

Minutes  
**ADAPT2DC 5<sup>th</sup> Consortium Meeting**  
**26. – 28. November 2013**  
**Budapest, Hungary**

## WP 1

- Message from JTS: reports are well prepared from financial side
  - however: JTS has a feeling that the content of the outputs are sometimes moving away from what was described in the Application Form
  - Do not move away from the Application Form: even if you have some budget left and if you would like to implement MORE outputs, it has to be discussed with JTS first
- Status of reporting:
  - 2<sup>nd</sup> PR has been accepted by JTS and has been forwarded to Managing Authority
  - But: no reimbursement at the moment
- Stop of payment at the moment for ALL programmes (at EU level)
- **Request for Change:**
  - Request for Change: send justifications for ALL content changes (concerning pilot actions or reductions of activities etc.) – this is the last time to implement changes – for reductions there will be budget cut (if volume of activities is changed, be sure to adapt budget accordingly)
  - In RFC form: include ALL changes in activities and budget!!!
  - All changes need to be justified and carefully described
  - The Request for Change could take months : After RFC: new Application Form ; Also the Monitoring Committee has to approve it etc. – then Managing Authority needs to change Subsidy Contract
  - Try to finalize request for change as soon as possible
  - The input from the partners for all changes has to be at the LP by Friday **(6.12.)**
- Final conference:
  - during Open Days in Brussels in October (dates: 6 to 9 October)
  - we will try to get into the official agenda of the Open Days
  - anyone who is in touch with “their” regional representation can help by contacting them – for instance if you can give hints on rooms that could be used
  - If we want to be in the agenda of the Open Days, we need to write a proposal – we need confirmation that at least partners from 6 regions will take part in it as co-organizers
  - Combine with final meeting of WP5 (dissemination of European Strategy)
  - How to do accounting? Under WP2
    - Report travel costs under WP2! (staff costs can be split if you want)
    - In the request for change, shift more money into that BL/WP if necessary
  - Reduce goal for number of participants (from 200 to 100) in RFC
  - Press conference will also be part of final conference
- Next consortium meeting: Martin volunteers to organize it in Prague (without study trips, only content discussions) – possibly April 2014 – a doodle will be prepared by LP to determine final date

## WP2

- All partners are strongly encouraged to regularly send news updates to Vlasta to be included on the website (any conferences but also publications related to demographic change and infrastructures)

- We aim to make better use of the internal documents repository (internal part of the website) by saving draft versions of all documents (for all work packages) on this website – the goal is that everyone can immediately see the current status of all work – therefore everyone shall put Vlasta in cc. to those emails that include documents (even draft versions)
- Final brochure: will be discussed in coming months
- Keep in mind that travels outside CE area need to always be approved by JTS in advance (otherwise costs may not be eligible)
- Keep in mind publicity obligations also for the final outputs of the pilot actions (such as studies)
- CD-Roms: doesn't make sense – use USB sticks instead (the LP already has around 100 USB sticks with ADAPT2DC logo which could be used for the final conference)

### WP 3

- Main steps at the moment:
- Concerning 3.2.: Output 3.2.2. (collection of data) is being finalized now, but this is only one intermediary step towards output 3.2.3. (analysis of spatial distribution) – the end / the ultimate goal is output 3.2.6. (cross-analysis report)
- For the output 3.2.6.: the structure will be
  - Theoretical background
  - CE-perspective (cross-analysis based upon business intelligence and Eurostat data)
  - Micro-economic analysis (includes sample cases / thematic fields) – **partners Italy, Slovenia and Poland please provide input – until 15. December**
- Follow-up: all the results of output 3.2.6. can be used in WP 5
- Draft Version of Output 3.2.3 will be delivered until end of December.
- Concerning 3.3.: Delphi survey:
- so far the first round is ok, but we definitely have to move immediately on the second round – the translations (for the second round questionnaires) need to arrive to LP immediately (Wednesday next week: 4.12.), the on-line questionnaire will be prepared, the experts have to be informed, the 20. December is the goal for finishing all responses
  - Address the same experts that already answered
  - Everyone will receive list of names who answered the first round : definitely address those, but possibly also others (who didn't answer in first round)
  - PP 10 promises to aggregate the results from Delphi as soon as possible when results are there
- Action 3.3. position paper: many points are finished already but the inputs from the Delphi survey are missing (it can be finished as soon as results from Delphi are there) – goal to finish it by January

### WP 4

- Transnational guidebook is in the process of finalization: please comment soon (deadline: 11.12.)
- Template 4.4.1. – 4.4.4. (evaluation of pilot action) :
  - This template shall provide input for all the final outputs of WP 4 (evaluation of pilot action, transferability check, recommendations)
  - **Send it in January** (at the very latest at the end of January)
  - Particularly important is evaluation of cost saving (this is one of the main objectives of the project) (sometimes it may be necessary to first have an investment in order to achieve savings, this has to be highlighted too)
  - Political recommendations: don't try to be too specific but try to generalize (abstract recommendations that can be transferred) (an example of an abstract recommendation would be “centralize different services in one place”)

- The methods of calculation of cost-saving should be exchanged and discussed (otherwise there is no comparability)
  - There needs to be a joint output
  - But at the same time the types of infrastructure are different: the amount of cost saving in medicine cannot be compared with the amount of cost saving in transport – it is difficult to apply the same methodology (e.g. user fees can be quantified in some cases and not in others)
- Policy recommendations shall be prepared for April (instead of July) – so that it can be included in WP 6
- Status of Pilot actions:
- Italy:
  - The multi-service centre was opened
  - Via the centre the municipality can offer more services than before
  - At the beginning a lot of investment was necessary (different sources)
  - Calculation: in a few years the expense will be less for Ostana (and more services)
  - An increasing of the services is conceivable
- Czech Republic:
  - All three parts of PA are completed
  - The service provider worked on the energy audits and usability studies
  - Nr. 1: polyclinic in Vejprty
  - Nr. 2: former recreation center
  - Nr. 3: home for disabled persons in Vejprty
  - The energy audits also give information on how to improve the situation (how to save money in the future)
- Malopolska
  - 100 people have been recruited
  - Now the information campaign is being implemented
  - Waiting for reports from operator (due in December: all data will be included on use of the telemedical units and results)
  - A satisfaction survey will be realized (important for evaluation)
- Slovenia:
  - Survey is looking at theoretical background and analysis of capital of culture of Maribor (impact of this event for the future) and analysis of creative industries of Maribor – and how this can contribute to cost savings
- Germany:
  - The two demography coaches are working now in Saale-Orla-Kreis and Oberfranken-Ost
  - For instance, in Saale-Orla three measures are being implemented
  - Firstly, the “Kombi-Bus” (combination of goods transport with normal passenger busses): here, the market potential is analyzed (whether this type of offer is desired in the region and how many potential users exist); also, the legal background is analyzed (is it legally feasible to transport goods in a passenger bus)
  - Secondly, in Remptendorf the vacancies are mapped in order to be able to market the empty buildings to potential buyers (“internal development management”) - For this purpose, a map of vacancies has to be established by using register data and cadastral data
  - Thirdly, the demography coach will work on initiating cooperation between different fire brigades in order to save costs (the background is that many small communities do not have sufficient people and sufficient resources to maintain the necessary fire brigades so that a cooperation could make things easier in this regard)
- If there are studies in national languages these should be translated into English (or at least the most relevant parts should be translated) so that the value is apparent for everyone

## WP 5

- Contacts between Strategic Experts are intensive

- The Strategic Experts should cooperate with “their” regional partners (one person from each regional partner should be in contact with the strategic expert)
- Evaluation of best practices: finished (this includes a table on transferability: judging whether the “best practices” can be implemented in the other pilot areas)
- Strategies review: is in the process of finalization (but some delays as compared to original timeline) ; WPL will distribute a draft of Strategic reviews to all partners until mid December
- Regional Action Plans: in national languages (the structure doesn’t necessarily have to follow the suggested structure, it’s up to the national partners to decide)
  - Many of the regional workshops (for discussion of recommendations) are completed – good!
  - Deadline for Regional Action Plans: the original goal was May but it would be desirable to finish them earlier in order to include them in WP 6 and also in order to work more quickly on the TAP
  - As soon as all regional recommendations are there they can be commented by everyone; WPL will distribute delivered and approved recommendations to all partners until mid December
- Transnational action plan:
  - goal 50 pages
  - approach: the Recommendations from the regions shall be checked for their transferability to the other pilot regions
  - Problem: this would be 6 regional action plans in parallel (not one coherent CE action plan)
  - The best recommendations from the regions shall be selected and the transferability shall be evaluated (in the form of a table in which transferability to the other pilot regions is selected as “yes”, “no” or “maybe”) - the pilot areas serve as an example from their cluster: presumably a suggestion that can be implemented in one pilot area can be implemented in the rest of the cluster – if it turns out that some recommendations are not transferable to other regions then they will be kicked out of the transnational action plan
  - Deadline: in order to present this in WP6, it will be necessary to have the outputs earlier than foreseen in the AF: at least draft documents should be ready in time for the study tours in WP6 (the the final and printed documents can be prepared a bit later)
- European Strategy:
  - The European Strategy must cover the entire CE region (not just a few pilot action regions) – recommendations should cover the entire area!
  - The recommendations should be sufficiently general (or abstract) in order to make sense for the entire CE area – we are talking more about guiding principles than about specific measures
  - Also all other outputs from ADAPT2DC should give inspiration to the European Strategy (not in the form of copy-and-paste but all pilot action evaluations and all the results from WP3 shall form the information base for coming up with a coherent and comprehensive strategy)
  - Deadline: goal to finish it by April (at least a draft should be finished by then)
  - We need to have the structure of the document as soon as possible in order to discuss on it (the entire partnership needs to discuss this as it is the central output of the project)
  - The next meeting of the SET team has to take place as soon as possible (in Erfurt) - There it is necessary to discuss the content of the European Strategy
- Next steps:
  - The next Regional workshops should be in winter/spring 2014
  - There, the European strategy should also be presented and commented by regional partners and experts and stakeholders
- Transferability evaluation: How about analyzing the welfare system setup of the individual countries in order to discuss the transferability of ideas: giving a brief (possibly visual) overview of which administrative level finances which infrastructure in your country – this would make it easier to decide whether any idea could be transferable to any other country (based on the notion that suggestions for any

infrastructure can only be transferred if they are set up similarly): the LP will send around a suggestion to comment on, if possible regional partners shall come up with similar overviews and be assisted in this task by the Strategic Experts

- Generally: It would be desirable to share the documents with all partners (not just SET team) so that everyone can comment – even in the draft / working process (not just at the end)
- Important: the European Strategy and Action Plan (and all other outputs of the project) must focus on efficient management of infrastructures !

## WP 6

- Capitalization and dissemination work package – not the idea to invent anything new
- Therefore project results are necessary as soon as possible – even drafts in order to use them in the e-book
- Strategic mailing list is fine (done for Delphi survey) – should be updated continuously
- If you participated in a conference (for instance a scientific conference) where you presented ADAPT2DC, please send the details to Livia to include in the database for WP6
- E-book:
  - Information from WP3, 4 and 5
  - Review questions
  - Orienting questions (will be drafted by ONEP and commented by partners) : the goal is that readers can assess the prioritization of their own needs via the orienting questions – then the e-book (at least in the web-version) can direct them to the section which is most relevant for them (there they can find good examples from the pilot actions, from the best practice catalogue, and also policy recommendations)
  - Including the policy recommendations and a range of techniques
  - Structure of the e-book: thematic blocks (network infrastructure and social infrastructure) with the infrastructure fields
  - A few new inputs (for chapter 2 of the e-book) will be prepared by ONEP based on previous research/studies
- Technical issues (e-book): Web-based (hypertext)
  - The technical department of ONEP is willing to help with the realization of this e-book
  - But a pdf will be available as well in order to download and print
- Timing issues: goal is to finalize it by end of February but we need the results from all other WPs
- Transnational study tours:
  - The number of transnational study tours shall be reduced from 6 to 1 (this will have to be included in the Request for Change!!!)
  - Transnational study tour: divided in two parts: methods of how to transfer information and content
  - Train-the-trainers approach: this event exists in order to teach the (national) lecturers how to disseminate the information in the national tours
  - Audience: all those who want to organize the national events (project partners and external experts) but also wider audience – goal: 60 participants
  - The WP leader can pay the travel costs for 3 “additional” experts per nation (evidently the travel costs of the partners are paid by themselves)
  - Discussion: how about including more “outsiders”, i.e. a wider audience than just the “national lecturers” – these could include project partners from other demography projects but mainly stakeholders from regions that are also affected by demographic change and that are interested in the issue of infrastructure (particularly including stakeholders from those regions that are not part of the project, Austria, Slovakia, ...)

- Set-up: one day would focus on “methods of knowledge transmission” and this would only be interesting for the national lecturers (who then lead the national study tours) – but two other days focus on content (this is the part that would also be interesting for outsiders): all topics (all infrastructure fields) of ADAPT2DC are presented consecutively, including suggestions for efficient management & cost saving (such as pilot actions) – ideally the external stakeholders would present the situation in their own region and discuss whether the presented suggestions would be feasible for them
- Date of Transnational study tour : probably beginning of May – LP will send around a doodle poll
- National study tours:
  - Led by national partners (with help from experts/”lecturers” who participated in transnational study tour)
  - Goal: 30 participants                      Timing: between May and September
  - Content: all 6 topics (short version of transnational study tour)