



WAMT meeting MINUTES 2015-02

Meeting description	
Meeting	<p>Title: Work Area Management Team monthly meeting Place: TelCo Date: 4th February 2015, 10:00 – 11:00 CET Author of the minutes: David Schwesig</p>
Attendants	<p>Lago, Manuel (Ecologic, WA1) Ugarelli, Rita (SINTEF, WA2) van den Berg, Gerard (KWR, WA3) Ventura, Laura; Gomez, Francesc (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>
Agenda	<ol style="list-style-type: none"> 1. Status Work Area 1 2. Status Work Area 2 3. Status Work Area 3 4. Status Work Area 4 5. Request to go for a DoW amendment 6. Planning the M18 meeting
Main issues discussed Theme 1	
Status WA 1	<p>D11.1 was submitted in December. Work in WP11 and WP13 is combined (separation in DoW is somewhat artificial). MS12 slightly delayed first quarter 2015. There will be a WA1 meeting in early March (Barcelona) to further discuss the WP11 ESS framework and to get / integrate feedback from mature sites. WP12 is working close to the plan. Deliverables D12.1 and D12.3 will be finalised shortly after the WA1 meeting (ready for submission by end of March). The slight delay by one month will not have a negative impact on downstream WPs. There will be a WA1 TelCo with CETaqua, EG & KWR on questions about MAR & ecosystem services.</p> <p>As agreed in Athens, WA1 will establish contacts with demo sites through putting together a document that will guide further exchange of information on the ESS approach and specifics of the demo sites. It is planned to have this ready after the WA1 meeting at Barcelona and distribute it to the WA3 partners through WA3 leader.</p>



Main issues discussed Theme 2	
Status WA2	A couple of items (deliverables and milestones) are due or slightly delayed, but not yet critical: D21.1 (UFT) is expected by end of march, M14 (LKI) end of feb/early march. Detailed status information from WP22 is missing (to be followed-up), but Rita and Gerard got the general message that there are no critical issues.
Main issues discussed Theme 3	
Status WA 3	<p>Smooth progress. WP31 runs well, lamella settler will be assembled/installed soon. Fits also the conditions of Oslo. WP32 slight delay, current discussion about selection of location, but not critical. WP33 system assembled, not yet operating but will be by early March. WP34 slight delay due to tender procedure for monitoring equipment, but else well. D34.1 will be ready by mid of March. WP35 even ahead of schedule, will start injection earlier than expected.</p> <p>Most deliverables of WA 3 are due at the end of the project. To minimise risk and enable closer monitoring, the team agreed to prepare partial deliverables. Schedule is to be defined / agreed at next WA3 meeting.</p> <p>Status of local stakeholder groups is discussed regularly. In some case studies this will only start once the installations are running. To be discussed in more detail at the PSB 18 meeting (see agenda item 6).</p>
Main issues discussed Theme4	
Status WA 4	<p>WP41 Annual magazine is almost complete, website up to date, everything under control. Next newsletter in April: Cetaqua will request the contents by the end of February. T41.4 (Demo Sites as showcases): Gerard (KWR) sent a 2nd version of the guidelines, but this could not be discussed at the WA4 monthly meeting because he could not attend. Cetaqua and KWR will discuss the document in a parallel meeting. KWR will ask to all demo sites their needs and complete the document in 2 months.</p> <p>WP42: D42.3 has been submitted to EC mid of December. D42.1 is in the QA loop. D42.5 is ready but should be a milestone (see next topic of agenda)</p>
Main issues discussed Theme5	
DoW amendment	<p>The milestones and deliverables for T42.6 are not in the best logical order to reflect the development and implementation process of the M&E system. The document D42.5 is only an intermediate version whereas the final version is categorised as a milestone. It should be exactly opposite.</p> <p>Furthermore, the actual needs of the SMEs as learned during the first year of the project call for an amendment of tasks in WP42. The aim should be to have more individual interaction with the SMEs based on their needs & expectations a learned during the interviews carried out in 2014, and bring this interaction together in T42.2. After discussion with WP42 lead Adelphi, David suggests to explore together with the Project Officer the need to go for a formal amendment of the DoW.</p>
Decision #11	Coordinator will discuss the situation with the project officer and follow her advice on whether there is a need for a formal DoW amendment.



Main issues discussed Theme6	
PSB meeting M18	The next full project meeting will have to take place at/after month 18. After this meeting, we have to submit the first progress report (within 60 days after the end of M18). As M18 is June, and July/August will be difficult for a project meeting due to summer break, we should go for a meeting in late June. Preferred dates are either 22/23 or 25/6 June. The event will be noon to noon, - thus enabling other meetings of subgroups that can take place either before or after the meeting. David will explore the options for a venue close to the Emscher region and start preparation of the meeting.
Next steps / Following actions	
Action 1	Action: Finalise WA1 document for interaction with WA3 demo sites Responsible: WA1 leader Deadline: 31 March
Action 2	Action: Get in touch with the project officer and clarify need for a DoW amendment Responsible: Coordinator Deadline: 16 February
Action 3	Action: Announce PSB meeting in June to the consortium, start preparation Responsible: Coordinator Deadline: 20 February

