

**Minutes**  
**ADAPT2DC Kick-off-Meeting**  
**17. – 19. January 2012**  
**Erfurt, Germany**

**AGENDA:****Tuesday, 17.01.2012**

- Content of WP 1
- Communication and dissemination

**Wednesday, 18.01.2012**

- Upcoming meetings
- Content of WP 2
- Content of WP 3
- Pilot actions

**Thursday, 19.01.2012**

- Bilateral meetings

**Tuesday, 17.01.2012**

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**I. Welcome and Introduction of the partners**

Dr. Klaus Bongartz, Lead Partner of ADAPT2DC, welcomed all participants and presented the agenda of the meeting. Subsequently the LP introduced the Thuringian Ministry of Building Regional Development and Infrastructure and asked the partner also to introduce their institutions and expectations (see presentations).

**II. Management structure and management**

To assure a common knowledgebase concerning the project structure and management after the application process, Dr. Klaus Bongartz explained the structure and the single management groups of ADAPT2DC (see presentation).

- **Project Steering Board (PSB)**

The PSB is responsible for the successful management and duly completion of the project. The LP will chair the PSB.

- **Technical Management Board (TMB)**

The TMB is the technical decision-making body and assists the LP in monitoring, co-ordination, and control of the project. It decides upon high-level management issues including technical direction, strategic issues, and project planning.

- **Financial Management Group (FMG)**

The FMG will assist the LP and the PSB in monitoring, co-ordination, and control of the project. It decides upon financial issues and project planning.

The PSB and the FMG should be composed by representatives of all project partners. The TMB is made up of the work packages leaders. The LP will send a mail with the request to name the

responsible person of the project partner. The PSB and the TMB will meet during the project consortium meetings or if the project faces serious problems.

- **External Advisory Board**

The EAB will assist the project in accomplishing its goals. It will consist of experts appointed for the project lifetime by the ADAPT2DC Steering Board.

In a separate mail the LP will send a mail with the request to name 3 national experts which are very experienced in the field of the demographic change.

### III. Communication and dissemination

The LP explained that communication and dissemination are important aspects for the project work (see presentation).

- **Communication**

Communication is divided into internal and external communication. A well functioning internal communication is the basis for a successful external communication and facilitates the day to day work between the partners. The goal is to identify and disseminate messages that are consistent, relevant and realistic. We want to make sure that all of us send the right messages when talking about the project with both internal and external audiences and that everybody understands what the project is about. Therefore the project partnership has to formulate the main ADAPT2DC goal, three key messages as well as an ADAPT2DC slogan. The partners are asked to collect ideas.

- **Dissemination**

Dissemination is the spreading of project news and results. For the dissemination it is important to know the target group of the project.

<b>Local and regional level</b>	<ul style="list-style-type: none"> <li>• local and regional authorities</li> <li>• city authorities</li> <li>• public bodies</li> <li>• associations</li> <li>• ...</li> </ul>
<b>National Level</b>	<ul style="list-style-type: none"> <li>• relevant national ministries</li> <li>• research institutes</li> <li>• demographic experts</li> <li>• investors</li> </ul>
<b>European Level</b>	<ul style="list-style-type: none"> <li>• Member states</li> <li>• European Commission</li> <li>• DG Regio</li> <li>• Committee of the Regions</li> </ul>

Therefore a project dissemination database will be established. A template will be provided by LP.

Further a project media database is necessary to disseminate project news. The partners are asked to name at least three national and/ or regional media contacts.

The ADAPT2DC key messages, the media contact list and more information regarding communication and dissemination will be explained in the ADAPT2DC communication handbook.

## Wednesday, 18.01.2012

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### I. Meetings

The LP welcomed all project partners and introduced the agenda of the day. Regarding the meetings there are several project meetings planned but the dates of the meetings are not fixed. LP introduced the meetings and locations as they were planned in the AF.

Consortium Meeting	Date	PP/ location
Kick off	Jan 2012	LP - Thuringian Ministry / Erfurt
CM 2	Jun/Jul 2012	PP9 - UNCEM / Piedmont
CM 3	Nov /Dez 2012	PP11 – Malopolska / Krakow
CM 4	May 2013	PP4 - CAS / Prag
CM 5	Nov 2013	PP7 - Vati / Budapest
CM 6	May 2014	PP12 - Maribor / Maribor
Final symposium	Oct 2014	LP - Thuringian Ministry / Erfurt, Brussels

Due to financial accounting problems the partners from Malopolska region (PP11) asked to shift their consortium meeting in the fourth reporting period. They would prefer a date in May 2013. The Partner from the Institute of Sociology in Prag (PP4) offered to exchange their planned meeting with Malopolska. It should take place at the end of November 2012 in Prag. After a short discussion the partnership decided to contact the JTS to clarify if the change is possible. Both partners will be informed by the LP.

The upcoming consortium meeting will take place in the region of Piedmont (I) in the week from 18 – 22 June 2012. The exact date will be announced later by the LP. Travel arrangements will be prepared by PP9 the host.

The partnership also discusses about public events in the frame of the consortium meetings. Those events should be organized by the regional partners and deal with a special theme. The subject of the public event should be content of the pilot action and could be for the meeting in Piedmont “Demographic problems of Mountain region”. All partners agreed that this would be a great way to promote the regional pilot action as well as ADAPT2DC. The LP will check the budget and will distribute proposal for themes of the public events and a general structure of the consortium meetings to the partners.

### II. Work packages 2 (WP2)

Partner 13 from the Urban Planning Institute of the Republic of Slovenia introduced the different actions and outputs of WP 2 (see presentation).

- **Homepage**

The first and most important output of the first reporting period is the elaboration of the ADAPT2DC Homepage. The homepage will be subdivided in a public and an internal area. The public area will contain all important information of the project (Goal and activities, partner information, work packages information, outputs and downloads, news and events). The internal part will be used to accumulate important project documents (AP, PA, report, minutes,

templates...) and the planned databases. Regarding the language question the partnership decided that the homepage will be only English and just the project description will be available in all languages. Furthermore the next steps were determined:

1. Elaboration of the English Homepage. (A questionnaire will be send to the project partners)
2. Coordination of the structure with the project partners.
3. Translation of the project description in the partner languages by the project partners.
4. Linking the ADADT2DC homepage with the partner homepages.
5. Fill the homepage with further content (list link to other demographic projects, collection of demographic publication in English or a with an English abstract, ...)

- **Logo/ Corporate design**

To elaborate the Homepage and other to promote ADAPT2DC a logo and corporate design is necessary. PP13 together with the LP are responsible for this and will send the partner in the upcoming week's proposals with the request to vote on them.

- **Databases**

In the frame of WP2 following databases are planed:

- Dissemination database,
- Media database
- News database.

Regarding the dissemination database the project partners are asked to collect contact data of person, institutions which belong to their national and regional target groups. These contact data will be used to disseminate for examples the newsletter, event news or regional pilot project information. Responsible will be the project dissemination teams, whose members have to be named by the project partners.

### III. Work packages 3 (WP3)

The outputs of WP3 will be elaborated by PP2, PP4 and PP10. They divided the work as follows:

- PP4: activities under 3.1 - Comparative socio-economic background analysis of shrinking regions and cities in CENTRAL EUROPE
- PP10: activities under 3.2 - Cross Analysis of infrastructure and service costs in selected shrinking regions
- PP2: activities under 3.3 - Interactive and participatory definition of needs for shrinking regions within CENTRAL EUROPE

The detailed work in the three sections of action of WP3 as well as the upcoming requests for the pilot regions was explained by the mentioned project partners (see presentation).

- **3.1 – PP4**

At first PP4 will prepare an overview of national definitions concerning demographic change and afterwards comparable indicators will be defined. The definition of the indicators will be a result of an internal WP3 meeting. Later the list of indicators will be send to the partners with the task to check if they are available in pilot regions. Further data will be taken from Eurostat and national statistical resources. Beyond that partners are requested to collect policy documents which are dealing with the adaption of the effects of the demographic change (national demographic reports, regional development plans, ...). The final socio-economic background report will summarize comparative socio-economic background analysis of shrinking regions and cities against growing regions and cities in Central Europe area.

- **3.2 – PP10**

PP10 will structure their part into the following steps. The results of this section of action of WP3 as well as all others depend on the active participation of the pilot regions.

<b>General comparative part</b>	Indicators (infrastructure and service cost)
<b>Thematic comparative groups</b>	Regional challenges related to shrinking regions
<b>Kick off to WP4</b>	Pilot description + proposal of best practice description

The final cross analysis report will summarize statistical analysis of costs of infrastructure and service costs in all participating regions; accompanied by case descriptions concerning effectiveness pitfalls in shrinking regions and cities.

- **3.3 – PP2**

PP 2 will summarize the results of 3.1 and 3.2 and elaborate methods and templates for regional workshops. In a second step a Delphi survey will be organized to cross-check opinions before the Position Paper is drafted. The Position Paper will present the joint transnational strategic approach towards infrastructure and service management in shrinking regions and cities.

#### IV. Pilot Actions

As final point of the agenda of this day the pilot actions were presented (see presentations).

PP	Name	Content of the pilot action
LP	Thuringian Ministry for Building, Regional Development and Infrastructure	1. pilot action: Cost effective, sustainable and innovative forms of cohabitation of generations in shrinking regions and cities of CE. 2. joint pilot actions: Innovative and sustainable solutions for public transport in shrinking regions
PP11	Malopolska Region	Tele-medical services for elderly people to reduce health care costs Goal: coming up with recommendations for public policies in the EU regions to adapt health care service to the needs of elderly people and to decrease general costs of these services in shrinking regions
PP5	Usti Region	Cost effective innovative solutions on public property maintenance, energy savings by optimisation of public buildings Goals: - Energy savings - Plans on restructuralisation of the infrastructure and services in the area - Strategies and measures to reduce the migration of inhabitants from the area
PP9	UNCCEM - Unione Nazionale Comuni, Comunità ed Enti Montani – Delegazione Piemontese	Cost effective and sustainable forms of multi generation public social services in shrinking regions and cities of CE Goals: - Create a reference point of aggregation

		<ul style="list-style-type: none"> <li>- Improve the cultural offer of the valley with a library and an area dedicated to meetings and presentations</li> <li>- Guarantee the presence of a little shop in the village</li> <li>- Promote the territory and its main aspects</li> </ul>
PP8	Észak-alföld Regional Development Agency Non-profit Limited Company	New solutions to rationalize services and infrastructure on microregional level
PP12	Municipality of Maribor	New innovative tools to manage the over dimensioned public infrastructure (public housing, roads ) and thereby reduce infrastructure maintenance costs

In the frame of the elaboration of the homepage the pilot actions will receive in the next days an questionnaire. Among other things the partners must describe following aspects of their pilot project:

- current situation / problems in the pilot region,
- thematic sectors of the pilot action,
- objective of the pilot action,
- planned activities of the pilot action.

### Thursday, 19.01.2012

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This day was used to clarify open issues in bilateral meeting regarding the whole project, the WP's and the pilot actions.

Dr. Klaus Bongartz and Susanne Strobel  
Erfurt, 26 January 2011