



## WAMT meeting MINUTES 2015-06

Meeting description	
<b>Meeting</b>	Title: Work Area Management Team monthly meeting Place: TelCo Date: 17 June 2015, 10:00 – 10:45 Author of the minutes: David Schwesig
<b>Attendants</b>	Lago, Manuel (Ecologic, WA1) Ugarelli, Rita (SINTEF, WA2) <del>van den Berg, Gerard (KWR, WA3)</del> , apologies 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)
<b>Agenda</b>	<ol style="list-style-type: none"> <li>1. Status Work Area 1</li> <li>2. Status Work Area 2</li> <li>3. Status Work Area 4</li> <li>4. Status Work Area 5</li> <li>5. PSB18 meeting in June</li> </ol>
Main issues discussed Theme 1	
<b>Status WA 1</b>	WP11 & 13: MS12 has been achieved, Gerardo will forward document to David. WP12: D12.2 is close to final, currently with CETaqua. D12.3 under preparation. Both will be achieved in June/July, i.e. before the periodic report needs to be submitted to the EC. Manuscript submitted to J of Water Gov.: if accepted, ecologic will go for open access publication option. WA1&WA3 interaction exercise is ongoing, needs to be discussed at meeting (will be integrated in cross-cutting session on afternoon of day 1). Fine-tuning between Rita and Manuel.
Main issues discussed Theme 2	
<b>Status WA2</b>	No issues, - status and achievement date of MS15 will need to be clarified with KWR during the PSB18 meeting.





Main issues discussed Theme 3	
<b>Status WA 4</b>	<p>WP41: Newsletter is ready for distribution by end of this week. Leaflets have been printed and are currently on their way to IWW (for distribution of 50 copies to each partner during PSB18 meeting). CETaqua is preparing a noticeboard about the Llobregat case as a first example of a “showcasing” activity. Can serve as a model for the other demo sites (will be ready during summer).</p> <p>WP42: Adelphi is in the process of visiting the SMEs in individual workshops / bilateral meetings.</p>
Main issues discussed Theme 4	
<b>Status WA 5</b>	<p>Template with instructions for first periodic progress report and first financial report has been distributed this week. More guidance / explanations will be given during the PSB18 meeting.</p> <p>The compilation of the narrative progress report will be organised in a hierarchical way (WA leaders collecting input from WP leaders, - adding some WA-specific overarching text, fwd this to coordinator who adds overarching chapters on the overall project issues / perspective. WA leaders are asked to check the template provided, whether everything is clear.</p> <p>To ensure smooth organisation of the report preparation, WA leaders should provide Coordinator with an update on their availability during summer break.</p>
Main issues discussed Theme56	
<b>June meeting (PSB18)</b>	<p>Good progress with the preparation of the cross-cutting session, but the WA1&amp;WA3 interaction (exercise organised by WA1) needs to be taken on board. We can extend the slot for this session by approx. 30 min to give sufficient weight to this important topic. Rita will forward the current concept of the session to Manuel who will provide his feedback asap. This will be taken on board.</p> <p>Rita &amp; Gerard will finalise the concept and provide relevant partners with instructions (e.g. to David what to present / announce before that session).</p>



Next steps / Following actions	
Action 1	<p><b>Action:</b> Provide Coordinator with MS12 document</p> <p><b>Responsible:</b> WA1 leader</p> <p><b>Deadline:</b> 17 June</p>
Action 2	<p><b>Action:</b> Get in touch with WA4 in case printed leaflet does not arrive</p> <p><b>Responsible:</b> Coordinator</p> <p><b>Deadline:</b> 19 June</p>
Action 3	<p><b>Action:</b> Check template for progress report provided by Coordinator: is it clear?</p> <p><b>Responsible:</b> WA leaders</p> <p><b>Deadline:</b> 23 June</p>
Action 4	<p><b>Action:</b> Inform Coordinator about availability during July &amp; August</p> <p><b>Responsible:</b> WA leaders</p> <p><b>Deadline:</b> 23 June</p>
Action 5	<p><b>Action:</b> Provide WA1 leader with concept for cross-cutting session day 1 of PSB18, incorporate WA1 feedback / suggestions.</p> <p><b>Responsible:</b> WA2 leader</p> <p><b>Deadline:</b> 19 June</p>

**Next WAMT TelCo: Date will be agreed during PSB18 meeting**

