



WA4 meeting MINUTES

Meeting description	
Meeting	Title: WA4 meeting. Skype meeting Date: 4 th March 2014
Attendants	Hernández, Marta (CETaqua) Ventura, Laura (CETaqua) Nenz, Diana (Adelphi) van den Wolf, Bianca (KWR) Zimmermann, Lisa (IWW)
Agenda	Introduction to the session <ul style="list-style-type: none"> - Approval last meeting minutes - Expectation of these monthly meetings from the participants - Planning of regular WA4 meetings WP41. Actions carried out since last meeting. Next actions WP42. Actions carried out since last meeting. Next actions Any other issues
Organisational aspects	
Objectives of these monthly WA4 meetings	<ul style="list-style-type: none"> - Reporting of actions carried out. Accomplishment with the DoW. - Coordination between teams working together (initial starting of coordination). - Identification of difficulties / barriers / solutions needing the participation of the coordinator team / other partners. - Communication of important messages from the monthly WA leaders meetings. - Update of the important achievements of other partners that can influence activities of WA4 (e.g. successful results / new patented product...)
MAIN ISSUES DISCUSSED WP41	
T41.1 Project branding (M1- M3) CETaqua	Actions carried out: <ul style="list-style-type: none"> - Logo and identity manual FINISHED - Templates (report, agenda, minutes, power point presentation, poster A1 and A0). Web stories template: news... ONGOING: maximum delivery date: end of March (according to the DoW) - Presentation of the project to be shared to the rest of the DESSIN partners to have the same speech explaining the DESSIN. FINISHED but pending to be sent to DESSIN consortium. Coming actions: <ul style="list-style-type: none"> - Prepare project communication pack to be distributed to DESSIN consortium (deadline 31/03)



<p>T41.2 Website (M1-M3) IWW</p>	<p>Actions carried out:</p> <ul style="list-style-type: none"> - A brief description of all partner organizations is send to them for approval. - Partner logos in high quality are requested from them. - A description of the demo sites is send to the site owners for approval. Additionally, pictures from the demo sites are requested. - Development of the website in WORDPRESS (in progress) <p>Coming actions:</p> <ul style="list-style-type: none"> - Launch of project website (according to the DoW) (Deadline: 31/03/2014). - Ask the IT department the possibility to generate automatised monthly on-line newsletters (these on-line communications could be sent by e-mail as a complement of the regular newsletters in PDF. (Deadline: 31/03/2014). - Share the contents of the website with Adelphi (previously they have to be internally validated in IWW) (Deadline: 31/03/2014). - Send to Marta the list of social networks and water networks that are expected to be used to communicate DESSIN (Deadline: 31/03/2014). <p>Comments: some partners would like to have a private area to organise their minutes and documents at WP level (commented in the WA3 meeting last week). Take it into consideration for the design of the website structure.</p>
<p>T41.3 Public correspondance (M1 – M48) CETaqua</p>	<p>Actions carried out:</p> <ul style="list-style-type: none"> - Task not yet started. <p>Coming actions:</p> <ul style="list-style-type: none"> - Preparation of newsletter template (Deadline: May 2014) - Newsletter calendar (Deadline: May 2014)
<p>T41.4 Establishment demo-sites as showcases (M1 – M48) KWR</p>	<p>Actions carried out:</p> <ul style="list-style-type: none"> - Task not yet started. <p>Coming actions:</p> <ul style="list-style-type: none"> - Identification of the responsible of the task in KWR and contact details (Deadline: 10/03/2014) - Prepare a Working plan of the first year of project (other WP leaders have provided their working plans) deadline: 31/03/2014. 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). Deadline 31/03/2014. It will be discussed in the next following WA4 meeting.



MAIN ISSUES DISCUSSED WP42	
<p>General aspects / transversal actions in WP42</p>	<p>Coming actions:</p> <ul style="list-style-type: none"> - Prepare a short presentation explaining in “SME language” the services WP42 can offer to the SMEs (1-2 slides per “support service”). This should not reflect the “Brussels language” of Tasks and Deliverables, and also not focus on the internal methodology WP42 will need to develop these services, but on the results only: - what will they offer and how will this help the SMEs on their route to market? Illustrate with some examples/references where similar support services have been applied successful. Deadline: 22/03/2014: send first version to MH. MH will circulate the document to the other WA leaders & David to get their feedback. - Prepare a Working plan of the first year of project for the WP42 (other WP leaders have provided their working plans). Deadline 31/03/2014. It will be discussed in the next following WA4 meeting.
<p>T42.1 Market analysis reports (M4-M12) Adelphi</p>	<p>Actions carried out:</p> <ul style="list-style-type: none"> - Adelphi is working on a matrix identifying partners, innovative solutions and site challenges. <p>Coming actions:</p> <ul style="list-style-type: none"> - Questionnaire template to be used in the individual meetings with each SME and technology developer (according to milestone M42.1) (deadline M5, or earlier if possible) - 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)
<p>T42.2 Commercialization process maturity models (M6-M48) Adelphi</p>	<p>Idem than T41.2</p>
<p>T42.3 Business environment report (outside – in) (M3 – M10) Adelphi</p>	<p>Actions carried out: Task not yet started.</p>
<p>T42.4 Support ESS lobbying for efficient modes of governance and finance (M12 – M48) Adelphi</p>	<p>Actions carried out: Task not yet started.</p>



<p>T42.5 Promotion of ESS assessment (M8 – M48) Adelphi</p>	<p>Actions carried out:</p> <ul style="list-style-type: none"> - Identification of 14 European projects related to ESS approach. <p>Coming actions:</p> <ul style="list-style-type: none"> - Circulate the list of the identified project 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) <p>Comments: for the development of this action it is essential to manage a common database with future events related to ESS approach and communicate effectively to the partners the possibilities of present their achievements in public conferences. The agreed procedure to report these activities is the following:</p> <ul style="list-style-type: none"> - CETaqua will design the template of the information events (deadline 31/03/2014). - IWW will bring it to the blog of the website - Each 2 weeks the database will be updated with new coming events
<p>T42.6 M + E (M5 – M48) Adelphi</p>	<p>Actions carried out: Task not yet started.</p>
<p>Other aspects</p>	
<p>Next communication events</p>	<p>Madrid 2nd April 2014: Ester Vilanova from A21 will present a DESSIN overview in a Workshop organized by the Spanish technological water platform (PTEA) http://www.plataformaagua.org/ Link to the programme (in Spanish): http://www.plataformaagua.org/fileadmin/redactores/2014_02/programa_jornada_PTEA_2014_01.pdf</p> <p>Rotterdam September 2014 (not yet confirmed): potential workshop on ASR in the conference: http://www.climatedeltaconference2014.org/</p>
<p>Next WA4 meeting</p>	<p>Already scheduled the first Tuesday of each month at 10:00. Next meeting: 1st April. We'll try again with WEBEX and Skype could be a second option.</p>