

**RECORDIT**  
**– Real Cost Reduction of Door-to-Door Intermodal Transport -**  
**Minutes of the 2<sup>nd</sup> Steering Committee Meeting**  
**Venue : Milan**  
**Date : 13-14 July, 2000**

**Present :**

Andrea Ricci (AR)	ISIS	Tatiana Cini (TC)	Gruppo CLAS
Riccardo Enei (RE)	ISIS	Ian Black (IB)	Cranfield University
Tina Fera (TF)	ISIS	Roger Seaton (RS)	Cranfield University
Stephan Schmid (SS)	IER Stuttgart	Michel Savy (MS)	LATTS
Rainer Friedrich (RF)	IER Stuttgart	Nienke Maas (NM)	TNO
Sigurd Weinreich (SW)	ZEW	Hanno Uiteboogaart (HU)	TNO
Georg Buehler (GB)	ZEW	Yannis Handanos (YH)	NTUA
Roberto Zucchetti (RZ)	Gruppo CLAS	Akos Radoczy (AkR)	RT-TRANS BT
Oliviero Baccelli (OB)	Gruppo CLAS	D.Kisperska-Moron(DKM)	Academy of Economics
Carlo Vaghi (CV)	Gruppo CLAS		

**Thursday 13 July**

**1. News from FP5 and other relevant issues from the EC**

- AR opens the meeting announcing the absence of Patrick Mercier-Handisyde (RECORDIT Scientific Officer)

AR reminds of the interaction between RECORDIT and UNITE suggested by Catharina Sikow and points out the absence of substantive exchange so far, due to a different timing of the two projects.

The minutes of the previous Steering Committee meeting are approved.

The Agenda of the meeting is then reviewed and approved by the attendees.

**2. Project advancement: activities of first 6 months**

AR summarises the activities carried out in the period January to June 2000 from the administrative, technical and dissemination points of view (slides attached).

SW informs the audience about the current status of WP1 and highlights the approach to estimation of time costs and of flexibility and reliability in the intermodal context.

SS presents Task 1.4 external cost calculation air pollution, noise, accidents (slides attached)

As to the finalisation of D1 the following items have been faced:

- the need for an internal quality control

As a general rule, it is decided that an internal quality control will be effected on each deliverable by at least 3 non-co-author partners (not involved in the production of the deliverable itself) before submission to the EC.

Regarding D1, the selected reviewers are ISIS, CRANFIELD University and ENPC/LATTS. They will provide accurate and critical comments by 24<sup>th</sup> July.

- The D1 format: length of the body text, according to the EC Officer's advice the body of text should not exceed 100 pages while the amount of annexes could be illimited. Yet, given that draft D1 makes up the accounting reference framework with a description of most of the project work to be practically carried out throughout WP3, WP4 and WP5) a bulk longer than 100 pages can be justified.

With respect to the current draft, two additional sections must be included :

- The Executive Summary
- Recommendation concerning the practical application of the methodology defined

Comments on the draft version of the D1 will be sent by all partners to ZEW by the end of July.

**ACTION : ZEW, ISIS, CRANFIELD, LATTS/ENPC and ALL**

Open issues :

- CV points out the impossibility to carry out a bottom-up analysis for many infrastructure cost items. The problems of whether to consider infrastructure costs as internal for comparability reason or to recur to average infrastructure costs are discussed.

OB informs about the current status of WP2

RE presents subtask 4 – Institutional factors (slides attached)

Task 2.2 presentation is split into several parts:

- the first intermodal corridor and the freight freeway between Patras-Brindisi-Verona-Munich by TC (slides attached)
- the corridor between Genoa and Basel by CV (slides attached)
- the corridor between Basel and Rotterdam by NM (slides attached)
- the corridor between Felixstowe and Manchester by IB (slides attached)

As for D2 the Consortium acknowledges that there is a 2 month delay in its preparation and agrees it will be finalised by mid-September.

The Table of contents of the D2 Summary Report is presented by OB and discussed.

The description of each corridor is expected to amount to 4-5 pages

It is suggested to add a paragraph concerning the generalisation and representativeness of the corridor analysis at the end of Part 2.

A final decision on detailed layout of the corridors to be analysed will be made by Gruppo Clas by end of July. Gruppo Clas will prepare a layout containing best options for zone-to-zone intermodal transport (or terminal to terminal without pre and post-haulage) by 10<sup>th</sup> August.

The deadline for circulating a draft Partial report on Task 2.1 (one pilot corridor) is by 10<sup>th</sup> August.

As for the distribution of work among WP2 partners it is confirmed that

LATTS takes responsibility for the initial leg of the East-West corridor  
ZEW for the freight freeway (Munich-Gothenborg leg)

IER will not play any role in WP2

A reallocation of resources is to be defined by ISIS.

**ACTION : GRUPPO CLAS, ZEW, LATTS and ISIS**

YH summaries the activities carried out to make the website operational and the problems faced (slides attached)

The delay in the introduction of the passwords to limit access to the site is due to problems of the webmaster hosting RECORDIT homepage.

It is decided that no colours will distinguish the RECORDIT advancement in the update of the project status and that the names of the months will replace numbers on top of the workplan.

It is proposed to add the acronyms of the Consortium Organisations as keywords for an easy access to the site but it has to be checked whether they are automatically considered as keywords since they appear already in the webpage.

Futher links between RECORDIT website and transport-related projects were suggested:

- CAPRI and PETS (can be found on the website of the Co-ordinating Organisation, i.e. ITS Leeds)
- Externe (on the site of the IPTS- Siviglia)

As for dissemination activities a detailed action plan will be prepared by ISIS and NTUA by October 23 including the dissemination of the RECORDIT brochure and suggestions for using the site as a internal working tool (PCs and USERS).

As agreed in the previous meeting, all deliverables with the possible exception of D7 will be public and uploaded to the RECORDIT website as soon as they are approved by the Commission. Intermediate working papers will be also uploaded in pdf format for the Consortium convenience but only after the problem of the passwords is solved. NTUA will keep the PCs informed.

**ACTION : ISIS and NTUA**

An open question remains and needs to be checked with the EC. It concerns the website maintainance after the end of the project.

**ACTION : ISIS**

### **3. First Management Report**

Management Reports (MR) are to be submitted to the EC on a sixtly-month basis. The format to prepare the First MR together with the contributions requested from each partner is attached. The deadline for its submission to the EC is end of July.

### **4. Work in progress**

OB presents a detailed workplan for the WP3 as well as an overview of the on-going work on Tasks 3.1, 3.2, and 3.3

A debate on which is the suitable definition of the corridor to be analysed develops between the Partners. The two main options are: only a door-to-door or, rather zone-to-zone analysis, or a more detailed analysis focusing on each segment of the corridor. It is decided that the first one is to be adopted as it is the one referred to in the Technical Annex and deemed as relevant by the EC.

MS points out the huge role played by pre- and post-haulage in the whole calculation of the transport costs (40%) which is mainly due to the organisation and co-ordination between actors and consignees and to the relevant market area where waiting time is proportional to the level of congestion in that area.

Since the aim of the project is the reduction of intermodal transport costs, these two factors need to be taken into consideration.

As for the collection of data relating to Slovakia, Slovenia and Croatia TNO takes responsibility to ask the subcontractor CDV to provide the relevant information.

It is finally agreed that Gruppo Clas will provide a format with data items to be filled in by operators for each segment and for the corridor as a whole. The format will be built in such a way that for each item a range between first best and the minimum acceptable information is indicated.

### **ACTION : TNO and GRUPPO CLAS**

SS presents the Working programme for WP4 as well as the-on-going work on Task 4.1- Data compilation on external cost calculation for selected corridors.

Concerning fleet data, after an intense debate on the opportunity to collect data specific and representative for each corridor segment or to recur to average data, it is decided that IER will prepare a table with the explicit indication of what data are crucially needed for the segment analysis and what data can be used as average.

In particular, IER illustrates the data needs and the relevant classification of importance (with a range between best option and minimum acceptable information) to make the calculations (either for national average of the fleet or for the specific corridor). The relevant table will be circulated that table by end of July.

As for the collection of data for the various transport modes, responsibility is allocated as follows:

Category	Partner
Heavy goods vehicles	ISIS
Inland waterway shipping (barges), Short sea shipping	TNO
Railway vehicles	GruppoClas, RT-Trans, ZEW
Nodal equipment	Cranfield University, Tetraplan

#### **ACTION : IER**

NM presents a detailed workplan for WP5 and the on-going work on Task 5.1 - identification of taxes, charges and subsidies by NM (slides attached)

As for data collection, TNO takes the responsibility to send all Partners an excel file with the data needs to fulfil calculations on taxes and charges by the end of July.

The planning scheme of activities to be carried out within WP5 is attached.

#### **ACTION : TNO**

### **5. Future work**

5.1 AR presents a detailed workplan of the WP7 and the immediate actions to be taken on Task 7.1 (slides attached)

It is proposed to include only internal costs in the RECORDIT software and to arrange a link to other existing softwares that calculate external costs. The operational solution will be finalised at a further stage.

ISIS will circulate flow charts relating to the transport blocks defined in draft D1 by mid-September.

#### **ACTION : ISIS and ALL**

5.2 MS and IB provide the inputs expected by WP8 and WP9 from previous WPs (slides attached)

IB underlines the need for some simple demand model to be used in WP9 when evaluating policy impact, based e.g. on elasticity functions depicting modal transfer effects. It is agreed that each partner will enquire on the basic state of the art concerning such demand models and inform CRANFIELD. MS will circulate a contribution drawn from a thesis prepared in the 80s.

As for the inputs from WP8, IB emphasises the lack of information about the actors of the intermodal transport and the efficiency of their organisation.

GRUPPO CLAS, ISIS and TNO will send comments on the note on WP6 provided by Michael Henriques by beginning of September.

#### **ACTION : ISIS, GRUPPO CLAS, TNO and all**

## **6. Users Group**

AR informs the assembly about the current status of the Users group  
13 organisations have already expressed and confirmed their interest in participating to the group (slides attached). Other are expected to join:

CEMAT (Mr Picasso) has already been contacted by Gruppo Clas  
2 terminal operators by TNO (their confirmation is awaited)  
1 or 2 more shippers to be contacted by TNO

PANALPINA to be contacted by ISIS and Patrick Mercier-Handisyde  
Other suggestions for freight forwarders will be provided by CRANFIELD  
DB CARGO to be re-contacted by IER  
DAIMER-KHRYSLER, HENKEL, REWE have already been contacted by ZEW

It is decided to keep the USERS periodically informed of the project. To this end:

ISIS will prepare a letter to the USERS with an updated list of the organisations involved and an ad-hoc format for data collection after receiving inputs from IER, TNO, Gruppo Clas.

ZEW will prepare a draft version of D1 (the Executive Summary in particular)

The deadline to circulate the letter and the mentioned attachment is early September .

**ACTION : ISIS, IER, TNO, GRUPPO CLAS, ZEW**

## **7. Subcontractors involvement**

DKM stresses that there will not be problems in collecting data for Poland if the adequate format as well as the instructions on how to fill it are provided.

DKM and AkR also emphasise the existence of routes other than the ones indicated by Gruppo Clas. Gruppo Clas, RT-Trans and the Academy of Economics will take a joint decision.  
As for the technical aspects, communications are to be managed between the subcontractors and the WP leaders as follows :

GRUPPO CLAS (as the reference WP3 leader - corridor selection)  
IER (as the reference WP4 leader – external cost calculations)  
TNO (as the reference WP5 leader - taxes, charges and subsidies)

**ACTION : GRUPPO CLAS, Rt-TRANS and the Academy of Economics, Katowice**

## **8. Dissemination activities**

A one-day workshop will be held in Greece (Athens or nearby) in order to present preliminary results of total costs at least for one route and to receive inputs for WP6,8 and 9. The day for the meeting will be one Friday in March 2001. The responsibility for its organisation is taken by NTUA. Invitation to the workshop will be sent in January 2001.

An outline format for the workshop will be circulated by ISIS in October 2000.  
(agenda, participants and the budget allocated for reimbursement of expenses)

It is also agreed that every meeting, conference, workshop will serve as an opportunity to disseminate information about RECORDIT.

**ACTION : NTUA, ISIS and ALL**

## **9. Other issues**

A technical Meeting on data collection and validation will be held on September 19<sup>th</sup> in Paris.

The 3<sup>rd</sup> Steering Committee meeting together with the second User Group meeting are confirmed to take place in Delft on October 23-24 and the organisation is under TNO's responsibility.

The 4<sup>th</sup> Steering Committee meeting will be held in March in Greece before the workshop.