



Minutes from the workshop in Copenhagen, Denmark, 6th-7th of May 2007.

Sunday the 6th of May 2007, Management and Steering group meeting

Participants:

Christian Bonfré – Partner 1, Project Leader
Mats Nermark – Partner 1, Consultant / Overdrive Consulting
Christina Andersson – Partner 1, Financial Manager
Jonas Widerström - Partner 1, Responsible for the awareness and dissemination plan
Maarit Salkosuo – Partner 1, Project Assistant
Camilla Langvad-Nielsen – Partner 2, Project assistant
Stig BergNorsk – Partner 2, Project Manager
Artur Krawczyk – Partner 3, Project Manager
Dariusz Wozniak – Partner 3, Financial Manager
Christian Klüssendorf – Partner 4, Project Manager
Ramunas Povilanskas – Partner 5, Project Leader
Katrin Tirman – Partner 6, Project Leader/Financial Manager
Juhani Talvela – Partner 7, Project Leader
Kati Raikunen - Partner 7, Project Assistant
Ulric Björck – Partner 10, Project Leader
Bertil Rolandsson – Partner 10 Project Manager
Fredrik Zimmerman - Partner 10 Team member

Not Present: Tim Brauckmüller and Ulrich Müller

It was decided that Mr. Christian Klüssendorf will approve the minutes.

Management and Steering group meeting

Mr. Christian Bonfré welcomed every one to the 4th steering group meeting. The interest in Sweden for the project is getting higher and the opinion is that we are working with one of the most important matters at the e-government improvement.

Important information – Ms Christina Andersson

- The financial report and the activity report **MUST** match. If you report costs in a WP, you must also report an activity in the activity report for this WP.
- It is an important task for our auditors to check that the project costs are related to eligible project activities.
- Extract from the Audit Guidelines:
"The auditor endorses with his/her signature the whole Progress Report, and the Activity Report is one part of it. The report that the auditor confirms and certifies refers both to the activities performed and to the expenditure, so the auditor is responsible for both.
The auditor is thus required to make a profound judgment on the implemented activities and incurred costs before declaring both of them eligible for co-financing."

Information from the Secretariat – Ms Christina Andersson

- Revised "Audit Guidelines", is available on the <http://www.i-coin.net/> or http://www.bsrinterreg.net/toimplement/implement_downloads.html



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- Interim Financial Report in Autumn 2007.
- Risk of de-commitment of programme funds.
- Risk of budget cut of those projects lagging behind the spending schedule.

Budget change during milestone 4 – Ms Christina Andersson

- Final deadline is on Friday 11th of May.
- Decision will be made at the meeting in Poland

Responsibilities for a WP - Mr. Christian Bonfré

The responsibilities for WP means that the partner who is responsible for a WP is responsible for the co-ordination and to guide the other partners in their work . All responsible for the WP is listed below (see the ppt-presentation)

WP1 – Mr. Mats Nermark, Knowledgesharing
WP2 – Mr. Juhani Talvela, Platform
WP3 - Mr. Jonas Widerström, Dissemination
WP4 – Mr. Arkadiusz Zlotnicki, The Pilots
WP5 – Mr. Ramunas Povilanskas, Evaluation

The i-COIN web – Mr Jonas Widerström and Ms. Maarit Salkosuo

The new web site was presented and some changes will be made:

- Grammar mistake on the contact form.
- A clarification to the red star on the contact form.
- If we are going to use native language on the website it has to be in English too.
- Take away the email address link on the main contact page.

Evaluation (WP5) - Mr. Ramunas Povilanskas

Mr. Ramunas Povilanskas made a presentation about Assessment-methodology. You can see the whole document under <http://www.i-coin.net/snabblankar/downloads>
Mr. Ramunas Povilanskas wants the Pilots to make an easy questionnaire that Mr. Ramunas Povilanskas and his team can make a compilation of.
They will send the information to Mr. Ramunas Povilanskas.

Mr. Mats Nermark thanked every one for coming to the 4th steering group meeting.



Monday the 7th of May 2007

Christian Bonfré – Partner 1, Project Leader
Mats Nermark – Partner 1, Consultant / Overdrive Consulting
Christina Andersson – Partner 1, Financial Manager
Jonas Widerström - Partner 1, Responsible for the awareness and dissemination plan
Maarit Salkosuo – Partner 1, Project Assistant
Camilla Langvad-Nielsen – Partner 2, Project assistant
Stig BergNorsk – Partner 2, Project Manager
Artur Krawczyk – Partner 3, Project Manager
Dariusz Wozniak – Partner 3, Financial Manager
Christian Klüssendorf – Partner 4, Project Manager
Ramunas Povilanskas – Partner 5, Project Leader
Katrin Tirman – Partner 6, Project Leader/Financial Manager
Juhani Talvela – Partner 7, Project Leader
Kati Raikunen - Partner 7, Project Assistant
Tim Brauckmüller – Partner 9, Project Leader
Ulrich Müller – Partner 9, Project Leader/Financial Manager
Bertil Rolandsson – Partner 10
Ulric Björck – Partner 10, Project Leader
Fredrik Zimmerman - Partner 10

Also present at the meeting were Mr Jens Kastenskov KMD A/S
Not present: Tim Brauckmüller and Ulrich Müller the first hour

Reflections from yesterday - Mr. Mats Nermark

Mr. Mats Nermark opened the meeting and thanked everyone for a nice meeting yesterday. Mr. Mats Nermark informed that some people are leaving earlier and therefore the agenda is changed for the day. Mr. Stig BergNorsk pointed out that he doesn't want any more meetings on weekends.

Centralized e-Services in Denmark - Mr. Jens Kastenskov, KMD A/S Denmark

Mr. Christian Bonfré introduced Mr. Jens Kastenskov.
Mr. Jens Kastenskov made a presentation of the Danish solution and what is happening. KMD is owned by all the municipalities in Denmark and provide them with all IT needs they have.
Mr. Christian Bonfré handed over a present to Mr. Jens Kastenskov and thanked for an interesting presentation.

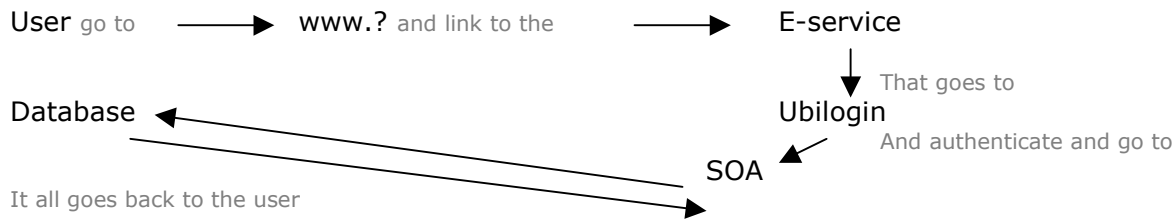
Status report "Development of the platform" – Mr Juhani Talvela

The work of the pilot is going on, all the webpages that is going to use the platform, need to have some work on them. The own technical people for each partner need to do this. A very basic software version of the platform will be done, some cut downs has to be done from the "big picture".
Who and how it will be used? Will be answered from the questionnaires that Poland is getting from the partners.
Who is responsible for the web in your organization? Take them on board and keep them informed and give them tasks. Keep it very simple and remember that it is only a pilot not a ready solution.



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Mr. Dariusz Wozniak needs a software and guidelines how to implement. Mr. Dariusz Wozniak also raised the question to Mr. Juhani Talvela about support if problems occur during the implementation and use.

Mr. Dariusz Wozniak needs information from all the partners what they need the platform to? Register children to kinder garden or something else?

When services are established we can find out what we need to do in the next step:

- Machines
- Software
- Work done on websites

We should also organize pilot meetings and discuss the matter.

What's up in Osterholz

Mr. Ulrich Müller and Mr. Tim Brauckmüller presented what has been done in Osterholz and what the next step is going to be.

They have done a lot of work ahead but are now waiting for the their politicians to make decisions if to run along with the project or not, the i-COIN project is ending this year and they want to implement their work now, not next year.

Meeting in Poland

Poland invites all to the conference held on 27-29th of June.

Mr. Artur Krawczyk needs a concrete platform solution latest in June from Finland because they can't start up any Pilot before they have that.

The program for the meeting can be found on:

<http://konferencja2007.mwi.pl/index.php>

You should bring local authorities, especially from the pilot partners. What we want from bringing the politicians to this meeting is to know what they want.

It is possible to bring speakers from partners and put in the program at the meeting. i-COIN is participating in the workshop 2 on Friday, 29th of June 2007.

Poland will put up a agenda for the meeting and send out to every one.

The majority of partners think that the politicians will not attend but they will try one more time and a formal invitation from Poland could help.

If not politicians can't attend, bring what they want on paper, by a questionnaire or something else.

Suggestions for the meeting:

Steering meeting Wednesday evening

Conference on Thursday

i-COIN workshop/debate on Friday

The meeting is over on Friday at 13.00, NOT BEFORE – Everyone agreed.

Address: Municipality of Svenljunga Tel: +46 (0) 325-18000 Webpage: www.i-coin.net
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 SWEDEN



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Mr. Christian Bonfré and Ms. Christina Andersson will check with the Secretariat how we can do with the payment for this meeting, which is 400 euros with everything.

The i-COIN project All Partners

5-10 minutes summary from all partners about:

“How have you succeeded so far in the project?”

- Misfortunes and successes
- Experiences
- Local awareness about the project
- Durability outputs

Denmark was presented by Mr. Stig BergNorsk

Poland was presented by Mr. Artur Krawczyk

Sweden, Borås was presented by Mr. Bertil Rolandsson

Tamsalu was presented by Katrin Tirman

Germany, Rehna was presented by Christian Klüssendorf

Lithuania was presented by Mr. Ramunas Povilanskas

Sweden, Svenljunga was presented by Mr. Christian Bonfré

Report from the communication and media seminar - Mr. Jonas Widerström

Mr. Jonas Widerström presented material from a seminar held by Pinnacle about media relations.

Conclusion Summary for the days - Mr. Mats Nermark, Mr. Christian Bonfré

Mr. Mats Nermark rounded off the meeting and asked everyone to think about what your most important contribution to the i-COIN project has been and will be.

Meeting dates

- 28-29 of June 2007, Poland - Zakopane
- 25-26 of September, Denmark – Aalborg
- 8-9 of November, Germany - Rehna
- 28-29 of November, Sweden - Svenljunga

The day before each meeting it's planned Steering and Management group meeting.

End of the meeting

Mr. Jonas Widerström thanked and passed the EU flag to the Polish partner for safe keeping until next meeting that will be held on the 27-29th of June.

Christian Klüssendorf
Partner 4, Municipality of Rehna

Christian Bonfré
Project Leader the i-COIN project

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