



**CENTRAL  
EUROPE**  
COOPERATING FOR SUCCESS.



**EUROPEAN UNION**  
EUROPEAN REGIONAL  
DEVELOPMENT FUND

This project is implemented through the CENTRAL EUROPE Programme co-financed by the ERDF.

## Project Central MeetBike (3CE343P2)



1<sup>st</sup> Steering Group Meeting (output 1.3.2.)  
Brno, 10<sup>th</sup> October 2011

# REPORT

FINAL VERSION – 31.10.2011

## **Meeting Discussion & Decisions**

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### **Welcome**

Jarda Martinek from CDV (LP) welcomed the attendees to the meeting.

### **TOP 1 – WP1: Management**

No measures that would threaten the project implementation and would require voting partners have been solved.

Steering Group was focused only on the regular agenda of individual measures and set tasks for their fulfillment.

#### **Action 1.1. Fulfilment of start up requirements**

- Output 1.1.1.
  - Subsidy Contract: ok, done
  - Partnership Agreement (PA) : ok, done
    - By the end of October 2011 all the contracts should be available.  
Thank you for your cooperation.
- Output 1.1.2. List of contact details
  - ok, done
  - Sending you the latest version of 12.10.2011.
- Output 1.1.3. Activity Monitoring Form
  - ok, done
  - Sending you the latest version of 12.10.2011.
  - In the file it is necessary to make minor modifications at partner PP7 - Zilina, who has not supplied information.
- Output 1.1.4. Financial Monitoring Form
  - ok, done
  - Sending you the latest version of 12.10.2011. As we have already informed you at the meeting in Brno, JTS demanded some minor adjustments in the budget, but it did not affect the detailed budgets of partners.
- Output 1.1.5. Rules of procedure
  - ok, done
  - Sending you the latest version of 12.10.2011 (some minor modifications only)
- Output 1.1.6. Start Up Report (SUR)

- ok, done
  - Sending you the latest version
- Output 1.1.7. Kick off meeting
    - ok, done

### **Action 1.2. Day to day project management**

- We have sent you instructions on how to create the first joint report:
  - Preparation Cost Report (PCR)
  - Progress Report (PR)
- Anyway, the LP must request the JTS to extend the deadline for submission of Progress Report (PR).
- We recommend you study presentation by Winfried RITT from JTS.
- The project team have made good experience with skype meetings for solving urgent questions
- Project newsletter for partners has been well received for communication within the project team

### **Action 1.3. Steering und monitoring - implementation**

- Output 1.3.1. Establishment of Steering Group
  - ok, done

<b>NAME</b>	<b>Function</b>	<b>Project Partner #</b>
Ms Radomira JORDOVA	Chairman	LP
Mr Gerd Axel AHRENS	Deputy Chairman	PP2
Ms Sona SESTAKOVA	Member	PP3
Mr Andrej PIOTROWICZ	Member	PP4
Mr Jaroslav BIČAN	Member	PP5
Mr Vojtech JIRSA	Member	PP6
Ms Katarina WECKOVÁ	Member	PP7
Ms Vierka STUPÁKOVÁ	Member	PP8
Ms Martyna LINK	Member	PP9
Mr Remigiusz KITLINSKI	Member	PP10
Mr Andre ZSCHOGE	Member	PP11
Mr Torben HEINEMANN	Member	PP12

- Output 1.3.2. 1 st SG meeting in The Czech Rep./Brno
  - ok, done
- Output 1.3.3. 2nd SG meeting in in Germany/Dresden
  - date of next meeting was set, March 26 - 28, 2012

## **Action 1.4. Financial management, certification**

- Task - Each partner will inform me when he submitted his progress report with a request for certification to its FLC.
- We recommend you to study presentation from Mirjana Dominovic, JTS. She particularly recommends studying the sites 27 to 30, relating to the budget reduction, if we fail to spend at least 85% of the planned budget by August 2012.
- Furthermore, Mirjana Dominovic of JTS informed that if we want a business trip outside the territory of CentralEurope program, we must request permission from the JTS through LP.
- Budget Flexibility - it is necessary to count in the fact that changes of partners are added. It means we must not exceed 20,000 euros in total for the consortium in budget line, in WP and for the project partner. So, each partner CANNOT do the change up to € 20,000 in the budget line, in WP. In this context, I modified the table „a file BUDGET FLEXIBILITY - Changes.xls” to which I added the totals to see the running status.

## **TOP 2 - WP progress and delays**

### **WP2: Communication, knowledge management and dissemination**

Leader WP2: PSWE

#### **Action 2.1 Media communication / dissemination**

No problems.

More information – Working Group WP2

#### **2.2 Non-media communication / dissemination**

##### **WE DELAY !!**

- 2.2.1. Project website of the project Central MeetBike – PSWE (all partners send their news to PSWE). This website will be connected with national web too – for example: [www.cyklostrategie.cz](http://www.cyklostrategie.cz), [www.meetbike.org](http://www.meetbike.org) (German website, output 2.3.11), or (add Slovakian page)
- 2.2.2. Electronic newsletter of the project Central MeetBike – PSWE (all partners send their news to PSWE)
- TUD would appreciate a template for newsletters; it would be good, if the German newsletter has the same structure and layout as the official project newsletter, as soon as the German newsletter is available, TUD can start to contact Associate Partners of the project and to disseminate the project CMB

When problems are eliminated?

#### **HOW FAR IS PSWE WITH THE PREPARATION?**

- 2.2.3. Leaflets

- Assignment: Leaflets will contain all relevant information about project in five languages (5000 of pieces = 1000 of pieces x 5 languages)
- How far is PSWE with the preparation?

### **Recommendations for PSWE.**

- 2.2.10. -To elaborate 1 report on partial evaluation of pilot actions implemented in project partner, to know the results and enable comparing with other project partners from other countries
- The core output is to be implemented at the end of the project, but I feel that interim results should be known earlier.
- PSWE, please comment this proposal. Continuous results can be used for other measures of the CMB project.

### **2.3 National level**

No problems.

More information – Working Group WP2

### **2.4 Local level**

No problems.

More information – Working Group WP2

## **WP3: Cycling strategies & analysis, action plans, recommendations**

Leader WP3: TUD

### **Tasks and short description of outputs:**

#### **Action 3.1 Comparison and problem analysis of partner cities and countries**

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##### **1) BYPAD** - outputs: 3.1.1. – 3.1.5. Analysis of present status (BYPAD)

- CDV will start this output in November
- TUD has already started preparation of the BYPAD in Dresden, first meeting will be in November 2011; Leipzig has already conducted BYPAD in 2008/09 and will repeat it in the end of the project

##### **2) SURVEY** - outputs: 3.1.7. – 3.1.12. Travel behavior surveys and Modal splits analysis

- The city partners already started this output with TUD in May 2011.
- Important meeting for WP3 was held on August 30, 2011 in Skype-meeting
- LP would like to thank the TUD for excellent communication with the LP and partners.
- Most partners agreed on a shift of the field time of the survey. It will take place in March-May 2012. The reasons are the delayed project start and the

national rules of procedure that have to be complied. No other project activities will be affected by this change.

- In Presov the field time has already started in October 2011.

**3) NATIONAL ANALYSIS** - outputs: 3.1.13. – 3.1.15. Analysis of deficiencies, lack of knowledge for strategy documents in Czech Republic, Slovakia and Poland

**Warning - approaching deadlines for submission Core Outputs:**

- 3.1.13. Analysis of deficiencies, lack of knowledge (local, regional, national) in integrated bicycle planning, legislation, bike&ride, cycle parking etc.in the Czech Republic
- 3.1.14. Analysis of deficiencies, lack of knowledge (local, regional, national) in integrated bicycle planning, legislation, bike&ride, cycle parking etc.in Slovakia
- 3.1.15. Analysis of deficiencies, lack of knowledge (local, regional, national) in integrated bicycle planning, legislation, bike&ride, cycle parking etc.in Poland

Additional measures:

- TUD, please create a common frame for this analysis.
- It is necessary to create a common image of the materials.
- TUD has been working on the analysis since March 2011. It includes a questionnaire for the cities and expert interviews. First results are available in German; it will be translated into English and be provided to LP, PLP3, and PP4

**Action 3.2 Development CMB Strategy**

Plea for TUD: let's connect the our outputs. We have already started work on the Cycling Strategy and will be happy to help for specific TUD.

TUD has noticed the Czech cycling strategy and aims to incorporate it in the recommendations for national strategies. The first draft of the recommendations will be available in December 2011 and send to the members of the working group WP3 for feedback.

3.2.1. Creation of the first framework of the national masterplan on cycling transport in the self-governing region

3.2.2. Improving of the National Cycling Strategy in the Czech Republic and other recommendations for the National Cycling Strategy

**Action 3.3 Transnationally developed local and regional action plans and policies**

- Getting started with the TUD measure, to be finished by February 2012 -  
3.3.1. Creation of the first framework of the local masterplan on cycling transport.

## Action 3.4. Evaluation all strategies

**Recommendations for TUD.** The core output is to be implemented at the end of the project, but I feel that interim results should be known earlier. TUD aims to send a first draft of recommendations for strategies in December 2011 to the members of the working group WP3 for feedback. Comments will then be incorporated until February 2012. During the project the recommendations will be tested and updated. Experience of the testing phase will then be incorporated for final documents (outputs of 3.4.)

- 3.4.1. Strategy document developed - Creation of the framework for a local masterplan for cycling transport - update the first version, incorporation of experience from the partners (3.3.1.)
- 3.4.3. Strategy document developed - Creation of the framework of the regional masterplan for cycling transport in the self-governing region - update the first version (3.2.1.)

## WP4: Transnational Tool for the Development of Cycling transport

Leader WP4: VUD

No problems

We will inform in working group WP4.

### Tasks and short description of actions:

#### **ACTION 4.1. Good practice fact sheets & Translation of Guidelines, Relevant Results and Experiences**

No problems

We will inform in working group WP4.

#### **ACTION 4.2. - Know how exchange and networking**

- Output 4.2.1. Curriculum – tool for organising seminars, workshops, field trips (for CDV, VUD, PSWE) (M12)
  - **Task for Difu and TUD. The the original position in the market Difu.** As seen in the speech of JTS in Brno, the description of Difu should be supplemented by a brief justification, that Difu is a very unique organization in Germany, so in this case it is not possible to implement any tender for training activities of Difu. This reasoning is extremely important, because otherwise we could get into big trouble. Simplify - We prove the original position in the market Difu
  - We will inform in working group WP4 about other things
- Output 4.2.8. – Seminars for national experts by DIFU (CDV, VUD, PSWE)
  - No problems. We will inform in working group WP4.

## **ACTION 4.3 Reporting on Know how implementation; Hard measures, Planning, Safety**

Recommendations for VUD. The core output is to be implemented at the end of the project, but I feel that interim results should be known earlier.

4.3.9. - New tool development: recommendations for concepts to improve bicycle safety (technical plan) & Infrastructural measures

## **WP5: Cycling pilot investments (cycling lines, small measures and cycling parking)**

No problems

We will inform in session WP5.

LP has introduced his new colleague and the leader WP5 – Mr. Zbynek Sperat

### **Action 5.1. Coordination of transnational pilot investments**

- All the partner cities, please pay great attention to outcomes that are part of activity 5.1. "Coordination of transnational pilot investments." There are proposed terms of local workshops for each of you, to ensure proper operation of the preparation process and subsequent implementation of pilot activities. Please take a look at your outputs and write me whether the meetings have already been held, in such a case send me the minutes of meetings etc. All this can be attached to the Start Up Report.

### **Action 5.2 Preparation of pilot investments**

#### **Action 5.3 Implementation of pilot investments**

- Information concerning the beginning of activities of individual partners. Description of activities must be completed by October 26, 2011, at the request of the JTS to close the document SUR. More – working group WP5
- Recommendations for CDV. The core output is to be implemented at the end of the project, but I feel that interim results should be known earlier.
  - 5.1.14. - To elaborate 1 report on partial evaluation of Core outputs the WP5 pilot actions implemented in project partner cities, to know the results and enable comparing with other project partners from other countries
  - 5.3.1. Report: Pilot implemented investment actions: "integrated" infrastructure: Marking of bike lanes and signage to increase safety and comfort on selected spots, like intersections and main arterials.
  - 5.3.2. Report: Pilot implemented investment actions: smaller infrastructure measures - separate lanes for cyclists at existing intersections) in order to improve road safety and for marketing of cycling.
  - 5.3.3. Report: Pilot implemented investment actions: cycling parking, intermodality

## **TOP 4 Other**

- No information.

## Imporatnt Action Items

Number	Leader	Output	Qualitative description as in AF	Quantitative description as in AF	Start	End
2.2.1.	PP4	Project website of the project Central MeetBike	It will contain information about all partners and targeted sites and about Central Europe Programm.	1 website + report about news	1	6
2.2.2.	PP4	Electronic newsletter of the project CMB	Newsletter will contain all relevant information about project and its progress in five languages.	6 issues of newsletter	1	6
2.2.3.	PP4	Leaflets	Leaflets will contain all relevant information about project in five languages (5000 of pieces = 1000 of pieces x 5 languages)	5000 pieces (M10,18,30)	8	30
2.2.9.	PP4	National Advisory Board	The Board will be composed of the Members of Parliament and of European Parliament, ...	1 National Advisory Board (report - M12,24,36)	7	36

3.1.13.	LP	Analysis of deficiencies, lack of knowledge	Analysis of deficiencies, lack of knowledge (local, regional, national) in integrated bicycle planning, legislation, bike&ride, cycle parking etc.in the Czech Republic	1 analysis	3	12
3.1.14.	PP3	Analysis of deficiencies, lack of knowledge	Analysis of deficiencies, lack of knowledge (local, regional, national) in integrated bicycle planning, legislation, bike&ride, cycle parking etc.in Slovakia	1 analysis	3	12
3.1..15.	PP4	Analysis of deficiencies, lack of knowledge	Analysis of deficiencies, lack of knowledge (local, regional, national) in integrated bicycle planning, legislation, bike&ride, cycle parking etc.in Poland	1 analysis	3	12
3.2.1.	PP2	General recommendation for national strategies	Creation of the first framework of the national masterplan on cycling transport in the self-governing region	1 general framework for national master plan	3	12
3.3.1.	PP2	General green transport plans for municipality	Creation of the first framework of the local masterplan on cycling transport	1 framework of master local plan	1	12

4.1.1.	PP2	Management Measures & Finance	Data collection on cycling - for best practices, guidelines, manuals and information for supporting the bicycle use and development in the partner cities	1 issue	3	12
4.1.2.	PP2	Hard measures for support of cycling	Cycling: Hard measures & Infrastructure, Planning, Safety & Bicycle guidance at intersections and specific safety measures - best practices, guidelines, manuals and information	1 issue	3	12
4.1.3.	PP2	Soft measures for support of cyclingn	Cycling: Soft measures & Cooperation, Education, Information, Mobility Management	1 issue	3	12
4.2.1.	PP2	Curriculum	Curriculum - tool for organising seminars, workshops and field trips on integrated bicycle planning.	1 Curriculum	3	12

4.2.8.	PP2	Teaching seminars for experts (VUD, CDV, PSWE)	Experts in the partner countries will learn the best solutions and the way of training to be able to spread the knowledge in respective countries	seminar: Pardubice/M12, seminar: Gdansk/M13	7	13
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Table 1: Action Items

## **Future Meetings**

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<b>Date</b>	<b>Time</b>	<b>Place</b>
26.03.2012	t.b.d.	Dresden

Table 1: Future meetings