

Draft Minutes DESSIN WAMT Meeting 2014-03

Date: Wednesday 5 March 2014; 10:00 – 11:00

Venue: TelCo

Attendance: WA 1: Gerardo Anzaldua; WA 2: Rita Ugarelli; WA 3: Gerard van den Berg; WA 4: Marta Hernandez Garcia, Laura Ventura; WA 5: David Schwesig (chair, minutes)

The minutes focus on the main outcomes (status, decisions and tasks), not the entire content of the contributions or the history of the discussions. The minutes will be regarded as accepted if not objected until: **10 March 2014**.

Decisions and specific tasks agreed during the meeting are indicated by indentation as a bullet point. For tasks, the name of the responsible person is added in **bold and underlined font**. All decisions and tasks (also pending ones from previous meetings) are summarised in an Excel-file "DESSIN WAMT Data and Tasks" that is continuously updated and circulated together with the minutes.

1. WA Status:

WA 1:

No problems, work is proceeding.

Current focus on T11.1 and its three subtasks; input from task leader and subtask-leaders is coming in. Done so far: define format/template to gather information (e.g. from literature reviews). There will be a TelCo in the coming days.

Collaboration with EIP Action Group ESE is active: TelCo last week where DESSIN provided a working document based on Task 11.3. This was well received and a good exercise to put WP11 on track.

Upcoming Milestones & Deliverables:

MS3 (WP12, M4): under control; TelCo to discuss details and next steps on Monday (10 March).

Tasks and Decisions:

- Task: Clarify need for and nature of QA measures (e.g. review) of this MS (**WA1 leader** by next WAMT)

WA 2:

No problems, work is proceeding.

T21.1 is working well. German kick-off will be on 20th March; SINTEF is also in contact with UFT's Norwegian sister company MFT, which is taking care of some of UFT tasks related to the Norwegian case study.

T21.2 is running as well without any problems. Norwegian kick-off was on 4th March and MFT participated (cf. T21.1).

T21.3 and T21.4: not much happened since kick-off at Brussels; a meeting between SINTEF's ICT team & LKI took place on 4th March.

WP22: running smoothly as well.

WP23: real work will start in M18.

WA leader has asked WP leaders for a detailed review of task description and a plan of activities for the next 6 months (cf. agenda topic 2)

Upcoming Milestones & Deliverables:

MS4 and MS5 (both WP21, M4): both under control.

Tasks and Decisions:

- Task: Decide about need for and nature of QA measures (e.g. review) of these MS (**WA2 leader** by next WAMT)

WA 3:

No problems, work is proceeding.

WP 31 (Emscher): currently defining the optimum location for the case study within the Area.

WP 32 (Hoffselva): fine.

WP 33 (Westland): expanding already ongoing activities; meeting with BdB was on 4th March.

WP 34 (Athens): work is even ahead of schedule.

WP 35 (Barcelona): will start at M10. Currently waiting for input from WA1 about the ecosystem services approach (2nd half of the year).

Situation with local stakeholder groups: DE and NO seem to be fine, NL had a meeting in January; GR unclear, **ES: ?**

Upcoming Milestones & Deliverables:

None before M12.

Tasks and decisions:

- Task: Ask WP leaders to include planning with regard to local stakeholder groups in their detailed work plan (**WA3 leader**, by next WAMT)

WA 4:

WA4 has established monthly TelCos prior to the WAMT TelCo.

WP41: all early tasks are in full swing and will be completed soon (in time): logo, brand manual, templates, standard presentation, website.

WP42: Adelphi is preparing a brief presentation of the services they can offer to the SMEs (22 March)

Upcoming Milestones & Deliverables:

D41.1 & MS2 (CETAqua, M3) will be completed in time. Standard presentation and templates even earlier (by 7 March).

D41.2 & MS6 (IWW, M3 & M4) will be completed in time.

Tasks and decisions:

- Task: Circulate project standard presentation and templates for minutes & deliverables before official delivery date in the DoW (**WA 4 leader**, by 7 March)
- Task: Enable WA4 team to do so by providing the latest version of the DESSIN contact/ mailing list (**Coordinator**, by 6 March)
- Decision #2: WP42 presentation of services offered to SMES will be approved by WAMT before release to the SMEs (topic for WAMT TelCo in April).
- Task: Distribute presentation on adelphi's services to WAMT (**WA 4 leader**, by 22 March)

2. Cross-cutting issues

- Decision #3 (analysis of critical points): a list of critical points (e.g. bottlenecks in RTD that may have an impact on demo activities) is currently being developed between WA2 and WA3. This will be included into the project management tool ["DESSIN WAMT Data and Tasks"] to enable monitoring by the WAMT.
- Task: fwd list of critical points to Coordinator for inclusion into WAMT spreadsheet (**WA 3 leader**, by next WAMT)
- Decision #4 (Quality Assurance of milestones): it is the WA leaders' responsibility to decide (on a case-by-case basis) about the required level of documentation and QA. There are various types of milestones within DESSIN. In some cases, it makes sense to produce a "formal" document treated like a deliverable (with appointed reviewers). In other cases, this doesn't make much sense (e.g. for milestones like "installation completed"). In any case, the decision (formal document or not, assigned reviewers [if any] and status of the milestone [e.g. "achieved and accepted on date xx.yy.zz"]) will be communicated by the responsible WA leader to the coordinator and recorded in the project management file ["DESSIN WAMT Data and Tasks"] to enable progress monitoring by the WAMT.
- Decision #5 (availability of internal documents): as a general rule, internal documents should be accessible to all partners (if no matters of confidentiality are concerned). Examples of internal documents accessible to all are a) the detailed work plans developed within most WPs, b) Minutes of meetings like the WAMT, plus related files like the project management file "DESSIN WAMT Data and Tasks", c) Milestone documents.
- Task: Clarify structure and access rights of the internal area of the website with IWW IT-Department (**Coordinator**, by next WAMT)

3. DESSIN Events

None planned at the moment.

4. Project management issues

- Decision: the WAMT approves Coordinator's suggestion to go for an amendment of the Grant Agreement (GA) in order to include SINTEF Energi AS as 3rd party under special clause 10 of the GA (linked to beneficiary Stiftelsen SINTEF). Next step is to work out the request in detail and to ask for approval of all DESSIN beneficiaries to start the process with the Commission Services. This will have no effect on tasks & budget of any partner, but is needed to enable the SINTEF group to carry out the work as planned and defined in the DoW.
- Task: take the necessary steps to prepare the request for GA amendment (**Coordinator**, by next WAMT)

5. Next meeting

The next monthly WAMT will take place (as a TelCo) on 2nd April 2014, 10-11 am.