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Document History

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1.0	Final version based on feedback and comments	30/06/09	O'Flaherty
0.1	Initial Draft circulated to the Consortium.	26/06/09	O'Flaherty



1. EuroPetition Project Policy Board 2

Date: 23 June 2009, Malaga
 Location: AC Málaga Palacio Hotel, Málaga, Spain



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¹ Attended PEC part 2 meeting only

² Attended PEC part 2 meeting only

³ Attended PEC part 2 meeting only

⁴ Attended PEC part 2 meeting only

⁵ Attended PEC part 2 meeting only

⁶ Attended PEC part 2 meeting only

	Oliva	Member			
Abla ⁸	Maria Martinez	ES Cluster Member			

1.2 Welcome and Minutes of Previous Meeting

NOTED: Welcome to all by Laia on behalf of I2BC and introductions by all Partners.

NOTED: Katia Pallucca is now the NESTOR PPB Member, in place of Giordana who has left. There were no other Matters Arising:

1.3 Project Status

NOTED: From the PEC meeting, the work is progressing very well, with the following 2 deliverables submitted to the DoW schedule:

- D2.2.1 EuroPetition Dissemination Strategy
- D3.1 EuroPetition Project Handbook

The following 3 agreed by the PEC2 to be submitted this month within the first period of the project,

- D1.1.1-EuroPetition User and Tech Requirements for all sites
- D2.1.1-Evaluation Criteria and Pilot Trials Monitoring Plan
- D2.3.1-Initial Viability Plan for Sustainable Operation

and the following 3 to be completed within the coming 3 months.

- D1.2.1-EuroPetition System Technical Specification.
- D1.2.2-EuroPetition System running.
- D3.2.1-Half-Yearly Monitoring Report 1 – HMR1 (Jan-Jun09)

NOTED: The Contract Amendment for the NAP name change from Napier University to Edinburgh Napier University, was completed with the Commission by formal letter.

1.4 Next meetings

AGREED: Next meetings:

- PPB3: Malmo, 0900 on 17-18 Nov 2009
 - Preparation for Interim Dissemination Event on 18th Nov as part of the Swedish Presidency pre-Ministerial meeting.
 - Demo system and prep of Mid-Term progress Report and Review
- PPB4: Rome, 20-21 April 2010 (Interim Evaluation Report)
 - To be finalised at PPB3.
- PPB5: Hague, June/July 2010 (Mid-operational trials)
 - To be agreed at PPB4.
- PPB6: December 2010 (End of project)
 - Brussels maybe for Final Dissemination Event and Final Review.

⁷ Attended PEC part 2 meeting only

⁸ Attended PEC part 2 meeting only

2. EuroPetition Project Executive Committee 2

Date: 23 June 2009, Malaga
Location: AC Málaga Palacio Hotel, Málaga, Spain
Attendees: As per the Policy Board.



2.1 Welcome and Minutes - Laia/Elena

NOTED: Review of status of PEC1 Actions - John

AGREED: All outstanding items will be covered in the agenda.

NOTED: Project Overview and Status.
As planned, two Project Deliverables have been delivered, 3 deliverables are due to be finalised today and submitted this month, and then 3 further deliverables will be completed and submitted before the next PEC meeting.
That will leave 10 more deliverables for the remainder of the project after PEC3.

2.2 User Requirements and Service Specification (WP1.1) - John

NOTED: Presentation on the results of the WP1.1 desk research, the resulting links are recorded on www.europetition.eu, and the draft deliverable D1.1.1 (EuroPetition User, PETI and Commission Requirements) to be delivered before the end of June 2009 (i.e. next week).

NOTED: The WP1.1 methodology complemented that of eMPower which focused on an user survey, whereas EuroPetition focused on the experience of running petitioning services.

NOTED: The research found many ePetitioning services, which were clustered as

- Campaigning Websites - best practice using ePetitioning as part of an overall campaign to engage people.
- ePetitioning Tools - shows the current functionality that EuroPetition will need to emulate and exceed.
- eGovernment Petitioning Websites - into which EuroPetition will directly and seamlessly feed its results, particularly the European Parliament's PETI, European Citizens Initiative (ECI) and various National and Local ePetitioning sites.
- Local Authority Mediated eParticipation Sites – where EuroPetition is located to ensure real eParticipation and direct input to the decision makers, building on Web 2.0 collaborative forums, plus Regional mediation and promotion.

- NOTED: EuroPetition is already in discussions to closely collaborate with various initiatives, such as Petities.nl for operation of the Dutch Regional Cluster, eMPOWER (another eParticipation Action project), the European Parliament PETI Petitions Committee Secretariat to dovetail with their online petitions site and procedures and increase awareness and the quality of relevant petitions, and with the European Citizen Initiative (ECI).
- NOTED: Feedback from the Pilot Cluster Regions indicates that there is much scope for EuroPetition to increase both local petitioning and europetitioning in all 5 of the Pilot Trial Regions except the Swedish region where they only want the europetitions. Cluster Members particularly wish to
- Grow the epetition process and eParticipation at a local level
 - Create awareness and raise interest amongst their citizens in europetitioning the European Parliament.
- NOTED: Based on the Clusters' requirements, the EuroPetition system will provide
- A very easy-to-use and friendly User Interface with 24x7 operational service availability.
 - Seamless interworking with
 - existing eParticipation systems,
 - other ePetitioning systems and tools.
 - European/National eGovernment Petitioning websites and procedures.
 - eMail and other notifications to other online systems
 - Security measures for all personal data usage and signatures collection to be compliant with all national and local regulations
 - Support for digital signatures.
 - AA Web Accessibility compliance.
- AGREED: To provide access to EuroPetition each Local Authority will have the branded EuroPetition Button link on their home page. This will provide
- a list of all local and europetitions in users' own language,
 - facilities for citizens to create their own local petitions or europetition.
- NOTED: Local Petitioning is carried out by petities.nl but is not formal in NL.
- NOTED: Malmo have a report from an external consultant on an analysis of their Viewfinder which is not working as they want it to in regard to the petitioners. Petitioners would prefer to use the Commentbox. A complete report on the acceptance of their local Malmöinitiativet together with their Citizen panel will be ready by November from the University in Örebro.
- AGREED: Grethe will circulate an English version of the Viewfinder report to Public-I and MAC within a few days.
- AGREED: There no significant changes required to the draft D1.1.1.(EuroPetition User and Tech Requirements for all sites) and that it should be completed and submitted this month as scheduled in the DoW.

2.3 Design and Develop EuroPetition System (WP1.2) - Paul

- NOTED: Design of the EuroPetition system is based on the understanding that:
- Each country's Euro cluster is responsible for determining if a flagged EuroPetition passes the correct criteria. However, in Sweden Malmö will be the moderator of the EuroPetition during the test period. When the test period is finished, a new discussion will be taken with the clusters. (They might even be interested in local petitioning....)
 - Each Euro cluster site will have a Citizenscape and Viewfinder to administer the Euro process
- EuroPetitions need to be summarised into English and passed across all Euro cluster sites for translation and to find duplicates. The alternative of using professional translators to ensure the translation quality in each language would be an expensive process that could impact on the sustainability of the service.
- The original europetition will always live at the local site
 - Each local site will have a list of all europetitions
 - Duplicate petitions will not be automatically merged but lead petitioners will be encouraged to join each others' petition or create a new europetition together

- NOTED: Process flow for a local petition that becomes an europetition. A lot of different people can flag a potential europetition. Cloned petitions will be moderated out. At local level – the system will deal with local petitions as per ePetitions. If it's flagged as a potential europetition then the cluster moderator will determine if it meets the PETI or ECI requirements.

- NOTED: Diagrams and detailed discussion of the EuroPetition Process. Issues that arose include:
- How/why will we detect duplicates ?.
 - First translate an europetition to English (as the central common language).
 - Should we use a common central translation to English.
 - How can we certify these as being correct ?
 - Turn-around time will be very important, and will be monitored for evaluation.
 - Tagging to common formats will be key to making the EuroPetition process a lot quicker.
 - Who holds/owns each europetition ? Petitions have to sit somewhere.
 - Overall: PETI and ECI are very different processes that will need to be dealt with separately and very differently.
 - PETI rules for petitions are clear and will be implemented in the system. Duplicates are not an issue for PETI.
 - European Citizen Initiative (ECI) procedures are being discussed but nothing much will happen until the Lisbon Treaty is ratified.
 - ECI's will probably introduce special requirements that EuroPetition will be able to accommodate and automate.
 - The EuroPetition system will support the creation of Team Petitions that can be marketed across Europe. Marketing related petitions will also be important. In all cases people will be asked if they want to join other petitions or not.

- EuroPetition will have a moderation process – a series of conversations between the various bodies. These will be manually moderated by the Cluster Leaders.
- EuroPetition will use various Social Networks as an integral part of its service.
- Account should be taken of practices and guidelines of organisations that run Europe-wide campaigns, such as Greenpeace. These organisations may also be able to generate EuroPetitions during the project.

AGREED: A Petition = Title + Text. All background will be held on the local site.
A petition can only have one target – local, National, PETI or ECI.
All EuroPetitions will be in English on one list at some site.
The system will support Teams of Petitioners, which will be stronger than individuals.

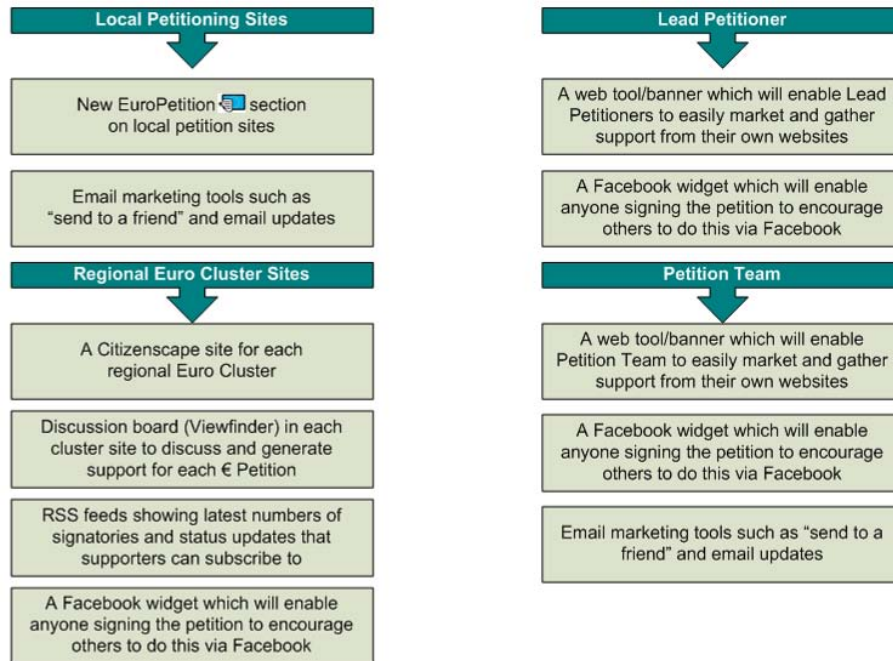
AGREED: The system will provide a rough translation of Petitions that may become europetitions. However only those that progress to europetitions will be officially translated. Tagging will help a lot on this. A Tagging Taxonomy will be developed as part of the Europetition system.

AGREED: For the ECI we will monitor implementation of procedures and ensure that relevant stakeholders are kept informed and aware of EuroPetition's capabilities and willingness to collaborate with them.

AGREED: We need to agree a list of target social networks. Paul to email all to list the Social Networks that each region wants to link in, and a list of the viral tools that should be included in EuroPetition.

NOTED: Malmo feel that Local and Europetitions are too separated, and presented their view of the EuroPetition process.
MS will coordinate the Swedish Cluster within the project, and as Cluster Leader will administer their europetitions. The Local Authorities do not have the will or resources to do such administrative work either during the project or subsequently. In Sweden, Malmo will run ePetitions as they have, and provide the EuroPetition Button, which will take europetition's inputs from all of Sweden.
Similarly in the Netherlands, Petities.nl will do the local petitions as they do now, and the EuroPetition Button will link into the Dutch EuroPetition service (based on the DK Travelling Widgets approach).

NOTED: The following EuroPetition stages and easily understood value-add for the citizen user, as well as Local, National and European Authorities. The system will add news updates and advice to Petitioners, using multimedia, videos etc.



AGREED: We will discuss our coordinated marketing at the next PEC meeting in Malmo. We need to have the right service and once it is available to work on its marketing.

AGREED: MS and PI will make a press statement there in the context of the Ministerial Conference.

NOTED: Excellent video on Petitioning the Scottish Parliament explains how the petitioning process works from petitioners' and politicians' viewpoints: at <http://scottishparliamentpetitions.blogspot.com/2009/05/launch-of-public-petitions-committees.html>

AGREED: Malmo will do a video on what makes a good petition. Also need to have a good text of what makes a good petition (ala GoPetition site⁹) and PETI requirements (ala the PETI website¹⁰). PI will start on the development of ePetitioning Guidance Notes.

NOTED: PI plan for Europetition development, focused on redeveloping the ePetitions code.

AGREED: Our project meetings will include the local and other cluster members to learn how to use the system and share their experience.

NOTED: The results of the WP1.2 (Design & Develop EuroPetition System) work will be documented in the next 3 months in the following deliverables:

- D1.2.1-EuroPetition First Prototype-PI-Jul09
- D1.2.2-EuroPetition System running-PI-Sep09

That will then lead into WP1.3 the “Installation and Operation of the 5 Pilot Trials” and the First Project Milestone in December 2009.

⁹ www.gopetition.com

¹⁰ www.secure.europarl.europa.eu/parliament/public/petition/secured/submit.do?language=EN

2.4 Status of Regional Clusters - Catherine

UK Cluster

NOTED: The UK Cluster has progressed quite a bit. The Cluster has 3 live sites (Bristol, Birmingham and Kingston) accepting local petitions. The remaining 2 sites (Norfolk and North Lincolnshire) will launch in September. Bristol has 13 live petitions, and over the 2004-2009 period generated 159 petitions and 64,000 signatures. Currently the petition “Reduce speed limit to 20mph where people live and work” may be a potential europetition. The first UK Cluster meeting took place in April, and the second will take place in July. The Cluster is evolving as an online community of best practice. They have developed an MoU (Memorandum of Understanding) for cluster partners.

AGREED Frasier will share the MoU to other clusters.

NOTED: Issues that have arisen in the UK Cluster include:

- How will EuroPetitions be displayed ?
 - Cluster members have no clear ideas.
- Host the Europets in Bristol or on each LA site. ?
- Version control of the ePetitions software.
- How do we deal with one person sending petitions all the time ? The “usual suspects” problem ! –
 - Maybe put in a code of conduct, or begin to use them as “community reviewers” to use them and keep them busy !.

Spanish Cluster

NOTED: The Cluster involves 3 municipalities – Malaga (0.5m population), Cordoba (0.3m), Abla (2k). Cordoba and Abla have done a lot on ePetitioning, particularly on Participative Budgetting (PB) for the last 3 years. The Malaga Committee on public participation initiatives is interested in PB and Europetitioning. All 3 are very keen on the project. The Cluster has already had their first Workshop. Paul attended. Some questions were on the motivations process. How to moderate the petitions. All 3 Municipalities want local petitions and europetitions to be separate. I2BC will moderate the europetitions. They have to decide who/how they will moderate them within the Local Authorities and provide the resources required. Moderation is a big issues. Marketing and communications will be critical e.g. Press Release to Politicians etc. Abla would like to link other existing eParticipation tools to EuroPetition. How will we integrate all these tools ?

Italian Cluster

NOTED: Vicenza will be the Italian Cluster. Nester will host and run the EuroPetition in UniRoma and will provide workshops on use of the system.

Dutch Cluster

NOTED: There is little interest in local petitioning systems in the Netherlands. The Open Source Petitioning system Petities.nl is funded by the Dutch Government and now has 6 Regional users (or “desks”).

The Dutch Cluster Members are much more interested in the Europetitioning. They do not want to have to allocate resources to support local petitioning.

There is a National Petitioning law – Burgerinitiatif, but there have been only 2 such petitions that made it to the Dutch Parliament. One on fireworks was denied even though it had 60k signatures. Authentication of signatures is a big issue.

DK will provide an EuroPetition widget on www.petities.nl for europetitions. They will put this on various sites as a “Travelling Widget” that can be placed anywhere. But they need to decide where the Dutch europetitions will actually live, and who will moderate the europetitions (DK or the Foreign Affairs Department of the Dutch Government). DK will develop this and will coordinate with PI to avoid duplication.

Swedish Cluster

NOTED: The Swedish Cluster will include Malmö, Gothenburg and Stockholm (the 3 biggest cities in SE) together with the Swedish Association for Local Governments (SALAR) who will reach out to all LA’s in Sweden. There is an increasing interest in EU matters, but they feel that awareness and education is essential. They are looking at linking up with Europa Direct that is in all Member States.

A Sweden Cluster meeting will take place in August.

AGREED: Now that the EuroPetition Cluster Members are confirmed, we need a map of the regional cluster partners across Europe.

AGREED: Broadly the Clusters are happy with the EuroPetition approach and thinking. This needs to be refined to link into the national petitioning systems in Sweden and the Netherlands.

PI will investigate the need for certified translations (biggest change).

All Europetitions will be in English and will be public to let people see them.

We need to meet and talk more with PETI to coordinate with their procedures and requirements, particularly when the new Committee Members are in place.

AGREED: We need to talk more on marketing and flesh out the marketing Widgets so the marketing tools available will be a lot of clearer.

Next PEC meeting will include a session on marketing and use of the system.

NOTED: Hamburg and Koln have projects on PBs, and might be interested in joining EuroPetition. They may be the basis of a new cluster. Grethe will follow up with them.

NOTED: PI confirmed that they are staffing up and can support this extra technical development and support work.

NOTED: Bristol and Malmo are on older and different versions of the ePetitions system. Once EuroPetition appears then all will have the same product and version. The PEC will become the user group for that and influence its development roadmap, moving from development phase of the current rewrite of the ePetitions system to a product support and upgrading path. PI are using a CodeIgnite framework OSS system to manage this process.

AGREED: When the EuroPetition system is installed and operational at each site (WP1.3), each user site will conclude an SLA with PI. If possible, the indicators used in the SLA will be embedded into the evaluation process

2.5 Welcome and Sharing of Regional Clusters' Activities - Elena



NOTED: Welcome and introductions to members of the Andalucian Cluster who joined the meeting on the second day. All are very excited and positive about the potential of EuroPetition for their citizens. Cordoba has much experience with Participative Budgeting (PB) and hopes to integrate EuroPetition with that and other eParticipation projects that they are running.

NOTED: The Cluster has already held a workshop. They will meet again in October when the system is working .

NOTED: Sharing of the other EuroPetition Regional Clusters' activities with the Andalucian Cluster Members. They then went to a separate room to consider their expectations and plans in parallel with the remainder of the PEC meetings. The feedback from their discussions included the following:

- They are happy with the pan-European relationship and activities of the project.
- They will create a network amongst themselves that will continue beyond the life of the project.
- They find it very useful to have politicians in their group.
- They are very keen to reach their citizens, connect through Social Networks and attend conferences that will help with this.

2.6 Pilot Trials Evaluation (WP2.1) - Peter

NOTED: Presentation and review of the EuroPetition Evaluation process, with the following key points.

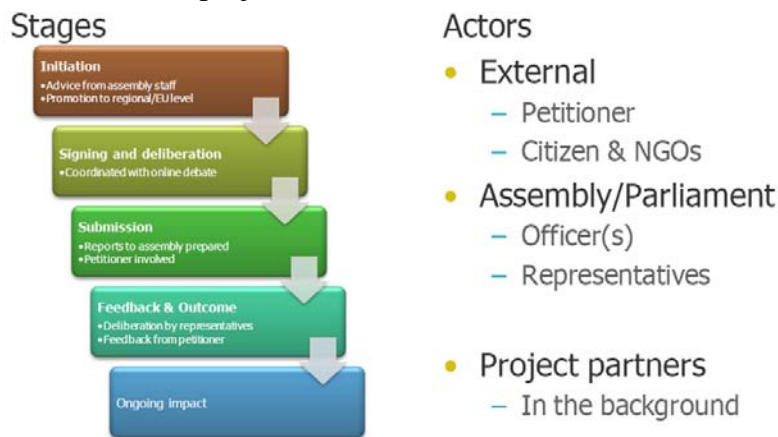
- Key inputs over the next six months:
 - Translation of questionnaires and surveys
 - guidelines too if necessary
 - Set up focus groups and citizens panels
 - Identify key actors in your organisation (names of people)
 - Want to contact people who have chosen not to participate
- NAP will provide
 - source material (in English)
 - guidelines
- Identify who will lead at regional level

NOTED: Review of 3 very interesting ePetition related-reports that have appeared in the last few weeks from the Scottish Parliament, CLG and MOMENTUM.

Some key findings include:

- There is a weak link between eParticipation and Community empowerment, but ePetitioning does have a strong relationship to empowerment.
- There needs to be coordination of the subjects of petitions across the eParticipation Action projects, and coordinated engagement with stakeholders (especially MEPs), and reuse of the many ePetitioning tools.
- There are no common indicators and metrics for assessing projects' progress, service adoption and overall impact.
- However it is not clear what will happen with these last 2 recommendations from MOMENTUM.

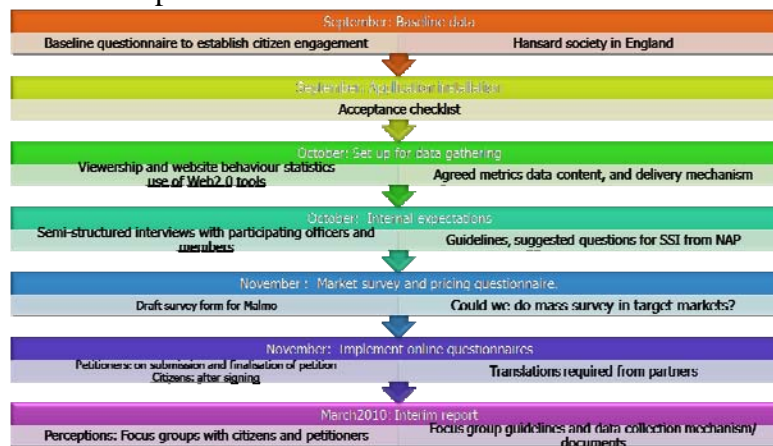
NOTED: Focus Groups and Citizens Panels will be important, significant and time consuming in the EuroPetition Evaluation process. The evaluation will use the following stages in the EuroPetitions project:



AGREED: The Purpose of Evaluation is to identify issues and fix them, measure progress against project objectives, assess acceptability and uptake, democratic impact and viability of the service.

AGREED: The scope of Evaluation is the Petitioning functionality only, and related Web 2.0 components such as CitizenScape and ViewFinder, only as far as they impact on the petitioning process.

NOTED: Timeline of Evaluation process between now and PEC4:



AGREED: A market survey will be prepared in time for the Malmö event (PEC3)

PEC4 will be organised to coincide with a “reality check” review by all Cluster Members of the Interim Evaluation Report in April 2010, before proceeding to complete the WP2.1 evaluation process to the end of the project.

AGREED: There no significant changes required to these evaluation plans, and that D2.1.1(Evaluation Criteria and Pilot Trials Monitoring Plan) should be completed and submitted this month as scheduled in the DoW. (Done)

2.7 Dissemination (WP2.2) - Catherine

NOTED: D2.2.1-EuroPetition Dissemination Strategy was completed by PI and submitted to the Commission to schedule before 31 March 2009.

NOTED: Dissemination at this stage of the project mainly focuses on profile for the project, whereas when the pilots are active it will be about awareness and marketing to citizens and others involved in the EuroPetition process.

NOTED: Detailed discussion of the D2.2.2 Interim Dissemination Event that will take place in Malmo on 18 November, as part of the lead up to the EU Presidency Ministerial meeting taking place there on 19-20 November 2009. The following were discussed and provisionally agreed (see also the Annex):

Nov 17: PEC3 0900-1800, to allow enough time to cover the agenda.

Nov 18: Pre Conference (jointly run by VINNOVA (Swedish Innovation Agency) and the City of Malmo). (250 attendees by invitation only). Afternoon will be 2 parallel programmes. One run by VINNOVA and the other by Malmo entitled “Citizen Engagement Across Europe”. As part of this there will be a 30 min session (moderated by Keith) on ePetitions for the EU Parliament. This will probably be presented by an MEP Chair or Member of the PETI Committee (but these are not in place yet so cannot be finalised).

There will be a 1 hour session making up the EuroPetition D2.2.2 Dissemination Event. The format, timing, composition of this is yet to be developed),

EuroPetition Partners will be invited to attend the 19/20 conference also if they wish.

There will be an Exhibition on 19/20 Swedish-based that will include Malmo’s existing ePetitioning service.

We will have a EuroPetition Exhibition in the Hilton foyer space.

Nov 19: Ministerial Conference on eGovernance (1200 participants, biggest event of SE Presidency).

Nov 20: Ministerial Conference on eGovernance Day 2.

There may be a political focus on European Citizens Initiatives at the Malmo Ministerial Conference as Ireland is likely to have just accepted the Lisbon Treaty in October 2009, allowing its ratification to proceed.

AGREED: Catherine will do a plan for the D2.2.2 Dissemination Event after Grethe comes back with the overall plans and timings.

Grethe and Keith will do a press release.
Grethe will book 20 rooms for Partners attending PEC3 and the Dissemination Event.

AGREED: John will develop and circulate the PEC3 meeting agenda in the coming week to help finalise the PEC3 timings.

NOTED: Discussion of other dissemination events and activities.

- There is a good eDemocracy conference/exhibition, eDEM, in the UK in Oct.
- EuroPetition flyersheets have been produced for the UK and Spanish Clusters.
- A new EuroPet brochure/flysheet is required to highlight the LAs and the University.

AGREED: PI will develop a 4 page A4 common EuroPetition brochure to be localised and customised by each Cluster Region. This will stress the EuroPet Button and an EU map of the Cluster Members. PI will also develop a specific EuroPet Button Flyersheet, and will update the Project PPT.

AGREED: Each region will develop, agree and bring their own marketing plans to Promote the EuroPetition Button, as well as promoting local and Euro Petitions (both PETI and ECIs) to PEC3 meeting in Malmo.

AGREED: PI will update www.europetition.eu with each of the regional inputs.

NOTED: There may be a second European eParticipation Day in late 2010. This could provide a forum for our Final Dissemination event.
The PepNET Blog could be a good place to produce content on EuroPetition¹¹.
The next MOMENTUM Newsletter will include a video interview with MEP Alexander, who was on PETI and very enthusiastic.

AGREED: John to provide a link to that video on www.europetition.eu once it is available.
Fraser to advise.

2.8 Plans for Sustainable Operation (WP2.3) - John

NOTED: Presentation on the draft D2.3.1 Initial EuroPetition Viability plan, that elaborates on the DOW and is based on results coming from WP1.1 and WP1.2, and its assumptions will be tested by the Pilot Trials in WP2.1.
The plan aims to deploy the EuroPetition service on a commercially sustainable basis to serve the need for ePetitioning to support democratic renewal and increased citizen engagement in democratic processes across Europe, by

- collaborating with the European Parliament to extend its PETI, ECI, and other services, such as EPLive, to regional level across Europe.
 - through this project and the eParticipation Action programme
 - and possible funding streams to support PETI's work and ECI implementation and use.
- Collaborating and feeding into National Initiatives to encourage adoption and support of the service on parliamentary platforms.

¹¹ On 1 July, I posted an item on the Scottish Parliament's report, and linked it to the EuroPetition project

- Winning National funding for these (e.g. in UK and NL).
- targeting Local Authorities in the “high potential” regions identified in D2.3.1 through local Business Partners
 - that are already supporting the Public-i web-service delivery platform and are members of the Public-i Business Partners Network.

AGREED: D2.3.1 “Initial Viability Plan for Sustainable Operation” is a good approach and should be completed and submitted to the Commission this month, as per the project schedule.

2.9 Project Management (WP3) - John

NOTED: D3.1 “Project Handbook, Logo & EuroPetition website” was completed by MAC and submitted to the Commission to schedule before 31 March 2009.

NOTED: Presentation on the first Half Yearly Monitoring (HMR1) covering the period January to June 2009 that is due to be completed and submitted to the Commission by MAC in July 2009.

AGREED: John will circulate the draft HMR1 for Partners’ inputs in early July. Partners will complete their inputs (mainly Person Days, Meetings attended and their work in each WP) well before the end of July, to allow completion and submission of the report by MAC before the end of July.

NOTED: www.europetition.eu has been upgraded to take-in and distribute RSS feeds. Its Partner Collaboration Area now has 13 Consortium Partners and 16 Cluster Members.

AGREED: The remaining Partners and Cluster Members will register themselves.

AGREED: Partners will actively upload relevant text in their languages onto the site, so that it becomes a truly useful repository on petitioning for Partners, Cluster Members and all other stakeholders.

NOTED: The www.europetition.eu Usage statistics to date are 360 Visitors & 1,500 visits on average per month, with an average visit duration of 5.5 minutes, but 80% of visits are less than 30 seconds, indicating that some users spend a long time browsing the site.

2.10 Any Other Business

AGREED: Thanks to Laia, Elena, John and I2BC for their hospitality, facilities and arrangements for this meeting.

AGREED: PEC meetings will run in conjunction with PPB meetings, so the dates will be:

- PEC3: Malmo, 0900 on 17-18 Nov 2009
 - The focus will be:
 - Preparation for Interim Dissemination Event on 18th Nov as part of the Swedish Presidency pre-Ministerial meeting.
 - Demonstrating the system and

- Preparation for the Mid-Term progress Report and Review due in January 2010.
 - John will circulate a draft agenda within 2 weeks to allow Partners determine if extra time is required for PEC3.
- PEC4: Rome, 20-21 April 2010 (Interim Evaluation Report)
 - To be finalised at PEC3.
 - Katia to confirm that the dates are OK in July
- PEC5: Hague, June/July 2010 (Mid-operational trials)
 - To be agreed at PEC3.
- PEC6: December 2010 (End of project)
 - Brussels maybe for Final Dissemination Event and Final Review .



3. Action List

The following is an aggregated Action List from both the Policy Board and Project Executive Committee Kickoff Meetings, held on 23-24 June 2009, in Malaga, Spain.

WP	Work details	Responsible Partner and Action	Status
	Deliverables D1.1.1, D2.1.1 & D2.3.1 due.	To complete and MAC to submit before the end of June 2009	Done
1.1	External report on Malmo ViewFinder.	Grethe will send an English version to Public-i.	Done
1.2	Tagging europetitions.	PI to develop a Tagging Taxonomy as part of the EuroPetition system	
1.2	European Citizens Initiatives.	John will monitor implementation of ECI procedures and keep relevant stakeholders aware of our capabilities and willingness to collaborate.	
1.2	Social Networks & viral marketing.	Paul to email all User Partners to list the Social Networks their region wants to link in, and a list of the viral tools that should be included in EuroPetition.	
1.2	EuroPetition Travelling Widget.	DK will develop an Europetition "Travelling Widget" for petites.nl & can be placed anywhere. Will coordinate with PI to avoid duplication	
1.2	PETI	We will meet with PETI to coordinate with their procedures and requirements, particularly when the new Committee Members are in place.	
1.2	ePetitioning Guidance Notes	PI will start on these & circulate to all Partners for their inputs.	
1.3	EuroPetition Button access.	Each Local Authority will have the EuroPetition Button link on their home page.	
1.3	Clusters' MoU's	Fraser will share the UK Cluster Memorandum of Understanding text to all Cluster Leaders.	
1.3	Europetitions will be in English	PI will investigate the need and best approach for certified translations of europetitions.	
1.3	SLAs	As part of EuroPetition installation, each user site will conclude an SLA with PI.	
2.2	D2.2.2 Interim Dissemination Event Malmo 18 Nov09	<ul style="list-style-type: none"> Grethe to circulate the overall plans and timings of the Malmo meetings. Catherine to then do a plan for the D2.2.2 Dissemination Event. Grethe and Keith will do a press release. 	
2.2	Possible New Cluster	Grethe will follow up with Hamburg and Koln who have projects on PBs, and might wish to join EuroPetition.	
2.2	"Good Petition" video.	Malmo will do a video on what makes a good petition.	
2.2	Marketing materials.	<ul style="list-style-type: none"> PI will develop a 4 page A4 common EuroPetition brochure to be localised and customised by each Cluster Region. This will stress the EuroPet Button and an EU map of the Cluster Members. PI will also develop a specific EuroPet Button Flysheet, and will update the Project PPT. 	
2.2	Web Site	PI will update www.europetition.eu with each of the regional inputs.	
2.2	MOMENTUM Newsletter MEP video on ePetitions.	<ul style="list-style-type: none"> Fraser to advise John when the video is available John will provide a link to it on www.europetition.eu 	
3.0	HMR1(Jan-Jun09)	John will circulate all for HMR1 inputs in early July. Partners will complete their inputs by mid July, MAC to submit the report before the end of July.	

3.0	www.europetition.eu	All Partners to actively upload relevant text in their languages onto the site.	
3.0	More hands-on Project Meetings	Future project meetings will include local and other cluster members to share their experience & expectations.	
3.0	PEC3: Malmo, 0900 on 17-18 Nov 2009	<ul style="list-style-type: none"> • Focus of PEC3 will be: <ul style="list-style-type: none"> – Preparation for Interim Dissemination Event on 18th Nov as part of the Swedish Presidency pre-Ministerial meeting. – Demonstrating the system – Preparation for the of Mid-Term progress Report and Review due in January 2010. – Coordinated marketing of the EuroPetition service • Each region will develop, agree and bring their own marketing plans to Promote the EuroPetition Button, as well as promoting local and Euro Petitions (both PETI and ECIs) to PEC3 meeting in Malmo. • John will circulate a draft agenda within 2 weeks to allow Partners determine if extra time is required for PEC3. • Grethe will book 20 rooms for Partners attending PEC3 and the Dissemination Event. 	
3.0	PEC4: Rome, 20-21 April 2010 (Interim Evaluation Report)	<ul style="list-style-type: none"> • Katia to confirm that the dates are OK in July • PEC4 will be organised to coincide with a “reality check” review by all Cluster Members of the Interim Evaluation Report, before proceeding to complete the WP2.1 evaluation process to the end of the project • Details to be finalised at PEC3. 	
3.0	PEC5: Hague, June/July 2010 (Mid-operational trials)	To be agreed at PEC3.	
3.0	PEC6: December 2010 (End of project)	Brussels maybe for Final Dissemination Event and Final Review	



Annex A: Draft Agenda for Malmo Conference

Preliminary programme:

eGovernment Research and innovation: Empowering Citizens through Government Services across Sectors and Borders

Wednesday 18th November

09.00 Registration and coffee

10.00 Opening address, **Mats Odell**, Minister for Local Government and Financial Markets

10.15 – 11.45 Plenum Session 1

A mature society: Citizens as Networkers with Governments on the Web

How digital technologies is invigorating our democracy, making eParticipation work for all. (On the OECD-report 'Focus on Citizens: public engagement for better policy and services)

Speaker to be confirmed

New Practices of the Citizens – on the edge of tomorrow

Madarasz Csaba, Managing Director at option.hu ltd, Member and IT leader at Central and Eastern-European Citizens Network

Discussion

11.45 – 13.00 Lunch

13.00 – 14.00 Parallel session 1

14.00 - 14.15 Break

14.15 – 15.15 Parallel session 2

15.15 – 16.00 Coffee with Interactive session: *"Citizens' Journey Through Europe"*

16.00 – 17.15 Plenum session 2

The future: Public Governance in the eUnion

Citizens 3.0 practice in the eUnion

Niklas Lundblad, European Policy Manager at Google, Member of the Swedish government's IT council

Panel - The new brave eGovernment world

Closing of conference

19.30 – Dinner at the Town Hall in Malmö, Hosted by VINNOVA and City of Malmö.

Parallel session 1 Wednesday 18th November, 13.00 – 14.00

1a) Bringing up Lessons Learned

What can be learned from all the early projects, prototypes and practices? Is it possible to pick up the lessons from the successes and some of the failures and see the pathways to promising implementations in a wider context?

Building knowledge for innovation, successes from lessons learned.

Su Maddock, Director, The Whitehall Innovation Hub, Sunningdale Institute, UK
What are the promising trends of the many trials and research based test implementation in the UK and where do we now see broad implementation plans here?

The eGovernment Award Cases: Lessons learned from the user and management vantage point

Kim Normann Andersen, Professor, Copenhagen Business School, Denmark
Many of us have been fascinated by eGovernment award winners throughout the last years. Which ones of them are still there, and more, - in regular use at the intended level? Why did they succeed?

Moderator: Eric Legale, General Manager, Issy Media, France

Host: VINNOVA

1b) Citizen engagement across Europe eRevolution – the way to energize engagement of young citizens?

Pricewaterhouse Coopers (PwC) is presenting a youth perspective on how to make digital natives involved in citizenship, contributing to and taking responsibility for a sustainable society.

Based on a survey including youth organizations and students e.g. the e-generation, we invite to a laboratory seminar.

Juniors within PwC

ePetitions for the EU Parliament – a vision or a reality?

Increasingly ePetitions are seen by citizens as a real method to engage with their democratic institutions between elections. A small step in petitioning can lead to big increase in participation and can be used as both a formal tool or just awareness

Chair: Keith Young, CEO Public-I, Brighton

Host: City of Malmö

Parallel session 2 Wednesday 18th November, 14.15 – 15.15

2a) Social Factors, Technology and Knowledge as Key Enablers

Some challenges must be dealt with transferring successful implementations for the few into ubiquitous services for the diverse "all of us". The speakers will focus on some of the main challenges that we all may expect to put some efforts into to obtain inclusive citizens' services for all in our countries and across the borders when needed.

Emerging web technologies and methods - shifting the eGovernment paradigms.

Ralf Klischewski, *Professor, Information Systems, German University in Cairo, Egypt*

Transition to the Network Society: Browsing, News, Filters and Citizenship The Power Shift

Gustavo Cardoso, *Researcher, Centre for Research and Studies in Sociology, University institute of Management, Social Sciences and Technologies, Lisboa*

Moderator: Karin Axelsson, Associate Professor, Linköping University

Host: VINNOVA

2b) Users in focus – eServices for all

The Norwegian government has made norway.no as a gateway to the public sector in the country. There they find the one-stop online service centre MyPage which offers citizens a secured interaction point with public agencies, presentation of personal data stored in public registers and the opportunity to submit online applications and notifications.

Jostein Fondenes, *Head of Department, Department for IT Management and Development*

Include all by Internet!

New technologies have the potential to create more transparent and responsive government, enhancing freedom of speech and access to information. How can we reduce digital divides and maximize digital opportunities.

Social Media's Impact on Politics -

When a politician can become humanized to their political base, they have a greater chance of being elected or re-elected, passing bills, and becoming a more effective leader. Social media enables this intimacy. Through social media, a politician is not some cold, unfeeling representative in a distant capitol, but someone that talks to people in their own language, keeps them up-to-date, and is seen as transparent and authentic.

Holly Hoffman *is a young professional living and working in Corpus Christi, Texas. She is the founder of WorkLoveLife, a site of musings, rants, diatribes and commentary on corporate and start-up life.*

Host: City of Malmö