



HEAT – Participatory urban planning for healthier urban communities

Project team meeting

18 June 2018

11:00-12:00 Finnish time, online

Participants

Karolina Mackiewicz, BRHCA

Hanna Dunning, BRHCA

Annika Kunnasvirta, Turku University of Applied Sciences (until 11:10)

Marja Tommola, Valonia

Andra Somelar, Institute for Baltic Studies

Hans Stoops, Cykelfrämjandet

MEMO

1. Update on the consultant tendering process

The Turku University of Applied Sciences was going through the tendering procedures to make sure that all requirements are being taken into consideration. Given the limited budget, the so-called reversed tendering for the HEAT consultation will be organized. There will be a fixed price and the offers will be judged according to: number of hours proposed (40%), quality (40%), price of the extra hours (20%). The University consulted all partners about their needs for consultation: some partners want to have only online consulting, while Tartu and Valonia want to have face-to-face meetings as well. The tender will be sent next week, open until the end of July, contract should be signed in late August. The services should be used until seminar in Jurmala in April/May 2019. Karolina will ask CB Secretariat if it is ok to include the UK-based consultant in the tender for the CB project.

2. Update on project communication

a. A3 Poster

Hanna sent out the finalized A3 poster that should be displayed in the office of each partner. If the partners want the translation, they should send the text to Hanna by the end of June. The website address will be added: www.heatproject.eu

b. Website tendering

1,5 weeks ago BRHCA sent the tender, so far one reply was received, the deadline is next Monday, 25 June. The website should be done by 15 September and be fully operational by the end of September. BRHCA will contact Anna Sampo to provide the information about the colors used in the logo, etc. Anna will come back from holidays in August – maybe some graphic will be needed for the website.

c. Media Excel

Hanna sent out the excel with the form for registering the media coverage for the report to the Central Baltic programme. All communication activities should be reported there. A copy of the file can be found in the shared drive.

3. Update from the cities

Tartu and Jurmala were missing from the call.

Hans reported about the situation in Stockholm – at the last meeting he informed the colleagues about the project and now the focus is on putting together good programme for September study visit. They have good connections with relevant participants and they expect a successful meeting. The registration should be done by the end of August <https://goo.gl/forms/2FECRVEVu5CTVdDX2>

Update from Valonia – on 23 August Valonia and Region Council will have the workshop on HEAT-tool for the representatives of the 13 municipalities from the Turku Region. The invited participants are traffic planners and health department representatives.

4. Update on the collection of tools led by Valonia

Marja is collecting the information about the tools that can be used during the planning workshops with the city residents. The tools should be participatory and relevant to the HEAT project. In her email, Marja included also a general questionnaire about the tools. The deadline is at the end of June.

5. Stockholm Study Visit (September 16-18)

The plan for the study visit looks as follows:

- Sunday, 16 September – city biking festival and networking event in the evening – the partners are encouraged to arrive on Sunday by noon to participate in the event – relevant for the advocacy and communication
- Monday, 17 September – seminar/workshops
- Tuesday, 18 September – project team meeting until noon. The partners are asked not to book the flights before 3 PM.

Marja reported that due to her study break, Mikko Koskinen from Valonia will be in Stockholm.

6. Next Skype Meeting

The next meeting will be organized during the 3 week of August, a doodle will be sent.

7. Any other business

In the autumn Hanna is going to pursue her Master Degree, meaning that she will leave the BRHCA and the project. Her last day in the office is on 3 August. Congratulations! ☺