



Minutes from the workshop in Kotka, Finland, on the 28/2-2/3 2007.

28th February 2007, Management and Steering group meeting

Participants:

Juhani Talvela – Partner 7, Project Leader
Kati Raikunen - Partner 7, Project Assistant
Arkadiusz Zlotnicki – Partner 3, Project Leader
Christina Andersson – Partner 1, Financial Manager
Christian Bonfré – Partner 1, Project Leader and Chairman
Jonas Widerström - Partner 1, Responsible for the awareness and dissemination plan
Maarit Salkosuo – Partner 1, Project Assistant
Mats Nermark – Partner 1, Consultant / Overdrive Consulting
Ulrik Poulsen – Partner 2, Project Manager
Camilla Langvad-Nielsen – Partner 2, Project assistant
Christian Klüssendorf – Partner 4, Project Manager
Ulric Björck – Partner 10, Project Leader
Fredrik Zimmerman - Partner 10

Not Present: EU-Office for Landkreis Osterholz, Municipality of Tamsalu and EUCC Baltic office

It was decided that Mr. Arkadiusz Zlotnicki will approve the minutes.

Management and Steering group meeting

Mr. Christian Bonfré welcomed every one to the 3rd steering group meeting.

Ms. Christina Andersson presented the financial expenditures for all partners.

Demands from lead partner auditor:

- Be more specific when you fill in the timesheets.
- The first payment day and the last payment day have to be set on the audit report.
- The lead partner needs to have an internal audit report where the auditor writes comments about the audit (it is also described in the audit guidelines). If you haven't received the audit report from your auditor send a signed paper to the lead partner with the information that you haven't got the report.

Important information from the lead partner:

- One big change in the budget is possible during the project period. Deadline for sending the proposal of change to lead partner is, at the latest, 30th of April.
- The Milestone 2 report is still not complete. Some reports are still missing and the compiled report has not yet been sent to the secretariat.
- Activity report must be more specific. Expenditures reported in the financial report must be mentioned/clarified in the activity report.

Deadline for the next milestone report is the 1st of August, keep the deadline and keep the lead partner informed during your reporting process.

The lead partner shall take more active roll in contacting the partners to keep up to date.

Mr. Juhani Talvela has had some problem with getting information from partners, to the project: Remember that we are all in this project together.

All partners agreed that a monthly update, collected by Mr. Jonas Widerström or Ms.



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Maarit Salkosuo, should take place either by phone or mail, for adding information to the newsletter/website.

An extra meeting in May, 6-7th of May is proposed. Location not settled.

Mr. Christian Bonfré thanked every one for coming to the Steering and management group meeting.



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1st of March 2007, First Workshop Day

Participants:

Juhani Talvela – Partner 7, Project Leader
Kati Raikunen - Partner 7, Project Assistant
Teemu Karvonen - Partner 7, Consultant and Chairman
Ramunas Povilanskas – Partner 5, Project Leader (half day)
Arkadiusz Zlotnicki – Partner 3, Project Leader
Christina Andersson – Partner 1, Financial Manager
Christian Bonfré – Partner 1, Project Leader
Jonas Widerström - Partner 1, Responsible for the awareness and dissemination plan
Maarit Salkosuo – Partner 1, Project Assistant
Mats Nermark – Partner 1, Consultant / Overdrive Consulting
Ulrik Poulsen – Partner 2, Project Manager
Camilla Langvad-Nielsen – Partner 2, Project assistant
Christian Klüssendorf – Partner 4, Project Manager
Ulric Björck – Partner 10, Project Leader
Fredrik Zimmerman - Partner 10

Also present in the meeting were Noora Kiili (Partner 7) and Ina Virkki-Ukeleghe (Partner 7).

Not Present: EU-Office for Landkreis Osterholz, Municipality of Tamsalu

Opening the meeting

Teemu Karvonen opened the meeting and welcomed every one.

Welcome speech

Welcome speech from Mr. Christian Bonfré.

Goal setting and technicalities

The main goal, for Mr. Juhani Talvela, is to come up with a definition of a common "i-COIN platform".

Every one agreed that the goal that Mr. Juhani Talvela have put together is a good program for these two days, nothing forgotten.

E-service development project in the Kotka-Hamina region

Ms. Noora Kiili, Project manager of cultural planning, made of brief summary of the company Cursor Limited. Ms. Noora Kiili also mentioned E-Services, DATARIINA Digitaalisen liiketiminna keskus. (The center of Digital Business).

Status reports from each partner

Mr. Arkadiusz Zlotnicki from Poland presented briefly their report.
Mr. Christian Klüssendorf from Germany presented briefly their report.
Ms. Camilla Langvad-Nielsen from Denmark presented briefly their report.
Mr. Juhani Talvela from Finland presented briefly their report.
Mr. Christian Bonfré from Sweden (Svenljunga) presented briefly their report.
Mr. Ulric Björck from Sweden (University College of Borås) presented briefly their report.

Mr. Juhani Talvela wants every one to send answer to the questions in the compiled "Activity Reports about progress since the meeting in Lithuania" to him.

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Lead Boråsvägen 13
Partner S-512 80 Svenljunga
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Discussions and definition on the "i-COIN platform"

Mr. Juhani Talvela presented a concept for the solution.

There are many responsibilities that have to be met in the project plan. Our main goal is to fulfill them in the correct way.

Mr. Juhani Talvela think that to define the word "i-COIN platform" is a platform that can be used by all the countries and needs, also meet the demand of the various e-service applications that are constructed in the different countries. These are called "modules of the i-COIN platform". One of the big questions for Mr. Juhani Talvela is which platform should be used.

Mr. Juhani Talvela gave the word to Mr. Teemu Karvonen.

Mr. Teemu Karvonen gave a technical presentation of the SOA-platform (Service oriented Architecture). Mr. Teemu Karvonen presented a model that they are using for Kotka, and one that is in development. He showed some of the good and bad sides.

It can be implemented with existing programs like SiteVision in Municipality of Svenljunga, you can also use its own interface.

Inspiration speech: Multicultural teams – Improving Interaction

Mrs. Ina Virkki-Ukeleghe made an inspiration speech - Perception is reality?

How does the perception affect you depending:

- Communication style
- Work habits
- Interaction with other

Pilot demonstration and discussion

Mr. Teemu Karvonen and Mr. Juhani Talvela demonstrated their proposal for an i-COIN platform, SOA solution. An i-COIN identification solution should provide all the services in one place instead of scatter them around on different websites. The possibilities with identification system are many, passwords, SMS, banking identification, OKO and Sampo is some examples.

Workshop Groups

Three workshop groups was put together.

- 1. Getting started with i-COIN platform
- 2. How do we make i-COIN successful
- 3. How do i-COIN results last over time

Reports, results and conclusion from workshops

Group 1 - Getting started with i-COIN platform

Mr. Teemu Karvonen presented the results of workgroup.

Mr. Juhani Talvela asked all partners if we can make use of this solution in a couple of months?

All partners are positive, except Denmark and Sweden who will look more in to it.

Group 2 - How do we make i-COIN successful

Mr. Jonas Widerström presented the results of workgroup.

Mr. Christian Bonfré raised the statement about "More steering from the lead partner".

Mr. Juhani Talvela wants the lead partner to take more decisions in some issues.

Mr. Juhani Talvela want distribution lists with all the members for different kind of purposes to be made.



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Group 3 - How do i-COIN results last over time

Mr. Mats Nermark presented the results of workgroup.
Easier access to collection of e-services, marketing and educate users.

Brief overview of the workshops results and their implications

Mr. Juhani Talvela rounded of the day, he appreciates all the good discussions and comments so that we can make the project to a success. He had an idea of a portal with a list of available e-services and projects in different countries.

Day one ends

Mr. Juhani Talvela thanked every one for participating.



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2nd of March 2007, Second Workshop day

Participants:

Juhani Talvela – Partner 7, Project Leader
Kati Raikunen - Partner 7, Project Assistant
Teemu Karvonen - Partner 7, Consultant and Chairman
Ramunas Povilanskas – Partner 5, Project Leader
Arkadiusz Zlotnicki – Partner 3, Project Leader
Christina Andersson – Partner 1, Financial Manager
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Fredrik Zimmerman - Partner 10

Not Present: EU-Office for Landkreis Osterholz, Municipality of Tamsalu and Municipality of Rehna.

Follow up and summary day one

Mr. Juhani Talvela and Mr. Christian Bonfré made a summary of the three days.
We must increase and improve communication, on the level that situation needs.

Workshop 1 - Getting started with i-COIN platform

Sweden and Poland wants similar things, there is some SOA questions that needs to be looked at.

Denmark is reluctant

Germany is a yes

Lithuania is interested

Finland is a yes

Workshop 2 - How do we make i-COIN successful

One word - Improve communication. Between partners – what we are doing, where we are. We also need to improve public communication. We need to tell the market about what we are doing.

Responsible local technical people from each partner.

More active portal use.

Deadlines is crucial, we don't have much time left.

Workshop 3 - How do i-COIN results last over time

Communication and marketing are the two main things.

A good solution for easier access to a collection of services.

Denmark has some links to good websites that already exist.

www.kmd.dk

www.e-boks.dk

www.e-borger.dk

Mr. Christian Bonfré wants a date for a deadline presented next week, for when we can see a demonstration of the platform from Work Package 2.

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Mr. Juhani Talvela on the other hand needs information from partners so that he can start the work:

- Think of what e-services, communications you need for the platform.
- Get a technical person from every partner that will be the work- and contact person.
- Technical persons in each service area that can make it happen.

Mr. Juhani Talvela will send e-mail to everyone and ask what is going on, what is needed and so on.

Mr. Juhani Talvela goes through the SOA system once again.

Municipalities have a website and links to other sites with important information and e-services but it doesn't yet allow persons identification.

It is beneficial to the municipality, instead of having one for each service, to use SOA because your intranet and Internet is going to be easier and safer. You can log what services the person is using. It's good for the municipality to know what services is used. Bank and the municipality will have an agreement about the identification. SOA allows the user to use all services with one login and one cost instead of a payment for each and every one.

The platform can never work for whole countries, only on a local level, every municipality wants to decide what services their costumers is entitled to.

Next steps

Mr. Christian Bonfré informed that the Activity report has not been compiled yet, so he don't really know exactly where we are in the project

Expected outputs during milestone 3 are:

WP 1

- 6 local/regional seminars
- Revised specification of platform

WP 2

- Transnational development workshop in Finland
- Revised development plan

WP 3

- Local/regional dissemination seminars
- Transnational policy forum/mid-term event
- Leaflets, website updates, electronic newsletter, briefing papers, project reports, online case studies, use of resource database

WP 4

- Local/regional demonstration events in all pilot areas, transnational demonstration visit (POL & FIN)

Don't forget

Clarification in the reporting milestone 2 must be in next week.

Meeting in south Denmark/north Germany 6th to 7th of may, pre-book it.



Next meeting

Mr. Jonas Widerström presented proposal for all meeting dates.

- 6-7 of May 2007
- 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.

Ms. Maarit Salkosuo presented some changes to the Municipality of Svenljunga webpages. Images from Svenljunga and headshots of contact persons, if all partners send similar kind of pictures to her, she will make the same changes on all partners pages. Ms. Maarit Salkosuo will also make a contact page where you can find all contact information for all the partners.

It was agreed that i-COIN website is for all people, so it should be some changes on it. Simplify in writing what every partner is working with and put on the head page for every partner.

Mr. Juhani Talvela wants Ms. Maarit Salkosuo to revise the information and structure on the i-COIN web. The work will go on as the proposal from Aalborg meeting.

Mr. Jonas Widerström did a demonstration of the i-COIN Project Space. It is important that every one use it so that we are all informed about what is going on with every partner. It's up to the users to keep the personal information up-to-date.

Mr. Juhani Talvela raised the question about statistics from i-coin.net who and from where are the visitors. Mr. Christian Bonfré will look in to it.

Special issues

(responsible WP-owner concerning the matter)

Mr. Arkadiusz Zlotnicki talked about the next meeting in Poland and the 11th Cities on Internet" Conference in 27-29th of June in Zakopane.

Mr. Arkadiusz Zlotnicki wants to treat the next i-COIN meeting as an element of marketing.

It is worth to come to Poland and stay a little bit longer to attend the „Cities on Internet" conference. It is an international conference in English or with translation available. Mr. Arkadiusz Zlotnicki invited all to come. It will be about 300 participants from Poland and Europe. It would be a good idea to bring politicians and have an internal discussion meeting.

For more information:

<http://conference2007.mwi.pl/index.php?id=452&L=0>

Post i-COIN plans

(Discussions and preliminary distribution of responsibilities.)

Mr. Juhani Talvela raised the questions:

“What do we want to do after i-COIN?, do we want to work together again?”

“Do all want to participate in the i-COIN 2 project?”

“What should be our next project?”

All partners agreed that we should continue to work together and participate in the i-COIN 2 project.

What subject to work with is something we should discuss. Ms. Maarit Salkosuo will set up a discussion forum on the i-COIN Project Space for this topic.



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Summary the workshop/pilot demonstration

Mr. Christian Bonfré thanked every one for being here. He is really being inspired by working and learning from everyone.

End of the meeting

Mr. Christian Bonfré handed over a present to Mr. Juhani Talvela and thanked the host for arranging an excellent meeting and thanked all partners for participating.

Mr. Juhani Talvela and all the participants thanked Ms. Kati Raikunen for putting everything together.

Mr. Juhani Talvela thanked and passed the EU flag to Mr. Jonas Widerström for safe keeping until next meeting that most likely will be held on the 6-7th of May.

Arkadiusz Zlotnicki
Project Leader WP4

Christian Bonfré
Project Leader the i-COIN project