ENVRI^{plus} DELIVERABLE

D19.1

Organization of project Kick-off meeting, including a Steering Committee and a General Assembly meeting

WORK PACKAGE 19 – PROJECT MANAGEMENT

LEADING BENEFICIARY: UNIVERSITY OF HELSINKI

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ENVRI

Report on ENVRIplus Kickoff meeting

11-13 MAY 2015

Finnish Meteorological Institute

Dynamicum (Erik Palménin aukio, Helsinki, Finland)

Project number: 654182

Project acronym: ENVRIplus

Project title: Environmental Research Infrastructures Providing Shared Solutions for Science and Society

Funding Scheme: INFRADEV-4-2014-2015

Implementation and operation of cross-cutting services and solutions for clusters of mESFRI and other relevant research infrastructure initiatives

Content

Summary of the ENVRIplus KickOff Meeting

The Kick-Off meeting held in May 11-13, 2015 in Helsinki, Finland successfully brought all major players of the ENVRIplus project together. With 85 participants, representing 35 beneficiaries and most of the participating Research Infrastructures[1], the meeting proved very fruitful for initiation of the project. The Kickoff meeting not only allowed to introduce the scope and structure of the project and its consortium, but it also paved a path for a more detailed work plan, thus improving its capabilities to start the actual work.

Goals of the meeting

The meeting was organized around **3 main goals**:

1. To allow networks to evolve among the ENVRIplus partners, thus creating a community of people contributing the project;
2. To create a shared understanding of the project objectives and aims;
3. To create a more detailed work plan with clear idea of:
   - What is the purpose of each Theme/Work Package (WP),
   - What are the products or services the WP shall deliver,
   - What are the timelines and milestones for each task within all the WPs,
   - Who are the key people within each task and what is their role (Identification of "Responsible person", "Supporting person", "Approving person", "Informed person"),
   - Which Research Infrustructures are actually interested in the specific tasks and products the WP deliver.

The kickoff was organized both in plenaries (to achieve the first and the second goal) and specific Theme/WPs sessions (to achieve the third goal). In addition, General Assembly and Executive Board meetings were organized during the Kickoff meeting[2].

The approach of the meeting

In order to develop such a specific work plan with a clear understanding of the aims and responsibilities, specific Theme/WPs session as well as poster session was organized during the Kickoff meeting.

The ENVRIplus Project Office (PO) has circulated a template for the poster to be filled by all the WP leaders[3]. These templates were filled and returned to PO that translated the input from WP leaders into posters. These were printed out in A0 format and displayed at the venue from Day 1 of the meeting.

The content of the posters was further developed during specific Theme/WPs sessions. The PO also prepared stickers with a logo of each participating Research Infrastructure (RI) – these stickers were meant to be attached to posters with contact information of the RI representative, thus expressing the interest of the RI in specific task or product.

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[1] See Participants list
[2] See the General Assembly and Executive Board meeting minutes
[3] See Annex 1 for the poster template

All the posters were later digitalized by the PO[4], which will translate its inputs into a specific detailed work plan of the ENVRIplus project. The PO will communicate the results with the WP leaders with aim to finalize the plan.

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[4] Annex 2 shows an example of the final poster

Participants of the meeting

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Agenda of the meeting

AGENDA

MAY 11

12:00 - 13:00	Lunch/Registration
13:00 – 13:15	Opening/Welcome address (**BSA**)
13:15 – 13:45	General ENVRIPLUS presentation (Werner Kutsch) (**BSA**)
13:45 – 14:00	Objectives of poster session (Ari Asmi) (**BSA**)
14:00 – 15:30	ENVRIPLUS Theme (1,2,3,4,5) presentations (15min.+ 5min. discussion) (**BSA**)
15:30 – 16:00	Coffee Break /Poster session 1
16:00 - 18:00	Parallel sessions Theme 1 and 2 (**BSA/AURA**)
19:00 – 00:00	Social Event

MAY 12

09:00 – 10:00	Risk assessment in ENVRIPLUS and proposed actions (Paolo Laj, 30min. + 30min. discussion) (**BSA**)
10:00 – 10:30	Parallel sessions Theme 1 and 2 (**BSA/AURA**)
10:30 – 11:00	Coffee Break
11: 00 – 12:00	Parallel sessions Theme 1 and 2 (**BSA/AURA**)
12:00 – 13:00	Lunch
13: 00 -14:30	General Assembly (Ari Asmi); including Theme 6 presentation (Sanna Sorvari) (**BSA**)
14:30 – 16:00	Parallel sessions Theme 3, 4, and 5; Data Management Team (**AQ, TE, ICOS, KO, AR, AURA, BSA**)
16: 00 – 16:30	Coffee Break
16:30 – 18:00	Rapporteur sessions / Poster session 2 (**BSA** if needed
19:00	Joint Dinner

MAY 13

09:00 – 10:30	Reporting from Themes, including risk assessment (30min. each Theme) **(BSA)**
10:30 – 11:00	Coffee Break
11:00 – 12:00	Reporting from Themes, including risk assessment (30min. each Theme) (**BSA**)
12:00 – 13:00	Lunch
13:00 – 13:30	Final Discussion (**BSA**)
13:30 – 14:45	Parallel meetings of main project boards (BEERi / Executive Board) **(BSA, AURA)**
14:45 – 15:00	End of the meeting

Agenda of the General Assembly

Agenda

1. Opening of the meeting
2. Confirmation of Quorum
3. Appointment of Chairperson of the General Assembly
4. Adoption of the Agenda for the meeting
5. Introducing the structure of General Assembly and its Terms of Reference
6. Appointments of
   a. Executive Board Members
   b. Executive Board Chairperson
   c. Co-coordinator
7. Confirmation of the Data Management Team members
8. Financial issues
9. Communication issues
10. Reporting issues
11. ENVRI week
12. AOB

Other topics for discussion

1. Dissemination Strategy

Meeting minutes

General Assembly meeting minutes

Participants

See the list of Participants

Agenda

13. Opening of the meeting
14. Confirmation of Quorum
15. Appointment of Chairperson of the General Assembly
16. Adoption of the Agenda for the meeting
17. Introducing the structure of General Assembly and its Terms of Reference
18. Appointments of
     a. Executive Board Members
     b. Executive Board Chairperson
     c. Co-coordinator
19. Confirmation of the Data Management Team members
20. Financial issues
21. Communication issues
22. Reporting issues
23. ENVRI week
24. AOB

Meeting Minutes

Opening of the meeting

- ENVRIplus Project Coordinator Werner Kutsch opened the meeting

Quorum

- Number of members of the General Assembly presented at the meeting was high enough to make the proceedings of the meeting valid (more than 2/3 of the members were presented)

Appointment of Chairperson of the General Assembly

- Werner Kutsch was appointed by the GA to act as its Chairperson

Adoption of the Agenda for the meeting

- The agenda of the meeting was adopted with two additional items to be discussed 1) Amendement in Grant Agreement (request from CEA) and 1) Amendement in Consortium Agreement (request from EMBL);
- The agenda item number 10 "Reporting issues" has been merged together with agenda item number 8 tackling the financial issues;

Introducing the structure of General Assembly and its Terms of Reference

- The Terms of Reference were distributed to GA members in a written form (Annex 1);

- The GA agreed on two changes in the Terms of Reference: 1) in section "*Composition and membership: The Coordinator shall chair all meetings of the General Assembly, unless decided otherwise in a meeting of the General Assembly*" it has been decided to change the wording to: "*The Coordinator shall chair all meetings of the General Assembly. If the coordinator himself is not present, the Co-coordinator will act as his deputy*"; 2) in section "*Voting: Any decision may also be taken without a meeting if the Coordinator circulates to all Members of the General Assembly a written document which is then agreed by the defined majority of all Members of the General Assembly. Such document shall include the deadline for responses.*" The wording has been changed to "*Voting: Any decision may also be taken without a meeting if the Coordinator circulates to all Members of the General Assembly a written document (in physical or electronic form) which is then agreed by the defined majority of all Members of the General Assembly. Such decision method includes reasonable deadline for responses for this document.*"
- The Coordinator will circulate the amended Terms of Reference to all members for approval. This will include defined majority and the deadline for responses.

Appointments of

- **Executive Board Members**
  - The EB consists of Theme and Domain leaders
  - Members: Theme Leaders: Jean-Daniel Paris, Zhiming Zhao, Ingrid Mann, Mairi Best, Jacco Konijn, Sanna Sorvari; Domain Leaders: Jean-Francois Rolin, Helen Glaves, Peter van Tiederen, Antti Pursula, Andreas Petzhold; it was also decided Abad Chabbi will replace Peter van Tiederen (representative of the ecosystem domain) in the second half of the project
  - It has been decided that the representative of Marine domain Jean Francois Rolin will act as a Chair of the Executive Board
  - It has been agreed that Management Team (Ari Asmi and Magdalena Brus) will act within the EB as supporting persons without the actual voting rights
- **Executive Board Chairperson**
  - The GA has appointed Jean-Francois Rolin to act as a Chairperson of the Executive Board
- **Co-coordinator**
  - The GA has appointed Paolo Laj to act as Project Co-Coordinator

Confirmation of the Data Management Team members

- It has been explained that the Data Management Team will only handle the data management within the project
- The team members: Ari Asmi, Antti Pursula, Zhiming Zhao, Helen Glaves, Jean-Daniel Paris and Anders Tjulin.

Financial and Reporting issues

- The reporting periods of the ENVRIplus project are different then ussual periods. They are in months 16, 32 and 48. It is important that all the partners will inform their administration about these different periods;
- Banking details – All the partners need to send stamped and signed form containing their banking details as soon as possible. They can send the form electronically but the Project Office also need the original form to be sent by mail;

- The Project Office will send more information about the reporting practices within the University of Helsinki.

Change in Grant Agreement

- CEA wants to change all their cost declaration method from "direct personnel costs declared as actual costs" to "direct personnel costs declared as average costs". This will not change their actual cost amount or the budget. This change was accepted by the GA.;
- It has been agreed that this amendment and any forthcoming changes to the Grant Agreement will be submitted altogether by January 2016.

Problem with Consortium Agreement

- Although the consortium had concluded that the latest draft of the Consortium Agreement was ready to be signed, EMBL has now informed that they are not ready to sign it unless the amendment is made. The amendment concerns point 7.1.3 Funding Principles "*A Party which spends less than its allocated share of the budget as set out in the Consortium Plan or – in case of reimbursement via unit costs - implements less units than foreseen in the Consortium Plan will be funded in accordance with its actual duly justified eligible costs only. A Party that spends more than its allocated share of the budget as set out in the Consortium Plan will be funded only in respect of duly justified eligible costs up to an amount not exceeding that share.*";
  The suggested amendment : "*In order to ensure implementation of such principles, the final payment will not be executed and the Guarantee Fund will not be released until all the Parties who have spent less than its allocated share of the budget have reimbursed the exceeding funds to the Coordinator.*";
- The amendment was discussed within the GA. According to the procedure for CA negotiations, the Project Office encourage all GA members to consult this amendment with their administration. The Project Office will only consider written commentaries on the subject;
- Petra Ten Hoopen from EMBL will discuss this issue within the organization

Communication issues

- **Project Management web system** – still needs to be decided;
- **Website** - there was discussion on how to organize the virtual community platform and new project website; 2 options were discussed : 1) old domain envri.eu will serve as the community platform, and from there a link will be made to a new project envriplus.eu website; or option 2) new domain envri.community will be established and from there, link to previous project envri.eu and new project envriplus.eu will be established;
- **Email lists** – not yet completely operational – input from the Kickoff will help to clarify the right contact persons. Representatives of project beeficiaries are also encouraged to invite people, who will contribute to project from their side to fill in the online form : https://elomake.helsinki.fi/lomakkeet/60054/lomake.html

AOB

- Update on the status of ICOS ERIC – application for the ICOS ERIC (step 2) started in April 2015. EC needs few months to review and process the application followed by the iteration period. According to this schedule, we expect ICOS ERIC to be established in autumn 2015.
- It has been mentioned there is a potential risk of Theme leaders not having enough resources for their work

Actions

ACTION	RESPONSIBLE PERSON	DUE DATE
Circulate the amended Terms of Reference to all members for approval	Werner Kutsch	ND
Inform the administration about different reporting periods (16,32,48)	ALL	ND
Send stamped and signed form containing beneficiaries' banking details by mail (to Magdalena Brus)	ALL	ASAP
Send more information about the reporting practices within the University of Helsinki	Project Office	As soon as it is available
Changes to the Grant Agreement will be submitted altogether	Project Office	January 2016

Executive Board meeting minutes

Participants

Chair: Jean Francois Rolin

Attending: Werner Kutsch, Paolo Laj, Ingrid Mann, Mairi Best, Peter Van Tienderen, Helen Glaves, Jacco Konijn, Antti Pursula, Zhiming Zhao, Sanna Sorvari

Excused: Jean-Daniel Paris, Andreas Petzold

Invited: Magdalena Brus, Ari Asmi

Meeting minutes

The Executive Board (EB) met at the end of the General Assembly which validated its membership, including coordinator, co-coordinator, domain representatives, theme leaders. As agreed by the General Assembly, Marine Domain representative Jean-François Rolin chaired the meeting.

Agenda

No Agenda has been submitted beforehand. The agenda followed instead the list of tasks of the EB as stated in the Consortium and Grant Agreement.

Seeking a consensus between parties

The case of EMBL: a request to postpone the Consortium Agreement signature process in order to introduce a modification has been discussed in General Assembly. The Coordination will solve it without the EB and is confident to reach a consensus.

Collecting information

It was agreed this function is not relevant for this first meeting.

Members of the Management Support Team

Ari Asmi and Magdalena Brus are nominated by the EB. They will participate to all EB meetings without voting rights as agreed by the General Assembly.

Support Coordinator in preparing meetings with the Funding Authorities (namely the EC) This issue was not considered relevant for this meeting. The relations with the EC officer will mainly be remote discussions by telephone.

Prepare the content of press releases

This issue again was not considered relevant for this meeting

Publication checking

For scientific as well as technical reasons, EB will check all the ENVRIplus funded publications. It means that publications will have to be announced by partners in due time.

Acceptation of an embargo period for the publications

It is stated in the Consortium Agreement that **"** For very strong reasons the Parties may make a detailed request with explanations and reasons to the Executive Board to use the "Green Model" open access, i.e. the publication is made available in a repository located in ENVRI PLUS website after a reasonable embargo period. In case the Executive Board declines a Party's request that Party can take the request to the General Assembly which shall finally decide the matter."

The EB anticipates that few cases will be relevant for ENVRIplus considering that the Research Infrastructures (RIs) themselves have to manage such request. The EB of ENVRIplus will mainly act in such a way that no controversy arise between authors and RIs.

BEERI constitution

The Theme 6 leader proposed an agenda of consultation of the RIs. This must be concluded for the first ENVRIplus week in November.

The relationship between BEERi and EB has been clarified. Whereas EB will discuss and decide project related issues, BEERi will uptake more strategic discussions and will act as a discussion platform for Ris.

RI relations

Directors or Project Coordinators of RIs must provide the name of the main contact person to ENVRIplus coordination to team up the project and be convincing. Question to each RI or group of RIs in a domain: have you constituted a team within your RI to work on the ENVRIplus?

Detailed Work Plan

This document will serve as a more precise description of each task with identification of responsible personnel, supporting personnel, approvers, and internal Milestones. It is expected to reach the level of a global view in June and a to complete the document in September. During the ENVRIplus week, no uncertainty should remain: who does what and acknowledgement by the actors. Lacks in this document will then require EB action. WP leaders must be sure of their resources and have a risk analysis going as far as plan B in some cases.

Changes "between the lines" are preferable. We may envisage an amendment in some cases such as moving PM from one task to another; it will be treated with other amendments to Grant agreement anticipated for January 2016.

Hierarchy

EB agrees to the request by the coordinator and Theme 2 leader that hierarchy (Coordinator-Theme-WP- Task) must be respected to support the capacity for the Theme leaders to organize the work, the synergies, and optimize resources.

Internal communication

The EB will convene their meetings either physically or through Webex. Theme or WP meetings may be organized through Webex account without the need of Management Team involvement.

The meeting can be scheduled and hosted by going to http://www.webex.com/, sign in with envri2-coordination@helsinki.fi email address, password: Horizon2020

Priorities for next months are

- To write the Detailed Work Plan and agree on its internal milestones and ressource allocation;
- To liaise with BEERI constitution;
- To implement management methods (reference to Paolo Laj presentation on Risks). This leads to an Agenda on next EB meetings (dates to be agreed after a doodle consultation) as follows:

June meeting

- To decide and plan practical aspects of the ENVRIplus week of November
- To review the advancement of the Detailed Work Plan. Decide actions to speed up
- List of BEERI members will be presented at the meeting

September meeting

- Version of the Detailed Work Plan ready to be disseminated as v1
- BEERI constitution validated
- List of workshops organized during the ENVRIplus Week.

October meeting(Physical meeting in Amsterdam)

- Preparation of ENVRIPLUS week
- List gaps and risks to be solved /mitigated at that meeting
- Changes "between the lines" of the GA, needs of amendment.

AOB

Coordination team has a travel money for the EB members. There are two ways how to organize the budget : the money can either be transfered from UHEL to a respective beneficiary, or you can purchase the trip and then claim the travel expanses from the UHEL. In the second case, you need to follow the UHEL travel practices. Also remember you need to mail the original receipts to Project Office. Link to form and internal travel rules :
https://b2drop.eudat.eu/public.php?service=files&t=521b7a1ab0e0bdf28801db7c49c96584

Annexes

Annex 1 – Poster template

ENVRIPLUS Kickoff meeting – **POSTER TEMPLATE** (blue text serve as an example)

THEME: *1 Technical Innovation*

WP: *1 New sensor technologies: innovation and services*

WP Leader: *Jean-Francois Rolin (IFREMER)*

Short description of WP: *The objectives of this WP are the following:*

1) Consolidating RI requirements for new sensors and the associated market

2) Defining common approaches for sensor requirements across disciplines

3) Defining modalities for use of common technical unmanned platforms and application

4) Promoting the use of Network-enabled sensors across the RIs

Task: 1.1 *Emerging technologies, emerging markets: fostering the innovation potential of research infrastructures*

Task leader: *Name (Partner org.)*

DL/ML/Internal ML	Responsible person (Partner)	Supporting Persons (Partner)	Approver (Partner)	Informed (Partner)	Due date
iML 1.1.1 [description]	Name (Institution)	Name2 (Institution2) Name3 (Institution2) Name4 (Institution3)	Name5 (Insitution4)		M7

Place for RI´s to place the "interest sticker"

Task: *1.2 Common methodologies for inter-comparisons and joint field tests*

Task leader*: Name (Partner org.)*

DL/ML/Internal ML	Responsible person (Partner)	Supporting Persons (Partner)	Approver (Partner)	Informed (Partner)	Due date
iML 1.1.1 [description]	Name (Institution)	Name2 (Institution2) Name3 (Institution2) Name4 (Institution3)	Name5 (Insitution4)		M7

Comments:

Explanation:
1st column: Short explanation of the report/subtask. Should be terse, but enough to understand what is there. If unsure, explain a little more – we will handle the formatting. These should be either (very) short reports, or even just acknowledgements of progress.

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2nd column: Single responsible person to be the main author of this subtask

3rd column: Everyone in the WP who is part of working team for this subtask

4th column: Who checks the quality of the subtask (and is responsible for quality!). Usually WP leader, or Theme leader.

5th column: If you have external people who should be informed that this subtask is completed. In the Kickoff most likely some will be added by the RIs.

6th column: Due date as END of month from project start. Prognosed M1 would then be 31st of May, 2015.

Use **Mi** for official Milestones (in DoA), **D** for official Deliverables, and **iMi** for internal milestones / subtasks. The internal ones are just for the project coordination and WP leaders to follow the tasks and will not be reported to the Commission.

Annex 2 - Example of the finalized and digitalized poster