

*COST Action TU 1002 - "Accessibility instruments for planning practice in Europe"
Turin, Italy, the 16th and 17th of February 2012*

Torino, 21/02/2012

Management Committee Meeting

MINUTES

16th February 2012 (09:30 – 19:00)

17th February 2012 (09:00 – 16:30)

VENUE:

SiTI - Higher Institute on Territorial Systems for Innovation

LOCAL HOST

Matteo Tabasso

Stefano Pensa

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0. List of Participants

<i>Name</i>	<i>Country</i>
ARCE RUIZ ROSA	ES
BERTOLINI LUCA	NL
BIEDA KRZYSZTOF	PL
CALDERON ENRIQUE	ES
CURTIS CAREY	AU
HALDEN DEREK	UK
HÖMKE MAIK	CH
HULL ANGELA	UK
JOUTSINIEMI ANSSI	FI
KELLER JOHANNES	DE
LANGELAND ANDERS	NO
MÄNTYSALO RAINE	FI
MAVRIDOU MAGDA	GE
NIELSEN THOMAS	DK
NORTE PINTO NUNO	PT
PAPA ENRICA	IT
SCHMEIDLER KAREL	CZ
SILVA CECILIA	PT
SITAR METKA	SI

TABASSO MATTEO	IT
Te BRÖMMELSTROET MARCO	NL
TENNOY AUD	NO
TROVA VASILEIA	GE
ZAIDEL DAVID	IS
ZAKOWSKA LIDIA	PL

16th and 17th February

Administrative Issues (MC)

1. Minutes of last meeting

Last MC meeting minutes, already voted and approved by e-mail was voted by the present MC members and approval was confirmed.

2. WG members and manager of WG4

Cecilia Silva indicated the need to identify volunteers for managing WG4 in substitution of the previous manager Vitor Oliveira who is no longer a member of the Action. Nuno Norte Pinto offered for substituting Vitor Oliveria and is nominated manager of the group.

3. New countries: Turkey and Austria

The possibility of general criteria for acceptance of new applications for participating countries was suggested and after discussion approved unanimously by the MC. The criteria approved unanimously by the MC was the definition of a deadline after which new countries would no longer be able to actively participate in the activities defined for the Work Units in the MoU, and thus would no longer be accepted by the MC as new participating countries of this Action. The deadline approved unanimously by the MC was the Amsterdam meeting (scheduled for July 2012). As a direct consequence of these decisions both applications (Turkey and Austria) were accepted.

Additional decisions:

- The chair would contact the COST Office (Thierry Groger) to confirm the legality of this decision of the MC.
- The chair would contact the Turkey team asking if they have an Accessibility instrument ready for use and if not they would have to use the other tools provided by one of the other MC members.

4. JRN

Cecília Silva, supported by other MC members, presented a proposal for the inclusion of a Junior Research Network (JRN) in this Action. Nuno Norte Pinto presented the proposal of creating this Network. The goal is to work on the several issues of the action in parallel with the main group having opportunity to have a higher involvement and also some independence. This group could be ready in short time. It was pointed out that the Junior Research Group must have specific tasks (to be defined latter).

The creation of a Junior Research Network was approved unanimously.

A proposal for a Summer Training School (STS) with this JRN was proposed by Nuno Norte Pinto and Enrica Papa. The group should be trained on the methodologies that will be implemented during the field work of the Action, specifically in the WUs. Enrica also indicated the interest of the Municipality of Torre Orsaia (Salerno), who are very active and interested in hosting the event. Cecília Silva identified the availability of a budget of around 15.000€ for a STS during this budgetary year (money saved so far from the current budget), which would be enough to allow a STS of about 20 people.

The Summer Training School and the shift of budget in the current budgetary year to this activity is unanimously approved.

The venue for the first STS in the Municipality of Torre Orsaia (Salerno) and for the month of June is approved by majority (with one abstention).

Some general ideas for the organisation of the JRN and the first STS presented by Nuno Pinto:

- Update from Nuno on the decisions regarding the Selection method of Students for the Training Summer Week
- Composition of the JRN:
 - The objective is to have 1 researcher from each country (22 places available)
 - JRs must be Young Researcher (they finished their thesis less than 8 years before or do not hold a PhD yet).
 - JRs must have a MC member supervising their work (present name during call). They must work in close contact with the national WU. The MC member must know the member of the JRN. The participation in the Summer Training School is dedicated to JRN members.
- Selection of candidates would have two phases:
 - The first round will ask the MC members of each participant country to designate a Junior Researcher for the JRN; countries with more than one MC member must agree on a single application;
 - The second round will be used just in case there are JRN positions still available after the first round is concluded. In this case, the new JRN applicants must send a letter of intentions in which a brief summary of the research work of the candidate with a clear link to the Action's subjects. The decision on who will be accepted in this second round will be taken by the Core Group of the Action. There is no possibility of appealing this decision to the MC.
- The program of the first Summer Training Week will be sent from Nuno to Cecilia for dissemination.
- The activity of JRN will be closely connected to the activity of the Action and will participate actively in the activities of working units (workshop, reporting, observation, etc..)
- The work of the first STS will be linked to the pilot workshops being developed in the Action. First through a role playing game and then through discussions on the workshop methodology.

The general idea of the program for the Summer training week was unanimously approved.

5. Budget for 2012/2013

The preliminary version for the budget sent out by e-mail prior to the meeting was discussed and approved unanimously (find document attached).

6. Annual Progress Conference

Cecília Silva announced the evaluation results of the last Annual Progress Conference. The evaluation was "in developing" which means that we are performing well but slightly behind what is planned in the memorandum of understanding. Small delay mainly due to budget issues. Cecília Silva also shared her impression of these

evaluations and of strategic actions the group should take for improving the evaluation, such as having a JRN and STSs. In addition, MC members were informed of the need to collect further information closer to the next Annual Progress Conference to prepare the new report. The collection of this information will be done by e-mail.

7. Action planning (including meetings)

7.1. General overview of action schedule / detailed view of next year schedule

Cecília Silva presented a summary of our current position in the schedule of the Action:

- Our project is divided in 5 phases, we are now between phase 1 and phase 2
- We are now concluding phase 1 (construction of the state of the art) and we are moving to phase 2. We are preparing the local workshop that will be held in phase 3.
- The 1st part of second phase includes the closing of the report from WG2 and then the Pilot workshops must be prepared.
- The work of the 3rd phase will already start during phase 2, with the preparation of local workshops.

Cecília Silva presented the activities expected from each group within the Action:

- WG1 Activities
 - Organization of MC meetings and proceedings.
- WG2 Activities
 - Close report 1, collecting accessibility instruments, classify them and discuss their usability.
 - Regarding the glossary, remember to go to the website and contribute to the discussion on the glossary.
 - We will have to have active discussion on the glossary during a week in March (to be defined) to close the glossary. After that week the glossary will be closed until the summer training school when it will be discussed by the JRN
 - Responsible for the glossary will be Magda from Greece. She will advise you when the discussion will start.
- WG3 Activities
 - Continue and close development of methodology, prepare a spread sheet reporting of the results of the different workshops and organize some local pilot workshops
- WG 4 Activities
 - Was not supposed to work during the 1st year but needs now to start working to the preparation of the first draft index of the final report. Therefore a leader for WG4 must be chosen.
 - WG4 is composed by the chairs and vice chairs and by 2 representatives from WG2 and 2 from WG3.
- WU activities
 - Working Units have the following responsibilities during this year, such as the preparation of report later on this year on the local case studies, the identification of problems to work with in local case studies and the identification of local practitioners to involve in local pilot workshops.

7.2. Next meetings (2nd budgetary year)

The following dates were proposed and voted for the upcoming meeting during the second budgetary year:

- Pilot and MC meeting in Amsterdam were defined respectively on July 2nd and July 5-6th.
 - Some problems were raised by members from Scandinavian countries regarding that these meetings would be during their official holiday period. Not finding any alternative viable solutions these dates were not changed but this situation will be considered for the next budgetary year.
- Pilot and MC meeting in Munich is proposed for 14th -15th February 2013. Because of the absence of any Munich representative, if the Local group will not be able to organize the meeting in these days, an e-mail vote will be done on an alternative date.

Dates for Amsterdam and Munich meetings are approved unanimously by MC.

7.3. Long term planning

Destination for next meetings (3rd budgetary year):

MC Meeting of June 2013 (if accepted by COST Office): Copenhagen (or Cracow as substitute) – Unanimously approved.

MC meeting of February 2014: Mikolow - Unanimously approved.

Final Conference in May 2014: Oporto - Unanimously approved.

Nuno Norte Pinto suggested the possibility of disseminating and exchanging experiences with the meeting of the European Council of Town Planners foreseen in June 2013.

8. Discussion of STSM for next year, applications

Proposal for SMST were collected. Marco proposed Benjamin Buttner as STSM to help in the Local Workshop in Munich.

The MC approved unanimously.

Regarding the remaining STSM, for the next budgetary year, Cecilia proposed to again have an open call for applications in a limited time schedule, as was done last year but this year without any particular program. The idea would simply be to avoid the possibility of receiving STSM proposal any time during the year and having to make decisions on approval or refusal without knowledge on potential competitor proposals. This proposal was not unanimous among the MC with some members preferring the traditional procedure without any open call and permanent possibility for submission of proposals.

A voting revealed 5 votes for the traditional process and 11 votes for Cecilia's proposal and 8 abstentions.

The procedure for submission of proposals for STSM proposed by Cecilia was approved by majority.

9. Other issues

The chair advised all members to be very careful when filling in the reimbursement forms following the rules in order to obtain the reimbursements.