

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

Niku Kivekäs, Anna Salonen

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## Meeting minutes of ACTRIS PPP kick-off meeting

### Scope and overview

The Kick-off meeting of ACTRIS PPP was held at Finnish Meteorological Institute, Helsinki, Finland in 13-15.2.2017. The 70 participants of the meeting were from 26 of the 28 project beneficiaries and from several linked third parties and associated partners. Also the Project Officer responsible for ACTRIS PPP from European Commission was present. The list of participants is included in this document.

The scope of the kick-off meeting was to get the ACTRIS PPP running efficiently. In the beginning of the meeting the expected outcomes of the meeting were announced. The aim was that at the end of the meeting:

- All participants will know what is the aim of ACTRIS.
- All participants will know what is the role of ACTRIS PPP.
- Everyone participating in the meeting can explain ACTRIS to her/his national scientific community and stakeholders.
- Every task and deliverable will have name(s) assigned to it.
- All WP-leaders know her/his upcoming work and deliverables.
- All WPs have a plan how to proceed.

The meeting included presentations about the scope, framework and timeline of ACTRIS PPP, and a detailed description of each Work Package. The meeting presentations are listed in this document, and a link to the actual presentations is included. The WP presentations focused in the following aspects:

- Task sharing
- Work plan, including milestones and deliverables
- Interlinkages to other WPs
- Connections to Interim ACTRIS Council
- Links to ACTRIS-2 and EUROCHAMP

The first General Assembly of ACTRIS PPP was held 15.2.2017. Out of the 28 project beneficiaries 26 were present in person and 2 by proxy. The General Assembly minutes are included in this document.

In the end of the meeting the status of the project against the expected outcomes was checked and it was found that the expectations were generally met. The work continues in the WPs. The upcoming meeting the upcoming meetings of ACTRIS PPP or its work packages were listed:

- February 2017: Kick-off meeting + Interim ACTRIS Council meeting, Helsinki, Finland
- June 2017: WP2 Legal entity analysis meeting, Central Airport TBC.
- June 2017: WP4 meeting + specific side meetings for different Central Facilities, Oslo, Norway
- September 2017: WP4-6 technical workshop and ACTRIS PPP general meeting, Bucharest, Romania
- October 2017: Interim ACTRIS Council meeting, Rome, Italy
- March 2018: ACTRIS PPP annual meeting (+ ACTRIS-2 annual meeting), Athens, Greece?
- February 2018: Interim ACTRIS Council meeting, TBC

## 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.

First name	Last name	Organization	Country	E-mail
Lucas	Alados-Arboledas	IISTA_UGR	Spain	alados@ugr.es
Andres	Alastuey	IDAEA-CSIC	Spain	andres.alastuey@idaea.csic.es
Arnoud	Apituley	KNMI	Netherlands	apituley@knmi.nl
Begona	Artinano	CIEMAT	Spain	b.artinano@ciemat.es
Eija	Asmi	Finnish Meteorological Institute	Finland	eija.asmi@fmi.fi
Pierre-Louis	Bazin	CNRS-INSU	France	pierre-louis.bazin@cnrs-dir.fr
Paolo	Bonasoni	ISAC -CNR	Italia	p.bonasoni@isac.cnr.it
Aikaterini	Bougiatioti	National Observatory of Athens	Greece	kbougiatioti@gmail.com
Christine	Braban	NERC CEH	UK	chri2@ceh.ac.uk
Peter	Bremer	KIT	Germany	peter.bremer@kit.edu
Yolanda	Calvo-Conde	UNIVERSIDAD DE VALLADOLID	Spain	yolanda@funge.uva.es
Jean-Pierre	Cammass	OSU Reunion	France	jean-pierre.cammass@univ-reunion.fr
Darius	Ceburnis	National University of Ireland Galway	Ireland	darius.ceburnis@nuigalway.ie
Adolfo	Comeron	Universitat Politecnica de Catalunya (UPC)	Spain	comeron@tsc.upc.edu
Carmela	Cornacchia	CNR-IMAA	Italy	carmela.cornacchia@imaa.cnr.it
Emilio	Cuevas	AEMET	Spain	ecuevasa@aemet.es
Miikka	dal Maso	TUT	Finland	miikka.dalmaso@tut.fi
Martine	De Maziere	Royal Belgian Institute for Space	Belgium	martine@aeronomie.be
Enza	Di Tomaso	BSC	Spain	enza.ditomaso@bsc.es
Jean-Francois	Doussin	CNRS	France	Jean-francois.doussin@lisa.u-pec.fr
Olivier	Favez	INERIS	france	olivier.favez@ineris.fr
Federico	Fierli	ISAC-CNR	Italy	f.fierli@isac.cnr.it
Simone	Gagliardi	CNR	Italy	simone.gagliardi@imaa.cnr.it
Giuseppe	Gargano	CNR	Italy	garganog@gmail.com
Sophie	Godin-Beekmann	OVS/CNRS	France	sophie.godin-beekmann@latmos.ipsl.fr
Philippe	Goloub	CNRS / LOA / U. Lille	France	philippe.goloub@univ-lille1.fr
Martial	Haeffelin	IPSL	France	martial.haeffelin@ipsl.fr
NielsBohse	Hendriksen	Aarhus University, Villum Research Station	Denmark	nbh@envs.au.dk

Markus	Hermann	Leibniz Institute for Tropospheric Research	Germany	hermann@tropos.de
Anna-Maria	Johansson	EC	EU	anna-maria.johansson@ec.europa.eu
Irene	Jorge Fernandez	UPC	Spain	irene.jorge@upc.edu
Ivo	Kalapov	INRNE-BAS	Bulgaria	kalapov@inrne.bas.bg
Marjut	Kaukolehto	University of Helsinki	Finland	marjut.kaukolehto@helsinki.fi
Niku	Kivekäs	Finnish Meteorological Institute	Finland	niku.kivekas@fmi.fi
Pirjo	Kontkanen	University of Helsinki	Suomi	pirjo.kontkanen@helsinki.fi
Markku	Kulmala	University of Helsinki	Finland	markku.kulmala@helsinki.fi
Paolo	Laj	CNRS	France	Paolo.laj@univ-grenoble-alpes.fr
Cathrine	Lund Myhre	NILU - Norsk institutt for luftforskning	Norway	clm@nilu.no
Céline	MARI	CNRS-LA	France	celine.mari@aero.obs-mip.fr
Angela	Marinoni	ISAC-CNR	Italy	a.marinoni@isac.cnr.it
Sebastianos	Mirasgedis	National Observatory of Athens	Greece	seba@noa.gr
Ottmar	Möhler	Karlsruhe Institute of Technology	Germany	ottmar.moehler@kit.edu
Mylene	Ndisi	CNRS-LAMP	France	m.ndisi@opgc.univ-bpclermont.fr
Anca	Nemuc	National Institute of R&D for Optoelectronics INOE	Romania	anca@inoe.ro
Doina	Nicolae	National Institute of R&D for Optoelectronics INOE	Romania	nnicol@inoe.ro
Steffen M.	Noe	Estonian University of Life Sciences	Estonia	steffen.noe@emu.ee
Matilde	Oliveri	CNRS	France	m.oliveri@opgc.univ-bpclermont.fr
Nicole	Papineau	CNRS	France	nicole.papineau@ipsl.jussieu.fr
Gelsomina	Pappalardo	CNR	Italy	gelsomina.pappalardo@imaa.cnr.it
Rosa Maria	Petracca Altieri	CNR	Italy	rosa.petracca@alice.it
Tuukka	Petäjä	University of Helsinki	Finland	tuukka.petaja@helsinki.fi
Sabine	Philippin	CNRS-LAMP	France	s.philippin@opgc.univ-bpclermont.fr
Christian	Plass-Duelmer	DWD	Germany	christian.plass-duelmer@dwd.de
Natalia	Prats	AEMET-CIAI	Spain	npratasp@aemet.es
Anne	Priem	CNRS-Université Lille	France	anne.priem@univ-lille1.fr
Joonas	Pulliainen	University of Helsinki	Finland	joonas.pulliainen@helsinki.fi
Jean Philippe	Putaud	EC-JRC	EU	jean.putaud@jrc.ec.europa.eu
Stefan	Reimann	EMPA	Switzerland	stefan.reimann@empa.ch

Anna	Salonen	Finnish Meteorological Institute	Finland	anna.salonen@fmi.fi
Jaroslav	Schwarz	ICPF CAS	Czech Republic	schwarz@icpf.cas.cz
Jean	Sciare	The Cyprus Institute	Cyprus	j.sciare@cyi.ac.cy
Sanna	Sorvari	Finnish Meteorological Institute	Finland	sanna.sorvari@fmi.fi
Iwona S.	Stachlewska	University of Warsaw	Poland	iwona.stachlewska@igf.fuw.edu.pl
Erik	Swietlicki	Lund University	Sweden	erik.swietlicki@nuclear.lu.se
Carlos	Toledano	University of Valladolid	Spain	toledano@goa.uva.es
Chris	Walden	STFC Chilbolton	United Kingdom	chris.walden@stfc.ac.uk
Milan	Vana	CHMI	Czech Republic	milan.vana@chmi.cz
Ulla	Wandinger	TROPOS	Germany	ulla@tropos.de
Geraint	Vaughan	Univ of Manchester	UK	geraint.vaughan@manchester.ac.uk
Margarita	Yela	INTA	Spain	yelam@inta.es



## 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.

**Action point** for ACTRIS PPP Project Office to send the ACTRIS PPP Confidentiality agreement to all the approved Associated Partners.

### **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](http://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](mailto:actris-ppp-office@posti.fmi.fi)

[actris-ppp-wpleaders@posti.fmi.fi](mailto:actris-ppp-wpleaders@posti.fmi.fi)

[actris-ppp-beneficiaries@posti.fmi.fi](mailto:actris-ppp-beneficiaries@posti.fmi.fi)

Action point for the ACTRIS PPP Project Office to create an administrative mailing list: All the administrative information will be sent primary to the Beneficiary mailing list and in cc to the administrative list.

Action point for the ACTRIS PPP Project Office to create mailing lists for each WP.

#### **14. Upcoming meetings (For information)**

- EGU, Vienna (April 2017)
- 4<sup>th</sup> 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)
- 2<sup>nd</sup> ACTRIS PPP meeting Sept 2017 in Bucharest.
- 2nd ACTRIS PPP General Assembly, 3<sup>rd</sup> 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.