



## WAMT meeting MINUTES 2014-09

Meeting description	
<b>Meeting</b>	<p>Title: Work Area Management Team monthly meeting            Place: TelCo            Date: 10<sup>th</sup> September 2014, 10:00 – 11:00 CEST            Author of the minutes: David Schwesig</p>
<b>Attendants</b>	<p>Lago, Manuel (Ecologic, WA1)            Ugarelli, Rita (SINTEF, WA2)            van den Berg, Gerard (KWR, WA3)            Ventura, Laura (CETaqua, WA4)            Schwesig, David (IWW, WA5)</p>
	<p>Not attending but recipients of minutes:            Anzaldúa, Gerardo (Ecologic, WA1)            Herman Helness (SINTEF, WA2)            Theo van den Hoven (KWR, WA3)            Hernandez Garcia, Marta (CETaqua, WA4)</p>
<b>Agenda</b>	<ul style="list-style-type: none"> <li>• Status Work Area 1</li> <li>• Joint Event WA2/WA3/WAMT</li> <li>• Status Work Area 4</li> <li>• Status Work Area 5</li> </ul>
Main issues discussed Theme 1	
<b>Status WA 1</b>	<p>General: Running smoothly. The ESS valuation framework is developing well</p> <p>WP11:            The evaluation framework itself (formally, the first version is a milestone: MS12 due December 2014) will probably be ready ahead of schedule.            Deliverable D11.1 (“State of the art report on ecosystem service evaluation”) is due end of September and can be finalised quickly.</p> <p>WP12:            MS3 was delivered to Manuel and David. Manuel will decide whether there will be a formal review process or whether this can be considered final and put online (internal area)</p> <p>WP13: is embedded in WP11</p> <p>Collaboration with EIP AG ESE            Should be continued, if Coordinator CIRCE is willing to keep this AG alive (else we need to set up an AG of our own according to DoW (MS11). Details to be clarified by David</p>



Decisions	Milestone MS11: Try to continue collaboration with EIP AG ESE
<b>Main issues discussed Theme 2</b>	
Joint event WA 2 & WA 3	<p>Draft agenda is available and will be finalised in collaboration between SINTEF, KWR and the local host (NTUA).</p> <p>After receiving a few lines on the meeting objectives, David will send a “save the date” mail to all DESSIN partners (also asking for update of mailing list). Registration will be handled by local partner (KWR is talking about this with NTUA); Agenda with detailed programme and logistics (to be clarified with NTUA) will be circulated soon.</p>
Decisions	#12: Draft agenda for joint event at Athens (3&4 Nov) was agreed in general. All WA2 & WA3 partners will be invited.
<b>Main issues discussed Theme 3</b>	
Status WA 4	<p>General: Laura Ventura is new WA leader, Marta HG will be available as backup.</p> <p>WP41: First newsletter issued before summer break. Internal website area will be available by end of September. MS8 (1<sup>st</sup> version Target Audience Analysis &amp; Exploitation Strategy) will be available by then as well. Report of KWR on T41.4 at next WA4 TelCo (later this month)</p> <p>WP42: Waiting for status report of Adelphi during next WA4 TelCo (later this month).</p>
Decision	None.
<b>Main issues discussed Theme45</b>	
Project Management	<p>General: running smoothly, no major issues.</p> <p>There will be a DoW amendment due to formal change in the cost model of one beneficiary. This will not affect any of the other beneficiaries.</p> <p>Information by KWR: EC seems to put more emphasis on formal details of deliverables (e.g. consistent branding and layout). It's the shared responsibility of WA4 leader and Coordinator to ensure this.</p>
Decision	#13: Next WAMT TelCo will focus on preparation of the Athens event
<b>Next steps / Following actions</b>	
Action 1	<p><b>Action:</b> Check mode of collaboration with EIP AG ESE</p> <p><b>Responsible:</b> Coordinator</p> <p><b>Deadline:</b> 30 September</p>
Action 2	<p><b>Action:</b> Check with Clemens (IWW) the necessary steps to finalize D11.1 according to DoW. Report to Manuel</p> <p><b>Responsible:</b> Coordinator</p> <p><b>Deadline:</b> 22 September</p>



<p><b>Action 3</b></p>	<p><b>Action:</b> Provide Coordinator with short list of documents (ready and at draft) in WA1; indicate which ones were exchanged with EIP and on which ones there was a response / action by EIP  <b>Responsible:</b> WA1 leader  <b>Deadline:</b> 12 September</p>
<p><b>Action 4</b></p>	<p><b>Action:</b> Decide about MS3 (WP12): formal review / QA process needed?  <b>Responsible:</b> WA1 leader  <b>Deadline:</b> 19 September</p>
<p><b>Action 5</b></p>	<p><b>Action:</b> Send “save the date” e-mail to all partners so they can pencil in the date of the Athens meeting  <b>Responsible:</b> Coordinator  <b>Deadline:</b> 12 September</p>
<p><b>Action 6</b></p>	<p><b>Action:</b> Finalize meeting Agenda, program, invitation, info on logistics, and fwd to David for distribution to all DESSIN partners  <b>Responsible:</b> WA2 &amp; WA3 leader  <b>Deadline:</b> 19 September</p>
<p><b>Action 7</b></p>	<p><b>Action:</b> Check pending tasks from previous WAMT TelCos and regular tasks resulting from general WAMT decisions  <b>Responsible:</b> all WA leaders  <b>Deadline:</b> check list (DESSIN WAMT Data and Tasks.xlsx)</p>