WAMT meeting MINUTES 2014-05

Meeting description	
Meeting	Title: Work Area Management Team monthly meeting Place: TelCo Date: 13th May 2014, 15:00 – 16:15 CEST Author of the minutes: David Schwesig
Attendants	Anzaldua, Gerardo (Ecologic, WA1) Ugarelli, Rita (SINTEF, WA2) van den Berg, Gerard (KWR, WA3), until 16:05h Hernandez, Marta (CETaqua, WA4) Ventura, Laura (CETaqua, WA4) Schwesig, David (IWW, WA5)
	Further recipients of minutes: Lago, Manuel (Ecologic, WA1) Theo van den Hoven (KWR, WA3) Herman Helness (SINTEF, WA2)
Agenda	• 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	General: Running smoothly without major issues. Details: WP11 is working on draft documents (internal) for ESS assessment and evaluation methods; going to be finalised shortly after the WA1 meeting 20/21 May. Preparation for D11.2: developing an xls-sheet with relevant services and indicators, data availability. Done in close collaboration with the mature site owners from WP13; WP12: MS3 draft circulated; to be wrapped up after WA1 meeting. No formal QA, procedures. Can be made available at project level. Interface with EIP Action Group is active.
Decisions	None.

	Main issues discussed Theme 2
Status WA 2	General: running smoothly, no major issues. Details: WP21: Status report received. MS4 and 5 are both finished but QA is pending. Will be carried out internally by WP partners, to be nominated. Both will be ready by end of the month, and can be distributed within the project; Both MS do not indicate any problem or challenge to the original work plan nor to subsequent work in WA3. MS7 will be achieved by 1 July (responsible: SEGNO where there has been a change – Detlef Peikert has left the company. New main contact Christian Niclas, Vasco de Freitas and Thorsten Ahrendt). WP22: status report received, everything on track WP23: Request from DHI to postpone items in WP23 has been solved after consultation with WA1 and WA5 leader (no postponement).
Decisions	None.
	Main issues discussed Theme 3
Status WA 3	General: running smoothly, no major issues. Details: WP31 Emscher: EG still has to decide about the exact location for the demonstrations, but likely to achieve this soon. WP32 Oslo: will start in M9 and seems to be still on time. WP33 Westland: Installation of extra deeper well to extract deeper groundwater; Testing of membranes in WA2 will take a bit longer; implementation for Jan 2015. WP34 Athens: plan for installation (M6); configuration etc. this summer. WP35 Barcelona: starting in M10, also still in time; There was some discussion on options to facilitate 'WA4 exploitation' of project activities (cf Decisions #9 and #10). WA3 leader will provide WAMT with a list of critical points raised in the WP plans (pending task from March TelCo).
Decision	#9: Achievement of WA3 milestones will be documented by news items at the website. No formal documents. #10: WA leaders will go quickly through the activities at the demo sites on a regular basis (e.g. monthly) and drop a few lines to WA4 about activities worth a blog entry (e.g. new well drilled well).

	Main issues discussed Theme 4
Status WA 4	General: running smoothly, no major issues. Details: WP41: Progress with the newsletter template, now looking for options to maximise distribution and subscription. Web-site content has improved, public part is nearly complete. Internal area can be used only to share finalised information e.g. internal reports, minutes, contractual documents (upload by IWW only). There will also be a WAMT area for confidential management information. To facilitate internal communication and sharing of drafting version of files etc. the BSCW file exchange server used at proposal stage will be extended. Coordinator will propose structure of both parts by end of next week, for comments / approval by WAMT. WA4 leader will re-send template asking for events to all WA leaders (but pre-filled with information available so far, as an example), KWR and CETaqua will define 'development of demo sites to showcases' and outline first steps. To be discussed and fine-tuned at WAMT WP 42: Presentation by Adelphi finalised, now working on the market analysis. To be clarified until next WAMT TelCo: distribution status of presentation and feedback from SMEs.
Decision	None.
	Main issues discussed Theme 5
Project Management	The EC has approved the first amendment of the Grant Agreement. Sintef Energi is now part of the contract as 3rd party linked to SINTEF. SINTEF has already been informed. Others will be informed soon by coordinator. Pending task: organise face-to-face meeting of WAMT in Oct/Nov., check with WA leaders and other partners whether this can be arranged back-to-back with any other DESSIN event (e.g. a WA meeting).
Decision	None.

	Next steps / Following actions
Action 1	*Action*: Re-send template for monthly survey of events etc *Responsible*: CETaqua *Deadline*: 23 May
Action 2	*Action*: Propose structure for internal area website and bscw server *Responsible*: IWW *Deadline*: 23 May
Action 3	*Action*: Report on distribution of WP42 presentation and feedback from SMEs *Responsible*: CETaqua *Deadline*: 4 June
Action 4	*Action*: T41.4 "developing demo sites into showcases": draft definition and outline first steps *Responsible*: KWR *Deadline*: 4 June
Action 5	*Action*: Check pending tasks from previous WAMT TelCos and regular tasks resulting from general WAMT decisions *Responsible*: all WA leaders *Deadline*: check list.