



WAMT meeting MINUTES 2015-05

Meeting description	
Meeting	Title: Work Area Management Team monthly meeting Place: Sequential TelCo, written reports Date: 20 May 2015, 10:30 – Author of the minutes: David Schwesig
Attendants	Lago, Manuel (Ecologic, WA1) Ugarelli, Rita (SINTEF, WA2) van den Berg, Gerard (KWR, WA3) Ventura, Laura; Gomez, Francesc (CETaqua, WA4) Schwesig, David (IWW, WA5)
	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)
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 6. PSB18 meeting in June
Main issues discussed Theme 1	
Status WA 1	WP11 & 13: MS12 still pending, updated/info from Gerardo needed. WP12: D12.1 was achieved and submitted; D12.2 draft was provided, currently lead author is working to integrate comments from internal reviewers.
Main issues discussed Theme 2	
Status WA2	WP21: D21.1 is nearly ready (version submitted by UFT to David needs some minor formal changes, this is under control); MS14 achieved, blog entry prepared. WP22: D22.1 is ready and formally submitted. MS13 achieved, blog entry prepared. D22.4 expected on time, will have two parts, D22.4a being MS16. MS15 will be achieved soon (Rita to check date)





Main issues discussed Theme 3	
Status WA 3	<p>WP31: MS22 will be achieved in time. Some minor delay in the ADESBA-related tasks but not critical.</p> <p>WP32: MS19 will be slightly delayed, due to a decision to install a new sensor. Gerard will ask for tentative date of achievement.</p> <p>WP33: Minor installation issue with the pump. MS20 will be achieved before June meeting.</p> <p>WP 34: MS24 will be achieved in time. D34.1 is delayed; Gerard will ask for a new tentative date; Also discuss nature of deliverable ('D': Demonstrator) with lead partner, and explain that an accompanying document is needed that can be submitted to the EC (can be a short one though).</p> <p>WP35: No change at Barcelona case. No D or MS due before mid 2016.</p> <p>Miscellaneous: Suggestion to make animations for case studies (Gerard will provide examples from other projects), and to upscale posters to permanent noticeboards at the case study sites. To be discussed within WP41.</p>
Main issues discussed Theme 4	
Status WA 4	<p>WP41:</p> <ul style="list-style-type: none"> • Leaflet is finalised and has been sent for approval to all partners. 1000 hardcopies will be printed and brought to the June meeting (for distribution among the project partners). • Newsletter #3 is close to final, - will be sent to IWW (Lisa) before release • Notice boards (see also WA3): a first one will be prepared for the Llobregat site, and can serve as an example for the others. • WA4 is planning a video production, introducing each site also by one infographics. Check whether graphics prepared for the posters can be re-used. Check animation examples provided by Gerard. • Six posters were prepared and presented at the IWA Cities of the Future – TRUST Conference. Posters are currently at IWW and will also be presented at the June PSB meeting.





Main issues discussed Theme 5	
Status WA 5	<p>Question of need for DoW amendment is not yet solved (A new project officer for DESSIN has been assigned by the EC, which further delays this matter). This is not critical. The EC has been informed and we can start working according to our new plan, and describe this in the M18 report. Either the EC approves or this triggers their attention, suggesting to go for an amendment procedure.</p> <p>First periodic reporting: By 1 June, David will circulate information, instructions, template for the first periodic report. This will be explained in more detail during the formal PSB session on 23 June.</p> <p>To ensure smooth collaboration during preparation of the periodic report (June/July) we need an overview of the availability of key partner (WA leaders). David will distribute an xls-sheet.</p>
Main issues discussed Theme 6	
June meeting (PSB18)	<p>Programme and invitation were distributed.</p> <p>WA / case study progress presentations should be available as consolidated draft versions by 12 June, to be forwarded to the PAC. This should enable PAC members to be prepared at the meeting and to make well-qualified statements and suggestions.</p> <p>The cross-cutting session (afternoon of day 1) will need some preparation (but a lot needs to be decided on the spot, depending on the presentations and discussion from the cases). A draft concept will be developed by Rita and Gerard, forwarded to Manuel and David for further contributions</p> <p>The WAMT TelCo for June will take place the week before the PSB meeting, on 17 June. At this date, the draft presentations will already be available, and we should make a final check whether any relevant issues need our attention or preparation for the</p>





Next steps / Following actions	
Action 1	Action: Provide update on progress with MS12 and D12.2 Responsible: WA1 leader Deadline: 16 June
Action 2	Action: Ask for date for MS15 Responsible: WA2 leader Deadline: 16 June
Action 3	Action: Ask for date for MS19 Responsible: WA3 leader Deadline: 16 June
Action 4	Action: Clarify delivery date for D34.1 and nature of deliverable (demonstrator, but accompanying file needed that can be submitted to EC) Responsible: WA3 leader Deadline: 16 June
Action 5	Action: Draft concept for session on cross-cutting issues on 22 June afternoon, send to WA1 and WA5 leader Responsible: WA2 and WA3 leader Deadline: 12 June
Action 6	Action: Prepare / collect draft presentations on project progress, for distribution to PAC members prior to June meeting Responsible: ALL WA leaders (get in touch with your WP leaders) Deadline: 12 June
Action 7	Action: Circulate templates & instructions for periodic report, prepare overview of WA leaders availability during summer break Responsible: Coordinator Deadline: 28 May

Next WAMT TelCo: Wednesday 17 June 10:00 – 11:30

