



WAMT meeting MINUTES 2014-10

Meeting description	
Meeting	<p>Title: Work Area Management Team monthly meeting Place: TelCo Date: 1st October 2014, 10:00 – 11:00 CEST Author of the minutes: David Schwesig</p>
Attendants	<p>Lago, Manuel & Anzaldua, Gerardo (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: Herman Helness (SINTEF, WA2) Theo van den Hoven (KWR, WA3) Hernandez Garcia, Marta (CETaqua, WA4)</p>
Agenda	<ul style="list-style-type: none"> • Athens event (joint event of WA2/WA3/WAMT/WA1) • Urgent WA issues
Main issues discussed Theme 1	
Athens event	<p>General: Registrations are slow, reminder needed (cf. action list)</p> <p>Day 1:</p> <ul style="list-style-type: none"> • Presentations for each case study should be split between a WP2 and a WP3 part, preferably a SME and a site owner. Already agreed for Oslo, feasibility for others needs to be checked (cf. action list). • There will be a slot for a WP42 presentation in the afternoon of day 1; either integrated into the 90 minutes slot for “moderated discussion” or as a separate slot before the wrap-up (cf. action list). • 17:30 to 18:30 will be dedicated to a WA1 internal meeting (for WAMT see day 2) <p>Day 2:</p> <ul style="list-style-type: none"> • Opportunity for bilateral / small groups meetings 15:00-16:00 will be highlighted in the reminder message about registration (cf. action list) • WAMT will be either in parallel to this bilateral meetings session (if no WA leader needs to participate in such meetings) or after that (starting 16:30). • WA4 leader Laura will not be able to attend (but a colleague from CETaqua).
Decisions	None.





Main issues discussed Theme 2	
Urgent WA issues	<p>WA1 (also related to the Athens event)</p> <ul style="list-style-type: none"> In order to make maximum use of the opportunity to discuss the ESS valuation framework developed within WA1, a concise background document (approx. 5 pages) will be prepared for circulation together with the final programme (20 October, cf. action list)
Decisions	None.
Next steps / Following actions	
Action 1	<p>Action: Update agenda according to WAMT discussion, make it ready for final distribution by coordinator Responsible: WA2 leader Deadline: 20 October</p>
Action 2	<p>Action: Contact WP leaders within WP3 and organize who's going to give the joint WA2/3 presentation of the case studies Responsible: WA3 leader Deadline: 20 October</p>
Action 3	<p>Action: Send reminder about registration, also informing about options to have bilateral / small groups meetings on day 2 Responsible: Coordinator Deadline: 1 October</p>
Action 4	<p>Action: Inform WP42 partners about their slot on day 1 Responsible: Coordinator Deadline: 1 October</p>
Action 5	<p>Action: Prepare background document about ESS valuation framework Responsible: WA1 leader Deadline: 20 October</p>
Action 6	<p>Action: Check pending tasks from previous WAMT TelCos and regular tasks resulting from general WAMT decisions Responsible: all WA leaders Deadline: next WAMT meeting (face-to-face, Athens, 4 November)</p>

