



WAMT meeting MINUTES 2014-06

Meeting description	
Meeting	<p>Title: Work Area Management Team monthly meeting Place: TelCo Date: 4th June 2014, 10:00 – 11:00 CEST Author of the minutes: David Schwesig</p>
Attendants	<p>Rouillard, Josselin (Ecologic, WA1) Ugarelli, Rita (SINTEF, WA2) van den Berg, Gerard (KWR, WA3) Hernandez, Marta (CETaqua, WA4) Ventura, Laura (CETaqua, WA4) Schwesig, David (IWW, WA5)</p>
	<p>Not attending but recipients of minutes: Lago, Manuel & Anzaldua, Gerardo (Ecologic, WA1) Theo van den Hoven (KWR, WA3) Herman Helness (SINTEF, WA2)</p>
Agenda	<ul style="list-style-type: none"> • Status Work Area 1 • Status Work Area 2 • Status Work Area 3 • Status Work Area 4 • Status Work Area 5 • Joint Event WA2/3/WAMT
Main issues discussed Theme 1	
Status WA 1	<p>General: Running smoothly. There was a WA1 coordination meeting in Berlin with good agreement on the approach and next steps.</p> <p>WP11: Decisions about which ESS framework to use (MAES), how to use indicators, how to link best with the MIKE tool; Internal deadline end of June '14 (0 draft of D11.1);</p> <p>WP12: MS3 was discussed, currently revised, to be finished by end of June '14.</p> <p>Nadine Gerner (EG) is acting as interface to WA3, ensuring that needs of demo sites are properly considered in WA1. This link is one of the critical points to be checked regularly (cf. WAMT decision #3).</p> <p>David will get back to Manuel about the link to the EIP AG ESE.</p>
Decisions	None.



Main issues discussed Theme 2	
Status WA 2	<p>General: running smoothly, no major issues.</p> <p>Details: Milestones 4, 5 and 7 are slightly delayed but under control and QA procedures defined (cf. DESSIN WAMT Data and Tasks.xlsx).</p>
Decisions	None.
Main issues discussed Theme 3	
Status WA 3	<p>General: running smoothly, no major issues.</p> <p>Details:</p> <p>WP31 Emscher: meeting with operating department this month, finalise decision for exact location. Working on estimation of cost, to fit their instruments within the system.</p> <p>WP32 Oslo: meeting for site selection was held and site selected.</p> <p>WP33 Westland: no delays.</p> <p>WP34 Athens: faster than foreseen; finalised most of preliminary work, starting the actual construction by of June '14.</p> <p>WP35 Barcelona: subcontracting of some preliminary work has started.</p> <p>List of critical points was provided (cf. DESSIN WAMT Data and Tasks.xlsx)</p> <p>Local stakeholder groups at NOR, NL, DE, ES seem to be active, others unknown</p> <p>WA3 leader: check activity level of these groups by M12;</p>
Decision	No new one. Decision #3 now implemented (cf. DESSIN WAMT Data and Tasks.xlsx)
Main issues discussed Theme 4	
Status WA 4	<p>General: running smoothly, no major issues.</p> <p>WP41:</p> <p>Website is complete; several news already posted; a new section for Open Access publications; Internal Area and file-exchange platform will be finalised by end of this week, instruction to all partners by e-mail (IWW). A list of Events has been prepared.</p> <p>First newsletter will be available by end of this month, a 4 pages newsletter with standardised sections. Selected partners will be contacted for content of 1st issue. All partners are going to be asked to invite their main contacts to subscribe to the newsletter;</p> <p>MS 8: Synergies between adelphi and IWW will be exploited.</p> <p>T41.4: ongoing discussion; next check by September.</p> <p>WP42:</p> <p>Adelphi team has sent their presentation to partners and scheduled the next step (questionnaire and phone interviews) for June/July '14.</p> <p>Person from Ecologic for QA of D42.3 needs to be nominated.</p>
Decision	None.



Main issues discussed Theme 5	
Project Management	General: running smoothly, no major issues.
Decision	#11 Next WAMT TelCo on 3 rd September 10 am (none in July/August). Face-to-face-meeting in autumn (cf. Theme 6)
Main issues discussed Theme 6	
Joint meeting WA2 & WA3	WA3 leader will start a doodle to find a date for a 2 days joint meeting of WA2 & WA3 (during the 1 st week of November); Place and next steps to be discussed bilaterally between WA2 and WA3. Current options for venue are NOR, NL, DE.
Decision	See decision #11 under Theme 5
Next steps / Following actions	
Action 1	Action: Get in touch with WA1 leader about link to EIP ESE Responsible: Coordinator Deadline: 30 June
Action 2	Action: Check status and activity level of local stakeholder groups Responsible: KWR Deadline: M12 (December '14)
Action 3	Action: Instruct all partners about internal website area and file exchange server Responsible: IWW Deadline: 6 June
Action 4	Action: Report on progress of T41.4 “developing demo sites into showcases” Responsible: KWR Deadline: 3 September
Action 5	Action: Assign reviewer to D42.3 Responsible: Ecologic Deadline: 30 June
Action 6	Action: Start preparation of joint meeting of WA 2 & WA 3 Responsible: KWR & SINTEF Deadline: 3 September
Action 7	Action: Check pending tasks from previous WAMT TelCos and regular tasks resulting from general WAMT decisions Responsible: all WA leaders Deadline: check list (DESSIN WAMT Data and Tasks.xlsx)