



WAMT meeting MINUTES 2015-03

Meeting description	
Meeting	<p>Title: Work Area Management Team monthly meeting Place: TelCo Date: 11 March 2015, 10:00 – 11:15 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: Anzaldua, 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. Status Work Area 5



Main issues discussed Theme 1	
Status WA 1	<p>The WA1 meeting in Barcelona (4/5 March) paved the way for completion of pending/upcoming Milestones and Deliverables.</p> <p>WP12: well underway as planned and reported during last month's WAMT meeting.</p> <p>WP11&13: There is an issue with the timing of MS21 (due M18) that will be needed by WP23 to start work (DoW schedule: M18 to M29). An interim version of MS21 may be available in time, but this is not helpful for WP23, because final details of the ESS framework are needed (e.g. lists of indicators used). This is solved by WAMT Decision #12 (cf. box below.)</p> <p>WA1 has created two internal task forces: 1) identification of relevant indicators, ensure consistency in presentation of case studies (lead by Nadine from EG), 2) include the sustainability assessment (lead by Rita from SINTEF and Clemens from IWW)</p> <p>The document for interaction with WA3 (cf. task 1 from WAMT in Feb) is close to finalisation.</p> <p>MS12 (ready end of March) will be based on a compilation of the background documents from the Barcelona meeting (with a short intro).</p> <p>The next WA1 meeting will be immediately after the PSB18 meeting (start: 23 June afternoon).</p>
Decision #12	<p>MS21 will be achieved together with D11.2 & D13.1 in M24. DHI will be asked to support preparation of MS21 by defining their requirements and supporting the development of template/format for MS21.</p> <p>As a consequence, WP23 in total will be delayed by up to 6 months which is not considered critical for the application of the software in the case studies (now starting around M34/35). Interaction of DHI with the demo cases in WA3 needs to be organised in order to make it a success (start with an intro workshop back-to-back with the PSB36 meeting at the latest).</p>
Main issues discussed Theme 2	
Status WA2	<p>WP21: MS14 (LKI) expected 20 March, D21.1 (UFT). confirmed end of March; WP22: D22.1 (NTUA) by March; MS13 (NTUA) by March, MS15 (KWR) April, MS16 (CETAqua) in March; Communication issue WP22 lead and WA lead: Gerard will check internally. WA2/3 joint meeting in morning session of June 22. Details tbd between Rita and Gerard.</p>



Main issues discussed Theme 3	
Status WA 3	D34.1 (Chemitec) expected by 20 March; MS20 (KWR) should be fine (end of April). MS19 (Inrigo) will be finalised this month (Rita asks Herman & Inrigo for a short blog entry about this achievement). A stakeholder event at Hoffselva (asked for by the 'Friends of Hoffselva') was prepared by SINTEF and Oslo providing comprehensive information in advance to the meeting, which left no open questions for the stakeholders.
Main issues discussed Theme 4	
Status WA 4	Website is up to date and was commended by the Project Officer. Annual magazine is nearly ready (currently processing internal comments). Will be issued calendar week 12. 3 posters are going to be prepared for the IWA CoF conference. 41.4: A first interview with demo site responsible has been carried out. Gerard will develop a general (and demo-specific) guide for showcasing the demo sites. WP42 questions are handled by coordinator in discussion with EC PO and adelphi.
Main issues discussed Theme 5	
Status WA 5	Question of need for DoW amendment is not yet solved (feedback from EC PO pending). Date and venue for PSB18 meeting have been announced to the consortium. A first information about the reporting schedule and procedures will be circulated
Next steps / Following actions	
Action 1	Action: Inform WA 1 partners about Decision #12 Responsible: WA1 leader Deadline: 31 March
Action 2	Action: Inform WA2 partners and in particular WP23 about Decision #12 Responsible: WA2 leader Deadline: 31 March
Action 3	Action: Distribute first information about reporting schedule and procedures Responsible: Coordinator Deadline: 31 March
Action 4	Action: Check internally (KWR) whether communication issue WP22 needs action Responsible: WA 3 leader Deadline: 31 March

Next WAMT TelCo: Wednesday 1 April 10:00 – 11:00

