



Project no. 517778

NET-TRACK

**NETworking Transport ReseArch Resources,
Competencies and Knowledge within the new boundaries of European Research Area**

Specific Support Action

**PRIORITY 1.6.2: Sustainable development, global change and ecosystems -
Sustainable surface transport**

Publishable final activity report

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Project coordinator name: **Dietmar Wurzel**

Project coordinator organisation name: **European Conference of Transport Research
Institutes**

Revision [Final]

This report covers the whole duration of the project. It completes the activity report made during the first reporting period by describing the main achievements of the second reporting period.

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Publishable executive summary

The NET-TRACK project “NETworking Transport ReseArch Resources, Competencies and Knowledge within the new boundaries of European Research Area” is a specific support action funded by the European Commission under the 6th Framework programme. It pursues the overall objective to exchange and transfer knowledge between different scientific Communities working in the transportation field with the view to establish lasting relationships between these communities.

In particular, the project aims to involve leading research institutes or Universities of New Member States (NMS), Accession Countries (AC) and Western Balkan Countries (WBC) in European transport Research Area through:

- the exchange of experiences in “research management”, especially in the field of programme and project management, and in financing instruments
- the exchange of best practices in “soft” research infrastructures” (such as databases, libraries, etc.)

These topics are seen as particularly relevant to have a wide overview of how transport research is organised, managed and performed in the 15 Member States (MS), 10 NMS, 2 AC and 5 WBC.

The project not only aims to focus on the identification of the differences between MS, NMS, AC and WBC but it also aims starting to check and share the different policies and trying to define some kind of guidelines in order to achieve a convergence of transport research in Europe.

This project is coordinated by the European Conference of Transport Research Institutes (ECTRI) and five of its members are participating: the Centrum Dopravního Vyzkumu (CDV), the Deutsches Zentrum für Luft- und Raumfahrt e.V. (DLR), the Institut National de recherche sur les transports et leur Sécurité (INRETS), the Kozlekedestudományi Intezet Kht (KTI), and the Statens Väg- och Transportforskningsinstitut (VTI).

The coordinator, Dietmar Wurzel, ECTRI Secretary is located at DLR Rue du Trône 98, B-1050 Brussels, Belgium, Tel: +32 (0)2 5000 846, E-mail: dietmar.wurzel@ectri.org . The project is managed by Caroline Alméras, email: caroline.almeras@ectri.org, tel.: +33 (0) 4 72 14 23 22.

To accomplish the above described objectives, the project planned the organisation of two workshops on the subjects of “Research Management” and of “Soft’ Research infrastructures” for the research institutions from the 18 NMS-, AC- and WBC-Countries active in surface transport research. These workshops should allow European experts to meet and exchange about their research approaches, skills and traditions, their theoretical framework and their methodologies and to build up a shared set of knowledge in the two chosen issues.

Before arranging the workshops, an inventory of NMS, AC and WBC Institutions (including State-owned research Institutes, Universities, Faculties, Research Institutes owned by industry, private consultants...) working in surface transport research was preliminary made with the view to identify the potential partners and analyze their characteristics, as well as their needs in relation to research management and soft infrastructures issues.

This inventory was elaborated by the use of the existing databases (Nordic Transport Forum, Transport Research Knowledge Centre, ERANET-Transport...), the knowledge of the ECTRI and other networks (SETREF - South East European Transport Research Forum, FERSI – Forum of European Road Safety Institutes, FEHRL – Forum of European Highway Research Laboratories), the contacts in FP6 and COST, and the National Contacts Points. It was updated all along the project duration. At last, 90 institutions were identified in total.

The first Workshop on research management took place on 22 and 23 June 2006 in Budapest, Hungary, at Mercure Metropol Hotel. It brought together 22 people, mainly chief executives and scientific directors, from 12 different countries (including 10 of the targeted countries).

The workshop was free of charge and lasted one day and a half. The first day dealt with the general aspects of research management with a focus on the organisation of the research activities within a research institute, the funding of research, the scientific moderation of a research institute, the value given to research. This day was moderated by Guy Bourgeois, INRETS Managing Director. The second half-day focused on the European projects related aspects such as the characteristics of the European Framework Programme projects and cohesion funds, the preparation and participation to European research projects, and the management of project. This second day was moderated by Josef Palfalvi, Scientific Director of KTI. At last there was a total of 7 sessions with 9 speakers.



Workshop on research management, 22 and 23 June 2006, Budapest Guy Bourgeois, INRETS, Chair of the first Day Sessions



Workshop on research management, 22 and 23 June 2006, Presentation by Ioan Cuncev, ASTR, Rumania

The second Workshop on soft research infrastructures (SRI) took place on 7 and 8 June 2007 in Ljubljana, Slovenia, at Grand Hotel Union. It followed the same format as the first workshop. This workshop brought together 20 people, mainly people responsible or in charge of the development and management of soft infrastructures. Some researchers and executives also attended. At last, people from 13 different countries including 7 of the 'targeted' countries were present.

The purpose was to discuss several aspects of soft research infrastructures (SRI) that are specifically related to transport research. Most particularly during two half days, the SRI landscapes both in Europe and US were presented in key note speeches as well as selected case studies on knowledge management system (KMS), database, and collaborative working environment (CWE). The idea was to present concrete cases, with speakers sharing practical experiences with the audience. Drawing on the expertise of the ECTRI institutes the following issues were dealt with: - SRI landscape both in Europe and the United States: current policies and initiatives, characteristics and differences, financing and funding issues.

After several exchanges and discussions, 3 case studies were finally selected: - Extr@web project (KMS), - International Transport Research Documentation (ITRD) Database overseen by OECD, - HUMANIST Network of Excellence CWE.

Specific issues on how to develop and implement SRI (like management, resources, maintenance...) and on the possible development of these infrastructures in the future (possible financial support and options for harmonizing and net-working these infrastructures) were also addressed. A poster session was added to the programme to give the opportunity to NMS, AC and WBC to present their SRI.



Workshop on soft research infrastructures, Ljubljana, 7 and 8 June 2007, Audience



Workshop on soft research infrastructures, 7 and 8 June 2007, Ljubljana, Presentation by Milos Kuret, Under Secretary, Slovenian Ministry of Higher Education Science and Technology

The outcomes of these 2 Workshops were seen as very successful: they were positive remarks made by the participants; the presentations gave a good overview of the convergence and divergence of the approaches developed in different countries. There were also interesting questions, good debates and lively discussions, and a good interactions/networking between people. Most of people attending showed an interest in intensifying the European cooperation in the near future.

These workshops also led to identify cultural, sociological or policy differences on research management and soft infrastructures through Europe. They also achieved the goal to exchange and transfer knowledge between culturally different scientific Communities of MS, NMS, AC and WBC and to establish lasting relations between these Communities.

The organisation of the workshops and the setting up of the inventory were supported by dissemination activities. Various tools have been created to inform about the existence of the project such as a leaflet, a general presentation of the project (in PowerPoint format) and a logo:



Some pens with the NET-TRACK logo have also been produced and broadly distributed.

The existence, results and achievements of the project was also disseminated through the ECTRI (<http://www.ectri.org>) and partners' websites, the ECTRI newsletters and the CORDIS website.

The information of the general public and stakeholders was done via an interactive, regularly updated and user-friendly NET-TRACK website available at the following link: <http://www.ectri.org/nettrack>.

The general awareness to NMS, AC and WBC, was increased thanks to the project dissemination in major European or International events. In 2006: the leaflets and pens have been broadly disseminated to a wide pool of scientific researchers and stakeholders, as well as to the general public during the events where ECTRI has a booth i.e. at TRB Annual session, Washington in January 2006 and 2007, at TRA Gothenburg 12-16 June 2006, at AET Strasbourg 18-20 September 2006, at ITS World Congress and Exhibition, London, 8-12 October 2006 and at OECD-ECMT JTRC Symposium, Berlin 25-27 October 2006. Oral information has also been systematically given on this occasion.

Regarding the plan for using and disseminating the knowledge, it is reminded that the objective of the project in the second year was to organise a workshop and share knowledge, not to produce directly scientific results. So to speak no results were directly published by the contractors.

The impacts of the NET-TRACK project have not only been seen as awareness and information exchange activities. These workshops also served the activities of the priority thematic area of European transport Research Area. i.e. encouraging transfer of knowledge and know-how and improving co-ordination between different scientific communities. By encouraging the participation of NMS, AC and WBC countries, ECTRI members initiated and facilitated future collaboration in various fields of research, in order to give a complete dimension to the intellectual and societal debate on the future of transport and traffic in Europe. NET-TRACK was instrumental in this endeavour.

Section 1 – Project objectives and major achievements during the reporting period

The general objective of the NET-TRACK project was to contribute to the realisation of the European Research Area in the field of surface transport by involving leading research Institutes of New Member States (NMS), Accession Countries (AC) and Western Balkan Countries (WBC) in current European research efforts.

For the second reporting period, the operational objectives of the NET-TRACK project were to put in place and finance specific activities that directly or indirectly promote this general objective.

These activities consisted in the updating and completion of the inventory of leading transport research institutions in NMS, AC and WBC-countries made during the first period, the organisation of a workshop on soft research infrastructures with the scientific community from Member States and identified organisations from NMS, AC and WBC, and at last the maintenance of the communication material for the dissemination of the project existence and results.

The inventory was mainly elaborated during the first year of the project. The features defined at that time like the names of the organisation and of contact people, the postal address and telephone numbers, website (if any), the thematic fields of research in transportation, the size of the institutions and the source of information were kept and updated. ECTRI and CDV were mainly involved in this activity. During the first year, about 60 institutions were identified. After the second year new desk research, 30 additional institutions were found and included in the final inventory made of 90 Institutions. This inventory as well as the survey answers received on Month 6 and the first workshop held on Month 9 allowed identifying the potential participants and identifying some of their needs for the second workshop.

Then the second activity of the project for the second reporting period was undertaken. It consisted in organising a workshop on soft research infrastructure with organisations from Members States (MS) and identified organisations from NMS, AC and WBC.

The specific aim of this workshop was to analyze how these infrastructures are organized and managed in Europe, to share experiences and to lay the foundation for the possible harmonization of the ways soft infrastructure are employed.

DLR, ECTRI, CDV and VTI were involved in this activity.

This objective was achieved: the Workshop on soft research infrastructures took place on 7 and 8 June 2007 in Ljubljana, Slovenia, at Grand Hotel Union. The workshop brought together 20 people, mainly people responsible or in charge of the development and management of soft infrastructures. Some researchers and executives also attended. These people were from 13 different countries including 7 of the 'targeted' countries. When inviting the people, the recommendations made by the Institutes in the survey answers were taken into account.

The workshop was free of charge and lasted two half-days. The purpose was to discuss several aspects of soft research infrastructures (SRI) that are specifically related to transport research. Most particularly during these two half days, the SRI landscapes both in Europe and US were presented in key note speeches as well as selected case studies on knowledge management system (KMS), database, and collaborative working environment (CWE). The idea was to present concrete cases, with speakers sharing practical experiences with the audience. Drawing on the expertise of the ECTRI institutes the following issues were dealt with: - SRI landscape both in Europe and the United States: current policies and initiatives, characteristics and differences, financing and funding issues. After several exchanges and discussions, 3 case studies were finally selected: - Extr@web project (KMS), - International Transport Research Documentation (ITRD) Database overseen by OECD, - HUMANIST Network of Excellence CWE.

Specific issues on how to develop and implement SRI (like management, resources, maintenance...) and on the possible development of these infrastructures in the future (possible financial support and options for harmonizing and net-working these infrastructures) were also addressed. A poster session was added to the programme to give the opportunity to NMS, AC and WBC to present their SRI, which was done by Slovakian and Rumanian colleagues.

At last, there were a total of 3 keynote speeches, 3 case studies, a panel discussion and a poster session. The general approach of the workshop was to have a 15-25 minutes presentation by a speaker from MS, followed by a 10-15 minutes open questions/discussion with the audience. The NET-TRACK project was presented by the project manager in the Welcome speech and the workshop introduced by the Workpackage leader. All WP partners moderated the open discussion with the audience and participated in the panel discussion.

Despite a reduced audience and technical problems encountered with the internet connection, the outcomes of the Workshop have been seen as successful: there were positive remarks made by the participants both in the evaluation forms and orally; the presentations gave a good overview of the diversity of available SRI and broad information on how these infrastructures are organized and managed. Various experiences were shared. There were also interactions/networking between people; people attending showed all interest in intensifying the cooperation with ECTRI.

At last, these activities were supported by communication tools.

The various materials created during the first year to inform about the existence of the project such as a logo, a leaflet, and a general presentation of the project (in PowerPoint format) were updated and used. New pens with the NET-TRACK logo have also been produced and broadly distributed. The existence, results and achievements of the project were also disseminated through the ECTRI (<http://www.ectri.org>) and partners' websites, the ECTRI newsletters and the CORDIS website. The information of the general public and stakeholders was done via the NET-TRACK website available at the following link: <http://www.ectri.org/nettrack>.

The general awareness to NMS, AC and WBC was increased thanks to the project dissemination in 2 major European or international events in Autumn 2006 and early 2007: at OECD-ECMT JTRC Symposium, Berlin 25-27 October 2006 and at TRB Annual session, Washington in January 2007.

The leaflets and pens were broadly disseminated to a wide pool of scientific researchers and stakeholders, as well as to the general public during these events where ECTRI has a booth. Oral information was also systematically given.

Some difficulties were encountered during the second reporting period in the activities performed.

Regarding the updating of the inventory, some desk researches were made difficult because of the non availability of information in English and non-understanding of the languages of the targeted countries. Others difficulties were related to wrong emails addresses of recipients or limited size of email boxes while sending documents.

Regarding the workshop, the major problems were to postpone the dates and later not to reach the expected participation of 35 people. The workshop was initially planned on 22 and 23 of March 2007. Unfortunately the programme elaboration was delayed, obliging to postpone the workshop to June.

After sending the invitations, 27 registrations were received and acknowledged. This was initially considered as a good result. However, some people could finally not attend (5 Serbian, 1 Albanian and 1 French colleagues) and informed very lately or even did not inform us, which reduced the final number of attendants to 20 people. The general lack of attendance may also be explained by one strong concern expressed by NMS, AC and WBC colleagues which was the difficulty to pay for the travel expenses, despite the fact that the workshop was taking place in NMS.

Some difficulties were also encountered with the speakers' attendance. 2 of them informed lately that they could not come, obliging to find some replacing people in a very short time.

A follow-up of the workshop in the form of survey has unfortunately not been set for time constraints, but is scheduled for November 2007.

Section 2 – Work package progress of the period

2.1 Workpackage 1 – Mapping NMS, AC and WBC transport research institutions

WP Objectives

This WP aimed at laying the foundation for the work to be undertaken in the Work Packages 2 – 4 by:

- Identifying the potential partners in the NMS, AC and WBC countries
- Analyzing the characteristics of these partner institutions, in order to better target the activities of NET-TRACK
- Contacting these potential partners to verify and complete the inventory of priority activities and information needs

The inventory of research institutes primarily meant to select the relevant potential participants in WP2 and WP3.

Progress towards objectives

The first task of this WP was to make an inventory of NMS, AC and WBC Institutions working in transport research. A significant work was done during the first year of the project, and especially the 4 first months to set up this inventory: 60 relevant institutions working in transportation research in 17 countries were then identified. The inventory consisted in one datasheet per country detailing the different identified institutions with some features.

We remind that 18 countries were targeted and were scanned:

- the 10 New Member States: Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia and Slovenia¹,
- the 2 Acceding countries: Romania and Bulgaria¹,
- and the 6 Western Balkan Countries: Albania, Bosnia-Herzegovina, Croatia, FYROM, Montenegro and Serbia.

¹ The countries are shown there following the groups of countries "NMS, AC and WBC" as they were classified at the time the proposal was submitted i.e.:

* NMS included the 10 Countries which joined the EC on the 1st of May 2004 (phase 1 of enlargement to the CEECs "Central and Eastern European Countries" + Malta and Cyprus)

* AC included Romania and Bulgaria (and Turkey)

* 5 WBC included Serbia/Montenegro, Bosnia- Herzegovina, Albania, Former Yugoslav Republic Of Macedonia – FYROM- and Croatia.

Further to the successive enlargement phase and also political change, the situation has evolved, and at the present time: the 10 NMS are now « Member States –MS- », the 2 AC, Rumania and Bulgaria, are the NMS from the 1st of January 2007 (Second phase of current enlargement). In addition, in the accession process, they are new candidate countries: FYROM from December 2005 (by Council decision of 30 Jan 2006) and Croatia -Start time June 2004 (Council decision from 20 Feb 2006) are now candidate countries. Regarding the WBC, Montenegro is independent from June 2006.

There was no limitation in the kind of Institutes included in the final inventory i.e.: State-owned research Institutes, Universities, Faculties, Research Institutes owned by industry, private consultants. However, 3 major criteria were applied to include organisations in the final list:

1. Focus: the core business had to be (scientific) research. Excluded were e.g. marketing consultants, engineering businesses or policy units merely using research results.
2. Size: no sharp limits were established, but it was assumed that businesses with a staff under 10 people would not carry out research management with any sophistication.
3. Content: the organisations should deal primarily with transport research. Institutes dealing in general terms with e. g. economic or environmental issues were not included.

The features defined during the first year remained the same i.e.:

- Name of the organisation
- Name of contact people
- E-mail
- Function
- Postal address
- Phone number
- Fax number
- Website
- Description of the Institute (Option), with for instance: thematic fields of activities in transport research, size of the organisation – number of researchers employed in Transport field –, legal statute
- Source of information

During the second year, the work mainly consisted in updating and checking all this information gathered during the first year. It was achieved by desk research or direct contacts. No physical meeting of the partners was necessary; the work was mainly done by electronic means.

The inventory was updated and checked on several occasions. A particular effort was done before sending the invitation for the second workshop. This task was carried out mainly by desk research on the Internet in order to update the e-mail addresses and functions of people already identified in the inventory. During this phase of the work, 20 contacts were updated and new contacts were added. The second workshop itself was also the occasion to verify the inventory; the participants were consulted to check the existing inventory and advise on eventual missing institutions. These direct exchanges were very fruitful and valuable, in particular for Slovakian, Slovenian and Macedonian list of relevant institutions. Besides, the members of the workpackage also remained attentive to any new information on new institutions they could hear about, they checked regularly their sources of information and provided the workpackage leader with any new information.

All information collected which was already registered and gathered in an excel table as well as the related mailing lists were accordingly updated.

At last, the final inventory resulted in a list of 90 research organisations, working in transportation research in 18 countries. The inventory consisted in one datasheet per country detailing the different identified institutions with some above described features.

The following table shows the distribution of the Institutions identified per country. The table includes a sub-division in university institute and 'others'.

Countries	Institutions identified	Of which	
		University institutes	Others
Albania (WBC)	3	1	2
Bosnia-Herzegovina (WBC)	3	3	-
Bulgaria (NMS – ex-AC)	4	2	2
Croatia (WBC)	6	4	2
Cyprus (MS – ex-NMS)	3	-	3
Czech Republic (MS – ex-NMS)	14	3	11
Estonia (MS – ex-NMS)	5	3	2
FYROM (WBC)	2	2	-
Hungary (MS – ex-NMS)	5	3	2
Latvia (MS – ex-NMS)	6	2	4
Lithuania (MS – ex-NMS)	4	3	1
Malta (MS – ex-NMS)	-	-	-
Montenegro (WBC)	1	1	-
Poland (MS – ex-NMS)	16	5	11
Rumania (NMS – ex-AC)	6	2	4
Serbia (WBC)	3	2	1
Slovakia (MS – ex-NMS)	3	2	1
Slovenia (MS – ex-NMS)	6	4	2
Total	90	42	48

The results of the inventory can be considered as satisfactory as it delivered a list of relevant research organisations covering most of the targeted countries and roughly corresponding with the size and importance of those countries.

This inventory served as a basis to contact the potential participants for the second workshop.

The second task of the WP aiming to prepare and send a survey to targeted Institutions was completed during the first year. The survey answers were exploited for the WP3 planned activities.

At the light of the above mentioned results, we consider that the objectives of the WP1 were achieved.

List of deliverables

Deliverable n°	Deliverable name	WP n°	Date due	Actual/ forecast Delivery date	Estimated person-month	Used indicative person-month	Lead participants
D1.1	Inventory	1	13	14	2.5	2,5	ECTRI
D1.2	Final report on the work-package including the inventory	1	24	25	3	3	ECTRI

List of milestones

Milestone n°	Milestone name	WP n°	Date due	Actual/ forecast Delivery date	Lead participants
M1.1	Survey	1	4	5	ECTRI

Deviation

The remarks made during the first year remain applicable the second year: they were no explicit deviations observed in the execution of the WP1, only some difficulties were encountered. In particular, some desk researches were made difficult because of the non availability of information in English and non-understanding of the languages of the targeted countries. In fact, some data were difficult to exploit as they were only available in the countries language (case for Czech Republic, Slovenia or Western Balkan Countries). Some email addresses of the recipient were also wrong and the size of recipients' mailboxes was very limited which created some problems with the sending of the second workshop invitation.

Efforts were pursued to find relevant institutions in Cyprus and Malta during the second year. These efforts were rewarded as 3 organisations were identified in Cyprus. For Malta no relevant partners could unfortunately be identified. A Maltese representative in the Programme Committee of the Transport programme of FP6 informed us of the existence of a research institute dealing with tourism. It was considered being not relevant for our purpose.

The milestone helped in the follow-up of the activities of the project as indicative stage to be achieved; the survey was produced on due date by the partners but was not delivered to the EC in a specific format.

2.2 Workpackage 2 – Workshop on research management issues

WP Objectives

This work-packages' activities aimed at organising a workshop on research management issues between the members of the NET-TRACK consortium and the targeted institutes.

The objectives of this workshop were:

- Learning from each other's research management skills and traditions
- Exchanging and transferring experiences in the field of programme and project management, notably on financing instruments

Progress towards objective

This Workpackage ended its activities in Month 12. The WP main objective was achieved during the first year of the project.

List of deliverables

Deliverable n°	Deliverable name	WP n°	Date due	Actual/ forecast Delivery date	Estimated person-month	Used indicative person-month	Lead participants
D2.1	Report on the workshop on research management	2	12	24	1.5	2	INRETS
D2.2	Electronic newsletter to targeted research institutes	2	12, 18, 24	-	1.5	2	ECTRI

List of milestones

Milestone n°	Milestone name	WP n°	Date due	Actual/ forecast Delivery date	Lead participa nts
M2.1	Workshop programme including the list of attendants	2	7 or 8	8	INRETS
M2.2	Prototype of the newsletter	2	10	10	ECTRI

Deviation

A follow-up of the workshop in the form of targeted (electronic) newsletters and a helpdesk, where specific questions can be answered or channelled into the ECTRI organisation has unfortunately not been set. Although a prototype of a newsletter was drawn up, it has not actually been put into practice for time constraints.

The project deliverable was ended with delay.

2.3 Workpackage 3 – Workshop on ‘soft’ research infrastructures issues

WP Objectives

This work package addressed major resource research institutions relied on when carrying out the scientific work: the so-called “soft research infrastructures”. “Hard” research infrastructures like laboratories or test facilities were not dealt with in this project.

The soft research infrastructures include datasets, libraries and informational databases or networks. For the moment, this is a field particularly fragmented. ECTRI did an evaluation in order to define what kind of soft infrastructures are available within the ECTRI Institutes and how other member institutes can use the available infrastructure. This evaluation was brought into the NET-TRACK project to help determining which facilities are most suitable for co-operation and integration.

The specific aims of this activity were:

- To organise a workshop on soft research infrastructure issues
- To analyze how these infrastructures are organized and managed
- To share experiences and to lay the foundation for the possible harmonization of the ways soft infrastructure are employed

Progress towards objective

This Workpackage started its activities in Month 13. Nevertheless, the survey answers received in Month 6 and the first workshop held in Month 9 allowed identifying and having contacts with the potential participants and identifying some of their needs for the second workshop. The information related to the WP3 contained in the evaluation forms from the first workshop was also exploited.

The gained experience of ECTRI in organising the first workshop was valued in the organisation of the second workshop. In particular relevant and useful information was released by ECTRI to DLR which was leading this WP3.

The WP objective was achieved: the Workshop on soft research infrastructures (SRI) took place on 7 and 8 June 2007 in Ljubljana, Slovenia, at Grand Hotel Union. In particular the request made by the EC project officer to organise the workshop in one of the New Member States was respected. The workshop brought together 20 people, mainly people responsible or in charge of the development and management of soft infrastructures. Some researchers and executives also attended. These people were from 13 different countries including 7 of the ‘targeted’ countries. When inviting the people, the recommendations made by the Institutes in the survey answers were taken into account.

To prepare the workshop, a physical meeting was organised on October 16th, 2006 in Brno (Czech Republic) at CDV’s headquarters by the WP leader, DLR, in presence of all WP3 partners i.e. DLR, CDV, VTI and ECTRI. The first part of this meeting was dedicated to the first year assessment of the project and the second part specifically dedicated to the next developments of the project, and in particular to the WP3. On this occasion the objectives of the WP3 were reminded, the resources (personnel and financial) detailed, and the WP3

activities defined. The time-schedule and tasks list for the actions to be undertaken were identified. This meeting allowed clarifying the coming actions, and starting the second phase of the project on good bases.

In addition, two informal meetings took place in Ljubljana around the workshop itself: one the day before the workshop in order to finalize the latest elements (preparation of the files, of the programme tasks-list with timing indication to moderator, checking of logistical organisation, technical material, room reservation, food and refreshments arrangements etc) and one after the workshop to summarize the outcomes and discuss the final steps.

The definition of the goal and programme of the workshop was jointly based on the needs/priorities expressed in the 20 survey answers, in the evaluation forms filled in by the participants during the first workshop and in the SRI knowledge of the workpackage leader and partners.

The selection of potential speakers was done with respect to the idea to strive to have half presentations done by MS experts and half by NMS, AC and WBC ones. Around 10 experts were identified and discussed between the partners and then contacted by emails and phone; a request was done to them to express their interest in the planned Workshop sessions; at least, 8 speakers mainly from MS were agreed upon. As planned in the technical annex, the presence of the speakers was financed by the project (travel expenses and subsistence).

The venue was decided by the Workpackage partners and further to the recommendations/preferences expressed by the participants in the first workshop evaluation form. The choice was between Ljubljana, Slovenia and Bratislava, Slovakia. The preference was given to the first one after checking the place accessibility, the hotels availability and prices, and the easy use of EURO currency.

Once the above achieved, three types of invitation letters were drawn up in function of the recipients: one for the 'interested' audience (identified as 'interested' because they answered positively to the survey or in the first workshop evaluation form), one for the 'other' targeted audience (namely all other Institutes identified in the inventory which did not answer to the survey or were not attending the first workshop), and finally one for the speakers.

These invitations to attend the workshop were respectively sent on May 14th, 2007 to these three groups of people. A reminder was sent on May 24th. This invitation included the workshop programme, a registration form and logistical information about the venue. The invitation sent to the speakers gave additional information both about their presentation and the necessary logistical arrangements to be made as their accommodation and travel expenses were taken in charge by the project. All these arrangements for speakers, but also for WP participants were successfully made by ECTRI. An invitation was also sent by email to the Commission project officer, who could unfortunately not attend the workshop.

The speakers were asked to provide their presentations by Monday 4th of June; this was supposed to allow the WP leader to re-orient the presentation in case of large deviation from or misunderstanding of the subject, which did not happen.

27 registrations were received and acknowledged from institutes from 15 different countries including 9 targeted institutes, which was considered as a good result.

The workshop was free of charge. It lasted two half-days. The purpose of this workshop was to discuss several aspects of soft research infrastructures (SRI) that are specifically related to transport research. Most particularly during these two half days, the SRI landscapes both in Europe and US were presented in keynote speeches as well as selected case studies on

knowledge management system (KMS), a database, and a collaborative working environment (CWE). The idea was to present concrete cases, with speakers sharing practical experiences with the audience. Drawing on the expertise of the ECTRI institutes the following issues were dealt with: - SRI landscape both in Europe and the United States: current policies and initiatives, characteristics and differences, financing and funding issues. After several exchanges and discussion, 3 case studies were finally selected: - Extr@web project (KMS), - International Transport Research Documentation (ITRD) Database overseen by OECD, - HUMANIST Network of Excellence CWE.

Specific issues on how to develop and implement SRI (like management, resources, maintenance...) and on the possible development of these infrastructures in the future (possible financial support and options for harmonizing and net-working these infrastructures) were also addressed. A poster session was added to the programme to give the opportunity to NMS, AC and WBC to present their SRI, which was done by Slovakian and Rumanian colleagues.

At last, there were a total of 3 keynote speeches, 3 case studies, a panel discussion and a poster session. The general approach of the workshop was to have a 15-25 minutes presentation by a speaker from MS, followed by a 10-15 minutes open questions/discussion with the audience. The NET-TRACK project was presented by the project manager in the Welcome speech and the workshop introduced by the Workpackage leader. All WP partners moderated the open discussion with the audience and participated in the panel discussion.

The programme is provided in the project deliverable linked to the WP3. The file distributed during the Workshop comprises the following documents: the above mentioned programme, a welcome letter, an evaluation form, the attendance list, the NET-TRACK and ECTRI leaflets, a pen with the NET-TRACK logo, general tourist's information on Ljubljana and Slovenia, and logistical information about the official dinner. A complete file was sent to the Commission project officer by normal mail.

The evaluation form was not foreseen in the technical annex of the contract, but was seen as a very valuable document for the workshop outcomes. Ten evaluation forms were filled in and given or sent to the organiser after the workshop. The content was examined and the results are delivered in the project deliverable linked to the WP3. The evaluation form is provided in the project deliverable linked to the WP3.

The supporting materials created for the first workshop such as templates for the presentations, lay-out for clip-name badges, place-name holders, folders sticky labels, and the tasks list for the Workshop (excel files) was used for the present workshop.

Because of last minute cancellations, the audience (including speakers) was finally composed of 20 people from 13 countries shared between about half people from NMS, AC and WBC and half from MS. The people came from institutes from the following countries: Belgium, Croatia, Czech Republic, France, Germany, Latvia, Netherlands, Republic of Macedonia, Romania, Slovakia, Slovenia, Sweden and United Kingdom. The attendance list is provided in the project deliverable linked to the WP3.

After the project, all presentations made by the speakers were reviewed and identically formatted in order to be distributed to the participants as proceedings and distribution of results. These presentations are all included in the project deliverable linked to the WP3.

Despite an unexpected reduced audience and technical problems encountered with the internet connection, the outcomes of the Workshop were seen as successful: they were positive remarks made by the participants both in the evaluation forms and orally; the presentations gave a good overview of the diversity of available SRI and broad information

on how these infrastructures are organized and managed. Various experiences were shared in order to lay the foundation for the possible harmonization of the ways soft infrastructures are employed. There were also interactions/networking between people; people attending showed all interest in intensifying the cooperation with ECTRI. Some selected pictures are included in the project deliverable.

At the light of the above mentioned actions, we consider that the objectives of the WP3 were mostly achieved.

List of deliverables

Deliverable n°	Deliverable name	WP n°	Date due	Actual/ forecast Delivery date	Estimated person-month	Used indicative person-month	Lead participants
D3	Report on the workshop on "soft Infrastructure" including a road map for further action	3	24	26	3	3	DLR

List of milestones

Milestone n°	Milestone name	WP n°	Date due	Actual/ forecast Delivery date	Lead participants
M3.1	Programme of the workshop	3	16	18	DLR
M3.2	Survey of specific tools	3	20	25	DLR

Deviation

During the WP3 meeting held in October 2006, the work to be done in the WP3 was defined and distributed among partners. On this occasion, it was decided that all logistical matters to be done in the frame of the WP3 would be undertaken by ECTRI instead of DLR. Accordingly, the coordinator suggested that the cost budgeted for DLR to this regard would be allocated to ECTRI. This was agreed by DLR. This represented a deviation to the planned budget, as the cost budget initially allocated to DLR for the workshop organisation was transferred to ECTRI. However, this redistribution of the work allowed achieving the planned activities of the WP properly.

Another deviation is that the Workshop took place in Month 21 instead of Month 18 as initially planned (on 22 and 23 of March 2007). In fact, due to unexpected delays in the elaboration of the programme and choice of speakers, the WP3 partners agreed to postpone the workshop in order to be able to properly finalise the workshop organisation.

The expected participation of 35 people was not reached as only 20 people attended. In addition, some people (7) who registered to the workshop did not show up (from France, Serbia and Albania). Therefore we may regret that the institutes from the following targeted countries were not represented: Albania, Bosnia-Herzegovina, Bulgaria, Cyprus, Estonia, Hungary, Lithuania, Malta, Poland, Serbia and Montenegro.

The reasons explained for not attending the first workshop applied to the second workshop. The main concern expressed by the NMS, AC and WBC people contacted before the workshop was the difficulty to pay for the travel expenses; unfortunately the project technical annex did not foresee such possibility. In addition, the Albanian colleague encountered problem with the visa delivering. Consequently, instead of being composed of $\frac{2}{3}$ people from NMS, AC and WBC and $\frac{1}{3}$ from MS, the audience was made of half people from MS and half from NMS, AC and WBC.

It was initially foreseen to have half presentations done by MS experts and half by NMS, AC or WBC ones. This objective was not achieved as it appeared that NMS, AC and WBC soft research infrastructures were not enough developed compared to the MS ones or simply do not exist. Accordingly, the presentations were only made by experts from MS and a poster session was added to give the opportunity to NMS, AC and WBC the occasion to present their SRI. In addition, some difficulties were encountered with the speakers' attendance. Two speakers informed very late they could not come obliging to find some replacing people in a very short time.

The follow-up of the Workshop which consisted in a survey could unfortunately not be conducted yet for time-constraints. However it is scheduled for November 2007, with results expected for December 2007.

As indicated in the first activity report, the milestones helped in the follow-up of the activities of the project as indicative stage to be achieved; they were achieved/produced by the partners with a little delay but not delivered as such to the EC.

2.4 Workpackage 4 – Dissemination plan

WP Objectives

The aim of NET-TRACK was not only to share the knowledge between the participants but also to reach broader public consisting of others institutions, research bodies, industrial stakeholders, media and public in general. In that way, this work-package aimed at disseminating information on the activities and results of the NET-TRACK project.

More specifically this WP aimed at:

- Widely disseminating the existence of the project and its results and achievements through effective material
- Developing an interactive and user friendly web site to inform the general public and stakeholders about NET-TRACK
- Increasing public awareness to NMS, AC and WBC, through project representation in major European and International events

Progress towards objective

Various tools created during the first year to inform about the existence of the project such as a logo, a leaflet and a general presentation of the project (in PowerPoint format) were updated and used during the second period. Some new pens with the NET-TRACK logo were also produced during this period.

The leaflet published at the early project stage (Month 2) was updated; it included the objectives and expected results of the project, and in addition the new planned date and venue for the second workshop. About 150 additional leaflets were produced in paper form.

Supporting materials created during the first project year for the Workshops such as templates for the presentations, lay-out for clip-name badges, place-name holders, folders sticky labels, and the tasks list for the Workshop (excel files), but also for the general use of the coordinator (letter headed paper, agenda, presentation templates for meetings,...) were adapted and used for the second workshop.

Again, as planned and to lower the cost of the dissemination, ECTRI used a part of its own communication material. In particular, the existence, results and achievements of the project were disseminated through the ECTRI (<http://www.ectri.org>) and partners' websites, the ECTRI newsletters. The CORDIS website was also used for advertising on the workshop.

The information of the general public and stakeholders was done via the NET-TRACK website available at the following link: <http://www.ectri.org/nettrack>. The leaflet and the general presentation of the project (in PowerPoint) were updated and placed on this Website.

At last the general awareness to NMS, AC and WBC was increased thanks to the project dissemination in two Major European and International events in 2006 and 2007: at OECD-ECMT JTRC Symposium, in Berlin 25-27 October 2006, and at TRB Annual session, Washington in January 2007. The leaflets and pens were disseminated to a wide pool of scientific researchers and stakeholders, as well as to the general public during these events where ECTRI had a booth. Oral information was also systematically given.

Information about NET-TRACK was also encouraged by the project manager or coordinator during the course of the project at any relevant occasions. In particular, the NET-TRACK project was clearly mentioned in TRB News # 251 issued in July/August 2007 (see <http://onlinepubs.trb.org/onlinepubs/trnews/trnews251europe.pdf>) and in ITRD Newsletter. Advertisement on the SRI Workshop was also done on the EGEE (Enabling Grids for E-Science) Website within Events section (See http://www.eu-egee.org/egee_events/events/wokshop-on-soft-researchinfrastructures/?searchterm=Soft%20research)

Moreover, an ECTRI delegation, in the name of President, Vice President and Secretary, reported on the NET-TRACK project developments and outcomes on the occasion of an appointment with Commissioner Potocnik in January 2007.

At the light of the above mentioned actions, ECTRI, as WP leader, considers that the objectives of the WP4 were achieved.

List of deliverables

Deliverable n°	Deliverable name	WP n°	Date due	Actual/ forecast Delivery date	Estimated person-month	Used indicative person-month	Lead participants
D4.1	Project Communication Material (Leaflet, Website)	4	3	24	1	1	ECTRI
D4.2	NET-TRACK's information in ECTRI Electronic Newsletter	4	(every 4 months)	24	1	1	ECTRI

List of milestones

Milestone n°	Milestone name	WP n°	Date due	Actual/ forecast Delivery date	Lead participa nts
M4.1	Project Logo	4	1	1	ECTRI
M4.2	Draft website	4	4	3	ECTRI
M4.3	Project website up-dated	4	12	12	ECTRI
M4.4	Project representation in at least 4 major European and International event	4	24	4, 9, 12, 13, 16	ECTRI

Deviation

A deviation in the “reporting” contractual requirements was stated in the first activity report. However this deviation was corrected in the second reporting period as follows:

The project communication material (leaflet, newsletter) which were produced in due date during the first period but not included in a deliverable due to a misunderstanding in the format, were formalized lately in a deliverable D.4.1 and sent to the EC.

All NET-TRACK’s information provided in the ECTRI electronic Newsletter during the frame of the project was compiled and included in the deliverable D4.2 and delivered to the EC.

As indicated in the first activity report, the milestones helped in the follow-up of the activities of the project as indicative stage to be achieved; they were all produced by the WP leader (ECTRI) in due dates but not delivered as such to the EC.

2.5 Workpackage 5 – Management of the project

See section 3

Section 3 – Consortium management

WP Objectives

The project management pursued 5 main objectives:

- To perform the administrative and financial management of the project according to the contractual obligations
- To coordinate and to support the Executive Committee
- To ensure the high quality documentation integration process including the reporting contractually required
- To monitor cost, performance and schedule related progress of the work packages
- To review, to update, to further develop and to implement the programme of activities to achieve the project

Progress towards objective

The project coordinator performed the administrative and financial management according to the contractual obligations, like distributing the EC funding to the partners and supervising the reporting (notably giving and requesting financial forms and audit certificates).

Regarding the general coordination and management of the project, the project coordinator strived to get in contact as often as possible with the partners to follow the work progress, and tried to give answers in the best time to any of the questions raised by the partners.

The consortium remained the same during the second year of the project.

The project manager was also involved in the activities of the WP1 and WP3 and consequently directly informed of the progress made. The involvement of the partners was good.

The project meetings were as frequent as needed. They were not made on a regularly basis, because of the small number of participants in the project. It was easier to have meeting on a case to case basis, regarding the needs of the project, but also to solve a number of issues by emails and phone contact exchanges.

The project second phase was launched by the mid-term project meeting held on October 16th, 2006 in Brno (Czech Republic) at CDV's headquarters in presence of CDV, DLR, VTI and ECTRI partners. The EC project officer was invited but unfortunately could not attend. This meeting was divided in two parts: a part dedicated to the first year project assessment and a second part dedicated to the next developments of the project, and in particular the WP3.

The first year assessment part of the meeting was prepared by the project manager; it aimed to assess the activities performed during the first year of the project and to deal with the current administrative and financial issues, and notably with reporting matters. It was also the occasion to define the project programme and activities, to detail the resources, to decide of the actions to be undertaken for the second year period. This meeting allowed clarifying a

number of points and coming actions, and starting the second phase of the project on good bases.

As mentioned in WP1 section, no physical meetings were necessary for the WP1. The work between the partners was done by emails and phone contacts.

The Executive Committee met on 2 occasions in the frame of the ECTRI General Assembly i.e on November 20 and 21, 2006 in Helsinki, Finland and on March 29 and 30, 2007 in Berlin, Germany. The preparation of these meetings was assured by the project manager. The Executive Committee was informed on the progresses of the project; No specific decisions were taken, the Committee only advised on this occasion to pursue the efforts.

List of deliverables

Deliverable n°	Deliverable name	WP n°	Date due	Actual/forecast Delivery date	Estimated person-month	Used indicative person-month	Lead participants
D5.1	Yearly progress reports of activities	5	12	14	0.5	0,5	ECTRI
D5.2	Financial audit certificates and annual financial report	5	24	25	0.5	-	ECTRI
D5.3	Final report	5	24	25	0.5	-	ECTRI

List of milestones

Milestone n°	Milestone name	WP n°	Date due	Actual/forecast Delivery date	Lead participants
M5.1	Management report	5	6	-	ECTRI
M5.2	Management report	5	18	-	ECTRI

Section 4 – Other issues

The other issues addressed by the project are the ethical and gender issues.

The project addressed the ethical issues in the elaboration of the database, notably regarding personal data. As planned in the technical annex, all personal data collected have been anonymously stored on a software tool duly protected. Access for data is reserved only for partners who collect and provide data, and the use is restricted to the purpose of the project.

As planned, none of the other ethical issues such as Humans beings, Humans Biological samples, genetic information, animals have been addressed.

To address the Gender issue, it was decided that the composition of the team of people participating in the project would take care of having a balance representation of male and female; indeed this was effective.

The gender issues have also been tackled during the organisation of the workshop. In fact the WP leader made sure that the determination of speakers and attendants was made in accordance with the equal access rules.

Annex 1 – Plan for using and disseminating the knowledge

Section 1 - Exploitable knowledge and its Use

The main objective of the NET-TRACK project during the second year of its implementation was to organise a Workshop with the help of information contained in an inventory that was elaborated in the initial phase of the project. Accordingly the result of the project is the workshop itself.

The inventory which was elaborated is a knowledge database. During the project it aimed at supporting the selection of Institutes, and may constitute in the longer run a reference document that could be exploited. However, no decision was taken in this sense by the partners for the time being.

Section 2 - Dissemination of knowledge

There is no dissemination of knowledge as such in the project.

Section 3 - Publishable results

The objective of the project in the second year was to organise a workshop and not to produce directly scientific results. So to speak no results were published by the contractor.