

Union of the Baltic Cities

## Inclusive and Healthy Cities Commission

### Minutes of extra meeting

Espoo, Finland, 28 October 2016, 9.30 – 11.10

#### Participants:

Wedin Hansson Lina, Sustainability Manager, Trelleborg (Chair)  
Jozefczyk Jaroslaw, Deputy Director, Gdynia (Vice-Chair)  
Kuzminski Damian, Civil Servant, Gdansk City Hall  
Stec Katarzyna, Deputy Director, Gdynia  
Bohl, Ann-Karin, Business Developer, Karlstad  
Helgerud Lina, Public Health Strategist, Karlstad  
Mockienė Lina, Chief Specialist, Kaunas  
Motiejūnaitė Kristina, Director, Kaunas  
Kree Sirje, Director, Tartu City Government  
Väljaots Piret, Tartu City Government  
Hansson Lovisa, Youth Forum, Trelleborg  
Hultqvist Anton, Youth Forum, Trelleborg  
Merra Martti, Director of Sports and Youth Services, Espoo  
Grönmark Nina, Contact Manager, Espoo  
Forstén Annika, Senior Planning Officer, Espoo (keeper of the minutes)

### 1 Opening of the meeting and adoption of the agenda

The meeting was opened by Lina Wedin Hansson, Chair of the Commission. The meeting adopted the agenda with a few changes (taken into account in the minutes).

### 2 Election of two scrutinizers of the minutes

Lina Wedin Hansson and Jaroslaw Jozefczyk were elected scrutinizers of the minutes.

### 3 Summary of activities of the Inclusive and Healthy Cities Commission 2016

Jaroslaw Jozefczyk presented the structure of the Commission. The Commission can be described as having three kinds of member circles:

- a first circle, the core group: long-term active members, who bring stability and continuance to the work of the Commission,
- a second circle of participants: members interested in stable and long-term participation, but who are less interested in being a part of the core group,

- a third circle of participants: members who attend activities occasionally and who are less interested in long-term engagement.

Jaroslaw stressed that the Commission is inclusive: all types of members are welcome to participate in the work.

Jaroslaw presented a summary of the Commission's activities in 2016. During the year, the Commission has had three meetings: a study visit to Karlstad, an annual meeting in Trelleborg and an extra meeting in Espoo. The meeting concluded that the exchange of knowledge and practices done at these meetings is a core interest for the Commission. Open social spaces has been a key theme of the year.

Lina brought forth that the Commission's activities and themes got publicity in the recent Union of the Baltic Cities Bulletin, which had Inclusive and Healthy cities as a theme. The bulletin also included stories from cities that aren't involved in the Commission, which is of high importance.

#### **4 Communications and social media in 2017**

The meeting discussed how the structures of communications and share of knowledge within the Commission could be improved. The meeting decided to work further on the following issues:

- defining platforms for internal communications: at least a closed Facebook group will be established. Other options will also be looked into.
- enhancing external communications: developing the information on the UBC website, so that the information about the Commission's agenda and objectives is easy to reach and attractive.
- having a shared hashtag for the Commission's meetings.
- Trelleborg will complete a suggestion for communications plan, which takes the ideas of the meeting into account.

#### **5 Action plan for 2017**

Jaroslaw Jozefczyk presented an analysis on how the Commission currently works: cities work on their own agendas at home and come together at the UBC meetings to share their work with other cities. The next stage could be to identify cities' joint interests and to start working on those joint issues at the meetings.

Lina Wedin Hansson suggested that the next meeting could be structured as a workshop for identified joint issues. Ann-Karin Bohl suggested three themes for the workshops: social services and social work, public health and sports (prevention) and collaboration between city and third sector. The meeting agreed on going forward with the plan.

The meeting discussed on which level the subjects for the workshops should be narrowed down. The meeting concluded that the Commission's work needs more focus and that the topics should be specified, but not to a degree where it starts to restrict the generation of new ideas.

Martti Merra suggested that the Commission chooses 3-5 topics for the workshop meeting. Lina Wedin Hansson suggested Open social spaces and Ann-Karin Bohl suggested social work as

topics.

The meeting discussed working methods for the workshops. Jaroslaw Jozefczyk suggested service design as a working method and Ann-Karin Bohl suggested future workshops. Lina Helgerud suggested that the meeting should be prepared via Skype meetings. Sirje Kree suggested that the topics should be collected well in time before the meeting so that the right people, in the right roles, can be invited to the workshops. Especially workshop leaders should be appointed well in time before the meeting. Ann-Karin Bohl presented that both users, operational staff, managers and strategic staff should be represented at the workshops.

The meeting discussed what outcomes are expected from the workshops. The meeting concluded that exchanges on different levels is the objective: depending on the subject and interest everything from job shadowing to e-mail contacts is valuable.

The meeting decided to arrange the workshop meeting in Trelleborg. Trelleborg takes the lead in the arrangements.

### ***Erasmus+ project on inclusion and integration of migrants***

Lina Wedin Hansson made a suggestion for a joint Erasmus+ project on inclusion and integration of migrants through sports and culture. The project would enable exchange between youth and also be a way to learn how to better organize inclusive events. The project call is in February. Trelleborg would be the project leader and make the application. Lina Wedin Hansson suggested that the project could be planned in collaboration with the Youthful Cities Commission.

Espoo expressed its interest. Other cities will take the discussion home and return with their answers. The meeting agreed on having a planning meeting on Skype on the 15<sup>th</sup> December 2016 at 2 pm. and a face-to-face meeting in the beginning of 2017. Trelleborg takes the lead in the arrangements.

## **6 Next meetings**

The Commission planned the following meetings:

- (Skype meeting on joint Erasmus+ project for all interested parties: 15<sup>th</sup> December 2016, 2 pm)
- Workshop meeting in Trelleborg in March 2017
- Annual meeting in September 2017, possibly in the beginning of the month in Tartu. Tartu explores options and returns with a suggestion.
- Welcome to Gdynia Seminar meeting / study visit. At least Karlstad will participate.
- (General Conference in the end of 2017).

Costs for participation in and organization of meetings can be reimbursed from the General Secretariat.

## **7 Budget**

The budget will be updated and distributed after the meeting.

The Commission discussed whether there should be a flat rate when participants apply for

reimbursement for meeting participation expenses. The meeting decided to have a flat rate, that however can be adjusted if needed. Trelleborg prepares guidance for the procedure.

Lina Wedin Hansson suggested that the 4 000 eur left in the budget would be used for Trelleborg's video on the Silent hero project. The meeting decided to use the sum for that purpose.

## **8 Establishing Chair and Co-chair for the Commission for 2017**

Jaroslav Jozefczyk described the tasks of Chair and Co-Chair. The wish within the Commission has been to rotate the Chairmanship yearly in order to enhance inclusion and commitment among a wider range of members. The meeting also concluded that the Commission works as a team, in a non-hierarchical manner.

Jaroslav Jozefczyk proposed Karlstad for Chair. Anna-Karin Bohl accepted the suggestion on behalf of Karlstad. The meeting elected Karlstad for Chair.

Martti Merra proposed Gdynia for Co-Chair. Jaroslav Jozefczyk accepted the suggestion on behalf of Gdynia. The meeting elected Gdynia for Co-Chair.

## **9 Task list for Chair and Co-chair for 2017**

A task list will be prepared by the new Chair and Co-Chair and sent to the members by e-mail.

## **7 Other issues**

Current Chair and Co-Chair will prepare a report of activities of 2016.

Lina Wedin Hansson  
Chairperson

Jaroslav Jozefczyk  
Scrutinizer of the minutes

Annika Forstén  
Secretary