



Interregional Kick-off meeting Minutes, Karlskrona, 8-9th February 2011



From left to right: Sofia Bothorp (Karlskrona kommun, SE), Claude Hugard (Municipality of Cluses, Haute Savoie, FR), Manja Becker (City of Pirna, Saxony, DE), Matthias Richter (city of Pirna, Saxony, DE), Camille Delepierre (ESS, Småland med Öarna + Blekinge, SE), Udo Becker (Technical University of Dresden, Saxony, DE), Lisa Wälitalo (Municipality of Karlskrona, SE)

List of participants:

1	Camille Delepierre	Project Manager, Energy Agency for Southeast Sweden (ESS), Lead Partner	SE
2	Cécile Drouillet	Project manager for sustainable development and Agenda 21 in the Municipality of Cluses.	FR
3	Claude Hugard	City official in charge of city planning and sustainable development for the Municipality of Cluses	FR
4	Prof. Udo Becker	Technical University of Dresden (TUD)	DE
5	Manja Becker	Municipal employee for the city of Pirna	DE
6	Matthias Richter	Municipal employee for the city of Pirna	DE


List of invited persons:

7	Hannele Johansson	Transport group leader at ESS	SE
8	Mia Stavert	Head of Finance at ESS, Regional Manager for EnercitEE	SE
9	Jimmy Landegren	Accountant at ESS	SE

Tuesday, 8th of February 2011

9.00-9.10	Welcome speech	Camille
9.10-9.45	Presentation of partners	Camille
	ESS. The company is jointly owned by an association where regional councils, counties and municipalities in Blekinge, Kalmar and Kronoberg are members. 25 employees in all three counties. The ESS business concept is to provide timely, objective and impartial information and knowledge about energy and transport issues. Our goal is to improve energy efficiency and increase supply of renewable energy. Our projects are performed in close collaboration with private and public actors in Southeast Sweden, Swedish administrations and European partners.	
	CLUSES. 18 000 inhabitants in the city, 45 000 in the valley. Cluses lies in the industrial Arve valley in southeast of France. The economic activity is focused on electronic, automobile and medical industries (small manufacturers). Since 2009, Agenda 21.	Cécile Drouillet, Claude Hugard
	PIRNA. 40 000 inhabitants. Located in Saxony, on the Elbe river, 20 km south of Dresden. Rather large factories (100-200 workers).	Manja Becker, Matthias Richter
	Chair of Transport Ecology at the TUD. 27 professors only within transport. 2100 students. Advice to use the European Mobility Management (MM) database on www.eltis.org (2 000 case studies).	Udo Becker
9.45-10.30	<p>Overview of the 24 month working plan, aims, results, outputs and deliverables. (milestones and contribution of each SPP). Project time: 1st January 2011 to 31st of December 2012. Overall budget 141 344, 13 EUR. Objectives: see application form p9. (have them in mind when acting and reporting!) Outputs and results: Period jan-june 2011</p> <ul style="list-style-type: none"> - Kickoff meeting with study visit, State of the Art of MM in each region. Presentation of the SUMO evaluation tool. - Dissemination of SUSTRAMM kickoff meeting and activities on each SPP website and newsletter and on other events. - SUSTRAMM Management Committee is set up: Camille Delepierre, Cécile Drouillet, Manja Becker, Udo Becker and Torsten Belter. - SUSTRAMM flyer in English, French, Swedish and German. 100 SUSTRAMM flyers + 100 EnercitEE flyers disseminated in each region (during the 24 month of SUSTRAMM) - Presentation of SUSTRAMM by Camille at EnercitEE Component Seminar in April in Växjö. - 1st article for EnercitEE newsletter in February 2011. - Dissemination of EnercitEE newsletter through SPP's networks (100 in each region during the 24 month of SUSTRAMM). <p>Period july-dec 2011</p> <ul style="list-style-type: none"> • 2nd interregional meeting with study visit 	Camille

	<ul style="list-style-type: none"> • 4 examples per region of successful MM tools presented at interregional meeting (12 as a whole) • 1st activity and financial reports for each SPP (July 31st) • 1st SUSTRAMM newsletter (october 2011) • 2nd article in EnercitEE (november 2011) <p>Period jan-june 2012</p> <ul style="list-style-type: none"> • 2nd activity and financial reports for each SPP (Jan 31st) • 2nd SUSTRAMM newsletter (Mars 2012) <p>Period july-dec 2012</p> <ul style="list-style-type: none"> • 3rd interregional meeting with study visit • 3rd and 4th activity and financial reports for each SPP (by July 31st and january 31st 2013) • Guidelines and recommandations • 3rd SUSTRAMM newsletter (december 2012) • 3rd article for EnercitEE newsletter (december 2012) • 1 press article release for each SPP • 6 one day training courses with attendance of at least 15 participants/training course • 3 light pilot implementation projects (with 5700 citizens reached : 2000 Cluses, 1700 Pirna, 2000 ESS) including evaluation • 3 regional policies improved or developed (1 per region) • 9 regional/local policies tackled by the operation (3 per region) • 3 dissemination events organized + 3 other events participated in • Social medias will be experimented in each of the SPP institutions. 	
10.30-10.50	Coffee break	
10.50-12.00	<p>Presentation of WP by the SPP in charge.</p> <p>WP 1 – Project management, coordination and reporting All activities carried out or changes will be immediately communicated to Camille and your regional manager after occurring. Frequent email, phone contact with me. And your regional manager. Focus on joint project and exchange of experience 3 compulsory interregional meetings and Skype meetings. 4 activity and financial reports (every 6 month).</p> <p>WP 2 – State of the art in MM Each participant presents state of the art of MM in their regions during kickoff meeting.</p> <p>WP 7 - Dissemination</p> <ul style="list-style-type: none"> - SUSTRAMM flyer/information sheet produced in 4 languages - 100 SUSTRAMM flyers + 100 EnercitEE flyers disseminated in each region. - 3 SUSTRAMM newsletters: october 2011, march 2012, december 2012 - 3 articles of EnercitEE newsletter - 1 press article per region 	Camille

	<ul style="list-style-type: none"> - Guidelines and recommendations - Each partner experiments social media in their institutions - Presentation of SUSTRAMM during EnercitEE component seminar. Camille – April 2011. - SUSTRAMM’s kick off and ongoing activities will be disseminated via EnercitEE’s website and newsletters as well as each partners’ website and networks, via other events taking place in each region. - Budget for SUSTRAMM communication material: 1500 EUR (on ESS). If there is a larger need for communication material, the SPPs budget will be solicited. - The SUSTRAMM logotype has been produced. Costs: 105 EUR. <p>Remember: Take pictures! Disseminate SUSTRAMM in your networks/websites/newsletters... Send press releases to the media ALWAYS use the 4 logotypes!</p> 	
	<p>WP 3 – Scientific support. The TUD budget equals roughly 5 months of work and TUD will produce short reports (depending on topic several pages) according to the needs of all partners e.g. on state of the art of MM, evaluation of MM activities. <u>The partners must tell TUD what is most helpful for them.</u></p> <p>WP 6 - Guidelines and recommendations TUD provides guidelines and recommendations. Cluses, Pirna and ESS provide best practise and participate in giving their outputs for the document. Focus: keep it simple and helpful. <u>The partners must tell TUD what is most helpful for them.</u></p>	Udo Becker
	<p>WP 4 – planning and running of training courses</p> <ul style="list-style-type: none"> - Content: 2 one day training courses about MM for city administrators, city officials and other relevant/interested stakeholders. - One study visit can be planned during the training courses - At least 15 participants will take part in each course. 	Manja Becker
	<p>WP5 - light pilot implementation project They consist in practising the implementation of MM measures using the European Mobility Week or other events and period.</p>	Cécile Drouillet
12.00-13.30	Joint Lunch	
13.30-13.40	SUSTRAMM as an important part of EnercitEE	Mia
13.40-14.30	<p>Administrative issues : budget and financial reports, budget shifts, first level control, activity reports</p> <ol style="list-style-type: none"> 1. See partnership agreement article 3 and 7. 2. Budget and activity reports will be submitted twice a year by July 31st 2011, January 31st 2012, July 31st 2012 and January 31st 2013 to your Regional Manager and the LSPP (Camille). 	Camille, Mia and Jimmy

	<ol style="list-style-type: none"> 3. 6 months and monthly sheets are available on: http://enercitee.eu/files/dokumente/Financial_management/List_of_expenditures_for_SPP.xls http://enercitee.eu/files/dokumente/Financial_management/timesheet_for_SPPs.xls 4. You need to have your first level control (FLC) certify your report BEFORE the dead-line. Please communicate with your FLC and Regional Manager to keep dead-lines. 5. Report models will be produced and sent to you. 6. Please follow your budget and budget lines, as well as the specification of your external expertise budget line stated in the application form p31+34+35. 7. Contact Jimmy our financial manager (jimmy.landegren@energikontorsydost.se) and your regional managers concerning purely budget question. Put Camille in cc. 8. Budget shifts (see SUSTRAMM Implementation Agreement) <ul style="list-style-type: none"> - Changes <10 000EUR have to be justified in the project reports. - Changes >10 000EUR can occur only once during the project will need the submission of a request of change form. 	
14.30-14.50	<p>Presenting and agreeing on the partnership agreement. Establishment of the SUSTRAMM Management Committee (one coordinator per partner). Incl. Clarification of responsibilities.</p> <p>The partnership agreement is presented and will be agreed and signed within a month.</p> <p>The SUSTRAMM Management Committee is : Camille Delepierre (ESS), Cécile Drouillet (Cluses), Manja Bekcer (Pirna), Udo Becker/Torsten Belter (TUD).</p> <p>See Clarification of responsibilities in the partnership agreement article 3.</p>	Camille and Mia
14.50 - 15.05	Coffee break	
15.05 – 15.40	<p>Presentation of plans for training courses and light pilot project implementations. (8 min per SPP)</p> <p>Training courses: 2 one day training courses on MM with focus on bicycle around the European Mobility Week in 2011 and 2012. Target group: politicians in Southeast Sweden. External budget: 5000EUR.</p> <p>Light pilot project: The ESS will focus on commuters by organizing a bicycle competition called Southeast Pedals. In the competition, the work places create bicycle teams and compete with each other in their every day trip to work. The team with the longest distances travelled is the winner. The campaign aims at stimulating car commuters to change their travel habits, and increase the bicycle modal share of commuting trips. ESS plans a pilot development of "Southeast Pedals". Several possibilities:</p> <ul style="list-style-type: none"> • Focus on environmental companies (ISO certified) by proposing an extra package like personal Mobility counselling • Southeast pedals as a bicycle competition for high schools • Luciapedals. 1-13 December. Winter bicycle competition. 	Camille

	<p>Training courses: Training run by a consultant/NGO for 2 groups of local key actors in 2011. The first will be offered to mayors and councillors involved in the transport and mobility issues and the second to officers. They will focus on the study for interregional bus network occurring now.</p> <p>Light pilot project: The city of Cluses will organise activities and awareness campaigns about mobility and sustainable transports solutions during the European mobility week 16-22 September, the Sustainable Development National Week (April), or other suitable events.</p> <p>These events will be aimed at citizens and the 300 municipal officers in Cluses: exhibitions, electric bikes tests, rollerblades introduction, debates, conferences, movies and documentary films, information corners, eco-driving courses, discovery of the city's green paths, etc.</p> <p>The municipal officers will be particularly informed and trained on how to use electrical bicycles and to practice eco-driving at work. Two electrical bicycles will be procured by the city, and several sessions of eco-driving courses will be organised.</p> <p>A feedback from the officers will be asked, to define together how to reduce our greenhouse gas emissions at work by changing our behaviours in the fields of transports and mobility.</p> <p>Comment: possibility to use eco-driving simulators. Contact your regional authorities, car companies.</p>	Cécile Drouillet
	<p>Training courses: Focus on leader of transport association, car park operators, restaurant and business owners, responsible for tourism and traffic, experts from TUD.</p> <p>Light pilot project: The city of Pirna plans to introduce electric vehicles in the historic centre: electric cars, ebikes, esegways.</p>	Manja Becker
15.40 - 16.00	<p>Detailed action plan until next interregional meeting.</p> <ul style="list-style-type: none"> - SUSTRAMM information sheet/flyer in 4 languages, ready by <u>April 1st</u> (to disseminate at EnercitEE component). Camille sends as soon as ready the SUSTRAMM information sheet in English to all partners for inspiration. - Presentation of SUSTRAMM at EnercitEE Component seminar in Växjö by Camille. - Dissemination of SUSTRAMM activities and kickoff meeting on SPP websites, newsletter, social media. - Experimentation of social media by each institution. - 1st article EnercitEE - Dissemination of 100 SUSTRAMM flyers + 100 EnercitEE flyers per region. - Skype meetings according to needs. - Next interregional meeting in Cluses august/October 2011. Prepare an oral presentation of 4 successful MM measures for the next interregional meeting and a short written presentation of the 4 successfully MM measures per region should be sent to Camille and all partners <u>a week before the next interregional meeting.</u> 	Camille and all

16.00-17.30	<p>State of the art on MM in each region.</p> <p>Cécile (Cluses) presented the strong fragmentation of competences in the French system, the planning tools and laws as well as their free local bus system.</p> <p>Camille (Energy Agency for Southeast Sweden) presents the four steps principle and SUMO a Mobility Management measure monitoring and evaluation tool.</p> <p>Udo (TUD) presented 3 MM approaches in Saxony: cost reduction for companies, combined with public transport/CarSharing, RideSharing and starting with schools and universities.</p>	All
18.00-19.00	Visit of Karlskrona with focus on transportation and MM	Ivar Wenster
19.00	Joint Dinner	

Wednesday, 9th of February 2011

8.30-10.00	<p>Study visit at the Municipality of Karlskrona</p> <p>Karlskrona has 60 000 inhabitants, 30 000 in the city. It is an eko-municipality. It has adopted the 4 principles of the natural step and the ABCD model (backcasting technique).</p> <p>2/3 of CO2 emissions in Karlskrona come from transport.</p> <p>The public transport company aims at doubling the trips by 2030.</p> <p>Today Karlskrona is working with sustainable transport through the Mobility Day, creating on a sustainable office for the municipality of Karlskrona and another EU-project called Tillhåll 2.</p> <p>Karlskrona has implemented a small city bus within the old town. It runs every 20 minutes and is free for the 3 first months. It runs on biodiesel.</p> <p>The public transport traffic system Öresund has a very convenient transport card. It can hold bus and train tickets, month period. It is useable in 50 destinations within 5 counties and Denmark.</p> <p>Contact Information : lisa.walitalo@karlskrona.se and sofia.bothorp@karlskrona.se</p>	With Lisa Wälitalo (Energy Coordinator) And Sofia Bothorp (Politician)
10.15-11.30	<p>SUMO: a Mobility Management measure evaluation tool</p> <p><i>"Things you cannot measure cannot be changed."</i></p> <p>SUMO is based on surveys and takes time. It can be used with all projects that aim at changing attitudes. It needs to be used already when planning the MM measure. The targets need to be well defined and narrowed. There is 11 assessment levels, in 4 categories: background, service (what we do), offer (what we want the target group to do), effects on behaviour and on the system.</p>	Hannele
11.30-12.00	Last questions	All
12.00-13.00	Joint lunch	
From 13.00	Departure of participants	

Prepared by Camille Delepierre

