



Minutes Kick-off ENIGMA

ENIGMA Kick-off meeting of **23 oktober 2013** , location STRIJP S, room Atelier, start 9.30 till 18.45.

Also be sent to

H. Zoetmulder, Antoinet Grips, Jacques Splint

1 Welcome and introduction by Irmo Kaal and Jan Josten

We have started the meeting by getting to know each other. Ton Elissen has organized a 'speed dating' session for that purpose.

2 Presentation WP1 by TU/e and Q&A

What happens if we don't find one single solution that fits for all cities?

The hardware / infrastructure of things will not be so difficult to find. Probably the societal challenges will be more of an issue.

It's difficult to predict, but an option is to have one platform with one procurement process, where the 5 cities can at the end address 5 different things/topics.

Are we specifying on what the platform is, or what it should bring?

That depends on what we will decide later. It doesn't matter what you make, but how you perform.

What will the role be of the cities in the second workshop?

Cities will not have an active role, but the results of the survey will be shared.

How can we use the experience of all the 36 people attending today, with very different backgrounds and expertise?

The expertise of quite some people of the group will not be used in WP1, and that's a loss. Something is missing here and this should be reconsidered. This also is the case in the other WPs and the activities should be divided in such way that the expertise of all organizations involved can be applied.



Why is a Workshop taking place in Ghent?

Because also other partners from outside of the consortium should be involved, and in Ghent on the 27th of November, many cities are joining and it's a good way to meet people.

3 Presentation WP2 by Lunds Universitet and Q&A

WP2 = Preparing a joint transnational PCP for SSL based smart public lighting solutions.

WP1 and WP2 depend from one another. That needs to be kept in mind for making the planning of both WPs.

Is there a common focus for WP1 and WP2 that would make the whole process more effective and efficient?

There is some duplication between both WPs, and that could be the common challenge.

WP 1 is about lighting and getting from a common challenge towards individual needs. WP2 is about the purchasing process. It's about how those two will meet: How will well-being knowledge (WP1) meet the process knowledge (WP2)?

Always keep in mind that the Call for Proposals was focused on ICT, not on lighting! This project is about Smart Systems! It's not about lighting, but about the (lighting) infrastructures. It should be focused on ICT applications, the ICT applications being used to improve the quality of life of the citizens and solve the challenges/reach the objectives.

The following actions should be performed:

Action 1: Define the link between WP1 and the SSL ERATE project.

Action 2: We need a common definition on the types of functional and technical specifications we are talking about within ENIGMA.

4 Presentation WP3 by AATRM and Q&A

At month 5 a pre-announcement on the upcoming PCP tender has to be published! Very tight schedule!

A common dialogue between WP1, 2 and 3 has to take place. There are some bottlenecks and there shouldn't be any incoherence. It's important for the outcome of the project that there is a clear coherence between the three WPs.. There should be made one common timetable/planning for all the WPs (now every WP has its own timetable).



How to meet the needs of different stakeholders?

It can be done by bringing together different companies that will work together on the procurement. Maybe not one company finds the perfect solution, but clustering these companies (a consortium of businesses) they can combine their ideas and find the perfect solution together.

Think out of the box!

5 **Presentation WP4 by EUROCITIES and Q&A**

Brainstorming exercise in groups of 4-5 persons – proposed ideas:
Brainstorm on 3 key features of ENIGMA that should be communicated

Communication:

- ◆ Communicate to cities what exactly PCP is.
- ◆ The information and focus of your communication depends a lot on whom your directing your communication to, the target group is important (cities, research community, within ENIGMA consortium or to externals) and if it's within the consortium, it's also different (politicians, experts, policy officers, etc.)

Events related to the topic of ENIGMA:

- ◆ SSL ERATE project has a list with upcoming events (e.g. Light&Building in Frankfurt 30-03/04-04 2014).
- ◆ Event on Innovative purchasing (AgentschapNL)
- ◆ Everybody has to send his/her events to Denisa from EUROCITIES

6 **Presentation WP5 by Eindhoven and Q&A**

Type of risks that can occur during ENIGMA:

1. Political
2. Social
3. Technical
4. Organizational
5. Juridical
6. Financial

"Homework" for the ENIGMA partners:

- ◆ Make a risk analysis of possible risks that you foresee that could happen during ENIGMA.
- ◆ The Lead Partner will then collect all these analysis and make one Project Risk Analysis to be able to prevent certain risks and act on time.
- ◆ Every 4 months all partners have to make this risk analysis (update the one you have already).
- ◆ Every 4 months a financial and substantive report has to be made by each



partner and to be sent to the LP. Once per year a project progress reporting has to be submitted to the EC. It's very difficult though, to write down financial and progress information a year later. Therefore, the LP will collect that data every 4 months, so that it's easier to get to this annual project progress report with a higher quality.

What about making also an analysis on the opportunities analysis? And to write down how you are trying to change your risk into a chance (challenge)?

7 Presentation by Miriam van Dommelen (financial matters)

Will cities be paid depending on the invoices the partner cities send to the LP?

No, that's not the way it works.

CP part = 75% co-financed by the EC (= investment in lighting)

The rest (25%) will be co-financed by the partner cities.

Eindhoven receives a pre-financing from the EC, the share per partner will be paid to each partner (email confirmation)

All partners will receive templates from the leadpartner for the reporting (before the end of month 4) .

Eindhoven will draw up and send a formal letter to the city partners and mention when each city will receive the first invoice and when the invoice has to be paid.

Question from Malmö regarding the depreciation of the amount form Investment; for the EC the investment is "subcontracting" paid for by the leadpartner. The city partners pay to the leadpartner their co-financing part. The way each city wants to administer this payment (e.g. via depreciation or else) is of no interest to the EC!

8 Process agreements regarding ENIGMA (changes and supplements on the CA)

Differences between the DOW and the CA.

Regarding the description of the Steering Committee and the Strategic Board there is a difference between the description as indicated in the DOW and the description as indicated in the CA. Decided is that the description as indicated in the DOW would have to be taken over in the CA.

Background excluded

Background excluded: If partners don't want that everything that is being developed/produced by them should get at the ENIGMA project disposal. So, if a party wishes to list specific background as excluded, it shall identify such as background at the attachment 1. The TU/e and Aalto excluded this



background already. TNO and Lunds Universitet would also like to use this opportunity.

Dissemination chapter (8.3)

In de CA is mentioned that "Publications and presentations shall be circulated to all Parties with sufficient time (30 days) for comments before being approved by the Steering Committee". This will not work.

- ◆ Dissemination at partner level. Each partner should respect the procedure of Article II.30.3 of the EC-GA and send the dissemination articles to partner Eurocities.
- ◆ Dissemination at project level. Each partner should have sufficient time to comment, but this should happen in a constructive and quick way.

Involvement of third parties (declaration)

It is important that it is clear if a party enters into a subcontract or involves third parties in the project (including affiliated entities) that also wants to declare costs. Before these costs will be declared this information should be shared with the coordinator. No partner has stated to make use of a third party declaring costs.

Financial responsibility tender

When the investment budget (subcontracting) is exceeded by a partner the partner is financial responsible for the budget overrun.