



WAMT meeting MINUTES 2016-01

Meeting description	
Meeting	Title: Work Area Management Team monthly meeting Place: TelCo Date: 20 Jan 2016, 09:15 – 09:50 Author of the minutes: David Schwesig
Attendants	Anzaldua, Gerardo (Ecologic, WA1) Ugarelli, Rita (SINTEF, WA2), apologies van den Berg, Gerard (KWR, WA3) Ventura, Laura; Gomez, Francesc (CETaqua, WA4) Schwesig, David (IWW, WA5)
	Not attending but recipients of minutes: Lago, Manuel (Ecologic, WA1) Herman Helness (SINTEF, WA2) Theo van den Hoven (KWR, WA3) Ventura, Laura; Hernandez Garcia, Marta (CETaqua, WA4)
Agenda	<ol style="list-style-type: none"> 1. WA2&3 Meeting 2. Status of deliverables D22.3, D22.4, D22.5 and D11.2 3. ESE side-event of EIP conference 4. Draft text for EIP marketplace about first fully-fledged DESSIN showcase 5. Formalising interaction with selected organisations
Main issues discussed Theme 1	
WA2&3 meeting	Draft agenda is supported by all. WA1 will use the slot in the afternoon of day 2. It will be a combination of an overview of the framework & concept developed by WA1, and also an opportunity to answer questions that may have arisen from the first application of the framework by the site owners.
Main issues discussed Theme 2	
Status deliverables	D22.2 and D34.2 Athens case study: just submitted D22.3 part 1 will come this week D22.4 and D22.5 are known to be slightly postponed (to Feb), new date achievable. D11.2 plan to finalise / submit all parts by end of March 2016 is still valid. David to ask PAC member Dolf de Groot about external QA-Review of the cookbook.
Main issues discussed Theme 3	
ESE side event	DESSIN will be represented by WA1 (Gerardo and/or Manuel) and David. Arrangements about how to share a DESSIN presentation will be made once the decision has been taken at ecologic who'll attend from their side.



Main issues discussed Theme 4	
Draft text for EIP market-place	Draft should be distributed to the other case studies for inspiration. Disclaimer about EC funding needs to be added prior to publication.
Main issues discussed Theme5	
Formalising interaction with associated organisations	<p>EYDAP and NTUA would like to invite 3 tech companies that were associated in different ways with the setup and operation of the pilot in Athens, to become more involved in the project by conferring to them an appropriate project "status" or affiliation. This is not a matter of budget - simply improving their interest and buy-in as the case study partners think that these tech providers would be good partners in any post-project up scaling of the sewer mining technology.</p> <p>The coordinator was supportive of this idea and proposed a template for a Lol defining clear rules for this sort of interaction.</p> <p>The WAMT agreed with the procedure and the proposed Lol template in general, but asked to add a paragraph clarifying that no financial funds (e.g. travel reimbursement) will be transferred to these partners. This has been done (cf. Annex I to this document).</p>
Decision #17	DESSIN is open for collaboration with "Associated Organisations" based on the rules laid out in Annex I to the WAMT Minutes 2016-01.

Next steps / Following actions	
Action 1	<p>Action: Ask Dolf de Groot about review of D11.2 & D13.1</p> <p>Responsible: Coordinator</p> <p>Deadline: 22 Jan</p>
Action 2	<p>Action: Agree about DESSIN presentation at EIP side-event</p> <p>Responsible: WA 1 leader and Coordinator</p> <p>Deadline: 3 Feb</p>
Action 3	<p>Action: Provide NTUA with template for Lol for "Associated Organisations"</p> <p>Responsible: Coordinator</p> <p>Deadline: 22 Jan</p>

Next WAMT TelCo: 17 Februar 10 a.m. CET





ANNEX I – Template Letter of Intent for establishing links with “Associated Organisations”

[Addressee: Organisation]

[Addressee: Name]

[Addressee further contact details]

[Addressee further contact details]

[Addressee further contact details]

[Name & Contact Data of responsible DESSIN partner, usually the leader of the WP where this collaboration is going to take place]

[Date]

Letter of Intent

The European project “DESSIN – Demonstrating Ecosystem Services Enabling Innovation in the Water Sector”, EC FP7 grant agreement No 619039, intends to collaborate with

[insert name and/or unit of associated organisation]

as an “Associated Organisation” for the following duration and purpose:

[specify Work Package, Task, Scope and duration of the collaboration]

The collaboration depends on and is based on the following principles:

1. DESSIN is open for the collaboration with "Associated Organisations".
2. It is a decision at Work Package level to initiate such a collaboration. Basis of such a decision is the perspective of benefits for both the Associated Organisation and the DESSIN project.
3. This is only possible when there is unanimous consent among the DESSIN partners in the respective Work Package about the collaboration, its scope, intensity and duration.
4. It is the responsibility of the Work Package leader to document in an adequate way the consent of the Work Package members to establish a collaboration with an Associated Organisation (e-mail is sufficient)





5. Such a collaboration needs to be reported to the Work Area Management Team of DESSIN, which has a veto right at any stage if there is concern that this collaboration is not to the benefit of the project.
6. Associated Organisations may participate in DESSIN meetings (except for meetings with formal votings and decisions). Participation needs to be approved by the leader of the respective project level (task leader for task group meetings, Work Package leader for Work Package meetings, Work Area leader for Work Area meetings, Work Area Management Team for full project meetings).
7. Information disclosed by the DESSIN beneficiaries to Associated Organisations shall be kept confidential and for internal use within the Associated Organisation only. Foreground generated together shall be the common property of all parties involved.
8. Associated Organisations can get first hand access to results of the Work Packages they are associated with. If Work Packages decide to provide Associated Organisations with draft versions of results or with other internal material, this can be handled as an internal case-to-case decision at the Work Package level. Associated Organisations can collaborate with more than one Work Package but they will not get access to the DESSIN intranet.
9. Associated Organisations will get European visibility via the DESSIN website in a dedicated area where Associated Organizations are highlighted.
10. Associated Organisations will not receive any financial funds from the DESSIN project, and they are not formal partners of the contract (Grant Agreement) between the European Commission and the DESSIN consortium.

On behalf of DESSIN Work Package [insert number and name of WP]

[Signature Work Package Leader]

[Full name and organisation of WP leader in printed letters]

[Name of Associated Organisation] intends to collaborate with the DESSIN project for the purpose described above, under the terms and conditions described in this Letter of Intent.

[Signature, name and function in clear letters, Stamp]

