

**European Co-operation
in the Field of Scientific and
Technical Research**

COST
Secretariat

COST 340/38

31 May 2002
Jan Spousta



Management Committee COST 340

Towards a European Intermodal Transport Network, Lessons from History

Subject: Minutes of the 5th Management Committee meeting held in Lisbon on 23-25 May 2002.

COST 340/38

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The 5th Management Committee meeting took place on 23+25 May 2002 in Lisbon under the chairmanship of Dr Merger, Chairwoman of the Committee.

The meeting was hosted by the *Universidade Nova de Lisboa*.

The other venues organised by COST 340 in the same location and period were Conference “Which European Transport System? Long Term Approaches and Perspectives” (24-25 May) and WG meetings.

1. OPENING

Mrs. Merger welcomed the participants.

Mr. Jan Spousta introduced himself as a new scientific officer of the COST 340 Action.

The MC meeting was attended by delegates from the following signatory countries: Denmark, France, Germany, Italy, Latvia, the Netherlands, Portugal, Romania, Slovenia, Spain, Sweden, Switzerland and the United Kingdom. The Czech Republic and Slovakia were attending with the status of observer. The list of participants is attached [see Appendix 1].

2. ADOPTION OF THE AGENDA

The agenda was adopted as proposed in the invitation.

3. APPROVAL OF THE MINUTES OF THE 4TH MC MEETING

The minutes of the 4th Management Committee meeting were approved without amendments.

4. INFORMATION FROM THE CHAIR, THE SECRETARIAT AND THE DELEGATIONS

4.1. Information from the chair

Dr Merger informed about the Joint Transport TC + MC chairs meeting, held in Brussels on 5-6 March 2002, where she presented the COST 340 Action.

4.2. Information from the Secretariat

MoU signatories

Mr. Spousta reported that in the last period following countries had signed the MoU: Sweden (06.06.2001), Portugal (13.09.2001), Belgium (signature procedure announced to COST Council Secretariat on 23.04.2002).

The Czech Republic and Slovakia submitted to this MC meeting their requests for participation in the Action and those were later approved (see 7).

Reimbursement & Meeting Planning Rules

Mr Spousta presented the new rules for reimbursement, valid since 1 January 2002 (applicable to all EC Directorates) and basic summary of deadlines for meeting planning and applications (valid for DG RTD). [see **attachment X1**].

4.3. New financial scheme

Mr. Spousta explained the proposed new financial and management scheme, which is due to start after the summer break. Action 340 was selected as one of the “pilot cases”. [for overview see Appendix 3]

5. WG REPORTS

WG chairmen briefly presented the progress of work since the last MC meeting and major tasks for the next period:

WG 3:

Information on current status of national bibliographical reviews, final reports should be completed during year 2003.

WG 4:

Information on papers which are due to be presented at the *13th International Economic History Congress* in July 2002 in Buenos Aires.

WG 5 (Dissemination):

The chairman reminded all participants to submit the materials asked for since the Paris seminar.

Common WG publication: COST 340 annotated bibliography. [see Appendix 4 (Doc. 340/37)]

Following Timetable was concluded:

- Supply of national data *September 2002*
- First data summary *December 2002*
- Publication of Bibliography *Summer 2003*

The book will be published by one of the project partners (in case of financing by the EC all the administrative procedures have to be followed). Number of copies has to be decided. It should be distributed free to all major libraries. Another option is to publish the bibliography on CD.

6. PLANNING OF FUTURE MEETINGS

Following Working Plan was approved:

<i>Date</i>	<i>Location</i>	<i>Conference Topic</i>
12-14 December 2002	Neuchatel (CH)	Building of European Road Network and its use (in common with: Tensions of Europe Programme - Mobility group) [see: Doc. 340/36]
May/June 2003	Milano (I)	Short Sea Shipping & Maritime Transport
Autumn 2003	York (UK)	Political and legal aspects of intermodal and transnational transport networks
?? 2003	(CZ) or (SK)	Development of Transport Network in CEE Countries
Spring 2004	Paris (F)	Final Conference

Organisational committees for the meetings were preliminary nominated:

Neuchatel – Tissot, Mom

Milan* – Pavese, Barzman, Sopper, Merger + specialist for Maritime Transport (Armstrong)

York* – Divall, Fremdling

Paris – Merger, Divall, Dienel

* Partly joint committee for both conferences

13th International Economic History Congress in July 2002 in Buenos Aires:

The COST 340 Action will be represented and presented by the following members: Tissot, Merger, Mata, Bonnaud, Carreras

Meetings funded from national sources:

France – first meeting was held in March 2002, evaluation of papers for Lisbon conference, budgetary issues (allocation)

Italy – Bibliography resume, preview of documents for final conference in Paris, budgetary issues

Concerning other countries, in the Netherlands most of the experts are engaged in COST 340 or Port of Rotterdam WG, in Switzerland and Romania irregularly meeting WGs, in Portugal exist 2 WGs, focused mainly on railway (Social issues, Engineering)

7. MISCELLANEOUS

- The day-to-day COST 340 homepage webmaster reminds all participants to use the template available on the page for the production of internal MC documents they send her for publication.
- Participation of Institut Jana Pernera (CZ) and Vyskumny ustav dopravny (SK): participation of those two institutions was approved.

The national delegates should take action towards their COST co-ordinators for introducing a formal request to sign the COST 340 MoU.

8. FINAL SESSION OF THE MC

The MC final session was held on Saturday 25 May (after the Conference).

8.1. Future events:

Mrs. Merger summarised the list of future events/actions:

- Buenos Aires - 13th International Economic History Congress (July 2002)
- Neuchatel – 12-14 December 2002
- Milano – May/June 2003
- York – October 2003
- Potential “East European” meeting in Prague or Bratislava – during 2003
- Paris – June 2004 – Final Conference

8.2. Conference *Regions, Nations & Globalization*:

Mrs. Merger informed about the conference *Regions, Nations & Globalization*, which will be held in Lowell, Massachusetts, on 26-29 June 2003. It will be organised by the Business History Conference and European Business History Association. The programme will focus trans-national discussion on various topics, incl. transport. Presentation of the COST 340 Action depends on availability of funding.

8.3. Call for papers – Neuchatel Conference and meetings

Dr. Mom asked the Action members to submit the proposals of their presentation by 30 June. The seminar will be organised together with the "History of mobility" group of the ESF funded programme *Tensions of Europe* led by the Foundation for the History of Technology (Eindhoven) for which the Neuchatel seminar should serve as a seminar.

8.4. Publications

It was concluded that contributions to:

Bibliography should be sent by 1 October 2002 to M.N.Polino.

Proceedings of the Lisbon Conference should be sent by 15 October 2002 to M.N.Polino. The following members were nominated to the editing group: Mata, Polino, Bonnaud, Merger, Divall

APPENDIXES:

Appendix 1 - Agenda and List of participants

Appendix 2 – Reimbursement & Meeting Planning Rules

Appendix 3 – New financial scheme for COST Actions (version March 2002)

Appendix 4 – COST 340 Annotated Bibliography [Doc. 340/37]

Appendix 5 – COST 340 Members List [Doc. 340/6 Rev.3]

Appendix 1 - Agenda and List of participants

COST 340

Draft Agenda

For the 5th COST 340 Management Committee meeting on 23 May 2002

- 15.00 **Opening and Welcome** Michele Merger
- 15.05 **Approval of the Agenda** “
Approval of the 4th MC Meeting Minutes
- 15.20 **Information from the Chair and the Secretariat**
M.Merger, J. Spousta
- 15.40 **Information of Working Groups Chairs:**
- WG 2 Intermodal Network Points H.L.Dienel
 - WG 3 Transnational Unimodal Networks R.Filarski
 - WG 4 L.Tissot
 - WG 5 Dissemination C.Divall
- 16.30 **Planning of publications and next conferences** M.Merger
- 17.00 **Preparation of Conference** M.Mata
- 17.15 **Miscellaneous**
- 17.30 **End of meeting**

Short meeting of the MC members will be held on 25th May evening (from 16.00 to 17.00) with the following agenda:

- Evaluation of Conference
- Information of Working Groups Chairs (cont’): WG 1 Transport Networks examined in the long term and at the scale of integrated networks and general movement’s axes L.Bonnaud
- Miscellaneous

List of participants

COST 340 MC Meeting - Lisbon 23-25 May 2002

<i>name</i>	<i>country</i>		<i>day 1</i>	<i>day 2</i>	<i>day 3</i>
Auphan	France			X	
Bastien	Portugal			X	
Bonnaud	France	MC		X	
Buyst	Belgium	MC*	X	X	X
Carreras	Spain	MC	X	X	X
Costa	Portugal			X	
Cruz	Portugal			X	X
Cuncev	Romania	MC	X	X	X

Debeusscher	France			X	X
Dierikx	Netherlands			X	X
Divall	UK	MC	X	X	X
Ferreira da Silva	Portugal	MC		X	
Filarski	Netherlands	MC	X	X	X
Foglarova	Czech Rep.			X	X
Fremdling	Netherlands	MC	X	X	X
Giuntini	Italy	MC		X	X
Hernandez Andreu	Spain		X	X	X
Kabashkin	Latvija	MC	X	X	X
Krantz	Sweden	MC	X	X	X
Kyncl	Czech Rep.	MC*		X	X
Lopes	Portugal			X	X
Lyth	UK	MC	X	X	X
Marnot	France			X	
Martins	Portugal			X	
Mata	Portugal	MC	X	X	X
Merger	France	chair	X	X	X
Meyer-Rath	Germany		X	X	X
Mom	Netherlands		X	X	X
Pavese	Italy	MC	X	X	X
Pinheiro	Portugal				X
Pivonka	Czech Rep.			X	X
Polino	France		X	X	X
Rallis	Denmark	MC	X	X	X
Ribeill	France			X	
Rollo	Portugal				X
Silva	Portugal		X	X	
Soppe	France			X	X

Tissot	Switzerland	MC	X	X	X
Tomsic	Slovenia	MC	X	X	X
Trischler	Germany	MC	X	X	X
Varlet	France			X	X
Zitnansky	Slovakia	MC*	X	X	X
Spousta	EC		X	X	X

MC* - nominated MC member, country signed MoU after meeting

Appendix 2 – Reimbursement & Meeting Planning Rules

Rules for cost meeting planning and reimbursement

1. Meeting planning

Type of meeting	Number of refunded participants	Date of application (before meeting)	Note
Ordinary	6 and more	3 months	Max. 2 delegates per 1 country (excl. MC chairman)
Small	5 or less	6 weeks	
Seminar – invited experts	General rules for “regular” members + up to 5 experts	3 months	Invited experts must submit C.V. and abstract (content) of presentation
Seminar – organisational expenses	Support for meeting room rental, promotion, publication	5 months	Funding from DG RTD budget

2. Reimbursement

Daily allowance (covering hotel, boarding, local public transport):
ca Euro 149.50 (in EU member states, different rate outside the EU)

Travel expenses:

Distance	Reimbursable fare	Note
100-400 kms	1 st class rail fare	(incl. EC/IC/TGV/night train supplements)
> 400 kms	APEX (or “Y” class) air fare	
Sea crossing	APEX (or “Y” class) air fare	
Car (private/company)	Equal to 1 st class rail fare if distance > 99 kms	(excl. supplements)
Combined travel (e.g. car + air or rail)	For air/rail see rules above, car “kms” can be refunded even if < 100 kms	Parking charges at airport /rail station are not refunded

It is of crucial importance to provide the requested information for reimbursements in order to speed up the payments for everybody in the group (reimbursement documents for all participants must be forwarded to the EC financial units together). Any information missing will block the process for all participants at a meeting and cause the secretariat extra work. Please **read** the reimbursement rules carefully and **fill out** the

forms and **sign** it on both sides **before** the meetings. The co-operation of all members was requested to reduce the burden of processing incorrect or incomplete reimbursement claims. These rules and rates are valid until the introduction of the new financial management scheme. For full details consult the documents on the COST web-page <http://cost.cordis.lu/src/documents.cfm>

Appendix 3 – New financial scheme for COST Actions (version March 2002)

PILOT PHASE: ca 5 Actions, starting mid-2002, covering period until the end of 2003
 COST Transport Pilot Action: COST 340 (Towards European Intermodal Transport Network: Lessons from History) [1 February 2000 - 31 July 2004]

1. PROPOSED SCHEDULE:

	<i>deadline</i>	<i>responsible</i>
* standard contract template	April 02	DG RTD
* Action workplan (July 02-Dec 03)	MC May 02	MC+Secr.
* Contract signature	Summer 02	coord+RTD

2. CONTENT OF CONTRACT:

- * standard financial rules (e.g. 2 partic./country, daily allowance E150/day)
- > 2002 budget balance + 1/2 year (?) 2003 budget
- * no further authorisation if in compliance with Workplan
- * covers only "scientific" venues (not "pure management")
- > WG meetings
- > workshops, seminars
- > overhead expenses 10 % (coordinator, bank charges)
- > publishing
- > other dissemination (conferences ...)
- * **expenses not contracted:**
- > MC meetings (if separate, but no extra budget)
- > evaluation
- > COST Secretariat > new tasks of scientific officer (more equal to FP)

3. FINANCIAL CONDITIONS

Pilot phase:	* up to 90 % in advance		
	* 10 % after annual statement		
Normal phase:	* 50 % in advance	or	* 90 % in advance
(<i>depending on duration</i>)	* 40 % in middle of Contract		* 10 % after annual statement
	* 10 % after statement		

Overhead expenses: ca 10 % (included in committed amount)

Appendix 4 – COST 340 Annotated Bibliography [Doc. 340/37]

One volume of collected essays, 21 chapters of approx. 50,000 characters and spaces maximum length, approx. 14-16 pages of 2,500 each, or 7,000 words.

1. GENERAL OUTLINE

Each chapter is dedicated to the historiography of one participating country, and assesses the research done on COST 340 main topics, i.e.

- transnational transportation networks
- intermodality and intermodal networks

and follows the same chronological outline:

- 1 - transport history before the steam age
- 2 - transport history until 1914
- 3 - the Interwar period
- 4 - the postwar period until the 80's
- 5 - recent developments since 1990

Under each heading, a systematic approach (by transport modes) is advisable.

Commented references are to be preferred to introductory remarks followed by a mere list of titles.

2. COMMENTS

Authors are requested to write concluding comments answering the following questions to allow a general assessment of the European dimension of the material:

How much does the literature stress on the following issues?

- 1) Transnational transport networks
- 2) Intermodality, intermodal networks and intermodality at transport nodes
- 3) Transport users ' perspective, transport mode choice problems
- 4) Long-term and 'overarching' studies which cross the defined chronological periods and cast light on the periodisation
- 5) Space scale: local and regional studies *versus* national ones
- 6) Transdisciplinarity – historical transport research focusing on topical questions and problems
- 7) Obvious gaps in national literature.

3. CALENDAR

Updated chapters including final comments should be handed in by October, 1st, 2002 as RTF files following the COST 340 Word Template (available on the day-to-day COST 340 homepage)

An editorial sub-committee will be nominated by the COST 340 Managing Committee to edit the volume, which should be printed by the end of the year 2003:

4. TENTATIVE TABLE OF CONTENTS, 25 MAY 2002

	Contents	Document code on the Cost 340 Day-to-Day homepage if available	Status
	National literature		
1.	A-Austria		Missing
2.	CH- Switzerland	340/18-Ch Rev.1	Ready
3.	CZ-Czechia		Missing
4.	D-Germany	340/17-D	Draft version
5.	DK-Denmark		Manuscript available
6.	E-Spain	340/17-E	Ready
7.	F-France	340/17-F	Draft version
8.	H-Greece		Missing
9.	I-Italy	340/17-I	Draft version
10.	Hungary		Missing
11.	LV-Latvia	340/17-LV	Ready
12.	NL-The Netherlands	340/17-NL Rev.2	Ready
13.	PT-Portugal	340/17-Pt	Draft version
14.	Ro-Romania	340/17-Ro	Ready
15.	SI-Slovenia		Missing
16.	S-Sweden	340/17-S and 340/18-S	Draft version
17.	UK-United Kingdom	340/17-UK	Work in progress
	International organisations literature :		
18.	maritime transport and roads: John Barzman	12.31.01	Missing
19.	air transport: H.L. Diemel	02.28.02	Missing
20.	rail transport: L. Tissot,	02.28.02	Missing

21.	eastern countries organisations: O. & D. Liusnea	340/35	Ready
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Draft version: prior to the project of a single volume. Chapters have to be redesigned to fit the pattern adopted in Berlin.

Work in progress: chapter follows the common pattern but is not ready for publication.

Appendix 5 – COST 340 Members List [Doc. 340/6 Rev.3]

COST 340 – Members List [31.05.2002]

Status of national signatures [03.07.2002]

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