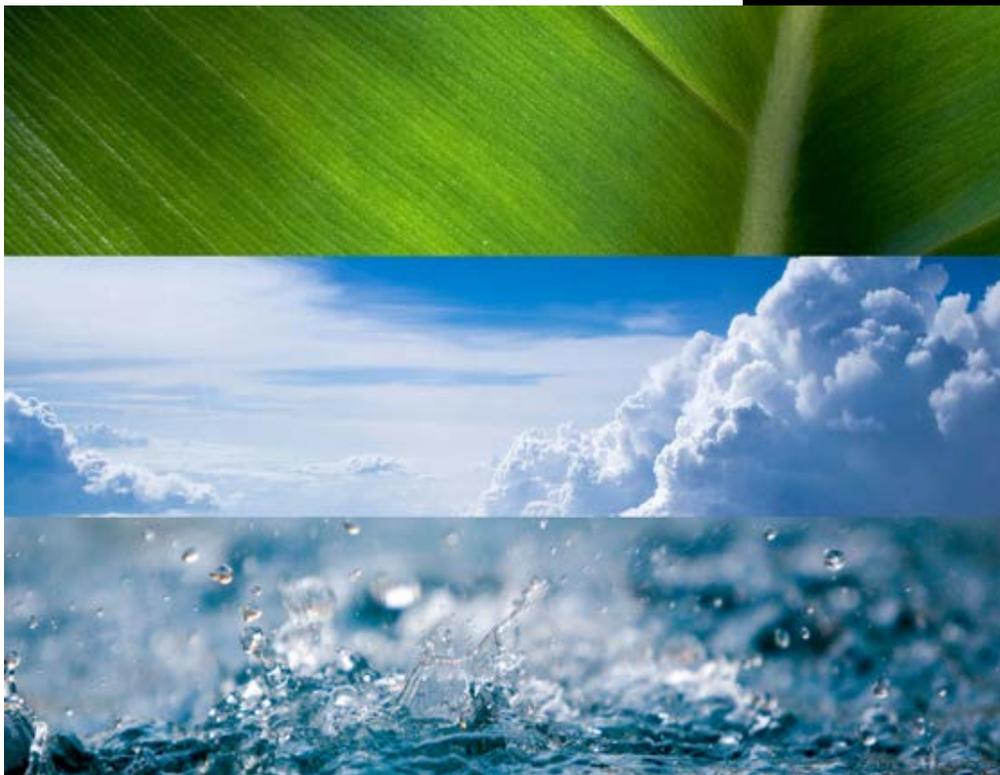




Deliverable 6.1

Organization of project Kick-off
meeting, including a General Assembly meeting and
Executive Board Meeting
21-23 February 2017, Heidelberg, Germany



Deliverable: D6.1. Report on the Kick-Off meeting including 1st General Assembly and Executive Board Meeting

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Date: 28.3.2017

Activity: WP6: Management

Lead Partner: ICOS ERIC

Document Issue: 1.0, final version

Dissemination Level: Public

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Version	Date	Comments/Changes	Author/Partner
1.0	28.3.2017		E-C. Riikonen, ICOS ERIC

DISCLAIMER

This document has been produced in the context of the project Readiness of ICOS for Necessities of integrated Global Observations (RINGO)

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 730944. All Information in this document is provided "as is" and no guarantee or warranty is given that the information is fit for any particular purpose. The user thereof uses the information at its sole risk and liability. For the avoidance of all doubts, the European Commission has no liability in respect of this document, which is merely representing the authors view.

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1 DESCRIPTION OF THE MEETING

On February 21-23 2017, the EC's Horizon2020 project 'Readiness of ICOS for Necessities of integrated Global Observations' (RINGO) organised its Kick-Off meeting in Heidelberg, Germany, hosted by one of the main beneficiaries, University of Heidelberg. The Kick-Off meeting brought together representatives from the project's direct beneficiary institutions, as well as from their linked third parties.

2 GOALS OF THE MEETING

The meeting aimed at:

- providing the participants a good overall information about managing and implementing the project
- organizing the internal work plans for the project's six work packages
- facilitating collaboration between partners

3 APPROACH

The event consisted of presentations from the coordinator ICOS ERIC; covering general introduction, project management and guidelines for project dissemination and communication. The meeting also received three short presentations about risk management in RINGO.

The individual work packages and related tasks were introduced and working modes discussed in a 'World Café' -style workshops, where participants were able to attend discussions on topics they found most relevant or related to their work. The outcomes from the World Café -sessions were then presented to all participants.

The WPs and Tasks arranged their own working groups about internal organization and work plans in parallel sessions after the main programme of the meeting.

The first General Assembly and Executive Board Meeting were held at the end of the three-day event.

4 LIST OF RINGO PARTNERS

Partner	Official name	Role in the consortium	Country
ICOS ERIC	INTEGRATED CARBON OBSERVATION SYSTEM EUROPEAN RESEARCH INFRASTRUCTURE CONSORTIUM	CO	FI
UiB	UNIVERSITETET I BERGEN	BEN	NO
UNITUS	UNIVERSITA DEGLI STUDI DELLA TUSCIA	BEN	IT
INRA		TP	FR

	INSTITUT NATIONAL DE LA RECHERCHE AGRONOMIQUE		
ENEA	AGENZIA NAZIONALE PER LE NUOVE TECNOLOGIE, L'ENERGIA E LO SVILUPPO ECONOMICO SOSTENIBILE	TP	IT
OGS	ISTITUTO NAZIONALE DI OCEANOGRAFIA E DI GEOFISICA SPERIMENTALE	TP	IT
CNR-ISMAR	CONSIGLIO NAZIONALE DELLE RICERCHE	TP	IT
UVSQ	UNIVERSITE DE VERSAILLES SAINT-QUENTIN-EN-YVELINES.	BEN	FR
UHEI	RUPRECHT-KARLS-UNIVERSITAET HEIDELBERG	BEN	DE
MPG	MAX-PLANCK-GESELLSCHAFT ZUR FORDERUNG DER WISSENSCHAFTEN EV	TP	DE
UVGZ	USTAV VYZKUMU GLOBALNI ZMENY AV CR VVI	BEN	CZ
RUG	RIJKSUNIVERSITEIT GRONINGEN	BEN	NL
WU	WAGENINGEN UNIVERSITY	TP	NL
ECN	STICHTING ENERGIEONDERZOEK CENTRUM NEDERLAND	TP	NL
NERC	NATURAL ENVIRONMENT RESEARCH COUNCIL	BEN	UK
PML	PLYMOUTH MARINE LABORATORY	TP	UK
UOE	THE UNIVERSITY OF EXETER	TP	UK
UEA	UNIVERSITY OF EAST ANGLIA	TP	UK
UEA	UNIVERSITY OF EAST ANGLIA	TP	UK
UHEL	HELSINGIN YLIOPISTO	BEN	FI
FMI	ILMATIETEEN LAITOS	TP	FI
ULUND	LUNDS UNIVERSITET	BEN	SE
UGOT	GOETEBORGS UNIVERSITET	TP	SE
UUPP	UPPSALA UNIVERSITET	TP	SE
ETH Zürich	EIDGENOESSISCHE TECHNISCHE HOCHSCHULE ZUERICH	BEN	CH
UBern	UNIVERSITAET BERN	TP	CH
EMPA	EIDGENOSSISCHE MATERIALPRUFUNGS-UND FORSCHUNGSANSTALT	TP	CH
UANTWERPEN	UNIVERSITEIT ANTWERPEN	BEN	BE
VLIZ	VLAAMS INSTITUUT VOOR DE ZEE VZW	TP	BE
INOE	NATIONAL INSTITUTE OF RESEARCH AND DEVELOPMENT FOR OPTOELECTRONICS	BEN	RO
OMSZ	ORSZAGOS METEOROLOGIAI SZOLGALAT	BEN	HU
ULPGC	UNIVERSIDAD DE LAS PALMAS DE GRAN CANARIA	BEN	ES
NOA	NATIONAL OBSERVATORY OF ATHENS	BEN	EL
NUID UCD	UNIVERSITY COLLEGE DUBLIN, NATIONAL UNIVERSITY OF IRELAND, DUBLIN	BEN	IE
EULS	EESTI MAAULIKOOL	BEN	EE
ISA	Instituto Superior de Agronomia	BEN	PT

WITS	UNIVERSITY OF THE WITWATERSRAND JOHANNESBURG	BEN	ZA
PULS	UNIwersytet przyrodniczy w PoznanIU*	BEN	PL
DTU	DANMARKS TEKNISKE UNIVERSITET	BEN	DK
GEOMAR	HELMHOLTZ ZENTRUM FUR OZEANFORSCHUNG KIEL	BEN	DE
IOW	LEIBNIZ-INSTITUT FUR OSTSEEFORSCHUNG WARNEMUNDE STIFTUNG	TP	DE
UBremen	UNIVERSITAET BREMEN	BEN	DE
GUF	JOHANN WOLFGANG GOETHE UNIVERSITAET FRANKFURT AM MAIN	BEN	DE
BIRA	INSTITUT ROYAL D'AERONOMIE SPATIALE DE BELGIQUE	BEN	BE

3 DEFINITIONS, ACRONYMS AND ABBREVIATIONS

- **EB** Executive Board
- **EC** European Commission
- **GA** General Assembly
- **ICOS ERIC** Integrated Carbon Observation System European Research Infrastructure Consortium
- **RINGO** Readiness of ICOS for Necessities of integrated Global Observations
- **WP** Work Package

RINGO Kick-Off meeting

21.-23.2.2017 Heidelberg, Germany

Meeting location:

Kirchhoff-Institute for Physics
Im Neuenheimer Feld 227
D-69120 Heidelberg
GERMANY

Seminar Rooms 1.403 & 1.404 (1st floor)

Tuesday 21.2.2017

11:00 – 12:00 Registration

12.00-12.30 Lunch (Buffet)

12.30-13.20 Welcome words and introduction of RINGO concept and aim
(Werner Kutsch, ICOS DG and RINGO coordinator with WP leaders)

13.20-15.20 The World Café (TWC) to introduce the tasks and Work Packages (coordination by Evi-Carita Riikonen)

15.20 - 15:45 Grab a coffee and come back to plenum

15:45 - 17:00 **Risks of RINGO** (3 different statements, discussion on risk management, Eija Juurola)

19:00- **Dinner** (organized by local host, paid by project)

Wednesday 22.2.2017

9:00-12:00 **Work packages** (report and conclusion from the TWC, outline of first steps)

- 9:00 WP1(Ingeborg Levin)
- 9:20 WP2 (Jiří Kolman)
- 9:40 WP3 (Timo Vesala)
- 10:00 WP4 (Alex Vermeulen)
- 10:20 WP5 (Eija Juurola)

10:35 - 12:00 WP6 including **project management** (tools, platforms, techniques, ECAS protocols, definitions of responsibilities of partners, Evi-Carita Riikonen)

12:00-12:45 Lunch

12:45-14:30 **Dissemination and Exploitation actions** (Gorana Jerkovic)

14:30-15:00 Coffee Break

15:00-17:00 **Individual meetings of Work Packages or Tasks**

Thursday 23.2.2017

9:00-11:00 **General Assembly** meeting (Chair: Werner Kutsch, Rapporteur: Evi-Carita Riikonen)
(Agenda was sent by 1. February 2016)

11.00-12.00 **Wrap up (Werner Kutsch)**

12:00-14:00 Working lunch of **Executive Board** (hosted, content Werner Kutsch and chair of EB)

Adjourn

KINGO TICK-OFF MEETING 21.-23.2.2017 HEIDELBERG, GERMANY

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RINGO Kick-Off Meeting (D6.1)

MINUTES of the 1st GENERAL ASSEMBLY

23.2. 2017 Heidelberg, Germany

1. Opening of the meeting

- Coordinator and ICOS DG Werner Kutsch opened the meeting at 09:15 pm
- The meeting was deemed as valid as invitations had been sent on 1st February (three weeks before the meeting)

2. Confirmation of Quorum

- The Quorum was reached
- It was clarified that the linked third parties are welcome to join as observers as already stated in the Grant Agreement

3. Adoption of the Agenda for the meeting

- Agenda was adopted

4. Introducing the structure of General Assembly and its Terms of Reference (Approval of ToR)

- The structure of the GA was introduced and responsibilities explained (as described in GA and CA)
- ToR were approved after going through comments received from ETHZ; clean version of the ToR will be circulated
- AP: ICOS ERIC HO

5. Appointment of Executive Board Members

- Tasks of the EB were explained.
- The following WP leaders and EB members were suggested:
- Coordinator: Werner Kutch
- WP 1: Ingeborg Levin, Bert Gielen
- WP 2: Jiří Kolman, László Haszpra
- WP 3: Timo Vesala, Gregor Rehder
- WP 4: Alex Vermeulen, Michel Ramonet
- WP 5: Eija Juurola, Benjamin Pfeil
- WP 6: Evi-Carita Riikonen, Jouni Heiskanen
- EB members were approved (1st names also approved as WP leaders)

6. Decision of RINGO logo

- The GA voted on the design of the RINGO logo:



Decision: The logo will include the text 'RINGO | Readiness of ICOS' with the coloured dots on the right side of the logo on top of the text 'readiness'. (Remark: The logo shown here is not final and needs some final work on the fonts. The Coordination will provide the final logo in short time.

7. Confirmation of the Data Management Team (DMT) members

- Data Management Plan (DMP) was explained. Process was agreed.
- DMT:
 - Alex Vermeulen
 - Benjamin Pfeil
- Other members will be clarified by email and a name list sent (AP: ICOS ERIC HO)
- DMP will be sent out in May and approval will be done by written procedure (AP: DMT once selected)

8. Risk Management Plan

- Process of risk management was explained and agreed:
- Process will be linked to re-vision of projects's key performance indicators (KPIs),
 - Task leaders to report task-related risks to coordination,
 - Coordination to write a detailed risk management plan until may,
 - Written approval by GA,
 - Coordination monitor and write regular updates of risk management plan,
 - KPIs will be updated and distinguish between RINGO and ICOS

9. Adoption of the project KPIs

Process as described in 8

10. Need of a Grant Agreement Amendment

The meeting identified two necessary changes to the Grant Agreement:

- Correction in WP1 leadership:
UHEI was originally named as the leader organisation of WP1, an error occurred and ICOS ERIC was shown as WP1 leader in the Grant Agreement; this will need to be corrected
- Some unsolved problems Linked Third Parties may lead to a possible change in the consortium structure. This will require approval by written decision by the GA shortly (by end of March).

11. Financial and Communication issues

- Decision: all communication except the participant portal communication is including direct beneficiaries and linked third parties

12. Reporting

- Reminders from coordination to WP/task leaders to report on progress every 6 months
- AP: ICOS ERIC HO

13. Meetings

- Decision: next GA will be scheduled after a Doodle poll in September
- AP: ICOS ERIC HO

14. AOB

- Annual Meeting/GA of RINGO will be hosted by the Universities of Antwerp in 2018 and Poznan in 2019

RINGO Executive board meeting 23/02/2017 Heidelberg

EB business:

- Bert Gielen, University of Antwerp, was elected to be Chair of the EB in the first year
- Two monthly Exec Board WebEx meetings:
 - o 4th April 10:30 -11: 30 (CET)
 - o June 12th 10:30 (CET)
 - o 12 September 10:30 (CET)
 - o 28 November 10:30 (CET)

Project management:

- Task leaders should create milestones and timeline and report to WP leader.
- Mail and reminder send by coordinator
- WP leader report short summary of 1 page before Executive board meeting
- Report should be available on EMDESK to all participants
- WP integration : mapping of interaction between WPs will be conducted by coordination.
- Advisory board: inform ICOS SAB about RINGO activities with short summary, RINGO won't have its own SAB.
- Next GA meeting March 2018.