



## WA4 meeting MINUTES

Meeting description							
<b>Meeting</b>	Title: 2 <sup>nd</sup> WA4 meeting. WEBEX meeting Date: 1 <sup>st</sup> April 2014						
<b>Attendants</b>	<table border="0"> <tr> <td>Hernández, Marta (CETaqua)</td> <td>van den Wolf, Bianca (KWR)</td> </tr> <tr> <td>Ventura, Laura (CETaqua)</td> <td>van den Hoven, Theo (KWR)</td> </tr> <tr> <td>Nenz, Diana (Adelphi)</td> <td>Zimmermann, Lisa (IWW)</td> </tr> </table>	Hernández, Marta (CETaqua)	van den Wolf, Bianca (KWR)	Ventura, Laura (CETaqua)	van den Hoven, Theo (KWR)	Nenz, Diana (Adelphi)	Zimmermann, Lisa (IWW)
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<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Approval last meeting minutes</li> <li>2. WP41: Actions carried out since the last meeting. Next actions               <ol style="list-style-type: none"> <li>a) Templates / project presentation / Table of events (CETaqua)</li> <li>b) DESSIN website launch (IWW)</li> <li>c) Establishment of demo-sites as showcases: working plan 2014 (KWR)</li> </ol> </li> <li>3. WP42: Actions carried out since the last meeting. Next actions               <ol style="list-style-type: none"> <li>a) Presentation of WP42 services to the SMEs (draft version)</li> <li>b) Working plan 2014 of tasks in WP42</li> </ol> </li> <li>4. Any other issues</li> <li>5. Next WA4 meeting: 6<sup>th</sup> May 10:00</li> </ol>						
MAIN ISSUES DISCUSSED WP41							
<b>T41.1 Project branding (M1- M3) CETaqua</b>	<p><b>Actions carried out:</b></p> <ul style="list-style-type: none"> <li>- Communication package delivered 31/03/2014</li> </ul> <p><b>Coming actions:</b></p> <ul style="list-style-type: none"> <li>- Distribute updated documents to the partners (report template, poster template). Responsible: <u>Laura</u></li> <li>- Validate the DESSIN official presentation in the WAMT meeting and distribute it. Responsible: <u>Laura</u></li> </ul>						
<b>T41.2 Website (M1-M3) IWW</b>	<p><b>Actions carried out:</b></p> <ul style="list-style-type: none"> <li>- Launch of first version of website (WORDPRESS).</li> <li>- Private area on going. Limited interaction of the partners, as Lisa will centralise the update of documents. 2 level of internal area: (1) all the partners and (2) WA leaders. Expected documents to be uploaded: minutes of WA and WAMT meetings and working plans, templates and contact list of the partners.</li> <li>- Accounts of LINKEDIN; TWITTER and FACEBOOK already created.</li> </ul> <p><b>Coming actions:</b></p> <ul style="list-style-type: none"> <li>- Small changes regarding design, especially in the first page. Responsible: <u>Lisa</u></li> <li>- Communication to all the partners the web is already available and they should check the contents. Responsible: <u>Lisa</u></li> <li>- Provide ideas and comments to Lisa about how to improve the website, taking into account the limitations of using WORDPRESS (Responsible: <u>All the partners</u>)</li> </ul>						



<p><b>T41.3 Public correspondance (M1 – M48) CETaqua</b></p>	<p><b>Actions carried out:</b></p> <ul style="list-style-type: none"> <li>- EXCEL file template for the events and publication list (draft version)</li> <li>- Other tasks not yet started.</li> </ul> <p><b>Coming actions:</b></p> <ul style="list-style-type: none"> <li>- Validate the EXCEL file template for events attended and publications. Responsible: <u>Lisa</u> Preparation of newsletter template (Deadline: May 2014) <u>Laura</u></li> <li>- Newsletter calendar template(Deadline: 11/04/2014) <u>Laura</u></li> </ul>
<p><b>T41.4 Establishment demo-sites as showcases (M1 – M48) KWR</b></p>	<p><b>Actions carried out:</b></p> <ul style="list-style-type: none"> <li>- Task not yet started.</li> <li>- Theo will be the task leader from KWR.</li> </ul> <p><b>Coming actions:</b></p> <ul style="list-style-type: none"> <li>- Prepare a Working plan of the first year of project (other WP leaders have provided their working plans) deadline: 1 week before the next WA4 meeting (29/04/2014) Responsible: <u>Theo</u>. Some ideas of the first tasks were commented: <ul style="list-style-type: none"> <li>- Include the list of “services” to be provided to the owners of demo sites in T41.4 and the tools that are necessary to do that (e.g. specific section in the website).</li> <li>- Protocols /guidelines to assure the successful of implementation of demo sites as showcases.</li> <li>- Act as “radar” for the identification of opportunities for the demo-site owners.</li> </ul> </li> </ul>
<p><b>MAIN ISSUES DISCUSSED WP42</b></p>	
<p><b>General aspects / transversal actions in WP42</b></p>	<p><b>Actions carried out:</b></p> <ul style="list-style-type: none"> <li>- Draft presentation on value proposition to companies</li> </ul> <p><b>Coming actions:</b></p> <ul style="list-style-type: none"> <li>- Validation of ppt according to the other WA leaders comments after the WAMT meeting (02/04/2014). Responsible: <u>Marta</u></li> <li>- Prepare a Working plan of the first year of project for the WP42. 1 week before the next WA4 meeting (29/04/2014) Responsible: <u>Diana</u></li> </ul>
<p><b>T42.1 Market analysis reports (M4-M12) Adelphi</b></p>	<p><b>Actions carried out:</b></p> <ul style="list-style-type: none"> <li>- Questionnaire template has been circulated to WA leaders for their validation.</li> <li>- Adelphi is working on a matrix identifying partners, innovative solutions and site challenges.</li> </ul> <p><b>Coming actions:</b></p> <ul style="list-style-type: none"> <li>- Validation of questionnaire according to the other WA leaders comments after the WAMT meeting (02/04/2014). Responsible: <u>Marta</u></li> <li>- List of innovative solutions (or the matrix itself) of the project (from SME’s and other technology developers) briefly described to start effectively T42.1 and T42.2. (deadline M5, or earlier if possible)Responsible: <u>Diana</u></li> </ul>



<p><b>T42.2</b> Commercialization process maturity models (M6-M48) Adelphi</p>	<p>Idem than T41.2</p>
<p><b>T42.3</b> Business environment report (outside – in) (M3 – M10) Adelphi</p>	<p><b>Actions carried out:</b> Task not yet started.</p>
<p><b>T42.4</b> Support ESS lobbying for efficient modes of governance and finance (M12 – M48) Adelphi</p>	<p><b>Actions carried out:</b> Task not yet started.</p>
<p><b>T42.5</b> Promotion of ESS assessment (M8 – M48) Adelphi</p>	<p><b>Actions carried out:</b></p> <ul style="list-style-type: none"> <li>- Identification of 14 European projects related to ESS approach.</li> </ul> <p><b>Coming actions:</b></p> <ul style="list-style-type: none"> <li>- Circulate the list of the identified projects and establish new actions: e.g. link them in the DESSIN website, deep analysis of synergies between DESSIN and the listed projects... (Deadline M5, or earlier if possible). Responsible: <u>Diana</u>.</li> </ul>
<p><b>T42.6</b> M + E (M5 – M48) Adelphi</p>	<p><b>Actions carried out:</b> Task not yet started.</p>
<p><b>Other aspects</b></p>	
<p><b>Local kick-off meetings done</b></p>	<p>Contact with Tasks leaders of T21.1 and 21.2 to determine as the local kick-off meetings in Germany and Norway took place the 20<sup>th</sup> March and 4<sup>th</sup> March respectively. Ask for information and pictures as a potential new for the website. Responsible: <u>Laura</u></p>
<p><b>Next WA4 meeting</b></p>	<p>Next meeting: 6<sup>th</sup> May 10:00 – 11:00 using WEBEX. KWR couldn't attend as it is holiday in the Netherlands. Documents will be shared by e-mail for internal discussion.</p>