

CITYWATER – Benchmarking water protection in cities

1. Steering group meeting, 20 March 2013 at 10.15, Viikki Environment House

Participants

Steering group members:

Päivi Kippo-Edlund (PK-E)	City of Helsinki <i>chair</i>
Olli-Pekka Mäki (O-PM)	City of Turku
Mihkel Kangur (MK)	Tallinn University
Märt Holtsmann (MH)	Tallinn City

Other participants:

Anna Räisänen (AR)	City of Turku
Päivi Tirkkonen (PT)	Tallinn University
Gennadi Gramberg (GG)	Tallinn City
Kajsa Rosqvist (KR)	City of Helsinki
Tina Nyfors (TN)	City of Helsinki
Elina Häkkinen (EH)	City of Helsinki
Satu Viitasalo-Frösen (SV-F)	City of Helsinki

Meeting minutes

1 Opening

PK-E opened the meeting and the participants introduced themselves and their role in the project. It was concluded that the Citywater project is fortunate in having the steering group members and the project personnel representing both academia and civil servants.

The agenda of the meeting was accepted as such.

2 Steering group work

The role of the steering group was discussed. The steering group has four members (SG members listed in the attached slideshow), representing all partner organizations, however, the project personnel is more than welcome to participate in the meetings. It could also be possible to invite external advisers to join the steering group or some meetings to give expertise in current project topics.

The tasks of the steering group were decided to include monitoring the project according to set timetables and making decisions that have significant impacts on the project original objectives or budget. It was also concluded that the steering group will have at least two face to face meetings per year (arranged in Finland and Estonia by turns) complemented by internet meetings held either via email or video connections. Decisions to be made on a tight schedule (e.g. approving the reports and deliverables) can be done via email in case arranging a face-to-face or video meeting is not possible.

The problem with travel money for attending the steering group meetings was discussed already before the first meeting since none of the project beneficiaries has money budgeted specifically for the steering group meetings. Future steering group meetings will be held in conjunctions with other project events when possible to reduce the need of travelling. By alternating the location of the meetings (Finland and Estonia) the costs of attending the meetings can be spread more equally between partners. Each partner will be responsible in reallocating money in its partner budget for the steering group meetings (money for travelling and meeting arrangements). It should be noted that it is possible to reallocate money also between the budget categories as long as the total budget is not exceeded and the sum moved between the categories does not exceed 10% (and 30 000 €) of one or more categories at the project level. So the City of Helsinki should be informed about all reallocations.

3 Project overview

SV-F presented the actions of the project according to the approved project application. A preliminary timetable for the project was also presented. The timetable includes project activities and milestones as well as a reporting schedule for partner periodic reports and the official project reports. The timetable can be used by the steering group to monitor the project implementation.

4 Management plan

SV-F presented the outline of the management plan which shall be accepted by all the project beneficiaries. The idea of the management plan is to clarify the plans made in the project proposal and to serve as a supporting working document for the project personnel. For instance, the plan lists the objectives, tools and expected results of each work package and includes an evaluation chapter specifying indicators to be used to evaluate how well the project reached the original goals. The evaluation chapter can be used by the steering group to monitor the progress of the project. The draft of the plan will be sent to the associated beneficiaries and steering group members for comments and the deadline for sending comments is 19th of April. The deadline for submitting the plan to the Life+ program is 30th of April.

5 Communication plan and web pages

The communication plan draft and the preliminary webpage structure were presented by TN. The design of the webpage is currently being planned and on March 31st a temporary webpage will open. The final version with the project logo will be launched by 30th of April and will include information in English and Estonian as well as summaries in Finnish, Swedish and Latvian. The communication plan serves as a guideline for external and internal communication during the project and sets out the main goals and tools for communicating key messages and results. The communication plan can also be used as a monitoring tool by the steering group. A draft of the plan will be sent to the associated beneficiaries and steering group members for comments and the deadline for the comments is on 19th of April. The deadline for submitting the plan to the Life+ program is 30th of April.

6 Partnership agreement

SV-F presented the structure of the partnership agreement. A preliminary version will be sent to the associated beneficiaries by 4th of April and the deadline for comments is 12th of April. The final

version of the agreement should be ready on 19th of April and all signatures should be sent to Helsinki by April 25th. The final deadline for the signed agreement is April 30th.

7 Partners

The project partners presented their main activities and plans for the projects.

The work of Tallinn City is connected to storm water handling issues and preliminary plans for building a storm water handling solution in the botanical garden in Tallinn have been made. The botanical garden is a good site for the construction as the construction would provide a valuable addition to the garden as well as improve the water quality of the river Pirita. The problems caused by storm waters in the botanical garden are also well known and information on the purposes of the construction would reach a wide audience. Some of the project meetings planned to be organized in Tallinn could be held at the botanical garden as there are good meeting facilities in the garden and other project personnel could familiarize themselves with the planned construction site.

City of Turku will coordinate the storm water work package (WP3). Turku will also be responsible for organizing the study trip and will implement a storm water handling construction in Turku. Storm water working groups have been formed in Turku and Tallinn and Helsinki. The groups will discuss about and give recommendations on possible storm water solutions and sites for the investment in each city as well as provide expertise during the planning and construction phase. The groups will also make suggestions for interesting sites for the study trip. Given that the deadline for the report on the trip is in the end of September, the trip should be arranged in the end of August or beginning of September at the latest. Organizing the trip before the summer holiday season is hardly possible. One potential site could be the City of Malmö in Sweden which has several good examples of recent and established storm water solutions.

Tallinn University will conduct a survey about general public attitudes and willingness to protect the Baltic Sea. The deadline for the results of the survey is April 30th 2014. The work on the survey has started with gathering information and preparing the tendering process for the layout and technical solutions of the survey. The main question concerning the survey is how many people will be interviewed in each country. Two workshops on environmental communication will also be organized.

PK-E suggested that in the steering group meetings to come, the current and upcoming activities and issues could be earlier in the agenda as these issues are especially interesting and important to discuss thoroughly.

8 Upcoming activities in work packages

The study trip is the next scheduled project activity and the details of the trip will be discussed, decided and organized during the spring. Preparations for the storm water actions were already discussed.

9 Next meeting

The next steering group meeting was scheduled to be held in Tallinn on October 23rd 2013 starting at about 10.00. It was suggested that the meeting could be combined with a visit to the botanical garden to view the possible construction site of Tallinn City.

10 Closing

The meeting was closed and the day continues with lunch followed by the cost-benefit workshop.