



WAMT meeting MINUTES 2014-04

Meeting description	
Meeting	<p>Title: Work Area Management Team monthly meeting</p> <p>Place: TelCo</p> <p>Date: 2nd April 2014, 10:00 – 11:00 CEST</p> <p>Author of the minutes: David Schwesig</p>
Attendants	<p>Rouillard, Josselin (Ecologic, WA1)</p> <p>Ugarelli, Rita (SINTEF, WA2)</p> <p>van den Berg, Gerard (KWR, WA3)</p> <p>Hernandez, Marta (CETaqua, WA4)</p> <p>Ventura, Laura (CETaqua, WA4)</p> <p>Schwesig, David (IWW, WA5)</p>
	<p>CC:</p> <p>Lago, Manuel & Anzaldúa, Gerardo (Ecologic, WA1)</p> <p>Theo van den Hoven (KWR, WA3)</p>
Agenda	<ul style="list-style-type: none"> • Status Work Area 1 • Status Work Area 2 • Status Work Area 3 • Status Work Area 4 • Project Management
Main issues discussed Theme 1	
Status WA 1	<p>No problems. Work is proceeding. There was a fruitful TelCo of WP11 and WP13 in March where the next steps were defined. Two upcoming internal events:</p> <ul style="list-style-type: none"> • a 1 h training session by DHI on the MIKE Customized Platform; • a Berlin meeting in early May with all WA1 participants.
Decisions	None.
Main issues discussed Theme 2	
Status WA 2	<p>No problems. 2 of 3 detailed WP working plans received. Local Kick-off meetings have taken place. CETaqua would like to be informed about these and similar events in order to use this info for the website / newsletter. Contacts for local kick-offs in GER and NO are Gebhard Weiß (UFT) and Herman Helness (SINTEF).</p>
Decisions	<p>#7: WA4 team needs to be informed about meetings such as local kick-offs in order to be able to use this as news item at the website or in the newsletter. In order to organise this in a systematic way, WP41 will develop a template with a monthly request to WA leaders to report about events, publications, presentations that can be further used as news items. Will be included into the WAMT xls tool.</p>



Main issues discussed Theme 3	
Status WA 3	No problems, work is proceeding. Meeting last week. DE & NL have already started. Detailed work plans including critical points/pathways are under development and will be available by next WAMT TelCo. Rita will backup Herman when he can't join WA3 meetings. KWR is involved in organising a WS session during an international conference at Rotterdam; will give a first presentation of DESSIN there.
Decision	None.
Main issues discussed Theme 4	
Status WA 4	No problems, work is proceeding. First deliverables D41.1 and D41.2 have been finalised and submitted in time. Ready to provide all partners with the complete branding & templates package. Will be made available at the internal area of the website. WP42 has produced a presentation about the services offered to SMEs, and a questionnaire in order to organise further interaction with the SMEs. There's a slight delay in preparation of work plan (2014) of T41.4 but this is not yet considered critical. Final decision about features of internal area at the DESSIN website still needs to be taken at IWW (David is in discussion with the IT department).
Decision	#8 The WP42 presentation is fine. Shouldn't be send to the SMEs without an accompanying E-mail explaining the next steps. Questionnaire needs to be pre-filled with information about the SMES already available from proposal stage.
Main issues discussed Theme 5	
Project Management	No issues. Preparation for 1 st amendment of GA is ongoing, already passed the formal pre-check by the Project Officer, just one paragraph missing from SINTEF (under preparation).
Decision	None.
Next steps / Following actions	
Action 1	Action: Prepare template for monthly survey of publications, events, presentations Responsible: CETaqua Deadline: 07 May
Action 2	Action: Inform Adelphi that presentation is fine, explanation of the process needed, questionnaire needs to be pre-filled Responsible: CETaqua Deadline: 04 April
Action 3	Action: Check pending tasks from previous WAMT TelCo Responsible: all WA leaders Deadline: check list.