



Verslag Minute Steering Committee

Meeting of 27 maart 2014 , locatie Office Eurocities, kamer Room 1 aanvang 11.00 uur tot 16.30 u

1	Welcome, no items will attended	Action by:
2	Progress and planning WP1 to 4 <i>Every WP-leader gives a view about their WP and the planning of their WP.</i> WP5 shows the overall planning of the tasks and reports which have to be delivered of each WP-leader. WP1 WP1 is almost, 99%, ready. There is a final discussion of task 1.6 Elke gives a presentation of 1.6 Requirements Smart Lighting Solutions. Albertslund (Denmark) is an interesting case, concerning the way of procurement. (follow up of the city under the microscope and the next meeting is 17 September 2014). <i>Process-proposal</i> After the market consultations there will be another meeting, organized by WP2 and WP3. WP2 Have arranged all the market consultations with dates and time. In Brussels of the 22 nd April, Eindhoven must be present too. At the consultations, procurement people have to be engaged. <i>When the market consultations are finished, what happens next?</i> WP2 will collect all the information and organize a meeting with the cities of the results. WP2 will organize, an additional meeting, of task 2.8 between the the market consultation day and the launch of the call for tender.	WP1 WP2,WP3 WP2 ALL WP2



PCP-launch for 12 June:

All the information for this will be ready in the beginning of May. All the cities **Cities** have to evaluate the information and send this to the Commission. The Commission is just evaluating.
The cities need 2-3 weeks that their documents have to be approved.
Reine will inform WP3 and the cities for the validation.

What have the cities to prepare? Which information will be ready and when?

WP3 only need the validation of the documents of the cities. In the validation **WP3** the cities will mention requirements they need.

There must be a cooperation between WP2, WP3 and the cities, so an interactive way of communication.

To help the cities Ramon (WP3) will make a checklist with important information for the cities.

WP3 need the information of all the cities in the beginning of May. **Cities**

WP2 and WP3 will make a list of Q's and A's before the 4th April. WP2,WP3
The results of the market consultations will be ready in one week.

WP4

Denisa gives a presentation of the Workplan of WP4. (presentation is available at the Enigma site, Enigma Partner Space).

4.2 Knowledge exchange

Study visits. Start in Eindhoven? This can be combined with other activities.
The time will probably be in September.

4.2.2 Work- shadowing

This is a learning tool. In this case we will follow a person (or some persons) in his daily work. See with which stakeholders he works with, which departments are involved.

Denisa needs the input of the cities about meetings in which the cities are **Cities** involved.

WP3

Ramon and Catrina give short presentation of the 'call-document'.

Items:

- invitation for tender;
- Challenge brief;
- PCP announcement;
- Q & A's;
- Guide for applicant

WP2 will deliver information to WP3 for what is needed for the call for tender. **WP2**



WP2 will make an evaluation guidance.

Task 3.2 and 3.3 of the Timeschedule

The framework of all phases (0-4) will be ready before the launch. Also the requirements must be clear.

In the DOW the amount is mentioned for 3 phases, but we can discuss about the amount of each phase.

We can re-balance the phases's amounts. What is a good amount for phase 1?

The cities want to spend the most budget in phase 3.

Eindhoven will make a proposal which amount we will use in each phases. WP5

Eindhoven will launch the PCP.

3 Financial report

Miriam gives a short presentation of the financial issues. Based of the financial reports that the ENIGMA-partners have sent to Eindhoven.

Conclusion:

Keep in mind your budget! The staff costs are increasing.

ALL

Overrunning the budget is a problem for the cities their own.

4 Process proposal tasks arising out of main taska

The DOW is not always clear about who is responsible for the in the DOW mentioned tasks. The purpose is to make the appointment that the WP-leader has the final responsibility for the tasks that belong to their WP.

The tasks mentioned in the DOW are not always strictly clear.

WP-leaders have to talk more with each other than they do now.

There for we arranged skype meetings with the WP-leaders and the cities.

WP2 and WP3 have to give a detailed planning of the tasks and which kind of reports must be delivered. **WP2,WP3**

5 Other points

Launch

When will the launch of the tender takes places?

June is probably to soon.

WP2 and WP3 make a proposal of

WP2,WP3

1. launch in July: and what are the effects of delay;

2. launch in June: and what other aspect of planning will change.

The bidders have 60 days to respond at the launch.