

Deliverable D9.1: Meeting minutes of ACTRIS PPP kick-off meeting

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Work package no	9
Deliverable no.	D9.1
Lead beneficiary	FMI
Deliverable type	<input checked="" type="checkbox"/> R (Document, report) <input type="checkbox"/> DEC (Websites, patent fillings, videos, etc.) <input type="checkbox"/> OTHER: please specify
Dissemination level	<input type="checkbox"/> PU (public) <input type="checkbox"/> CO (confidential, only for members of the Consortium, incl. Commission)
Estimated delivery date	Month 3
Actual delivery date	XX/yy/20zz
Version	1
Reviewed by	
Accepted by	Sanna Sorvari
Comments	

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Meeting minutes of ACTRIS PPP kick-off meeting

Agenda

Monday 13.2.

13:00 *Registration and lunch*

14:00 Welcome (*Finnish hosts*)

ESFRI and ACTRIS (*Sanna Sorvari*)

ACTRIS instruments for implementation (*Gelsomina Pappalardo*)

Scope and overview of ACTRIS PPP (*Sanna Sorvari*)

Risks in ACTRIS PPP (*Paolo Laj*)

Expected outcome of ACTRIS PPP kick-off meeting (*Niku Kivekäs*)

16:00 *Break*

16:30 WP 1 – ACTRIS Governance and Management (*Sanna Sorvari*)

17:30 WP 2 – Legal Framework (*Pirjo Kontkanen*)

18:30 *End of meeting day*

Tuesday 14.2.

09:00 WP 3 – Financial Framework (*Gelsomina Pappalardo*)

10:00 WP 4 – ACTRIS Central Facilities (*Doina Nicolae*)

11:00 *Break*

11:30 WP 5 – ACTRIS National Facilities (*Ulla Wandinger*)

12:30 *Lunch*

13:30 WP 6 – ACTRIS Service Provision (*Sabine Philippin*)

14:30 WP 7 – ACTRIS Strategy and Long-Term Vision (*Paolo Laj*)

15:30 *Break*

16:00 WP 8 – Socio-Economic Impact Analysis (*Nikos Mihalopoulos*)

17:00 WP 9 – ACTRIS PPP Management (*Niku Kivekäs*)

18:00 *end of meeting day*

19:00 *ACTRIS Kick-off Dinner*

Wednesday 15.2.

09:00 WP interlinkages and connections (*Sanna Sorvari*)

09:45 ACTRIS PPP General Assembly (*Niku Kivekäs*)

10:45 *Break*

11:15 Kick-off wrap-up and next steps (*Sanna Sorvari + WP leaders*)

12:00 *end of ACTRIS PPP kick-off meeting*

12:00 – 13:00 Possibility for WP:s to have own internal meetings (on request)

Interim ACTRIS Council meeting

Wednesday 15.2. at 15:00 – Thursday 16.2. at 15:00

By invitation only

Participants

Registered participants to ACTRIS PPP Kick-off meeting 13-15.2.2017.

70 registered participants.

First name	Last name	Organization	Country	E-mail
Lucas	Alados-Arboledas	IISTA_UGR	Spain	alados@ugr.es
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Presentations

The following presentations were given at the meeting. The presentations are currently available in .pdf form at ACTRIS DropBox (<https://www.dropbox.com/sh/3ulbn6t45vd58sa/AAABtjYv6-0Hlkwgd7c40tJsa?dl=0>), but will soon be made available for the project partners at ACTRIS web-sites.

Welcome (*Juhani Damski, Director of FMI*)

ESFRI and ACTRIS (*Sanna Sorvari*)

ACTRIS instruments for implementation (*Gelsomina Pappalardo*)

Scope and overview of ACTRIS PPP (*Sanna Sorvari*)

Risks in ACTRIS PPP (*Paolo Laj*)

Expected outcome of ACTRIS PPP kick-off meeting (*Niku Kivekäs*)

WP 1 – ACTRIS Governance and Management (*Sanna Sorvari*)

WP 2 – Legal Framework (*Pirjo Kontkanen*)

WP 3 – Financial Framework (*Carmela Cornacchia*)

WP 4 – ACTRIS Central Facilities (*Doina Nicolae*)

WP 5 – ACTRIS National Facilities (*Ulla Wandinger*)

WP 6 – ACTRIS Service Provision (*Sabine Philippin*)

WP 7 – ACTRIS Strategy and Long-Term Vision (*Paolo Laj*)

WP 8 – Socio-Economic Impact Analysis (*Sebastianos Mirasgedis*)

WP 9 – ACTRIS PPP Management (*Niku Kivekäs*)

WP interlinkages and connections (*Sanna Sorvari*)

ACTRIS PPP General Assembly (*Niku Kivekäs*)

Kick-off wrap-up and next steps (*Sanna Sorvari*)

Minutes of ACTRIS PPP General Assembly

1. Opening of the meeting

Sanna Sorvari opened the meeting at 9:45. The Agenda has been sent to all the Beneficiaries.

2. Quorum and voting rights (for information)

All the members of the General Assembly were represented either in person or by proxy.

Each Member of the General Assembly has one vote and all votes are equal.

Decisions shall be taken by a majority of 2/3 of the votes cast.

Partners present:

Partner number	Partner	Represented by
1	FMI	Sanna Sorvari
2	UHEL	Markku Kulmala
3	CNR	Gelsomina Pappalardo
4	CNRS	Paolo Laj
5	INOE	Doina Nicolae
6	CHMI	Milan Vana
7	TROPOS	Ulla Wandinger
8	KIT	Ottmar Möhler
9	NOA	Sebastianos Mirasgedis
10	NILU	Cathrine Lund Myhre
11	UPS	Adolfo Comeron
12	CSIC	Andres Alastuey
13	UVA	Carlos Toledano
14	UMAN	Geraint Vaughan
15	NERC	Christine Braban
16	STFC	Chris Walden
17	KNMI	Arnoud Apituley
18	PSI	Proxy: Stefan Reimann (EMPA)
19	EMPA	Stefan Reimann
20	CYI	Jean Sciare
21	IGF PAS	Proxy: Iwona Stachlewska (UW)
22	ULUND	Erik Swietlicki
23	BIRA-IASB	Martine de Maziere
24	NUIG	Darius Ceburnis
25	EULS	Steffen Noe
26	AU	Niels Bohse Hendriksen
27	INRNE-BAS	Ivo Kalapov
28	JRC	Jean-Philippe Putaud

3. Confirmation of the chair and the secretary of the meeting (For approval)

Based on the Consortium Agreement the Coordinator shall chair all meetings of the General Assembly, unless decided otherwise in a meeting of the General Assembly.

Coordinator Sanna Sorvari proposed that Project Manager Niku Kivekäs shall chair the 1st General Assembly meeting (Helsinki 15. Feb 2017). Niku Kivekäs was decided to chair the meeting.

4. Review of the responsibilities and obligations of the General Assembly (For information)

Responsibilities and obligations of the General Assembly are listed in the Consortium Agreement, and they were not gone through in details in the General Assembly meeting.

5. Confirmation of the members of the Executive Board (For approval)

Coordinator Sanna Sorvari proposed the Executive Board (EB) members.

It was decided that WP3 leader Carmela Cornacchia will represent WP3 in the EB, and thus Gelsomina Pappalardo will not be nominated to the EB. Minor corrections were made to the names and affiliations of the members of the EB. It was pointed out that Paolo Laj shall represent WP7 in the EB and his affiliation will thus be UHEL.

The nomination of the following persons to Executive Board was approved. No oppositions were made.

Sanna Sorvari, FMI, Coordinator and WP1 leader
Markku Kulmala, UHEL, Co-coordinator
Pirjo Kontkanen, UHEL, WP2 leader
Carmela Cornacchia, CNR, WP3 leader
Doina Nicolae, INOE, WP4 leader
Ulla Wandinger, TROPOS, WP5 leader
Sabine Philippin, CNRS, WP6 leader
Paolo Laj, UHEL, WP7 leader
Nikos Mihalopoulos, NOA, WP8 leader
Niku Kivekäs, FMI, Project Manager and WP9 leader
Marjut Kaukolehto / Silja Häme, UHEL, Project Manager

6. Scientific Advisory Board (For information)

There shall not be a separate scientific advisory board (SAB) in ACTRIS PPP. The project will take advice from the SIAB – Scientific and Implementation Advisory Board ACTRIS research infrastructure. The candidates for SIAB will be proposed to IAC by the Executive Board.

Propositions for SIAB members will be asked from the national contact points by the Coordinator before summer 2017. After the summer period the Executive Board will make a shortlist of 5-10 SIAB members

to be proposed for the IAC in October 2017 meeting. Criteria for the shortlist selection process will be created and distributed in April – May by the Coordinator.

Based on the discussion it was decided that national contact points can propose as many candidates as they wish in all the three categories of the experts:

- Experts from the scientific field
- Experts from the RI implementing field
- Experts from the Service User field (incl. industry)

Gender balance should be considered.

7. New partners, Linked Third Parties and Associated Partners (For Approval)

No changes to project partners or Linked Third Parties are foreseen at this stage.

The process of approving the Associated Partners is described in the ACTRIS PPP Consortium Agreement. The initial Associated Partners to ACTRIS PPP are listed in the ACTRIS PPP Consortium Agreement and at ACTRIS www-pages: <http://www.actris.eu/Projects/ACTRISonESFRIRoadmap/ACTRISCommunity.aspx> .

This information has been sent for all the General Assembly representatives.

The Associated Partners mentioned in the initial list were approved by the GA without any objections.

Introduction of the process for new Associated Partners to join the project:

Other potential entities may become Associated Partner during the course of the Project by sending an expression of interest to the ACTRIS PPP Project Office. The status of an ACTRIS PPP Associated Partner will be granted by the General Assembly. The approval can be done via e-mail round: ACTRIS PPP Project office will circulate the propositions to all the General Assembly representatives via e-mail. If there are no objections made in the mentioned time, the new associated partner is approved.

Admittance of all the Associated Partners is subject to the signature of ACTRIS PPP Confidentiality agreement (Attachment 5 of the Consortium Agreement) between the Associated Partner and the Consortium to protect any confidential proprietary information available under the Project. The Consortium gives power of attorney to the Coordinator to act in its name for the conclusion of the Confidentiality agreement.

9. Consortium Agreement (For information)

Consortium Agreement was ready on 17.1.2017 and has been sent to all the Beneficiaries. No suggested modifications to the Consortium Agreement are seen at this stage.

10. Grant Agreement (For information)

A virtual WP10 has been added to ACTRIS PPP after the ethics review by the Commission. This WP10 has 6 deliverables. Project management (WP9) will coordinate these deliverables.

11. Reporting and payments (For information)

Reporting: Duration of ACTRIS PPP: 36 months, divided into two reporting periods (RPs):

RP1 month 1 – month 18 (1.1.2017 - 30.6.2018)

RP2 month 19 – month 36 (1.7.2018 - 31.12.2019)

Periodic and final reports (technical and financial): submission up to 60 days after the end of the RP. It was noted that the preparation of the reports after RP1 will take place in June and August 2018. Reports are prepared by filling out electronic forms in the Participant Portal online. Reporting guidelines will be sent to the partners well before the end of RP1.

Payments: Maximum EC funding of ACTRIS PPP: 3 999 996.25 €

All the payments are transferred from EC to the Coordinator who will distribute the money to the Beneficiaries.

Pre-financing payment: 2 999 997.19 € (minus Intra-EU JRC share 30 375.00 €)

Distributed to the partners in January – February 2017

Interim payment: max. 90 days after RP1 reports are received and accepted.

Reimbursement is based on the Financial statements, limits to 90% of the maximum Grant amount (10% retention). ACTRIS PPP can receive max. 399 999.63 € as interim payment.

Payment of balance: max. 90 days after the Final reports are received and accepted, including the 5 % of the guarantee fund and 10% retention.

12. Progress monitoring and quality assurance (For information)

ACTRIS PPP deliverables:

Communication and coordination is crucial in deliverable preparation. Identified persons (those linked to the task in question) prepare the deliverable. Two individuals (from the Beneficiaries) review the deliverable. This can lead to changes in the deliverable. Project office converts the deliverable to correct format. Coordinator accepts and submits the deliverable to EC. The deliverables will have an internal deadline one month before the EC deadline.

Technical deliverables (eg. minutes of the meetings) do not need review. The deliverables needing a review process are listed and presented in the ACTRIS Kick-off meeting.

13. Project communication (For information)

All national level activities / presentation events linked to ACTRIS should be listed by all the Beneficiaries. They will be gathered and included to ACTRIS PPP report to the EC.

ACTRIS www-pages: www.actris.eu

ACTRIS PPP Project Office should be contacted concerning the requests for internal www-pages. ACTRIS presentation templates etc. will be made available in the ACTRIS web pages. Creation of national ACTRIS web sites is encouraged and can be linked to the common ACTRIS web pages.

Existing e-mail lists for ACTRIS PPP:

actris-ppp-office@posti.fmi.fi

actris-ppp-wpleaders@posti.fmi.fi

actris-ppp-beneficiaries@posti.fmi.fi

14. Upcoming meetings (For information)

- EGU, Vienna (April 2017)
- 4th ENVRIweek and ENV RIs meet industry Grenoble (May 2017)
- ERIC network meeting, Helsinki (May 2017)
- ILRS conference in 25-30.6.2017 in Bucharest.
- EAC, Zürich (Aug-Sep 2017)
- 2nd ACTRIS PPP meeting Sept 2017 in Bucharest.
- 2nd ACTRIS PPP General Assembly, 3rd ACTRIS PPP meeting to be held in conjunction of ACTRIS-2, in March 2018, place tbc.

This list is not complete. All the relevant meetings are listed in the ACTRIS www-pages. The information of the ACTRIS relevant meetings should be sent to ACTRIS coordination team.

15. AOB

No other issues were raised.

16. Closing of the meeting

Niku Kivekäs closed the General Assembly meeting at 10:40.