

RECORDIT PROJECT
Minutes of the first Steering Committee Meeting
3-4 April, 2000
Brussels
Day 1: 3 April 2000

Present

Patrick Mercier-Handisyde (PMH)	EU
Catharina Sikow (CS)	EU
Tom Howes (TH)	EU
Andrea Ricci (AR)	ISIS
Carlo Sessa (CS)	ISIS
Tina Fera (TF)	ISIS
Stephan Schmid (SS)	IER Stuttgart
Rainer Friedrich (RF)	IER Stuttgart
Sigurd Weinreich (SW)	ZEW
Georg Buehler (GB)	ZEW
Lanfranco Senn (LS)	Gruppo CLAS
Roberto Zucchetti (RZ)	Gruppo CLAS
Oliviero Baccelli (OB)	Gruppo CLAS
Carlo Vaghi (CV)	Gruppo CLAS
Michael Henriques (MH)	TETRAPLAN
Ian Black (IB)	Cranfield University
Roger Seaton (RS)	Cranfield University
Michel Savy (MS)	LATTS, ENPC
Markus Pelz (MP)	LATTS, ENPC
Nienke Maas (NM)	TNO
Yannis Golias (YG)	NTUA
Yannis Handanos (YH)	NTUA
Akos Radoczy (ARa)	RT-TRANS BT
Kubasek Miroslav (KM)	CDV

1. INTRODUCTION BY THE EUROPEAN COMMISSION

CS gives an overview of Transport Pricing Research in the FP4 in view of the FP5 (hand-out).

CS advises to establish a methodological area of communication between RECORDIT and UNITE .

TH gives an outline of policy perspectives of the Commission.

2. WORK IN PROGRESS

- SW presents the accounting framework of WP1. Task 1.1 State of the art: costs benefits and sustainability criteria (hand-out).
- GB presents Task 1.2: Classification of intermodal chains and assessment of the corresponding cost structure (hand-out).

- LS presents Task 2.1.1: General Analysis of the current state of Intermodal Transport at European level.
- RS presents Tasks 2.1.2 and 2.1.3: demand and supply factors influencing resource costs and price formation (hand-out).
- SS presents the above tasks on situational factors influencing the external costs of
 - Rail transport
 - Road transport
 - Inland waterway transport
 - Marine transport
 - Nodal activities
- LS provides an overview of the work carried out so far within Task 2.2: Analysis of cost formation in the selected corridors and nodes (hand-out).

3. PREPARATION OF THE USERS GROUP MEETING

A strategy to address the User-Members is agreed by the Consortium. The main aim is to obtain data and information on direct costs:

- a) data on internal costs are more critical than those for external costs
- b) the stress must be on price formation (rather than costs, which could be seen as strictly confidential)

4. ADMINISTRATIVE AND ANCILLARY ISSUES:

Consortium Agreement

The Consortium Agreement will be finalised by April 20. Each Principal Contractor (PC) has to sign its own copy and send the original to ISIS. The validity of the Agreement starts on the date of the last signature.

ACTION: ALL PCs

Subcontract

PCs with subcontractor must

- submit the subcontract to corresponding subcontractor by April 10
- transfer the advance payment to the subcontractor

ACTION: ISIS, CRANFIELD, TNO

Management Reports

ISIS will draw up the Management Reports with contributions from all WP leaders. Each WP Leader must prepare a summary of the work carried out during the relevant period

- first deadline : June 30, 2000
- next deadline: December 30, 2000

ACTION: ISIS and all WP LEADERS

5. RECORDIT WEBSITE

Keywords and links to PCs sites

YH gives a demonstration of the RECORDIT website. The site name <http://www.RECORDIT.eu> is accepted and the website will be operational by April 14. Each PC will send suggestions for keywords allowing for an easy search of the RECORDIT website by end of April. There is no limitations on the words to be suggested. NTUA will circulate the list of the keywords already thought of. More links to PCs websites will be added.

Each PC will provide NTUA with the name and e-mail address to be put on the site (i.e. the person appointed in the SC).

Each PC will signal any technical problem concerning the website to NTUA.

ACTION: NTUA and ALL

Promotional Activity of the RECORDIT Website

It is decided to act as follow:

1. PMH
 - a) will check whether RECORDIT has already been hooked to the Cordis website as all European projects.
 - b) will look for more dedicated European sites and other opportunities to publish (e.g. links with Transport Advance and future Thematic Network project on pricing etc).
 - c) proposes to prepare a targeted list of “personal” contacts for advertisement.
- 2) NTUA will add links with the following transport-related projects:
 - QUITTS
 - LOGIC
 - PROMOTIQ
- 3) Each PC will provide
 - a) suggestions for other links between RECORDIT and all major European websites
 - b) a list of specialised magazines in his country for advertisement
4. NTUA will add links to the websites of the Users group Members.
Deadline: end of April

ACTION: PMH, NTUA and ALL

Public Access to the website

All Deliverables after their approval by the EC are public, therefore put on the web and accessible by everyone with the possible exception of DSS (D7).

A double level of access with two passwords is proposed:

- A password allowing access to all project documentation (including e.g. minutes of SC meetings) and reserved to PCs
- another password reserved to the Users Group.

YH raises the issue of the website operation and maintenance after the end of the project. Possible options are:

- to check whether the EU has a general policy in this regard.
- to stir so high an interest in the website as to allow for self-maintenance (e.g. with involvement of the Users Group)

Information update

Although there is no mandatory or strict rule, every document update will be circulated and approved by all PCs before being put on the website. The date of the document review is to be clearly reported.

The bar chart showing the progress in the project activities is to be updated every month

ACTION: NTUA and ALL

6. RECORDIT BROCHURE

IB asks for comments on the RECORDIT Brochure. Inaccuracies in the full names of some PC are pointed out. Each PC involved takes responsibility to send its correct name to CRANFIELD by April 14.

ACTION: ISIS and ALL

The brochure format is agreed: a back-to-back A4 paper that can be folded in three.

Each PC will send further comments in view of the final editing of the Brochure by April 14.

ACTION: ALL

Brochure Printing

ISIS takes responsibility for the printing of 2000 copies of the Brochure. It might be two- or four-colour (preferably green, orange black and white) depending on the costs. Isis will contact the printing shop by April 14 and inform the PCs of the choice made.

The brochure should be printed by mid May.

ACTION: ISIS

7. USERS GROUP MEETING (see attached Minutes)

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Day 2: 4 April 2000

8. CONCLUSIONS FROM THE USERS GROUP MEETING

An intensive debate takes place based on the discussion of the Users Group Meeting. AR proposes to synthesize the main conclusions in a short note circulated on Friday 7 April (see attached note).

9 USERS GROUP COMPOSITION

It is a knowledge that there is a need to enlarge the Users Group. For this reason, it is agreed to look for organisations on a national basis and establish one-to-one relationship so that each PC will manage direct contact with its own user. The aim is to contact 6 or 7 more organisations, in particular shippers, by the end of April. Each PC agrees to share responsibilities as follows

PMH	International Road Union and Car industries
ISIS	Shippers (Appliances) ESPO
GruppoClas	CEMAT EUROPLATFORM
Tetraplan	International Road Union
ZEW	2 organisations among: ADIDAS BURDA DAIMLER-CHRYSLER HENKEL REWE
ER	DB Cargo
TNO	Shipper and/or terminal operator

Reimbursement of expenses to Users Group

In their contacts to potential Users, All PCs should stress that

- the RECORDIT project covers the expenses for travel and subsistence
- and envisages a small budget for data processing

ACTION: ALL PCs, EU

10. FUTURE ACTIONS

Deliverable 1

ZEW takes responsibility to prepare a detailed table of contents for D1 where the responsibility of each PC will be easily identified chapter by chapter.

The Deliverable Report is to be divided into two parts:
a main text, whose length should not exceed 100 pages and
annexes (unlimited length and number)

The deadline for submitting a first outline of D1 is set by end of April.

ACTION: ZEW

Deliverable 2

GRCLAS will prepare an outline of the table of contents for D2 as does Zew for D1. The format for the D2 is to be ready by end of April.

ACTION: GRCLAS

Task 1.3: SW gives an overview of the working programme for the above task (hand-out)

It is agreed to held a three-partner meeting between ZEW, GRCLAS and ISIS in Milan to discuss on technical issues on 15 May, when all contributions from PCs participating in this task should be ready.

ACTION: ISIS, ZEW, GRCLAS

A base year for cost analyses has to be decided by the end of April. SW proposes to refer to 1998.

ACTION: ALL

Review of task 1.4: SW gives an overview of the working programme for task 1.4 (hand-out).

A meeting between IER and Zew will be held to discuss on technical details by end of April.

ACTION: IER, ZEW

Review of task 2.2:OB gives an overview of task 2.2: Analysis of cost formation in the selected corridors and nodes – Presentation of next month actions (hand-out)

A final decision must be made:

- Antwerp vs Rotterdam
- Gotheborg vs Stockholm

For a rational use of resources, GRCLAS takes the responsibility to re-arrange the mm allocation of TNO and CRANFIELD between WP3 and task 2.2 by April 11.

GRCLAS will also prepare a new document on task 2.2 resulting from a combination of the two presentations for Brussels meeting

ACTION: GRCLAS

WP3 – Resource cost calculation for selected corridors : A review of WP3 is circulated. Each PC has to send GRCLAS comments on it.

ACTION: ALL

Task 4.1: SS presents a preview of Task 4.1: Data compilation for external costs calculation (hand-out).

Task 5.1: NM presents a preview of Task 5.1 (hereby attached).

11. ORGANISATIONAL ISSUES

Next Steering Committee Meetings

	Date	Venue
2 nd Steering Committee Meeting	13-14 July 2000	Lago Maggiore, Milan (1)
3 rd Steering Committee Meeting	23-24 October	Delft (2)
2 nd Users Group Meeting	23-24 October	Delft (2)

- (1) OB will let all PCs know the exact location and how to get there.
- (2) NM will confirm the possibility of holding the meeting in Delft.

Other

MS provides copies of a Newsletter introducing the concern of the French CNT on European transport policy during the meeting.