



WA4 meeting MINUTES

Meeting description	
Meeting	Title: 4 th WA4 meeting. WEBEX meeting Date: 3 th June 2014
Attendants	Hernández, Marta (CETaqua) Nenz, Diana (Adelphi) Zimmermann, Lisa (IWW)
Agenda	<ol style="list-style-type: none"> 1. Introduction <ol style="list-style-type: none"> a. Approval last meeting minutes 2. WP41: Actions carried out since the last meeting. Next actions <ol style="list-style-type: none"> a. DESSIN website: status and internal area (IWW) b. Establishment of demo-sites as showcases: working plan 2014 (KWR) (see WAMT meeting minutes: “development of demo sites to showcases’ and outline first steps” 3. WP42: Actions carried out since the last meeting. Next actions <ol style="list-style-type: none"> a. Working plan 2014 of tasks in WP42. See WAMT meeting minutes: “distribution status of presentation and feedback from SMEs.” 4. Any other issues <ol style="list-style-type: none"> a. Quality assurance procedure WA4 5. Next WA4 meeting: 1st July 2014
MAIN ISSUES DISCUSSED WP41	
T41.1 Project branding (M1- M3) CETaqua	<p>Actions carried out:</p> <ul style="list-style-type: none"> - New template upcoming events (sent to WA leaders and distributed by them to WP leaders). 2 upcoming events have been identified. <p>Coming actions:</p> <ul style="list-style-type: none"> - Search in the partner’s website if there are future events published regarding ESS, Technology presentations that could be related to DESSIN project and confirm with them after that. Responsible: <u>Marta</u>
T41.2 Website (M1-M3) IWW	<p>Actions carried out:</p> <ul style="list-style-type: none"> - Suggested changes in section distribution have been done. - New section “open access publications” (mandatory by the EC) - Private area is already available (contents are empty). David will validate it with the WA leaders tomorrow. <p>Coming actions:</p> <ul style="list-style-type: none"> - <u>Lisa</u> will communicate by mail to the partners the accessibility to the private area and how to proceed to register. - <u>Lisa</u> will add links to DESSIN social profiles (LINKEDIN; TWITTER and FACEBOOK) will be added in the web (deadline 30/06/2014). - <u>Marta</u> will ask David in the WAMT meeting about the interactive platform from IWW to share documents. (Instructions could be provided?)



<p>T41.3 Public correspondance (M1 – M48) CETaqua</p>	<p>Actions carried out:</p> <ul style="list-style-type: none"> - Presentation of the titles of sections in the website and contents of the 1st Newsletter. Validation of the sections presented. Presentation of newsletters calendar. Size of each section will be variable according to the contents. Design is on-going. <p>Coming actions:</p> <ul style="list-style-type: none"> - <u>Laura</u> will ask for specific contributions to Manuel Lago, David and Diana during this week. - <u>Lisa</u> will send an e-mail to the distribution list of DESSIN to encourage them to invite their contacts to subscribe themselves to DESSIN newsletter.
<p>T41.4 Establishment demo-sites as showcases (M1 – M48) KWR</p>	<p>Actions carried out:</p> <ul style="list-style-type: none"> - Demo sites will start mainly after summer 2014 (except in The Netherlands). Internal coordination in KWR between WA3 and WA4 (Gerard, Theo and Bianca) to define actions in T41.4.
<p>Transversal issue Milestone MS8</p>	<p><i>Target audience analysis and exploitation strategy.</i> Not yet started. Lisa is going to prepare it to have a draft at the end of the month. Coordination with Adelphi is needed (Adelphi presented the list of contents for their Project Implementation Plan “DESSIN product and technology promotion”</p>
<p>MAIN ISSUES DISCUSSED WP42</p>	
<p>T42.1 Market analysis reports (M4-M12) Adelphi</p>	<p>Actions carried out:</p> <ul style="list-style-type: none"> - Questionnaire template has been sent to 12 SME’s contacts. 1 answer has been received. - Matrix ongoing: identification of partners, innovative solutions, site challenges, etc. 2 level of work: Demo sites (5) and Technology developers. <p>Coming actions:</p> <ul style="list-style-type: none"> - <u>Diana and Cosima</u> will contact by phone each of the 12 SME’s to have feedback of the questionnaire. Deadline 30/06: Milestone - <u>Diana</u> will contact Gerard (WA3 leader) to have more information regarding the challenges and technology description of Demo sites.
<p>T42.2 Commercialization process maturity models (M6-M48) Adelphi</p>	<p>Actions carried out: Task not yet started.</p>
<p>T42.3 Business environment report (outside – in) (M3 – M10) Adelphi</p>	<p>Actions carried out: Diana presents the list of contents of an initial Project Implementation Plan “DESSIN product and technology promotion”). This report will orientate this task. Coordination with IWW (Lisa) is needed, as the information regarding the target audience analysis and exploitation strategy (from the general view of DESSIN project) will be useful in the introductory sections.</p> <p>Coming actions: <u>Diana</u> will send the list of contents to Marta and Lisa and will ask for Lisa and Marta contributions in the project aspects they could help.</p>



<p>T42.4 Support ESS lobbying for efficient modes of governance and finance (M12 – M48) Adelphi</p>	<p>Actions carried out: Task not yet started.</p>
<p>T42.5 Promotion of ESS assessment (M8 – M48) Adelphi</p>	<p>Actions carried out:</p> <ul style="list-style-type: none"> - Identification of 14 European projects related to ESS approach.
<p>T42.6 M + E (M5 – M48) Adelphi</p>	<p>Actions carried out: Task not yet started.</p>
<p>Other aspects</p>	
<p>WA4 quality assurance procedure</p>	<p>Minor changes have been proposed. Partners agreed in the final version. Marta will contact Manuel to find the responsible from ECOLOGIC for the quality assurance of D42.3, which overlaps tasks of WA1.</p>
<p>Next WA4 meeting</p>	<p>Next meeting: 1st July 10:00 – 11:00 using WEBEX</p>