



Project part-financed by the European Union



## Notes from the start meeting of the i-COIN project on the 2nd – 3rd March 2006.

### Participants at the i-COIN conference in Svenljunga on the 2<sup>nd</sup> and 3<sup>rd</sup> March 2006:

Arkadiusz Zlotnicki	Cities on Internet Association	Poland	
Ulrik Poulsen	North Denmark EU-Office	Denmark	
Ramunas Povilanskas	EUCC Baltic Office	Lithuania	
Ulrich Müller	proArbeit kAÖR	Germany	
Juhani Talvela	Kymenlaakso Polytechnic	Finland	
Christian Klüssendorf	Amt Rehna	Germany	
Katrin Stehlik	Amt Rehna	Germany	
Ulric Björck	University College of Borås	Sweden	
Bertil Rolandsson	University College of Borås	Sweden	
Mats Nermark	University College of Borås	Sweden	
Christian Bonfré	Svenljunga kommun	Sweden	
Christina Andersson	Svenljunga kommun	Sweden	
Risto Kokko	Svenljunga kommun	Sweden	
Kirsten Hagen	Svenljunga kommun	Sweden	
Thomas Mellqvist	Svenljunga kommun	Sweden	Only on the 2nd March
Haleh Lindqvist	West Sweden	Sweden	Only on the 2nd March
Peter Jadesjö	West Sweden	Sweden	Only on the 2nd March
Fredrik Carlsson	Komrev	Sweden	Only on the 2nd March
Not represented	Association of Estonian Cities	Estonia	
Not represented	Municipality of Tamsalu	Estonia	

### 2<sup>nd</sup> March

#### Opening

Christian opened the start meeting.

#### Partner presentation

All of the present partners presented their organisation and their view of the project.

#### Management issues

Christina talked about the general rules about implementation of BSR Interreg III B projects, how the payment should be executed, the finances and the budget of the i-COIN project.

*Decision about exchange rate: fixed dates, 30<sup>th</sup> June milestone 1 and 3, 31<sup>st</sup> December milestone 2 and 4.*

*Agreement: Every partner sends to lead partner name and e-mail address of his or her financial manager for the project.*

Christian talked about the co-ordination office, the internal organisation of the municipality of Svenljunga and the organisation of the i-COIN project.

#### Overview of network component output

Christian presented and explained the whole project per work package and milestone.

## **Activity and financial reporting Quality standards**

Presentation of the reporting (activity and financial) to the Joint Secretariat.

*Decision about last reporting dates from the project partner to the lead partner:*

*Milestone 1: 1<sup>st</sup> August 2006*

*Milestone 2: 1<sup>st</sup> February 2007*

*Milestone 3: 1<sup>st</sup> August 2007*

*Milestone 4: 1<sup>st</sup> February 2008*

## **3<sup>rd</sup> March**

### **Network plan**

#### **Organisation**

*Decision about day-to-day management, the Management Group:*

*One representative from each partner and the financial manager of the lead partner.*

*The chairman of the group is the project manager of the lead partner.*

*Agreement: Every partner sends to lead partner name and e-mail address of his or her representative in the management group.*

*Decision about Steering Group:*

*The project leader from the responsible partners for the five work packages and the financial manager of the lead partner.*

*The chairman of the group is the project manager of the lead partner.*

*Agreement: Every partner sends to lead partner name and e-mail address of his or her representative in the Steering group.*

### **Work plan**

*Decision about the timetable and the responsibility for the meetings during the first 12 months:*

*7<sup>th</sup>-8<sup>th</sup> September 2006 in Denmark*

*2<sup>nd</sup>-3<sup>rd</sup> November 2006 in Lithuania (depending on flight connections)*

*11<sup>th</sup>-12<sup>th</sup> January 2007 in Poland*

*The partner who is host is responsible for the agenda and the meeting with feedback from the Lead Partner. The invitation and agenda will then be sent out from the lead partner.*

*Management and/or Steering group meeting will be held on the evening before the meeting.*

### **Procurement working group**

*Decision about the setting up of the local partnership (local user panels, local working groups) and the questionnaires for work package 1:*

*The proposal of questions from all partners has to be sent to Denmark latest by the 3<sup>rd</sup> April 2006.*

*The main objective is to find out which e-services that will be produced, from the citizens' point of view. Two questionnaires, one to the citizens and one to the municipalities.*

*The partners has to do a survey of good and bad examples and write a short report about it.*

*After the material has been gathered in Denmark, the lead partner will send it out to all partners in order to start the local partnership dialogue.*

### **Inspiration**

Mikael Wedelius talked about usability.

The rector of the University College of Borås made a short presentation of the University College.

### **Communication strategy**

*Decision about communication strategy: Christian will make a proposal to a communication strategy and send it to all partners.*

Christina talked about publicity and information according to the EC Regulation No 1159/2000.

Ulrich showed the website of the Baltic Rural Broadband project.

## **Monitoring and evaluation**

Internal monitoring and evaluation:

How has the **internal work** in the project proceeded and what / which information shall we publish and present during the evaluation?

External evaluation:

What was the final result? The product, the solution: was it good, was it useful and did it work?

What / which information shall we publish and present during the evaluation.

This will be done and reported by the Lithuanian partner during the project and after it is ended.

Juhani and Christian described their ideas about what i-COIN is.

*Latest by the 3<sup>rd</sup> April 2006:*

*All partners have to write a short report of their own view of what the result of the i-COIN project will be and send it to the lead partner.*

## **End**

Christian ended the start meeting and thanked all participants for two days of good work and discussions.

Christian Bonfré

Christina Andersson