UrbanSCOPE
Urban Sustainable Mobility in focus: student education, community, involvement and participative planning (UrbanSCOPE)

1ST Steering Committee Meeting
Győr 25-26/11/2019

AGENDA

Venue of the meeting: (on both days)
Széchenyi István University, Management Campus Building, 1st floor (MC123)

Monday 25.11

By 10:00 Arrival of partners:
  • Introduction (Coffee, finger food)

11:00 – 12:00 First Session
Project Management – SIU
  • Open questions about agreements, payment
  • Progress and Interim Reports. Requirements for reporting, templates for keeping track of activities and spending, requirements for backup of the financial tables (contracts, invoices, payslips, staff time sheets, proof of payment etc), using Google drive, creating group email, plans and the proposals for the project logo and website

12:00 – 13:00 LUNCH and short tour around the university

13:00 – 14:30 First Session (continue)
Continue discussion on Project Management – SIU

14:30 – 17:00 Second Session
Project Overview – SIU & all
  • Discussion of premonitoring report, and discussion of answers from partners
  • Aims, activities, products, timeline: feasibility of the project plan - GANTT timeplan
  • Discussion: draft of the project implementation plan, creating of the frame of the quality management plan and the evaluation plan.

19:00 DINNER
**Tuesday 26.11.**

**09:00 - 12:30 Third Session**
Intellectual outputs (O1 & O2 in more details)

**IO 01: SUMP Research in selected case study areas – PRISMA**
- Aims of the research, final products
- *Preparation of the research tools (questionnaires, focus group schedules), guidelines for conducting all aspects of the research*
- Outline of the national research reports – GR, HU, DE
- Defining the case study areas in each cities
- Discussion of different methods: focus-groups, interviews, questionnaires - how many interviews per country – country reports: pages, structure
- Synthesis Report by PRISMA – pages, structure, transferability, translation
- *Time-plan for completing the tasks*

**10:30 - 10:45 Coffee break**

**IO 02 Action Plan for preparing SUMP scenarios in case study areas – SIU**
- *Establishing the Task Force (public meeting), organisation of Task Force meetings (defining the role of members)*
- Creating alternative SUMP scenarios – discussion
- Creating an Action Plan (consolidation and implementation of the most proficient scenario)
- Planning and mounting a campaign in the local society
- Connection with IO5 competitions
- Report in English and national languages.
- *Time-plan of the activities*

**12:30 – 13:30 LUNCH**

**13:30 - 18:00 Fourth Session**
Outlining the future implementation and first ideas on O3, O4, O5 and O6.

**IO 03 SUMP Learning Methodology – SIU & UU**
- Prepare the outline of the methodology, taking into consideration the different target groups (SIU)
- Integrating the AR and LBG tools in the course of the study, content, possibilities and preliminary options of the LBG tools (UU)
- Time plan of the activities

**IO 04 SUMP Learning Courses – TUDA**
- Preparation of the generic course, adaptation of the generic course
- Pilot-testing at TUDA, SIU and secondary education
- Time-plan of the activities
15:30 - 15:45 Coffee break

IO 05 SUMP Competitions – PRISMA
- First ideas on implementation, scope and rules
- Time-plan of the activities

IO 06 Publication of a Handbook for SUMP Learning – TUDA
- Aim of the Handbook, first ideas on implementation
- Time-plan of the activities

E1, E2, E3 & E5 National Workshops
C1 – Learning and Teaching Activity – implementation, first ideas

Evaluation and quality management plan – PRISMA
- Monitoring project progress (SCMs)
- Outline of the plan including the representatives of cities

Fix future appointments

Other issues & open discussion

19:00 DINNER
Map of the Széchenyi István University, and the location of the SCM (Management Campus Building)