**Project Kick-off and HEAT-tool Training**

**HEAT – Participatory urban planning for healthier urban communities**

**16-18 May 2018
Turku, Finland**

**MEMO**

The list of participants is available <https://drive.google.com/drive/folders/1LIWeYnc7_iPMbZQYutQgcpNPoSoBNUx1>

**Wednesday, 16 May 2018**

Kick-off meeting Part 1

**Venue: Aboa Vetus Museum – Billiard Room, *Itäinen Rantakatu 4–6***

1. Welcome and Introductions

The kick-off meeting was opened at 9:00 with the introductions of all participants representing seven partners and Central Baltic Programme as well as the greetings from the Lead Partner, Baltic Region Healthy Cities Association. This was connected to the Icebreaker activity.

1. Icebreaker – Hanna Dunning, Baltic Region Healthy Cities Association

This was included in the introductions.

1. Project Introduction – Karolina Mackiewicz, Baltic Region Healthy Cities Association

The project manager presented the overview of the project to make sure that all partners are updated about the project objectives, goals and expected results. The importance of the delivery of the promised outputs – contribution to the 4 integrated urban plans, was highlighted. The presentation, together with other materials from the kick-off is available in the shared folder: <https://drive.google.com/drive/folders/1g6Y41GhVWnKD_DjjMjMn3_tQ3NLiMN_0>

1. Project Implementation Information – Leena Telkkinen, Central Baltic Programme

After the coffee break, the project contact person from the Central Baltic Secretariat, Leena Telkkinen, gave the overview of the administrative requirements in implementation of the project. She informed the partners about the documents available on the programme’s website, [www.centralbaltic.eu](http://www.centralbaltic.eu), which can help in project implementation: programme manual, guide to project implementation, communication guide. The importance on the focus on results was highlighted. The modification as well as reporting procedures were explained. The first reporting is due 15 October, covering the period 1, i.e. 1 April – 30 September 2018.

The other important items in the presentation were: eligibility of the costs, staff costs reporting, incl. the reporting of the flexible working time and the use of the staff costs tool and tendering.

Afterwards, together with the project manager, the participants were led through the eMS to get the better overview what is in the system (especially their organization’s budget) and how does the reporting looks like. Due to the lack of time, the reporting was discussed again on Friday, May 18. The presentation of Leena is available in the same shared folder.

1. Bike Tour of Turku – on the new City Bikes

After the lunch, the participants were invited to the bike tour in the centre of Turku. This was organized with the use of the new Turku City Bikes, the system that was open on 1 May 2018. The aim of the trip was to get acquainted with the Turku’s cycling infrastructure and the system and to get to know each other better.

1. Introduction of the HEAT tool; evidence-based rationale – Pekka Oja, HEAT Core Member, UKK Institute, Centre for Health Promotion Research (retired)

After the trip and coffee break, the project partners were introduced to the HEAT-tool, i.e. tool on the economic analysis of the benefits from improved cycling. The tool will be used for the calculation in the project in the WP T2. Pekka Oja from UKK Institute, a member of the WHO HEAT core-team gave the presentation about the rationale behind the HEAT tool, the history of the tool development and brief introduction to the tool itself. The tool is available for free on the website <http://heatwalkingcycling.org/>

1. Close of Part 1.

The kick-off meeting closed at 16:30. The partners were invited to the dinner at the Roster restaurant.

**Thursday, 17 May 2018**

HEAT-tool training

**Venue: ICT City - *Joukahaisenkatu 3-5***

On Thursday, 17 May 2018 the partners took part in the training on the HEAT tool. The separate memo was prepared from that meeting. It’s available: <https://drive.google.com/drive/folders/14WTVClKCQKgILMdvC3Y40A69Bz5bU-Cd?usp=sharing>

**Friday, 18 May 2018**

Kick-off meeting Part 2

**Venue: ICT City - *Joukahaisenkatu 3-5***

The list of participants is available:

<https://drive.google.com/drive/folders/1LIWeYnc7_iPMbZQYutQgcpNPoSoBNUx1>

1. Wrap-up of the last 2 days – Karolina Mackiewicz, Baltic Region Healthy Cities Association

The Part 2 of the kick-off meeting was opened at 9:00 with the wrap-up from the two days. The partners were asked to share their learnings and conclusions from the HEAT training and say how the HEAT analysis will be conducted in their cities / region (location). The partners agreed that now it is the time to come back to their cities / organizations and discuss with the colleagues what is the key interest and what kind of questions they want to answer with the HEAT tool. In each location, the local workshops on HEAT should be organized and the calculation should be done by April-May 2019 to be presented at the seminar in Latvia.

As Turku University of Applied Sciences has the consultation for the HEAT analysis budgeted in the ‘external expertise’, it was decided that they will now prepare the tender.

1. Next steps in project implementation – HEAT analysis

The project partners went through the project plan and clarified the tasks and responsibilities. The dates for study visit in Stockholm were set for 17-18 October 2018 with the arrival on 16 Oct. It was decided that Hans Stoops will prepare the practical information, incl. the recommended hotels.

Steering Group – the partners were informed about the SG roles and asked to assign the member of the SG. The name, position and contact information (email, phone number) should be sent to Karolina Mackiewicz by Friday 25 May. The meeting of the SG will be organized in mid-June online.

Also the information about the FLC should be sent.

Each partner should check their budget. Karolina Mackiewicz will clarify some items in the budgets of Valonia and IBS.

The activities that should also be started immediately or soon:

* Collection of tools for participatory urban planning – responsible Valonia, will prepare the criteria on the evaluation of the tools. The tools (incl. simulations, games, applications etc. should be sent to Marja Tommola, marja.tommola@valonia.fi). The review should be finalized in 7/2018 and followed by the adaptation of the tool for planning workshops with citizens
* Stakeholders and initiatives mapping on the local and regional level – responsible Cykelfrämjandet, will guide the partners through the process, start in 7/2018, end 12/2018.

The partners went again through the reporting procedures in eMS.

1. Communication Strategy – Hanna Dunning, Baltic Region Healthy Cities Association

After the coffee break, the partners discussed the communication strategy which can be found at <https://drive.google.com/drive/folders/1g6Y41GhVWnKD_DjjMjMn3_tQ3NLiMN_0?usp=sharing> .

After discussing the Central Baltic Programme requirements partners discussed the specific project strategy according to the application’s Communication WP, as well as the logo. Anna Sampo from VALONIA volunteered to create a couple logo options by the end of May and share them with the partners.

Moving forward the following to-do list was created for partners - to send the Lead partner:

* Logos of partner organization in good quality
* Good quality free-royalty pictures to be used for promotion
* Information about contact person of the project –name and contact information
* Translated text for A3 Poster if partner wants it displayed in the national language
* Project Promotional Materials:
	+ Posters
	+ Roll-up
1. Final questions and comments

None

1. End of kick-off

After the lunch, the kick-off was closed.