

# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

---

Location           **Roofgarden  
Golden Tulip Hotel  
Aert van Nesstraat 4  
3012 CA ROTTERDAM**

### **SATURDAY 12 MAY**

#### *Procedural note*

*Would Members please note that the Agenda and Agenda Notes for Managing Committee Meetings are published one month in advance on the METREX web site at <http://www.eurometrex.org>. The Minutes are similarly published one month after. Both can be downloaded using Acrobat Reader, which is also available from the web site.*

*Members are asked to bring the Rotterdam Minutes with them to the Øresund Meeting in Copenhagen for approval.*

*If there are any matters arising before a Meeting, from the Agenda Notes, or after a Meeting, from the Minutes, the Secretariat will be pleased to provide any clarification or explanation that Members may require.*

The meeting began at 09.30

#### **1 ATTENDANCE AND APOLOGIES**

Apologies were received from London, Glasgow and Budapest. The meeting was attended by 18 of the 34 formal Members of the Network (a quorum of 50% is required by the Statutes). The Verband Region Stuttgart attended the meeting and has written to indicate its intention to formalise its membership in July 2001. The attendance is listed in Appendix 1.

#### **2 MINUTES OF THE TENTH MEETING OF THE MANAGING COMMITTEE**

The Minutes of the X Meeting of the Managing Committee in Sevilla were approved.

#### **3 THE InterMETEREX and PolyMETREX PROJECTS**

The Secretary General outlined the current position with regard to the project content, partners and management (see the METREX Prospectus published on the web site). The European Commission has now published its Guidelines and related documents for the Interreg IIIC programme under which these projects will be submitted. The position can be summarised as follows.

- Interreg IIIC will be administered by 4 Secretariats for North West (based in Lille), South (based in Rome), North East (based in Rostock) and East (based in ?) Zones. Each will publish a Programme under which submissions can be made for projects covering the whole of the wider Europe of the EU and CEEC. This is the first time that a programme with such European territorial coverage has been available to METREX.
- The first Programme will be published for the North West Zone in May or June 2001. All programmes will adopt broadly the same criteria for approval as set out in the Commission Guidelines and related documents.
- Programmes have to be submitted to the Zone Secretariat in which the Lead Partner is located. The InterMETREX project, with the City of Rotterdam as the intended Lead Partner, will be submitted to the North West Zone programme and the PolyMETREX project,

# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

---

with the Generalitat de Catalunya as Lead Partner, will be submitted to the South Zone programme.

- The funding for each Zone will comprise a proportion (by national population in each of the four Zones) of the overall national funding for Interreg III C (6% of each national budget for Interreg III as a whole).
- On this basis the funding available in the North West (87 million Euro's) and South Zones (125 million Euro's) could be as set out in Appendix 2. It is clear that each project will only take up under 1% of the overall Interreg III C budget for each zone.
- If they are both approved then InterMETREX funding will be paid by the Netherlands government to the City of Rotterdam, as the proposed Lead Partner, and PolyMETREX funding will be paid by the Spanish government to Catalunya as the Lead Partner.
- The Secretary General outlined the possible Workshop host partners for each project. Once the North West Zone Programme is published in May or June the form and content of a draft submission could be prepared by Rotterdam and METREX for discussion, perhaps in September, before the Copenhagen Meeting in early October. All InterMETREX and PolyMETREX Lead and workshop Host partners could be invited.
- The purpose would be to brief all concerned on the form and content of the submission, confirm the key Lead and Host partners involved and to then begin the process of confirming all other project partners. This may require the publication of a short invitation to participate which makes clear the commitment involved in terms of staff, time and finance.
- 50% co funding will be available to EU and CEEC partners. In practice this means that the 50% staff co funding should more than cover the 50% project expenses not covered.
- It was agreed that it would be helpful in formulating the PolyMETREX programme of Workshops to have Members informal views on the transnational European area that they identify with. Appendix 3 shows a map (as a pdf file which can be opened with Acrobat Reader which can be downloaded from the METREX web site) containing the views of the Lead partner, Catalunya, on the Barcelona area of transnational linkage as an example of what is sought.

Would Members kindly download this map, draw their view of the transnational area of which they are part and fax or e mail this to the METREX Secretariat?

#### 4 EUROPEAN AFFAIRS

**The DG TREN Transportation White Paper (due for publication in the second half of April).**

This review, intended for publication last autumn, has been delayed again. A new publication date is awaited and hopefully the White Paper can be considered at the Copenhagen Meeting when a speaker from DG TREN will be invited.

#### 5 METREX INITIATIVES AND PROJECTS

##### **A InterMETREX pilot project under Interreg IIc**

The pilot project has taken the Porto Metropolitan Magna Carta and the associated Practice Benchmark and piloted these in the six partner areas of Glasgow, Bradford, Dublin, Lille, Brussels and Rotterdam. The final project meeting will be held in Glasgow from 30 May to 1 June. The pilot project will develop indicators of effective competence to add to the Benchmark indicators of

# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

---

capability. These can then be considered in the formulation of the InterMETREX project submission under Interreg IIIC.

As metropolitan governance has been the subject of consideration previously by the Network (Torino Conference) the Secretariat will prepare a paper on this issue, based on the outcome of the InterMETREX pilot study, for consideration at the Copenhagen Meeting.

### **B Hannover Expert Group Meeting on Planning for Major Events**

The outcome of the Expert Group meeting was presented in summary to Expert Group session 3 at the Rotterdam Meeting on Friday 11 May. A detailed report has been published on the METREX web site.

One day Expert Group meetings of this kind seem to offer concrete benefits and good value for participants and the wider METREX membership when the results are disseminated. Would Members kindly suggest to the Secretariat any other issues that they would like to have considered by a METREX Expert Group?

### **C SocioMETREX project (as submitted to the LGI on 26 March 2001)**

The project has the theme of the "Social Face of Sustainability" (as has the forthcoming Thessaloniki Conference). The intention is to produce a practice benchmark on social sustainability and to identify key actions in each of the partner areas. The four key issues for consideration in the project will be urban migration and social inclusion, urban deprivation, economic inclusion and inclusive accessibility.

The Local Government Initiative (LGI) of the Soros Foundation (Budapest) considered a submission from METREX for co funding to enable CEEC/fSU participation in the project on 20 April. The LGI asked for clarification and development of the submission and Ondrej Simek, Project Manager, attended the first project meeting in Rotterdam on Wednesday 8 May. The meeting was also attended by 10 of the 12 partners and by Professor Anne Power (Professor of Social Policy at the London School of Economics) as facilitator.

The intention is to complete the project during a series of Workshops related to the forthcoming METREX Meetings and Conference in Copenhagen, Thessaloniki, Budapest and Stuttgart. The Rotterdam meeting was part inception and part project meeting.

The project submission was revised during various informal partner meetings on Thursday 9 and Friday 10 May. An addendum to the LGI submission will now be made and submitted for approval within a few weeks, after consultation with the LGI, Professor Power and project members.

The next project meeting in Copenhagen will be extended to complete the Rotterdam meeting agenda. This means that the Copenhagen SocioMETREX meeting will take place on Wednesday 3 October and the completion of the Rotterdam meeting on Saturday and or Sunday 6 and or 7 October. These provisional arrangements will be confirmed when the Copenhagen Meeting Agenda Notes are circulated at the beginning of September

## **6 METREX INITIATIVES AND PROJECTS**

### **METREX programme of activities 2001-2006**

The provisional overall integrated METREX programme of Meetings, Conferences and Projects is a shown in Appendix 3. Rotterdam and Catalunya will be considering the practicality of setting up InterMETREX and PolyMETREX project offices in Rotterdam and Barcelona. Over the last five years Meetings and Conferences have been held across the whole of the wider Europe of the EU and the CEEC.

# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

---

The intention is to share the responsibility for progressing the objectives of the Network across the membership. Now that the Presidency is held in Torino, and if a Treasurer can be confirmed at the Copenhagen Meeting, then only the Secretariat will remain in Glasgow. It was agreed at the Zaragoza Meeting that there were professional and administrative advantages in having the continuity provided by a permanent Secretariat and Interpretariat.

The politician members of METREX are all Vice Presidents of the Network and the participating colleagues are listed in Appendix 4 (with the Honorary Presidents) together with the METREX initiatives that they have already supported. It is clear that there are benefits in having METREX Vice Presidents across the wider Europe on whom the President can call for support and assistance. The extent to which the participating Vice Presidents may be able to help with future initiatives could be considered at the Øresund Meeting in Copenhagen.

### 7 THE THESSALONIKI CONFERENCE

Magda Segkouni reported that the Thessaloniki Conference will be held sometime in the first two weeks of May 2002. The Conference venue will be a warehouse in the old city and harbour area that was converted for such uses as part of the Thessaloniki European City of Culture programme. A choice of two hotels is available nearby.

Some Members have expressed the view that the biennial Conference should be free to Members. This may be possible if co funding can be attracted from the European Commission or other such sources but would prove difficult in CEEC countries. The 2006 Conference will be held in Szczecin. The Secretariat will explore this issue with the Commission and report to the Copenhagen Meeting.

Michel Barnier, EU Commissioner for Economic and Social Cohesion, will be asked to be a keynote speaker on the recently published report on "Unity, solidarity, diversity for Europe, its people and its territory".

The Workshop programme will be reduced to six sessions each of 1.5 hours and including three 15 minute case study presentations on the key issues identified for the SocioMETREX project (see 5C above). Of the 18 Case Study opportunities 4-6 will be for invited contributors and 12-14 for METREX Members.

Members are kindly asked to respond to the Secretariat before 30 July 2001 with Case Study proposals from their own areas on the Conference theme of "The Social Face of Sustainability" and the four particular issues being addressed by the SocioMETREX project of.

- 1 Urban migration and social sustainability  
including issues of housing need and provision and community development.
- 2 Urban deprivation  
including issues of urban renewal and regeneration priorities and action.
- 3 Economic inclusion  
including issues of education, skills and economic development.
- 4 Inclusive accessibility  
including issues of urban form and public transport.

The outcome can then be incorporated in the draft Conference Brochure and reported to the Copenhagen Meeting.

# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

---

### 8 MEMBERSHIP DEVELOPMENT AND AFFAIRS

#### A Presidential promotional meetings in London, Stuttgart and Paris

A promotional meeting was held in London on Friday 20 April hosted by Nicky Gavron, Deputy Mayor of the new Greater London Authority (GLA). Representatives attended it from the UK metropolitan areas of Liverpool, Birmingham, Leeds, Belfast and Yorkshire and Humberside. Members from Glasgow and the South Coast Metropole also kindly supported the meeting. All those invited agreed to pursue the possibility of METREX membership.

A similar promotional meeting has been arranged in Paris on Wednesday 23 May hosted by the Région Ile de France. In the autumn of 2001 the Verband Region Stuttgart will be hosting a meeting of the recently formed German association of metropolitan areas and METREX has been invited to make a presentation to this.

#### B New Members

The meeting welcomed new METREX Members from Brno, Eurocity Bayonne-San Sebastian, Wroclaw, Szczecin and London. The Verband Region Stuttgart was also welcomed to future membership.

#### C AISBL Statutes signatories and non signatories

The President asked all those that have not yet signed the AISBL Statutes to do so as a matter of urgency. Appendix 6 shows the present position.

#### D Presentation of Certificates of Membership

The President presented certificates to the new Members mentioned above (item 8B).

### 9 FINANCIAL REPORT AND METREX ACCOUNTS FOR 2000

#### A Treasurer

The Network has been without a formal Treasurer since the AISBL Statutes were approved at the Bologna Meeting in March 1999. The Statutes require a Member to be appointed.

Dr. Gerald McGrath, honorary President of METREX, volunteered to take this responsibility for the present. Dr. José Eduardo Costa observed that such an arrangement did not accord with the Statutes. On the suggestion of the President the meeting agreed to accept Dr. McGrath's offer, on a temporary basis, until the Copenhagen Meeting when the position of Treasurer must be filled.

In order to clarify the present position with regard to the responsibilities of the Treasurer, and the related issue of the financial procedures of the Network, the Secretary General has prepared a short Memorandum for the benefit of Members. This is attached to these Minutes and can be discussed further at the Copenhagen Meeting as required.

#### B 2000 Budget and expenditure

Appendix A to the Agenda Notes sets out the income and expenditure in 2000 against the budget for 2000. This shows that cash flow expenditure was contained within the available funding from subscriptions and the bank overdraft (limited to one subscription) despite the non payment of some subscriptions for 2000 until early 2001. The expenditure also accommodated greater expenditure on the Torino Conference than had been anticipated and preparatory project work for InterMETREX, PolyMETREX and SocioMETREX.

# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

---

### **C Financial Statement for 2000**

The Financial Statement for the financial year ending 31 December 2000 was circulated and presented by the Secretary General and the Accountant.

Dr. José Eduardo Costa raised a number of detailed points relating to the nature of the Budget and the Financial Statement.

The President asked Members if they required a more detailed Financial Statement but the feeling of the Meeting was that certification of annual income and expenditure (confirmed by the METREX monthly bank statements) by the Accountant was sufficient to allow the Managing Committee to take any necessary managerial action. On this basis the Financial Statement for the financial year 2000 was approved.

The Secretary General confirmed that although the overall financial position of the Network was healthy, with subscriptions now having replaced the start up funding given by the City of Glasgow and the Glasgow Development Agency for the first three years, cash flow problems had been experienced in 2000 and these have continued into 2001 (See item 9E below for action).

### **D EU approved expenditure rates**

When the Network was founded in 1996 Secretariat fee rates were based on the then approved European Commission fee scales for service contracts of 510 Euro's per day for the Secretary General and 460 Euro's per day for other Communications and Management and Project staff. There have been no increases in these rates since then. The European Commission has now published updated rates of 620 Euro's and 530 Euro's respectively and these are reflected in the METREX budget for 2001.

However, it should be noted that the notional days service included in the Budget (80 days for the Secretary General and 50 days for Communications and Management) do not reflect the much greater time devoted to METREX affairs, in practice, by the Secretariat. The notional allocation of days for Project support has been increased from 10 days to 100 days to reflect the need to initiate and promote the programme described earlier (see items 3,5 and 6).

### **E Budget for 2001**

Appendix A to the Agenda Notes sets out the expenditure in 2000 against the budget for 2000 and, having regard to these figures, modifies the budget for 2001 agreed at the Torino General Assembly to reflect two changes explained above. Firstly, the need to increase the funding for projects in view of the progress being made with these and, secondly, the changes to approved European Commission approved fee scales for service contracts.

The President asked those Members that have not yet been able to arrange payment of their subscriptions to do so as soon as possible or to inform the Secretary General when payment will be made so that the Network's cash flow can be managed (see item 9C above).

## **10 ANY OTHER BUSINESS**

### **A Dates for the Conference and Meeting in 2002**

Magda Segkouni had already reported that the Thessaloniki Conference will be held sometime in the first two weeks of May 2002.

Jarl Zinn reported that the Øresund Meeting will be held in Copenhagen (and in part in Malmö) from the evening of Wednesday 3 October until lunch time on Saturday 6 October. Expert Group sessions will be held on,

# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

---

- The Øresund Environmental Benchmarking Initiative (Benchmarking the environment in European City regions)
- The impact and consequences of the opening of the Øresund Bridge (after one year)
- Baltic countries and the CEEC

Details of the programme will be published on the METREX web site before the summer holiday period.

### **B Thanks**

The President thanked everyone for their participation and contributions and the Interpretariat for their always professional and supportive assistance.

Special thanks were expressed to Fred de Ruiter and his team for a memorable, friendly and professional Meeting with a very well organised and informative programme of Expert Group speakers and contributors and exceptional hospitality.

The Meeting provided a fitting 5th METREX birthday event. The Meeting closed at 13.00 and lunch was held in the hotel.

### **C Issues raised after the Meeting**

Two issues were raised with the President after the Meeting which may require discussion at Copenhagen. They are noted here so that Members can begin to consider their implications.

Accompanying persons have always been welcomed to Meetings and have helped to foster the good personal relationships on which the Network depends. Conferences have usually included an Accompanying Persons programme for which there is a small fee to cover costs. As the Network grows, and Meetings are held in the CEEC, it may also be necessary for Meeting hosts to request accompanying persons to contribute a small fee. This would, of course, be wholly at the discretion of the host. However, it might be appropriate for the Managing Committee to indicate that this would be acceptable in principle.

The whole purpose of METREX is the exchange of knowledge and language services have always been provided on the basis of need. Language services currently include Spanish, Italian, French, English and Portuguese. German may need to be added if more German metropolitan regions and areas join. The problem with languages has been that although many Members can understand one or more of these languages many prefer to speak in their own language for clarity. Language services have been provided to ensure that METREX remains as inclusive as possible. It may be helpful to discuss this approach at the Copenhagen Meeting.

**APPENDIX 1 ATTENDANCE**

**APPENDIX 2 THE ESTIMATED INTERREG III C BUDGETS FOR THE NORTH WEST AND SOUTH ZONES**

**APPENDIX 3 TRANSNATIONAL AREAS THAT METREX MEMBERS IDENTIFY WITH**

**APPENDIX 4 THE OVERALL INTEGRATED PROGRAMME OF METREX MEETINGS, CONFERENCES AND PROJECTS 2001-2006**

**APPENDIX 5 METREX HONORARY PRESIDENTS AND PARTICIPATING VICE PRESIDENTS**

**APPENDIX 6 AISBL SIGNATORIES AND NON SIGNATORIES**

**MEMORANDUM ON THE RESPONSIBILITIES OF THE METREX TREASURER**

# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

---

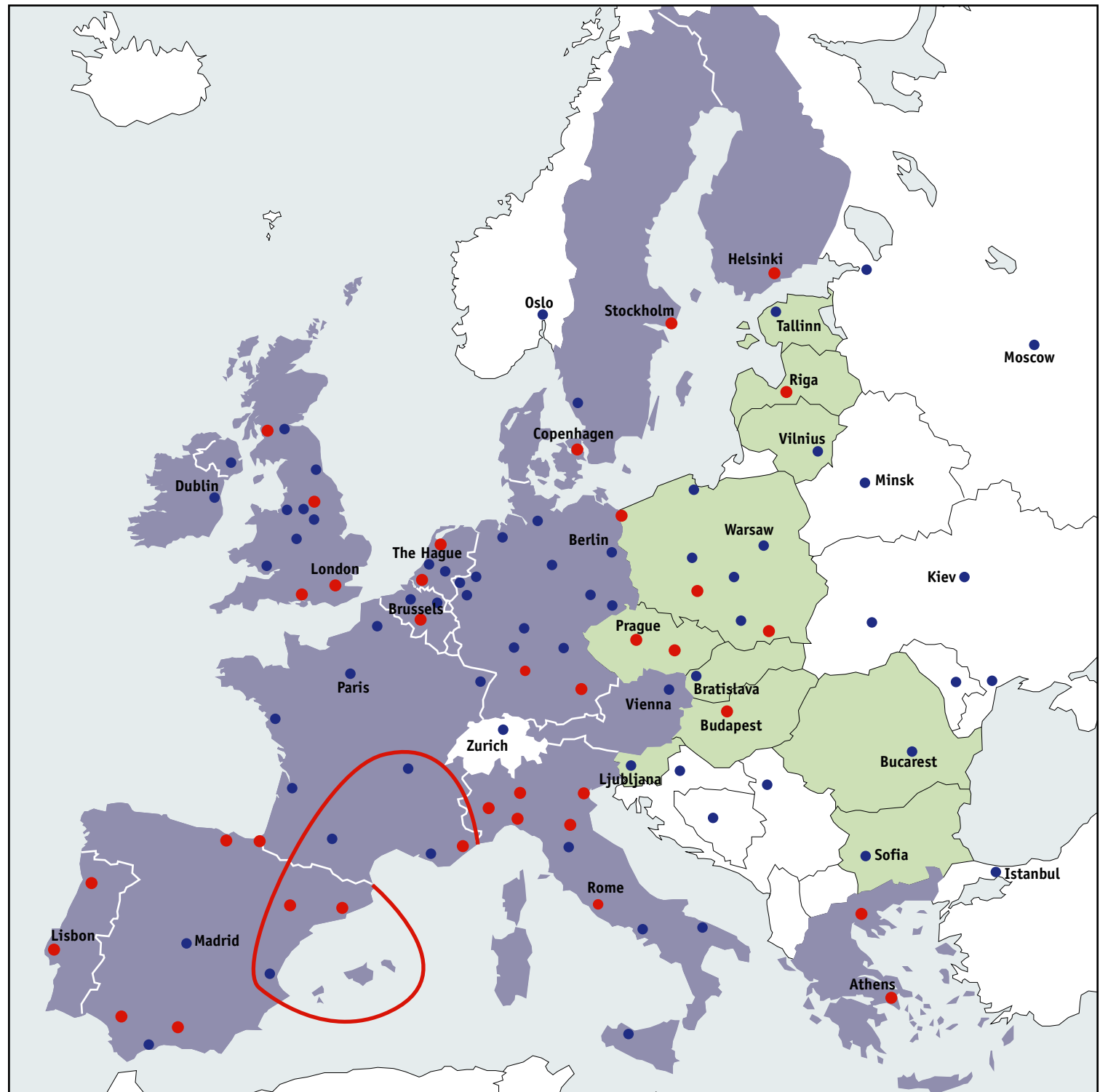
### APPENDIX 1 ATTENDANCE

---

1	Stockholm	Hans HEDE
2	Barcelona	Albert SERRATOSA Francesc CARBONELL
3	Eurociudad Bayonne-San Sebastian	Jon BASTERRA Ander ARZELUS
4	Zaragoza	Pablo CALVO Y RUATA
5	Stuttgart	Jürgen FRITZ Bernd STEINACHER Jürgen WURMTHALER
6	Brno	Sarka PAULIKOVA Pavel KUBA
7	Rotterdam	Fred de RUITER Richard KOUPIRIE Rob GROENEWEG Joep BOUTE
8	South Coast Metropole	Leo MADDEN
9	Helsinki	Jussi VUORINEN Antti VIREN
10	Øresund (Copenhagen-Malmö)	Jarl ZINN
11	Lisboa	José Eduardo COSTA Paulo MORGADO SOUSA
12	Prague	Milan TURBA
13	Athens	Avghi MARKOPOULOU Catherine SYKIANAKI Perikilis PAPANETROU
14	Wrocław	Katarzyna IWASKO-NIZIALKOWSKA
15	Szczecin	Marcin LEWINSKI
16	Thessaloniki	Magda SEGKOUNI
17	Torino	Mercedes BRESSO Gianfranco FIORA
18	Bologna	Claudio TOLOMELLI Silvia GRASSI
	METREX Secretariat	Roger READ James PARKE Richard ARKELL
	METREX Accountant	John BROWN
	METREX Interpretariat	Alicia HARLAND Marc FERMIN Adriano MURATORI
	Honorary President	Myra PAYNE Gerald McGRATH



**APPENDIX 3**  
**Transnational Areas that METREX Members identify with**



# METREX — The Network of European Metropolitan Regions and Areas

**XI Meeting of the Network, Rotterdam, 10-12 May 2001  
MINUTES OF THE MANAGING COMMITTEE MEETING**

---

**APPENDIX 4                    THE OVERALL INTEGRATED PROGRAMME OF METREX MEETINGS,  
   CONFERENCES AND PROJECTS 2001-2006**

---

Spreadsheet to follow



# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

---

### APPENDIX 5 METREX HONORARY PRESIDENTS AND PARTICIPATING VICE PRESIDENTS

---

#### HONORARY PRESIDENTS

- 1 Roger DUHALDE, Alpes-Maritimes
- 2 Klito GERARDI, Athens
- 3 Gerald McGRATH, Glasgow

#### PARTICIPATING VICE PRESIDENTS

- |    |                          |   |  |
|----|--------------------------|---|--|
| 1  | Athens                   | Avghi MARKOPOLOULOU<br>Perikilis PAPANETROU | SocioMETREX project<br>Thessaloniki Conference |
| 2  | Barcelona                | Pere MACIAS I ARAU                          | PolyMETREX project<br>Barcelona Conference     |
| 3  | Brno                     | Pavel KUBA                                  | New Member                                     |
| 4  | Bruxelles                | Jean-François VAES                          | Belgian Member for AISBL                       |
| 5  | Côte d'Azur              | Jean Pierre MASCARELLI                      | Nice Conference                                |
| 6  | Genova                   | Marta VINCENZI                              |  |
| 7  | Glasgow                  | James COYLE                                 | Glasgow Conference                             |
| 8  | Helsinki                 | Suvi RIHTNIEMI                              | Helsinki Meeting                               |
| 9  | Lisboa                   | José Eduardo COSTA                          | Lisboa Meeting                                 |
| 10 | London                   | Nicky GAVRON                                | London UK promotional meeting                  |
| 11 | Porto                    | José VIEIRA DE CARVALHO                     | Porto Convocation                              |
| 12 | Sevilla                  | Rafael CARMONA RUIZ                         | Sevilla Meeting                                |
| 13 | South Coast<br>Metropole | Bob WILLIAMS                                | New Member                                     |
| 14 | Szczecin                 | Jan DUZYNSKI                                | Szczecin Conference                            |
| 15 | Stockholm                | Elwe NILSSON                                |  |
| 16 | Stuttgart                | Jürgen FRITZ                                | Stuttgart German<br>promotional meeting        |
| 17 | Thessaloniki             | Constantinos LOIZOS                         | Thessaloniki Conference                        |
| 18 | Zaragoza                 | Carlos PEREZ ANADÓN                         | Zaragoza Meeting                               |

# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

### APPENDIX 6 AISBL SIGNATORIES AND NON SIGNATORIES

METRO	MEMBER	AISBL	
1 Amsterdam	1 Noord-Holland	Yes	
	2 Amsterdam	Yes	
2 Athens	<b>3 West Attica</b>		<b>1</b>
	<b>4 East Attica</b>		<b>2</b>
	<b>5 Piraeus</b>		<b>3</b>
	<b>6 Athens</b>		<b>4</b>
	7 Organisation of Athens	Yes	
3 Barcelona	<b>8 Catalunya</b>		<b>5</b>
4 Bilbao	<b>9 Pais-Vasco</b>		<b>6</b>
5 Bologna	<b>10 Emilia-Romagna</b>		<b>7</b>
	<b>11 Provincia di Bologna</b>		<b>8</b>
6 Brno	12 Brno	Yes	
7 Bruxelles	<b>13 Bruxelles-Capitale</b>		<b>9</b>
	14 Ville de Bruxelles	Yes	
8 Budapest	<b>15 Budapest</b>		<b>10</b>
9 Côte d'Azur	<b>16 Alpes-Maritimes</b>		<b>11</b>
10 Eurocity	<b>17 San Sebastian-Bayonne</b>		<b>12</b>
11 Genova	<b>18 Genova</b>		<b>13</b>
12 Glasgow	<b>19 Glasgow</b>		<b>14</b>
	<b>20 GDA</b>		<b>15</b>
	<b>21 GCVSPJC</b>		<b>16</b>
	22 SGB Co	Yes	
13 Granada	23 Granada		17
14 Helsinki	24 Uusimaa	Yes	
	25 Helsinki	Yes	
15 Krakow	<b>26 Krakow</b>		<b>18</b>
16 Lisboa	27 Lisboa	Yes	
17 London	28 GLA		19
18 Milano	<b>29 Lombardia</b>		<b>20</b>
19 München	<b>30 München</b>		<b>21</b>
20 Porto	31 Porto	Yes	
21 Prague	<b>32 Prague</b>		<b>22</b>
22 Riga	<b>33 Riga</b>		<b>23</b>
23 Roma	<b>34 Lazio</b>		<b>24</b>
	<b>35 Roma</b>		<b>25</b>
24 Rotterdam	36 Rotterdam	Yes	
25 Sevilla	<b>37 Sevilla</b>		<b>26</b>
	<b>38 Andalucia</b>		<b>27</b>
26 SCM (UK)	39 South Coast Metropole	Yes	
27 Stockholm	40 Stockholm County	Yes	
	<b>41 Stockholm City</b>		<b>28</b>
28 Stuttgart	<b>42 Verband Region Stuttgart</b>		<b>29</b>
29 Szczecin	<b>43 Szczecin</b>	Yes	
30 Thessaloniki	<b>44 Thessaloniki</b>		<b>30</b>
	45 Org of Thessaloniki	Yes	
31 Torino	46 Provincia di Torino	Yes	
	<b>47 Città di Torino</b>		<b>31</b>
	48 Piemonte	Yes	
32 Veneto	<b>49 Veneto</b>		<b>32</b>
33 Wroclaw	<b>50 Wroclaw</b>		<b>33</b>
34 Zaragoza	51 Zaragoza	Yes	
	SIGNATORIES	18	
	<b>NON SIGNATORIES</b>		<b>33</b>

# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

---

### MEMORANDUM ON THE RESPONSIBILITIES OF THE METREX TREASURER

---

The responsibilities of the Treasurer are set out in the AISBL Statutes (Article 24). For practical purposes the responsibilities of the Treasurer can be described as follows.

#### 1 BUDGET

The METREX budget for two years should be prepared by the Treasurer, with the assistance of the Secretary General, for consideration by the Managing Committee (in the autumn) before it is submitted to the General Assembly for approval (in the following spring) (Articles 17, 21 and 24).

#### 2 FINANCIAL MANAGEMENT

The Managing Committee is responsible, thereafter, for authorising, controlling and monitoring expenditure in accordance with the budget and keeping accounts for presentation to the General Assembly (Articles 17).

The Treasurer is responsible for (Article 24),

- Control and monitoring of the accounting systems
- Approval of counter signature arrangements for expenditure
- Preparation of accounts for the Auditor, Managing Committee and General Assembly.

The Secretary General is responsible for book keeping of all income and expenditure (Article 21).

The Managing Committee should appoint an Auditor to certify the probity of the financial management of the Network (Article 25).

#### 3 EXPENDITURE

The Secretary General can authorise expenditure in accordance with an approved budget up to a limit of 7000 Euro's (Article 21 and the General Regulations).

Expenditure over this limit can be incurred by the President and a Vice President, two Vice Presidents or the Secretary General and the Treasurer (or an appointed representative such as an accountant) (Articles 18 and 23).

#### 4 PRACTICE

In practice, in the absence of a Treasurer, the above responsibilities are presently fulfilled as follows,

- 1 The budget is prepared by the Secretary General and approved by the General Assembly. It has been updated by the Managing Committee at Meetings to reflect changing circumstances (for example, the successful approval of an EU project submission for co funding).
- 2 An Accountant has been appointed, through funding provided by a Member, to prepare Financial Statements at the end of each financial year between General Assemblies. An Auditor, as such, has not been appointed.

# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

---

- 3 Expenditure is made by bank cheque (coded by budgetary heading), against invoices received, with the signature of the Secretary General and the counter signature of the Accountant.
- 4 Expenditure and income (coded by budgetary heading from cheques and bank transfers) is recorded in the detailed monthly bank statements from the Network's bankers, Adam and Company (a wholly owned subsidiary of the Bank of Scotland). These statements act as the Network's book keeping ledgers.
- 5 All invoices are retained in ledgers in the order in which they appear on the bank statements.
- 6 A Financial Report of expenditure against budgetary headings is made to each Meeting by the Secretary General.
- 7 A mid term Financial Statement is given to the Managing Committee by the Accountant at the end of the first financial year. The Accountant gives a final Financial Statement up to the end of the second financial year to the General Assembly.
- 8 The Financial Statements involve the Accountant checking every invoice paid against the monthly bank statements and the preparation of final figures, which take into account expenditure (cheques) uncashed and income (subscriptions) not yet received.

### THE ROLE OF THE TREASURER

In the above context the role of the Treasurer could be to,

- 1 Prepare the biennial budget, with the Secretary General (and in practice in consultation with the President), and to present this to the Managing Committee Meeting preceding the General Assembly (that is, to the autumn Meeting preceding the spring Conference).
- 2 Receive the annual Financial Statement from the Accountant and to present this to the Managing Committee and the General Assembly.
- 3 Consider, with the Secretary General, the six monthly Financial Report to Meetings of the Managing Committee and the need for action of any kind.
- 4 The Financial Report and the Financial Statement could be sent electronically to the Treasurer by the Secretary General before a Meeting or the General Assembly (Conference), discussed as necessary and considered again at a pre meeting with the President.

These arrangements are summarised below.

### METREX TWO YEAR FINANCIAL PROCEDURES

- **Cash Flow Statement (Provided by the bank, Adam and Company)**

Statement of actual income and expenditure through the bank account by budgetary heading. These figures are then compared with the budget.

- **Financial Statement (Provided by the accountant. Interim after one year, final after two years).**

Statement of income and expenditure through the bank account, adjusted for income and expenditure unpaid at the end of the accounting period, by budgetary heading. These figures are then compared with the budget.

# METREX — The Network of European Metropolitan Regions and Areas

## XI Meeting of the Network, Rotterdam, 10-12 May 2001 MINUTES OF THE MANAGING COMMITTEE MEETING

---

- **Financial Report (Provided by the Secretary General)**

Explanatory commentary to accompany the Financial Statement and Cash Flow Statement. The Financial Report is contained within the Agenda Notes for Meetings or the General Assembly.

- **Year One, Spring Meeting**

Managing Committee receives an interim Financial Statement from the accountant, together with a Cash Flow Statement for the previous year ending 31 December.

Secretary General gives a Financial Report on the first three months to 31 March of the current year together with a Cash Flow statement for this period.

- **Year One, Autumn Meeting**

Secretary General gives a Financial Report on the first six months to 30 June of the current year together with a Cash Flow Statement for this period.

Treasurer and Secretary General present a proposed budget for the next two financial years (calendar years from January to December) to the Managing Committee, having discussed this with the President.

- **Year Two, Spring General Assembly**

General Assembly receives a Financial Statement and Cash Flow Statement from the accountant for the previous two years and approves a budget for the following two years (January to December)

Secretary General gives a Financial Report on the first three months to 31 March of the current year together with a Cash Flow Statement for this period.

- **Year Two, Autumn Meeting**

Secretary General gives a Financial Report on the first six months to 30 June of the current year together with a Cash Flow Statement for this period.