



Minutes from the meeting in Rehna, Germany 7th-9th of November, 2007

7th of November 2007, Management and Steering group meeting

Participants:

Maarit Salkosuo – Partner 1, Assistant
Christina Andersson – Partner 1, Financial Manager
Mats Nermark – Partner 1, Consultant / Overdrive Consulting
Fredrik Zimmerman - Partner 10, Team member
Jonas Widerström - Partner 1, Responsible for the awareness and dissemination plan
Ulric Björck – Partner 10, Project Leader
Bertil Rolandsson – Partner 10, Project Manager
Katrin Tirman – Partner 6, Project Leader
Stig Berg Norsk – Partner 2, Project Leader
Camilla Langvad-Nielsen – Partner 2, Project Assistant
Jakub Staniewicz- Partner 3, Team member
Christian Klüßendorf – Partner 4, Project Manager
Christian Bonfré – Partner 1, Project Leader
Kati Raikunen – Partner 7, Project Assistant
Leo Piirits – Partner 6, Team member
Andrus Freienthal – Partner 6, Team member
Heidi Eklund-Karvonen, Propentus, Finland

Not present: Partner 5 and 9.

It was decided that Ms. Katrin Tirman will approve the minutes.

Opening the meeting

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

Status report from Lead partner

Ms. Christina Andersson:

- Clarifications for MS 3
- Financial interim report – deadline 14th of November
No questions about Financial interim report.
- First and last payment day in the audit report. Please make sure that your auditor writes the real dates for payment (first and last day) in the audit report.
- All costs, that shall be reported in the i-COIN project, must be paid before the 31st of December.

How to make the i-COIN platform installation instructions better

Discussions concerning the installation guidelines and guidelines for adaptation the i-COIN platform to the different pilots and the difficulties to make a general guideline for the different preconditions that the five pilots have.



The i-COIN Project

Project part-financed by the European Union



Mr. Jakub Staniewicz proposed that it could be a good solution if the project could bundle the i-COIN platform together with other open source programs and make a complete installation guide for setting up a complete pilot/website where the i-COIN platform is an integrated part.

All partners agreed that the idea was real good and it is in line for what the Work package 4 responsible partner with support from Work package 2 responsible partner could do as an outcome in the i-COIN project.

The Meeting ends

Mr. Christian Bonfré ends the meeting with a little reminder.

Please use the logos and templates that you can download from the i-COIN webpage for your documentation, presentations and for your web pages which are part financed by the European Union and the i-COIN project. (See the "info and communication guidelines" in the download area at the www.i-coin.net)



First Workshop Day, 8th of November 2007

Participants:

Maarit Salkosuo – Partner 1, Assistant
Christina Andersson – Partner 1, Financial Manager
Mats Nermark – Partner 1, Consultant / Overdrive Consulting
Bertil Rolandsson – Partner 10, Project Manager
Fredrik Zimmerman - Partner 10, Team member
Jonas Widerström - Partner 1, Responsible for the awareness and dissemination plan
Kati Raikunen – Partner 7, Project Assistant
Katrín Tirman – Partner 6, Project Leader
Stig Berg Norsk – Partner 2, Project Leader
Camilla Langvad-Nielsen – Partner 2, Project Assistant
Jakub Staniewicz– Partner 3, Team member
Christian Klüßendorf – Partner 4, Project Manager
Ulric Björck – Partner 10, Project Leader
Christian Bonfré – Partner 1, Project Leader
Leo Piirits – Partner 6, Team member
Andrus Freienthal – Partner 6, Team member
Susanne Norberg – Partner 1
Johan Berglund – Partner 1
Heidi Eklund-Karvonen - Propentus, Finland.

Not present: Partner 5 and 9

Welcome speech, Christian Bonfré

Mr. Christian Bonfré welcomed everyone and thanked Mr. Christian Klüßendorf for this event.

Everyone made a small presentation of them self and what they do.

Welcome and agenda, Christian Klüßendorf

The host for this event, Mr. Christian Klüßendorf, welcomed all participants to Germany and informed about the agenda for the meeting.

Speech from MV-Web GmbH & Co KG

Speech concerning the implementation of the pilot platform.

Speech from Mrs. Wenke Karnatz, external expert in the project from the FAW gGmbH

Speech concerning the report of the GIS implementation and development.

Status report each partner

- **Germany** – Mr Christian Klüßendorf made their status presentation.
- **Poland** – Mr Jakub Staniewicz made their status presentation.
- **Denmark** – Mr Stig Berg Norsk made their status presentation.
- **Estonia** – Ms Katrin Tirman made their status presentation.
- **Finland** – Ms Kati Raikunen made their status presentation.
- **Sweden, Svenljunga** – Mrs Susanne Norberg, Mr Johan Berglund, Mr Christian Bonfré and Ms Maarit Salkosuo made their status presentation.



The i-COIN Project

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- **Sweden, Borås** – Mr Ulric Björck & Mr Bertil Rolandsson made their status presentation.

Speech from Mr. Christian Klüßendorf, education from external e-Gov experts

Mr. Christian Klüßendorf made a review of the Technical college that Mr. Guido Sack has been to and gave some highlights and advices.

Tool box

Mr. Mats Nermark clarified that the Tool box is the same as the Tool kit.

The work of the Tool Kit was divided in groups and one team leader was chosen.

- Project preparatory discussion – Rehna & Osterholz, Mr. Christian Klüßendorf
- Project organization – Svenljunga, Mr. Christian Bonfré
- Software – Finland & Poland, Mr. Jakub Staniewicz
- Hardware – Svenljunga & Poland, Mr. Christian Bonfré
- Questionnaires – Borås & Lithuania, Mr. Fredrik Zimmerman
- General Information – Rehna & Osterholz, Mr. Christian Klüßendorf
- Project management – Svenljunga, Mr. Christian Bonfré
- Interfacing with the municipalities – Denmark & Tamsalu, Mr. Stig Berg Norsk

Deadline for handing over information regarding those subjects to Mr. Mats Nermark is on Monday 19th of November.

All material must be e-mailed!

The Meeting ends

Mr. Mats Nermark ended the day and thanked everybody for a good work and Mr. Christian Bonfré made a small summary of the day.



Second Workshop Day, 9th of November 2007

Participants:

Maarit Salkosuo – Partner 1, Assistant
Christina Andersson – Partner 1, Financial Manager
Christian Bonfré – Partner 1, Project Leader
Mats Nermark – Partner 1, Consultant / Overdrive Consulting
Ulric Björck – Partner 10, Project Leader
Bertil Rolandsson – Partner 10, Project Manager
Fredrik Zimmerman - Partner 10, Team member
Jonas Widerström - Partner 1, Responsible for the awareness and dissemination plan
Kati Raikunen – Partner 7, Project Assistant
Katrin Tirman – Partner 6, Project Leader
Jakub Staniewicz- Partner 3, Team member
Christian Klüßendorf – Partner 4, Project Manager
Linus Ruginuis – Partner 5
Leo Piirits – Partner 6, Team member
Andrus Freienthal – Partner 6, Team member
Susanne Norberg – Partner 1
Johan Berglund – Partner 1
Heidi Eklund-Karvonen - Propentus, Finland

Not present: Partner 2 and 9

Follow up and summary day one, Christian Bonfré

Mr. Christian Bonfré made a summary of these meeting days and thanked for the last two days.

Evaluation (Lithuania)

Mr. Linus Ruginuis made a presentation of the Evaluation phase 1 of i-COIN project results.

The evaluation phase 2 that was presented, must be answered and sent to Mr. Ramunas Povilanskas by the 20th of November.

The meeting ends – Summary Mr. Bonfré

Mr. Christian Bonfré made a summary of the three meeting days and informed about the next meeting.

Mr. Christian Bonfré thanked Mr. Christian Klüßendorf for the event. Mr. Christian Klüßendorf handed over the EU-flag to Mr. Jonas Widerström, Svenljunga, Sweden, the host of next meeting.

Katrin Tirman
Project Leader, partner 6

Christian Bonfré
Project Leader, the i-COIN project