



Minutes from the meeting in Svenljunga, Sweden 27th-29th of November, 2007

27th of November 2007, Management and Steering group meeting at University College of Borås

Participants:

Maarit Salkosuo – Partner 1, Assistant
Christina Andersson – Partner 1, Financial Manager
Mats Nermark – Partner 1, Consultant / Overdrive Consulting
Christian Bonfré – Partner 1, Project Leader
Camilla Langvad-Nielsen – Partner 2, Project Assistant
Stig Berg Norsk – Partner 2, Project leader
Ulrik Poulsen – Partner 2, Project Manager
Jakub Staniewicz – Partner 3, Team member
Christian Klüßendorf – Partner 4, Project Manager
Ramunas Povilanskas – Partner 5, Project Leader
Katrín Tirman – Partner 6, Project Manager
Toomas Uudeberg – Partner 6, Headman of Tamsalu Municipality
Leo Piirits – Partner 6, IT Specialist
Annika Kapp – Partner 6, Head of Social Department of Municipality; Team Member
Elle Allik – Partner 6, Pandivere Development Centre; Team Member
Helle Pärna – Partner 6, Member of the Council of Tamsalu Municipality; Team Member
Kati Raikunen – Partner 7, Project Assistant
Juhani Talvela – Partner 7, Project Leader
Ulrich Müller – Partner 9, Project leader
Martin Wagener – Partner 9, Mayor of Osterholz-Scharmbeck
Fredrik Zimmerman – Partner 10, Team member
Ulric Björck – Partner 10, Project Leader
Bertil Rolandsson – Partner 10, Project Manager

It was decided that Mr. Mats Nermark will approve the minutes.

Opening the meeting

Mr. Christian Bonfré opened the meeting and welcomed every one.

Report Lead partner

Ms. Christina Andersson:

- MS 3 report is approved.
- Financial interim report is sent to the JS.
- Report Milestone 4, Deadline for partners is 1st of February.
- Activity report and financial report must match and be handled together.
- All costs must be paid before the 31st of December.
Everything that you spend after that you can't get paid for.

All partners approved these statements.



The i-COIN Project

Project part-financed by the European Union



Mr. Christian Bonfré recapitulated the milestone activities and outputs.

Each partner has to make a report/presentation and hand over to the Lead Partner so that they can make the final report. Mr. Bonfré will send templates for this. Everyone understood and accepted what Mr. Christian Bonfré meant by the report/presentation.

Mr. Ramunas Povilanskas has not received the information he requested at the last meeting from every partner, please send it in.

Mr. Ramunas Povilanskas and Mr. Christian Bonfré agreed that Mr. Ramunas Povilanskas will put together the evaluation and make a report. Then the lead partner will do the final touch.

After the milestone 4 report

Ms. Christina Andersson and Mr. Christian Bonfré:

- When the project is closed down you have to keep all the material until 2013. The pilots and the logos and so on must be in place.
- You are obliged to follow the signed partnership agreement. Partnership agreement 5.12: You can either keep the documents for your self and send copies when needed (if lead partner or second level audit want any information). In other hand you can copy everything and send all of your material to lead partner. All partners have to arrange proper archives routines.
- Burn CDs with e-mails and everything. The Web page www.i-coin.net will be up until 2013

Because not everything is possible to send in all of the partners will keep the material for them self, some will send copies of most of their material to the Lead Partner.



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28th of November 2007, First meeting day,

Pilot demonstration in Östra Frölunda and sessions at Överlida Hotell

Participants from the project:

Maarit Salkosuo – Partner 1, Assistant
Christina Andersson – Partner 1, Financial Manager
Mats Nermark – Partner 1, Consultant / Overdrive Consulting
Christian Bonfré – Partner 1, Project Leader
Camilla Langvad-Nielsen – Partner 2, Project Assistant
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Ulrik Poulsen – Partner 2, Project Manager
Jakub Staniewicz – Partner 3, Team member
Mr. Klüßendorf – Partner 4, Project manager
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Ulrich Müller – Partner 9, Project leader
Fredrik Zimmerman – Partner 10, Team member
Ulric Björck – Partner 10, Project Leader
Bertil Rolandsson – Partner 10, Project Manager
Mr. Ollrogge – Partner 4, Head official
Mr. Oldenburg – Partner 4, associate Head official
Mr. Gros – Partner 4, Chief of Executive Office
B. Schimanek – Partner 4
Mr. Oberpichler – Partner 4, Auditor

The Pilot demonstration in Östra Frölunda

Mr. Reinhart Gotz, Head master at the local school, welcomed the i-COIN team to Östra Frölunda and for the pilot presentation.

Mrs. Gunilla Rundqvist and her staff made a presentation about what the i-COIN project and the terminals have made for the small villages and for the citizens at the countryside.

A citizen "the old lady from Svenljunga" demonstrated how she use the terminal.

Opening the meeting

Mr. Christian Bonfré opened the meeting and welcomed every one.

Sessions: Presentations from

Address: Municipality of Svenljunga Tel: +46 (0) 325-18000 Webpage: www.i-coin.net
Lead: Boråsvägen 13
Partner: S-512 80 Svenljunga
SWEDEN



The i-COIN Project

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- What's going on in Sweden - Bengt Svenson (SKL, SALAR)
 - A survey from the the Swedish association of local authorities and regions
- What's going on in the Region – Karin Elfman (VästraGötalandsregionen)
 - The work concerning patients and the different stakeholder (the region, the municipalities and privet actors) and the need for exchanging information.
- What's in 7-härad - Magnus Eriksson (Sjuhärads kommunalförbund)
 - How to get development from inventions in the association of the municipalities in Sjuhärad
- e-me: the project - Mikael Lind (University College in Borås)
 - A successful EU-financed project
- Disruptive Technology - Mathias Klang (IT-universitetet, Göteborg)
 - How does the technology affect us and the e-democracy

Mr Christian Bonfré thanked everyone and summarized the day.



Minutes from the meeting in Svenljunga, Sweden 27th-29th of November, 2007

29th of November 2007, Second meeting day, Open Sessions at Municipality of Svenljunga

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Maarit Salkosuo – Partner 1, Assistant
Christina Andersson – Partner 1, Financial Manager
Mats Nermark – Partner 1, Consultant / Overdrive Consulting
Christian Bonfré – Partner 1, Project Leader
Camilla Langvad-Nielsen – Partner 2, Project Assistant
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Ulrik Poulsen – Partner 2, Project Manager
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B. Schimanek – Partner 4
Mr. Oberpichler – Partner 4, Auditor

Opening the meeting

Mr. Christian Bonfré opened the meeting and welcomed every one to the last day.

Presentations from each partner

What's the result in the i-COIN project for each partner and what's the durability.
Each partner made a presentation.



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- **Denmark** – North Denmark EU-office
 - Mr Stig Berg Norsk presented their pilot project and their work with the SME's in the area around Aalborg
- **Poland** – Cities on Internet
 - Mr Jakub Staniewicz presented their work with the portal for the school administration and the i-COIN platform.
- **Germany** – Municipality of Rhena
 - Mr Christian Klüßendorf – presented how they have worked with the i-COIN project in the municipality and the different approaches, Infoservices and GIS
- **Lithuania** – EUCC Baltic office
 - Mr. Ramunas Povilanskas – presented the online case studies, the user panels and the evaluation for the project
- **Estonia** – Municipality of Tamsalu
 - Ms. Katrin Tirman – presented the work within the municipality and their development of the municipal web site and how the i-COIN project have contributed and made effects.
- **Finland** – Kymenlaakso, University of applied science
 - Mr. Juhani Talvela – presented the development of the i-COIN platform and the pilot in Finland
- **Germany, Osterholz** – Landkreis Osterholz
 - Mr. Ulrich Müller – How they have implemented the experience in Web to the usability guidelines and vice versa.
- **Sweden** – University College in Borås
 - Fredrik Zimmerman – presented the result from the user panel groups in Svenljunga
- **Sweden** – Municipality of Svenljunga
 - Mr. Jonas Widerström presented the work in Svenljunga regarding the terminals, the i-COIN platform adaptation and the diary online.

Mr. Christian Bonfré – Summarized the i-COIN project and reflected that the main idea in the project was fulfilled. All partners had made their contribution to project as planned.

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The Tool kit

The draft Tool kit was presented by Mr. Christian Bonfré and Mr. Mats Nermark

Closing the meeting

Mrs Eva Johansson, the chairman of the municipal board thanked all partners. She talked about the need for continue this good working established network. She looked forward to support and to set up a i-COIN II project and hoped that all the partners would join such a project.

Mr. Christian Bonfré thanked everyone for a inspiring project and a high-quality work and closed the meeting.

Meeting closed

Mats Nermark
Project Manager, responsible WP 1

Christian Bonfré
Project Leader, the i-COIN project