

ASPECT Project | Kick-off meeting agenda | Draft v.2

Meeting time: Wednesday, 1 st of February 2023, starting at 12:30 p.m. – Friday, 3 rd of February, 2023, until 1:00 p.m.	
Meeting place: MetOffice premises, Exeter. https://www.metoffice.gov.uk/about-us/contact/in-exeter	
For remote connection: a link will be provided in the final version of the agenda.	
DAY 1	
12:30 - 13:30	Lunch (buffet) and registration
13:30 - 14:20	<ol style="list-style-type: none"> 1. Welcome (Albert Soret, Marta Terrado, Jason Lowe, a representative of MetOffice) and introduction to the project. 5 mins 2. Introduction of the partners involved in the project. 20 mins 3. ASPECT overview, governance (Albert Soret and Marta Terrado), brief introduction to each WPs (min. 25 mins including discussion). <p><i>Some remarks:</i> <i>Template for the presentation will be provided 1) For introducing the institutions (including all points and pictures of the team?) 2) Another template for WPs presentation.</i></p>
14:20 - 14:50	Coffee break (it will be served outside of the room) + Team building activity/ ice-breaker. 20 mins Comfort break 10 mins
14:50 - 16:40	<p>Brief introduction to each WP (15 mins per WP) WPs 1 – 6</p> <hr/> <p>16:20 - 16:35 Comfort break. 15 mins</p> <hr/> <p>WP7 (Communication and dissemination): short introduction, the communication session will be continued in day 3. In this session we will focus on the external collaboration. 5 mins</p>
16:40 - 18:00	<p>Interactions and synergies with other projects (a short presentation of I4C, TBC) 15 mins</p> <p>National Adaptation Plan (UK) 10 mins</p> <p>Other projects, TBC</p>
18:30 - 20:00/ 20:30	Working dinner

DAY 2	
9:00 - 10:00	<p>Case studies and user engagement (Codorniu). Other users, TBC</p> <ul style="list-style-type: none"> • Description of the organization. • Challenges that climate change imply. • Current tools to deal with climate adaptation. • User needs and expectations.
10:00 - 11:30	<p>1st session: W1, WP2, WP3, WP6 (45 mins) ASPECT's early guidance on the best current information sources of climate information based on S2D data. This will include established methodologies for sampling/weighting ensembles and an overview of where there is a skill in existing products (seasonal, decadal, projections, downscaling) for different variables and time scales.</p> <p>2nd session General discussion lead by WP4, WP5 to align W1, WP2, WP3, WP6 with user needs (45 mins)</p>

11:30 - 12:00	Coffee break
12:00 - 13:30	Breakout groups session Overview of the activities and outputs, activities for the first six months of the project, connection to other WPs, critical risks, early milestones and deliverables. <u>Three parallel sessions:</u> <ol style="list-style-type: none"> 1. Decadal forecasting 2. Downscaling and seamless forecasting/time merging 3. Users and applications
13:30 - 14:30	Lunch
14:30 - 15:15	Report back from the breakout groups.
15:15 - 16:00	Identifying risk within the project. Collaborative session.
16:00 - 16:15	Coffee break
16:15 - 17:15	Collaborative session, to be developed. <i>Three separate groups, interactive sessions, standing up.</i>
19:00	<i>Working dinner/social activity TBC</i>

DAY 3	
9:00 - 10:00	Communication and dissemination aspects of the project.
10:00 - 10:50	A presentation and Q&A session given by the EC Project Officer, Richard Tavares, on relevant aspect for project management and reporting 30 mins Internal communication, introduction to the reporting 20 mins
10:50 - 11:15	Coffee break
11:15 - 11:45	Actions for the next six months: meetings, milestones, deliverables.
11:45 - 12:45	Working groups (all WPs to discuss on how to organize the work).
12:45 - 13:00	Closing remarks
13:00 – 14:00	Buffet lunch