG. The reworded request may form a questionnaire and encourage a brief summary as an introduction and strategic background to what evidence is collected to understand current pedestrian activity in each country. The new request will encourage the recording of the data collection methodology more than on providing the data itself. Those who can only provide local/city data rather than national data should be encouraged to provide both.
- Jim Walker to send the group the International Charter questionnaire currently being developed in London.
- Rob Methorst to send the revised and more focused request to partners once agreed by the SMG
- Rob Methorst to encourage partners to complete current questions two and three as soon as possible.

3.2. Glossary

A Glossary has been made. Input was received from Daniel Sauter, Ralf Risser, Hector Monterde, Herman Katteler, Mario Alves, Christer Hydén. Herman Katterler suggested to split the Glossary up into a Glossary and an Abbreviations list.

Decision:

- Catherine Rawas to add the final copy of the glossary to the public area of the website ASAP
- All to keep an ongoing review of the document

3.3. Research questions

Kraay, Malasek, Leden, Hakkert, Martinigh, Meschik and Methorst sent in additional questions.

Decisions:

- Rob Methorst to thank those who have suggested additional questions to the WG's
- Catherine Rawas to post the new research questions as a list on the website under the relevant WG.
- WG leaders to post (after March) those questions that they are not able to answer as part of this project into the 'potential future research programmes' area of the website.

3.4. Working group participation

Up till now 8 of 50 the participants sent in their Research Questions spreadsheet (Basbas, Daniels, Fyhri, Hyden & Svensson, Katteler, Gerlach). Hof, Von der Mühl, Martincigh and Van der Spek indicated that their contribution would be sent out this week. Rob Methorst sent out a reminder on 12-1-07. The current situation spreadsheet is attached.

There are some new nominees for the Working Groups

Ana Rita Gaspar Pádua Moreira (ISCTE, Lisboa, ana.moreira@iscte.pt) for Working group 2

Herman Katteler (Radboud University, Nijmegen, NL) Working Group 2

Ashlak Fyhri (TOI, Norway) – Working Group 2

Jacek Masalek (jmalasek@ibdim.edu.pl; Road Safety Division - Road and Bridge Research Institute, Poland), all WG's

Miklos Papp – Hungary has suggested that he cannot contribute effectively.

Decisions:

- WG leaders to prepare a personalised summary programme with timescales and outputs based on the processes and outputs agreed in the published project summary. Based on the adapted structure the Management Committee and other WG members will be asked to which themes/chapters they will actively contribute by writing an article/chapter for the WG report.
- For the common advancement the SMG agreed on the following working stages:
 - **Stage 1** – WG's to agree the questions that they need answers for to inform the project model (WG4)
 - **Stage 2** – WG's to agree a methodology for how to collect information to answer these questions
 - **Stage 3** – WG's to collect the data at an affordable and appropriate scale
 - **Stage 4** – WG's to check data answers the questions and collect supplementary data if possible.
 - **Stage 5** – WG's to collate the evidence and make a summary + identify assumptions + make recommendations for future work.
- Agreed that the emphasis should be on Stages 1 and 2 to agree the questions and to structure the methodology rather than on collecting data. Ultimately the project will publish the processes and methodology that can be applied across Europe by any

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country in any community and will not be seeking to publish an end solution/answer for countries to inform their investment without first collecting local evidence.

- The working procedures will be as follows:
 - Each WG will discuss over e-mails the content of the above mentioned stages in between meetings.
 - Before the meeting a conclusion will be drawn and remaining open questions will be laid out.
 - During the meeting the WG leaders will inform all attendants about the progress made and about open questions
 - After that a brainstorming session will take place to discuss the next stage
 - Over e-mail the content of the new stage will be discussed based on the brainstorming during the meetingetc...

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This format is chosen because

- members want to be involved in different WG groups
- it is (financially and time wise) not possible to have such long meeting that each WG can meet consecutively or have separate WG meetings
- during the meetings it is not possible to get into an in depth discussion with 40 people (therefore only a brainstorming session is possible)

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- Future meetings to follow the **format:**

1. Day 1 – AM - Project Management meeting for an update on management decisions, budget, administrative matters etc. PM - WG leaders to report a summary of their current progress to identify the areas agreed by the WG and the areas of concern and seeking further discussion.
2. Day 2 – Joint meeting to brainstorm the way forwards for the future of each WG.

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- Agreed that additional Working Group members only to be invited to join WG's subject to the WG leader agreeing that they add value to the current membership and that there is finance available from the budget (See later item).

- Rob Methorst to write to all Management Committee informing them about the planned WG operation: (1) WG leaders will structure WG themes based on given research questions; (2) WG leaders will circulate a new spread sheet for signing up after the Wuppertal meeting; (3) signing up will not be an expression of interest only, but a commitment to write an article or chapter for the WG report.

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- Summary programmes and Stage 1 questions to be agreed by WG's after the Wuppertal meeting and before the Valencia meeting.

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3.4. Review Committee

In an earlier stage the following names were suggested: Prof. Bert van Wee, Prof. Ezra Hauer and Prof. Christer Hydén. Christer participates, so he cannot be an external reviewer.

Clemens Kaufmann recently suggested the following persons: Lars Aberg: University Dalarna, Sweden; Donncha O' Cinneide: National University of Ireland - Traffic Research Unit/ Counselling and Health Studies Centre, Ireland; Stein Johannessen: Norwegian University of Science and Technology, Norway; Jana Plichtova: Comenius University,

Slovakia; Lidia Zakowska: Cracow University of Technology – Department of Architecture A9, Poland; Christian Thomas: Swiss Pedestrian Association, Switzerland.

Decision:

- Criteria for the decision was to have someone each from the north, south, east and west
- Agreed for Rob Methorst to invite:
 - Prof. Bert van Wee – Human geographer
 - Stein Johannessen – Transport planner
 - Jana Plichtova – Social psychologist
 - A female academic, health background from southern Europe contact via Zuzana Simonova.

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3.5. Website

The PQN website is launched and active now. At the moment the members-only part is being developed.

Decisions:

- Catherine Rawas to complete website, as agreed, by end of Feb.
- Catherine Rawas to manage the public side of the site in the future. Agreed that the preference is for Catherine Rawas to be employed for a minimum of 3 days per month as dissemination for the project (subject to budget).
- WG leaders to manage the internal WG areas of the site
- Catherine Rawas to make sure PQN to be higher up the search engines for easier link to walk Europe site.

4. Planning

4.1. Events in 2007/2008

Events needs to be planned in an efficient manner: MC meetings, SMG meetings, Working Group Meetings and perhaps other events.

The idea of parallel WG1 and WG2 meetings is not feasible, since most participants subscribed to more than one WG. This means that other routes have to be taken. The meetings will be organised according to the above mentioned format.

Management Committee meetings:

- Wuppertal 28 and 29 March 2007
- Valencia 23 and 24 October 2007
- April 2008, venue to be decided
- October 2008, venue to be decided.

23rd and 24th October 2007 are confirmed dates for Management Meeting in Valencia (to be added to website)

Senior Management Group

- Zurich 31 August and 1 September 2007
- January 2008, Venue to be decided
- August 2008, venue to be decided

Decision:

At the next Management Group meeting (in Wuppertal) participants to be invited to host meetings over the four year period.

4.2. Communication & dissemination

Currently international presentations are planned in Wuppertal, Walk21, Toronto, ICTCT Beijing and ICTCT Valencia. In the Netherlands also national presentations are planned DTV symposium, Verkeerskundige Werkdagen.

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Decisions:

- Agreed that Senior Management Group to present the PQN project at relevant conferences.
- Management Group participants who wish to present specific information gained from research as part of the PQN project to inform the SMG first if at all possible and encouraged to promote the system approach context and use the agreed logo, font & steer people to the walkeurope website etc.

4.2. Budget Plan

Grant Holder-formalities will be taken care of by Rob Methorst (see attached summary on exchanged e-mails); Under the Grant System Administrative costs (website, administration) cannot be higher than 15%; the website cost can be partly considered to be dissemination costs. A major part of the budget will have to go to covering meeting costs (MC, SMG, Working Groups).

The budget for the first Grant budget year (May 2007 – May 2008) is estimated at 92,000 Euros based on 18 participating countries and assuming that the 2008 year budget is the same as the 2007 budget. With regard to the number of participating countries it is expected that Turkey and Romania will sign in 2007. Contacts in Latvia, Ireland and Denmark may come forwards in 2007 but will not be chased by the Management Committee. All SMG members with Hungarian contacts to get in touch with Rob Methorst to maintain that country's participation

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Fixed costs

Management Meetings

€32,000 per meeting (40 people eligible to attend @ €800 per person per meeting)

€3,000 per meeting to host a meeting (eligible expenses include photocopying, room hire and technical equipment, programme printing, phone, fax and cost of announcements, personnel, field trip transport, light refreshments, coffee breaks etc). Applications for more money to host a meeting will be considered by the management Committee and need to be agreed at least 4 weeks in advance of a meeting

Based on two meetings per year = €70,000.

Senior Management Meetings

€4,000 per meeting (5 people eligible to attend @ €800 per person per meeting)

€500 per meeting to host a meeting.

Based on two meetings per year = €9,000.

Total meeting costs per year = €79,000

Other costs

Website management

€16,020 based on 3 days per month

Financial administration

Rob Methorst to check but assumption is that there will be no charge for the project.

Other administration

Other administration costs to be covered in other ways.

Training Schools

None planned due to budget constraints

Short term scientific missions

None planned due to budget constraints

Publications

Where ever possible all publications to be added online not printed based on established design. Design costs expected for some formatting

- **Newsletter** (News about the project to be added to the web site as and when rather than being designed or printed separately).
- **Handbook (2009/10)**
- **Auditing Tool (2010)**
- **Quantitative and qualitative methodology (2010)**
- **Monitoring guidance (2010)**
- **System model**
- **Future research suggestions (online list)**
- **4 x Work Group reports (2009)**

External Review evaluation

Travel costs + €350 per written review applicable (assuming their presence at a meeting as well) but no implication for current year.

Additional invitations for membership of Work Groups

14 people have so far been nominated by members of the management committee as potential additional attendees for the Work Groups.

Decisions:

- Rob Methorst to confirm which members of management committee to attend meetings in advance
- No additional invitations to be given to join working groups until a budget is available (based on savings from non attending members of the management committee- after the Wuppertal meeting)
- RM to write to 14 additional experts to let them know of the Valencia meeting date and ask them to confirm if they are available to attend; if they can do so without cost to the PQN budget; and if not to confirm we will be in touch 6 weeks before the event to confirm if we have a budget to help them attend
- Additional invitations to be given based on two people per country. Those additional members with no costs to the PQN budget invited to attend all WG meetings.
- The local host organiser can invite up to 5 additional local people to attend the WG meetings (to be agreed in advance by Rob Methorst) but their costs must be met by the host country.

- Senior Management Group to review budget after Wuppertal costs have been met.
- SMG to plan a 4 year budget at next meeting (in Zurich).

05/07 – 05/08 BUDGET TABLE

ITEM	Activity	BUDGET JAN 2007 – MAY 2007	Projected costs MAY 2007 – MAY 2008	Actual Costs	Balance
Management Meeting	Wuppertal	€35,000			
	Valencia 23/24/10/07 (April 08)		€35,000		
Senior Management Meetings	Vienna	€4,000			
	Zurich 31/8/07		€4,500		
	X? (Jan 08)		€4,500		
Website			€16,020		
Publications					
Additional Working Group Members			PM*		
Total		€39,000	€95,020		-€3,020

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*PM = Pro Memory (These costs will be itemised after Wuppertal)

5. Agenda MC in March

Decision:

- Rob Methorst to prepare an agenda based on the items and points agreed at this Senior Management Meeting.
- Rob Methorst to circulate to the SMG for agreement and then COST to send out to the Management Committee.

6. Miscellaneous

6.1. Multi-diciplinary / potential recurring discussions/conflicts

Decisions:

- WG leaders to confirm in project summaries that the PQN model is a framework for structuring information and will evolve in response to the development of the project
- Members invited to contribute / to give their input and provide their knowledge and background by writing an article/chapter as part of the W Groups reports.
- SMG to review feelings of the Management Group at Wuppertal at their next meeting in Zurich
- Rob Methorst to recommend Catherine Rawas invitation to Wuppertal

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Comment [DS1]: Comment relates to the deleted sentence below: It may be misunderstandable that they could start a new project **within** PQN. I would leave this sentence out because everyone is free anyways to start a new project at any time

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6.2. Declaration Form

6.3. Next meeting

31st August (early afternoon) to 1st September (early afternoon), in Zurich hosted by Daniel Sauter.

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Minutes recorded by Jim Walker 23rd and 24th January 2007.