

Minutes of RECORDIT Kick-off meeting

Date: January 14th 2000

Venue: Rome

Present:	Patrick Mercier-Handisyde	EU
	Mari Varho	EU
	Roberto Zucchetti	Gruppo CLAS
	Oliviero Baccelli	Gruppo CLAS
	Sigurd Weinreich	ZEW
	Georg Buehler	ZEW
	Nienke Maas	TNO
	Hanno Uitenboogaart	TNO
	Michel Savy	LATTS
	Markus Pelz	LATTS
	Ian Black	Cranfield University
	Yannis Golias	NTUA
	Michael Henriques	TETRAPLAN
	Andrea Ricci	ISIS
	Carlo Sessa	ISIS
	Tina Fera	ISIS
	Stephan Schmid	IER Stuttgart

Note: Issues have not necessarily been discussed in the shown order

1. Introduction by Patrick Mercier-Handisyde

Patrick Mercier illustrates the RECORDIT context, gives an overview of the new DG TREN structure. The Units now involved in Transport Research are mainly in **Directorate B**:

- a) Sectorial Economy including Strategic Research – H. Rees
 - b) Ten Policy for Energy and Technology Development (mainly involved in Coordination of Research) – J. A Vinois
 - c) Optimisation of network interoperability and intermodality - J. Anselmo
- in **Directorate D**:

- a) Clean Urban Transport (only for some Transport Research) - K. Leydon
- and in **Directorate F**:

- a) Air Transport Research – M. Ayrat

Intermodal Freight Transport Research is included in Unit B4.

Policy for Intermodal Freight Transport Logistics will be coordinated by K. Sterner (principal advisor).

Yet a more precise subdivision will be defined at the end of January.

Financial issues will be dealt with by the Human Research & Training Budget & Informatics – D. Beckers.

Copy of the slide with the overall structure is handed out.

2. Administrative and financial issues by Mari Varho

Several topics are pointed out

- a) Procedure for Contract amendment (mandate, similar to that used for contract signature)

- b) Responsibilities of Principal contractors
- c) Subcontractors role and obligations
- d) Financial basis
- e) Cost basis
- f) Allowable costs
- g) Cost Categories
- h) Payment method
- i) Cost Statements
- j) Justification of costs

A copy of the slides is handed out.

3. Organisational issues

3.1 Consortium Agreement

A draft Consortium Agreement has been circulated prior to the meeting. The need for two possible amendments/additions to the draft is raised:

- a) How to behave in case part of the work is underperformed by one of the partners and, therefore, has to be modified or completely re-done. A solution may be that the work is assigned to another partner (PC) to which a budget transfer (within the established budget) will be applied from the former PC to the new. The underperforming partner won't be paid by the EU.
- b) the claiming of overheads for public organisations such as Universities in the Accompanying Measures Model. Mari Varho will send an e-mail explaining the calculation of overheads in this case.

ACTION: ISIS

ISIS will circulate a new draft of the Consortium Agreement (CA) by the end of January

ACTION: ALL

Should examine the draft and send comments

Deadline to sign the final CA is scheduled at **the end of March.**

3.2 Schedule of Project Meetings

It is agreed by all partners that the periodicity of the meetings will be approximately every four months, leaving open for the Steering Committee the possibility to adjust the exact date.

ACTION: ALL

Meeting	Date	Venue
Steering Committee Meeting (one and a half day) Users Group (half a day)	3- 4 th April 2000 4 th April	Brussel
2 nd Steering Committee Meeting	First option: 13-14 th July 2000 Second option: 4-5 th September 2000	Milan

3.3 Communication procedures

All communications with the EU and the Users Group will be handled through the Co-ordinator.

3.4 Formats and standards

It is agreed that for both communication and reporting the format will be: OFFICE 97 in the WINDOWS 95/98 environment and the applications will be mainly: Word 97, Excel 97

It is also agreed to limit (except for final report) the inclusion of graphic and logos into documents to the maximum in order not to slow down the downloading procedures from the server and to avoid problems in opening and printing the documents themselves.

Another issue concerns the identification of successive versions of the same documents:

It is established to use numbering in the following way:

<filename1>.doc <filename1>.xls

<filename2>.doc <filename2>.xls

etc..

Yet it remains open to further proposals.

As far as draft deliverables, the model should be the same as that used in the FP4, unless updated information is received by DGTREN.

4. Work Programme

4.1 Andrea Ricci, ISIS, presents the overall project workplan. Subcontractors are expected to provide their main contribution within WP3, WP4 and WP5. For all other Workpackages the Coordinator would keep them informed and ask to comment on methodological aspects. They will also be invited to participate into the meetings focusing on WP3, WP4 and WP5.

A copy of the slides is handed out.

4.2 WP1 Detailed working programme

Sigurd Weinreich, ZEW, presents WP1 in detail. ZEW and IER are expected to agree on detailed workplan within 28th January.

A copy of the slides is handed out.

ACTION: ZEW, IER

4.3 WP2 Detailed working programmes

Oliviero Baccelli, Gruppo CLAS, presents WP2 in detail. It is suggested to include Patras as a corridor origin in task 2.2 (subtask 1) and, in general, to provide more detailed specifications of the expected output of task 2.2. In fact, since the current workpackage description is too vague, Gruppo Clas will make a format to fill in the reference scenario in the above-mentioned task.

In Task 2.1 and 2.2 a need is emphasised to set rules on how to collect data within the corridor or at least to provide a range within which it is possible to choose the quickest solution and the reasons explaining why it is the quickest.

A copy of the slides is handed out.

ACTION : GRUPPO CLAS

5. Users Group

The current state of the participants is presented. 9 companies have already confirmed their participation, namely AMBROGIO NV, SARLI CONTAINER SERVICES, DUSS, VR LTD, SEALAND, KESPED LTD, BARILLA FRANCE LOGISTIQUE, NOVATRANS AND CEMAT. A

need for two more shippers is highlighted. ZEW takes responsibility to try and contact the German Railway Company, Patrick Mercier and TNO the MODAL SHIFT; while ISIS will concentrate on UIC, Interporto di Bologna and CONFETRA.

It is agreed that 13-14 participants can be considered an acceptable group.

Action: ISIS, ZEW, Patrick Mercier-Handisyde

6. Other issues

6.1 Links with other projects

They have been identified. First of all with the EU FP5 project UNITE (advice from P.Mercier-Handisyde) and with the High Level Group.

As for other related projects, responsibilities have been shared among the partners as follows:

- ISIS takes responsibility for providing information about the following pricing projects: QUITTS, CAPRI, INFREDAT, PETS and TRENEN.
- GRUPPO CLAS for TENASSESS
- CRANFIELD takes responsibility for X-MODALL
- NTUA takes responsibility to provide information about IMPULSE
- Patrick Mercier-Handisyde for APRICOT and CODE-TEN

All the above information should be sent to ISIS which will circulate it soon after reception.

ACTION: ISIS, GRUPPO CLAS, CRANFIELD, NTUA

It is also agreed on the importance of knowing the contents of the projects carried out at national level. All PC should provide ISIS with the required above-mentioned material by 15th February.

ACTION: ALL

It is yet too early to define the data acquisition campaign.

7 Dissemination

The creation of a Website is discussed and the following is decided:

The launching time, at least for a basic website, is envisaged by mid-February. The server to be used will be ntua.central.gr.

As for the name, www.recordit.int is proposed but needs to be checked.

One of the proposals is to divide the website into two parts: an internal (for Partners' use) and an external (for dissemination use). Another proposal is to make it partly free of access and partly on charge, anyway registration should be envisaged. NTUA will also try to develop a logo for the RECORDIT project.

Participants of the Users Group should be informed about the kind of information the Consortium intends to make available on the web since they provide us with data.

ACTION: NTUA

Patrick Mercier warned the Consortium not to include the Technical Annex in the website, but only a project summary. WP leaders should prepare stimulating summaries of the overall project including workplan, workpackages, consortium overview, and the expected policy output.

ACTION: ALL WP LEADERS

7.2 Project Brochure

A brochure will be prepared by Cranfield University and will be used for presentations at conferences and meetings. A draft brochure will be distributed to the PC and the EC by e-mail for comments.

The deadline is by 15th February.

ACTION: CRANFIELD

7.3 Other

- Two workshops will be held in the second year of RECORDIT: the first after completion of WP3, WP4 and WP5, the second towards the end of the project (see Technical Annex, pg 36)

ACTION (non immediate): ISIS AND NTUA

- It is also established to set up a targeted mailing list including people and industries really involved and interested in the Transport sector.
- The deadline to submit it to the co-ordinator is by the end of February

ACTION: ALL

(For example it is expected that Cranfield provides information for Ireland, TNO for Benelux, ISIS for the Iberian Peninsula and so on).

- An updated contact list of the RECORDIT project will be prepared and sent to all PC by January 21st.
- Subcontractors: a draft containing the administrative information supplied by Mari Varho will be prepared by ISIS and circulated to all.

ACTION: ISIS