

Deliverable 11.4: Minutes of ACTRIS IMP meetings in 2020

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Work package no	WP11
Deliverable no.	D11.4
Lead beneficiary	FMI
Deliverable type	<input checked="" type="checkbox"/> R (Document, report) <input type="checkbox"/> DEC (Websites, patent filings, videos, etc.) <input type="checkbox"/> OTHER: please specify
Dissemination level	<input checked="" type="checkbox"/> PU (public) <input type="checkbox"/> CO (confidential, only for members of the Consortium, incl. Commission)
Estimated delivery date	M14
Actual delivery date	11/12/2020
Version	Final
Reviewed by	Sanna Sorvari Sundet
Accepted by	Sanna Sorvari Sundet
Comments	

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1. ACTRIS IMP Kick-Off/Community Meeting, Larnaca, Cyprus, March 3-5, 2020

1.1 Scope and Overview

ACTRIS Implementation Project IMP (EU H2020 2020-2023) is a four-year project that started in January 2020. The project is intended as the implementation phase of ACTRIS and for ACTRIS to become part of the European Research Infrastructure Consortium (ERIC). The purpose of this meeting was to get the ACTRIS IMP community together, including beneficiaries, linked third parties and SIAB members. ACTRIS IMP Kick-Off Meeting was intended to provide an overview of the activities for the next four years, to identify the main challenges of the implementation phase and to distribute the work as ACTRIS becomes more operational.

1.2 Agenda

Time	Mon Mar 2	Tue Mar 3	Wed Mar 4	Thu Mar 5	Fri Mar 6
	SIDE MEETINGS	ACTRIS IMP KICK-OFF MEETING			SIDE MEETINGS
09:00-09:30	Internal CF Meetings (Reserved Slot)	Welcome and Intro	Intro and Plans of WPs 8, 9 and 10	Intro and Plans of WPs 4, 5, 6 and 7	Interim RI Committee Meeting Participants: CF leaders, IMP Executive Board
09:30-10:00		EMME-CARE and EXCELSIOR	Strategy, Innovation and Communication	Overall ACTRIS Implementation Plan	
10:00-10:30		Implementation Scope, Expectations and Risks		CF Implementation Plans - Next Steps	
10:30-11:00		Coffee break	Coffee break	Coffee break	Coffee break
11:00-11:30		General Assembly	ATMO-ACCESS	Data Workflows	Interim RI Committee Meeting Participants: CF leaders, IMP Executive Board
11:30-12:00			Organisation of work	SIAB Report	
12:00-12:30		Lunch	Lunch	Lunch	Lunch
12:30-13:00					
13:00-13:30		Intro and Plans of WPs 1, 2 and 3	EXCURSION	NF Plan and Labelling	Interim RI Committee Meeting Participants: CF leaders, IMP Executive Board
13:30-14:00		Community Involvement and New Members		Access Workflows and Services Implementing the User Strategy	
14:00-14:30	ERIC Perimeter	TNA pilot for access to ACTRIS services			
14:30-15:00		Coffee break		Coffee break	
15:00-15:30	Coffee break	Organisation of work, planning of meetings in 2020			
15:30-16:00	IT System Mapping and Integration Participants: task group on IT system integration	ACTRIS Finances		Optimisation of meetings, attendance and interlinkages	
16:00-16:30		Governance		Concluding Remarks	
16:30-17:00		Business Plan		TNA procedures and requirements Participants: access providers in WP7	NCP Meeting Participants: NCPs
17:00-17:30		Organisation of work			
17:30-18:00					

INTRODUCTION, CONCLUSION AND OTHER

SETTING UP ERIC & SUSTAINABILITY
(WP 1, 2, 3)

IMPLEMENTATION OF ACTRIS COMPONENTS (WP 4, 5, 6, 7)

POSITIONING (WP 8, 9, 10)

EXCURSION

SIDE MEETINGS

SOCIAL DINNER

19:00 ->

1.3 Participants

First name	Last name	Affiliation	Country
Jochen	Wagner	Medical University Innsbruck	Austria
Elke	Ludewig	ZAMG Sonnblick Observatory	Austria
Bart	Dils	BIRA-IASB	Belgium
Martine	De Maziere	BIRA-IASB	Belgium
Christo	Angelov	Institute for Nuclear Research and Nuclear Energy, Bulgarian Academy of Sciences (INRNE, BAS), 1784 Sofia, 72 Tsarigradsko chaussee, Bulgaria	Bulgaria
Tanja	Dreischuh	Institute of Electronics, Bulgarian Academy of Sciences	Bulgaria
Nina	Nikolova	Institute for Nuclear Research and Nuclear Energy, Bulgarian Academy of Sciences (INRNE, BAS), 1784 Sofia, 72 Tsarigradsko chaussee, Bulgaria	Bulgaria
Leonard	Barrie	Stockholm U and the Cyprus Institute	Canada
Maximilien	Desservettaz	The Cyprus Institute	Cyprus
Diofantos	Hadjimitsis	ERATOSTHENES Centre of Excellence, Cyprus University of Technology	Cyprus
Rodanthi- Elisavet	Mamouri	ERATOSTHENES Centre of Excellence, Cyprus University of Technology	Cyprus
Kyriacos	Themistocleous	Eratoshenes Center of Excelence	Cyprus
Argyro	Nisantzi	cyprus university of technology	Cyprus
Silas	Michaelides	The Cyprus Institute	Cyprus
Jean	Sciare	Cyprus University of Technology	Cyprus
Jakub	Ondracek	ICPF CAS	Czech Republic
Milan	Vana	CHMI	Czech Republic
Jaroslav	Schwarz	ICPF CAS	Czech Republic
Vladimir	Zdimal	ICPF CAS	Czech Republic
Stelios	Kazadzis	PMOD World Radiarion Center	Czech Republic
Steffen	Noe	Estonian University of Life Sciences	Estonia
Päivi	Haapanala	University of Helsinki	Finland
Anna	Salonen	Project Services Manager	Finland
Eija	Juurola	University of Helsinki	Finland
Tuukka	Petäjä	University of Helsinki	Finland
Mikhail	Paramonov	FMI	Finland
Tuija	Jokinen	University of Helsinki	Finland
Edith	Rodriguez	Finnish Met Institute	Finland
Nina	Sarnela	INAR/ University of Helsinki	Finland
Antti	Hyvarinen	Finnish Meteorological Institute	Finland
Anniina	Korpinen	CLU	Finland
Sanna	Sorvari Sundet	FMI	Finland
Sabine	Philippin	CNRS	France

Stephane	Sauvage	IMT Lille Douai	France
Caroline	Blanke	AERIS/CNRS	France
Wahid	Mellouki	CNRS	France
Stephane	Victori	Cimel Electronique	France
Veronique	Daele	CNRS	France
Valerie	Gros	CNRS/LSCE	France
Guillaume	Brissebrat	CNRS	France
Olivier	Favez	INERIS	France
Andrea	Pazmino	LATMOS (UVSQ-CNRS)	France
Jean-Francois	Doussin	CNRS	France
Anne	Priem	CNRS-LOA	France
Philippe	Goloub	CNRS-U. LILLE-LOA	France
Jean-Pierre	Cammas	CNRS OSU-Réunion	France
Alexandra	Froment	Institut Pierre Simon Laplace	France
Martial	Haeffelin	Institut Pierre Simon Laplace	France
Nicole	Papineau	AERIS	France
Ioana	Popovici	LOA / CIMEL	France
Paolo	Laj	Centre National de la Recherche Scientifique CNRS-SCTD	France/Finland
Beatrix	Vierkorn-Rudolph	retired	Germany
Rainer	Steinbrecher	KIT/IMK-IFU	Germany
Dennis	Niedermeier	TROPOS	Germany
Ulla	Wandinger	TROPOS	Germany
Ottmar	Möhler	KIT	Germany
Falk	Mothes	Leibniz Institute for Tropospheric Research (TROPOS)	Germany
Ralf	Tillmann	Forschungszentrum Jülich GmbH	Germany
Bernhard	Pospichal	University of Cologne	Germany
Markus	Hermann	Leibniz Institute for Tropospheric Research	Germany
Niklas	Illmann	University of Wuppertal	Germany
Volker	Freudenthaler	LMU	Germany
Spyros	Pandis	FORTH	Greece
Katerina	Bougiatioti	National Observatory of Athens	Greece
John	Wenger	UCC	Ireland
Angela	Marinoni	CNR-ISAC	Italy
Adelaide	Dinoi	ISAC-CNR	Italy
Rosa Maria	Petracca Altieri	CNR	Italy
Giuseppe	Gargano	CNR	Italy
Carmela	Cornacchia	CNR	Italy
Simone	Gagliardi	CNR	Italy
Aldo	Amodeo	CNR-IMAA	Italy

Lucia	Mona	CNR	Italy
Arnoud	Apituley	KNMI	Netherlands
Cathrine	Lund Myhre	NILU	Norway
Iwona Sylvia	Stachlewska	University of Warsaw Faculty of Physics	Poland
Doina	Nicolae	National Institute of R&D for Optoelectronics	Romania
Jeni	Vasilescu	National Institute of R&D for Optoelectronics	Romania
Marius Mihai	Cazacu	Gheorghe Asachi Technical University of Iasi, Romania	Romania
Ana	Cazacu	“Ion Ionescu de la Brad” University of Agricultural Sciences and Veterinary Medicine, Iasi, Romania	Romania
Livio	Belegante	National Institute of R&D for Optoelectronics	Romania
Iulian-Alin	Rosu	UAIC	Romania
Ovidiu Gelu	Tudose	SC INOESY SRL	Romania
Wim	Hugo	independent	South Africa
Carlos	Toledano	University of Valladolid	Spain
Amalia	Munoz	Fundacion CEAM	Spain
Natalia	Prats	IARC-AEMET	Spain
Lucas	Alados-Arboledas	IISTA-UGR	Spain
Begona	Artinano	CIEMAT	Spain
Margarita	Yela	INTA	Spain
Adolfo	Comeron	UNIVERSITAT POLITECNICA DE CATALUNYA	Spain
Martin	Gysel-Beer	Paul Scherrer Institute	Switzerland
Detlef	Müller	University of Hertfordshire	United Kingdom
Jonathan	Crosier	University of Manchester	United Kingdom

1.4 Action Items

Tuesday March 3rd

Implementation Scope, Expectations and Risks

- During the Kick-Off meeting it is needed to identify all the task partners who will contribute to the project's tasks. After this meeting all should know how the work is starting and to which WPs you are contributing to.
- Exploratory platforms - finances need to be discussed more in detail.

Community Involvement and new members

- Slovakia is not part of the ACTRIS community, we need to update the picture/map.
- We need to know the contact persons in countries that are yet not part of ACTRIS. They should be communicated to HO/WP1 to enhance the communication towards them. It is important to notify them about the meetings and ACTRIS development. Identify the potential institutions in these countries. We need to build a team to support these countries for them to get funding.
- Better term for NF Assembly is needed.
- Involve Estonia in data aspects.

Business Plan

- Comments on the business model graphic need to be sent to Giulia.
- Key processes of ACTRIS need to be highlighted.
- Objectives and goals need to be elaborated.

ERIC Perimeter

- It is not clear to TCs what the advantages of being inside the ERIC are. It is impossible for some countries to be inside the ERIC. Disagreement of the IAC countries on the subject.
- Conditions to be inside the ERIC need to be explained in more detail - otherwise it is impossible to answer the questions for the TCs.

ACTRIS Finances

- We need more detailed information about finances. All countries need to provide the information. The issue will be communicated to TCs and to the RI committee. No additional guidance is needed for the host contributions.

Governance

- RI Committee: NF representation of different fields is essential and needed.
- Interim Scientific Chair - The issue needs to be solved during this spring. Should it be one person or a board? We should also consider changing the name. IAC does not want to be involved in the decision. The ACTRIS community needs to decide.
- Interim National Facilities Assembly
 - A discussion needs to be held with the NCPs. What is needed for a good representation? Could be different in different countries. NCPs need to identify the right persons.
 - Current issues that need to be addressed include tasks and composition.

Organisation of work

- ACTRIS Science Conference 2021 in Helsinki, all the parts of ACTRIS need to be invited. The Program Committee will be announced.

Wednesday March 4th**Intro and Plans of WPs 8, 9 and 10****WP9**

- Need to work closely together with other WPs. Innovation needs to be helpful to ACTRIS and not to go too far.
- Associated partnership program needs to be established very soon to engage with all the necessary outside partners.

WP8

- It is important to establish connections with local partners/third countries. Local facilities can be used to attract the regional/global users. Need to be considered with a high priority.

Thursday March 5th

Intro and Plans of WPs 4, 5, 6 and 7

WP4

- Operative plans need to be created by the CFs describing everyone's tasks. Consortium Agreements should be put in place between the different units.
- A management tool will be created to coordinate the work between CFs-TCs-NFs. Input from the community is very much appreciated.

WP5

- Discussion on the NF workshops/training is needed.
- We need to establish cooperation with countries that will never join ACTRIS. Regional partner facility. We need to first determine who is or can be inside ACTRIS and who will not.

WP6

- Tools for user interaction/management to guarantee the user engagement and satisfaction. Need input from other WPs (WPs 4 and 5).

Overall ACTRIS Implementation Plan/CF Implementation Plans - Next Steps

- ERIC Step 2 documentation needs to be finished to be able to distribute the money to ACTRIS.
- CF validation results: CiCAS and CIS adjustments are still needed before the final validation decision.
- Cost books need to be updated based on the validation results or for internal reasons. Management costs need to be cross-analysed in the different plans.
- Country input is needed immediately concerning the revenues.
- Number of instruments at exploratory platforms needs to be known.
 - Instrumentation is not included in the cost book. HO needs to set up an online tool to list the instruments. There are time constraints on the completion of the Cost Book. We need to think what we can do now and eventually include more instruments etc.
- How are the needed changes from the evaluators documented/guaranteed? We need to do a cross-analysis and an update of the implementation plans and cost books.
- There is a legal need for a Consortium Agreement that is linked to ERIC. RI committee needs to be consulted. For now, only recommendations can be given.

Data Workflows

- Webpage tool for the management of the data needs to be developed as an internal tool.
- Dedicated workshops are needed for the DVAS.

SIAB Report

- There is a need to think about the added value of the ACTRIS to the existing science community.
- There is a need to think about the effectiveness that takes burden away from the scientists/managers.
- Changes to the final deliverables of ACTRIS PPP need to be made: ACTRIS Business plan, Recommendations for establishing level of contractual agreement with National, European, and global initiatives and programs and ACTRIS strategic report from current status to 30-year vision.
- We need to think what ACTRIS wants to achieve in 5 years, and how to deal with emergency situations if something urgent happens.

NF Plan and Labelling

- There is an urgent need for a web tool that can be used for the labeling process and listing of instruments.
- We need a list of less experienced partners and decide how to engage them.
- Ministries should be involved in the labelling process.
- Difficulties in organising big events are evident, but these events are needed. We should at least try to collocate training events, workshops, etc. Choice of the meeting place is critical also.
- Measurement facilities are also needed in the NFs.
- Representatives need to be different and cover all the fields of ACTRIS.
- We need links to WP1 as regional partners are important. Potential new NFs need to be kept in mind. We need to start inviting relevant people to the ACTRIS events.
- We should ask NFs if they have needs for developments

TNA pilot for access to ACTRIS services

- We need to decide the format of review meetings. Virtual vs. physical.
- We have to come up with terms of reference for panel members.

Optimisation of meetings and attendance, and ACTRIS community interlinkages

- There is a need to have collocated meetings and workshops so people can interact.
- We need large workshops and the ACTRIS week.
- Technical communities need to meet regularly, preferably altogether.

1.5 First General Assembly Meeting Minutes

The first ACTRIS IMP General Assembly took place on March 3rd in Larnaca Cyprus during the ACTRIS IMP Kick-Off/Community Meeting.

AGENDA

1. Opening of the meeting

Mikhail Paramonov opened the meeting at 11:16. The Agenda has been sent to all the Beneficiaries. The Agenda was approved.

2. Quorum and voting rights (for information)

33 of the 35 members of the General Assembly were represented in person or by proxy. Aarhus Universitet (AU) and Universidade de Évora (UE) were not represented.

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.

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 Sundet has proposed that Project Manager Mikhail Paramonov shall chair the 1st General Assembly meeting (Larnaca 3.3.2020). Mikhail Paramonov 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 gone through in the meeting.

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

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

Sanna Sorvari Sundet, FMI, Coordinator
Tuukka Petäjä, UHEL, Co-coordinator
Sanna Sorvari Sundet, FMI, WP1 leader
Eija Juurola, UHEL, WP2 leader
Tuukka Petäjä, UHEL, WP3 leader
Doina Nicolae, INOE, WP4 leader
Ulla Wandinger, TROPOS, WP5 leader
Rosa Maria Petracca Altieri, CNR, WP6 leader
Sabine Philippin, CNRS, WP7 leader
Paolo Laj, UHEL, WP8 leader
Carmela Cornacchia, CNR, WP9 leader
Giulia Saponaro, FMI, WP10 leader
Mikhail Paramonov/Niku Kivekäs, FMI, Project Manager and WP11/WP12 leader

The nomination of the Executive Board members was decided to be postponed as it is important to discuss first with the Interim RI Committee. General Assembly will make decision as a written procedure after the ACTRIS IMP kick-off meeting.

6. Scientific Advisory Board (For information)

There is no separate scientific advisory board (SAB) in ACTRIS IMP. The project will take advice from the SIAB – Scientific and Implementation Advisory Board ACTRIS research infrastructure. Current SIAB members:

Leonard Barrie
Øystein Hov
Carlo Rizzuto
Petteri Taalas

Valérie Thouret
Beatrix Vierkorn-Rudolph
Anna Maria Johansson
Vincent Henri Peuch

More SIAB members can be proposed by the countries during next years, but at the moment the nomination process is closed.

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

The Associated Partners mentioned in the Consortium Agreement were approved by the General Assembly without any objections. After this, other potential entities may become Associated Partners during the Project by sending an expression of interest to the ACTRIS IMP Project Management Office. The status of an ACTRIS IMP Associated Partner will be granted by the General Assembly (can be decided via an e-mail round).

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

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

8. Consortium Agreement (For information)

ACTRIS IMP Consortium Agreement is ready, and it has been sent to all the Beneficiaries for signatures on 19.02.2020. Deadline for signatures is on March 09.03.2020. No modifications to the Consortium Agreement are seen at this stage.

9. Grant Agreement (For information)

A virtual WP12 has been added to ACTRIS IMP after the Ethics review by the European Commission. WP12 has two deliverables and project management WP11 (FMI) will coordinate these deliverables.

10. Reporting (For information)

Duration of ACTRIS IMP is 48 months, and the project is divided into three reporting periods:

RP1 month 1 – month 18 (1.1.2020 - 30.6.2021)
RP2 month 19 – month 36 (1.7.2021 - 31.12.2022)
RP3 month 37 – month 48 (1.1.2023 - 31.12.2023)

Periodic and final reports (technical and financial) need to be submitted up to 60 days after the end of each reporting period. The Coordinator will send the reporting guidelines to the Beneficiaries and Linked Third Parties before the end of each reporting period.

11. Payments (For information)

Maximum EC funding of ACTRIS IMP is 4 999 997,50 €. And it is divided to:

- Pre-financing payment: 2 416 665,46€. This payment is designed to ensure cash flow for implementing the project. It remains the property of the EU Commission until the Payment of balance. Pre-financing payment was originally 53% of the total grant, but 5% is taken to Guarantee fund by the Commission. Payment has been distributed to the Beneficiaries in January – February 2020.
- Interim payments will be paid max. 90 days after RP1-RP2 reports are received and accepted. Reimbursement is based on the accepted costs in the Financial statements, and it limits to 90% of the maximum Grant amount (10% retention). ACTRIS IMP can receive max. 1 833 332,42 € as interim payments.
- Payment of balance will be paid max. 90 days after the RP3+Final reports are received and accepted by the Commission. The payment will include the 5 % of the guarantee fund and 10% retention.

All the payments are transferred from Commission to the Coordinator who will distribute the money to the Beneficiaries without an unjustified delay. Distribution of the payments to LTPs needs to be done by the Beneficiaries in question.

12. Progress monitoring and quality assurance (For information)

ACTRIS IMP deliverables will be prepared and handled the following way:

- Communication and coordination are crucial in deliverable preparation.
- Identified persons (those linked to the task in question) prepare the deliverable using the distributed correct formatting template.
- A review process will take place for some deliverables. This can lead to changes in the deliverable.
- Coordinator accepts and submits the deliverable.

As the process takes time, good planning is vital. Certain deliverables (e.g. technical ones) will not need a review.

13. Project communication (For information)

Creating the e-mail lists is in progress. In the meantime, please contact Mikhail Paramonov for any questions related to e-mail lists.

New ACTRIS IMP section is created in the ACTRIS website, including internal space for storage, archiving of the documents. Central Facilities can have separate spaces in the pages if needed.

14. Upcoming meetings (For information)

- Aeolus Cal/Val & Science Workshop, Darmstadt (March 2020) – Cancelled for the spring, shifted to autumn 2020
- ACTRIS data QA & submission workshop, Leipzig (April 2020)
- EGU, Vienna (May 2020)
- ACTRIS NO_x/VOC QA workshop 2020, Douai (May 2020)
- 11th IAC, TBD (June 2020)
- European Lidar Conference ELC2020, Granada (June 2020)
- International Radiation Symposium, Thessaloniki (July 2020)
- EAC, Aachen (Aug-Sep 2020)
- ACTRIS in-situ Technical Meeting 2020, Lille (October 2020)
- 12th IAC, TBD (October 2020)

All the relevant meetings should be informed to Mikhail Paramonov as soon as possible.

15. AOB

- WP7 TNA panel has not been nominated yet, but this nomination is not a task for the General Assembly. The panel needs to be included in the ACTRIS organizational structure later on.

16. Closing of the meeting

Mikhail Paramonov closed the General Assembly meeting at 11:48.

2. ACTRIS Week, virtual meeting, October 26-28, 2020

2.1 Scope and Overview

ACTRIS Implementation Project IMP (EU H2020 2020-2023) is a four-year project that started in January 2020. The project is intended as the implementation phase of ACTRIS and for ACTRIS to become part of the European Research Infrastructure Consortium (ERIC). The aim of the ACTRIS Week was to bring the ACTRIS Community together, to update the community about the most recent and ongoing ACTRIS progress and challenges and to provide the platform for technical discussions within in situ and remote sensing communities, Topical Centres and the Data Centre. In addition to technical discussions and in contrast to previous ACTRIS Community meetings, ACTRIS Week focused heavily on scientific work performed within the ACTRIS Consortium and included a special plenary session about the research performed within ACTRIS related to COVID-19.

2.2 Agenda

BRU Time	Mon Oct 26			Tue Oct 27			Wed Oct 28	FIN Time
09:00-09:30	Opening Plenary Session (Sanna Sorvari Sundet) <i>Welcome, introduction and Update on the ACTRIS progress</i>			Scientific Plenary Session (Paolo Lai) <i>ACTRIS & COVID-19</i>			Scientific/Technical Plenary Session (Adolfo Comerón) <i>Synergies between ACTRIS components</i>	10:00-10:30
09:30-10:00								10:30-11:00
10:00-10:30								11:00-11:30
10:30-11:00	Break			Break				11:30-12:00
11:00-11:30	Cloud Remote Sensing CCRES <i>State of operations of NFs and new developments</i>	Aerosol Remote Sensing CARS-ARES <i>Status of data submission and tools for facilitating the process</i>	Update of ACTRIS In-Situ DC and on-going implementation <i>Data submission, process between submission and final publishing, data workflow and DMP, NRT Data</i>	Scientific Plenary Session (Paolo Lai) <i>ACTRIS & COVID-19</i>			Trans-National Access and Access Funding (Sabine Philippin)	12:00-12:30
11:30-12:00							Access Services (Rosa Petracca)	12:30-13:00
12:00-12:30	Lunch break			Lunch break				13:00-13:30
12:30-13:00								13:30-14:00
13:00-13:30	Cloud Remote Sensing CCRES <i>State of data sets and processing</i>	Aerosol Remote Sensing CARS <i>Measurements QA</i>	Update of TC in-situ activities in 2020 and on-going implementation (CAIS, ODAS, CSI, Feedbacks from NFs)	Implementation of a discussion forum <i>Scope and development Scientific publication Initiatives</i>	Cloud Remote Sensing CCRES <i>Planning future activities</i>	Aerosol Remote Sensing CARS-ARES <i>Workflows (NFs - CARS - ARES): harmonization and optimization</i>	National Facility Plenary Session (Julla Wandinger)	14:00-14:30
13:30-14:00								14:30-15:00
14:00-14:30								15:00-15:30
14:30-15:00	Break			Break			Break	15:30-16:00
15:00-15:30	Cloud Remote Sensing CCRES <i>Presentation and discussion on CCRES support (SOP, calibration, data quality)</i>	Aerosol Remote Sensing ARES <i>Data processing (SCC, GARRLIC)</i>	Exploratory platforms <i>Outlines from the EUROCHAMP technical meeting</i> <i>Observational platforms in-situ NF point of view, labelling process</i>	Intensive observation periods <i>Needs, organization</i> <i>New variables</i> <i>Biological particles, ammonia, health variables</i>	Trace Gases Remote Sensing CREGARS <i>Internal discussions</i>	Aerosol Remote Sensing CARS-ARES <i>Scientific publications: advanced studies from May campaign</i>	National Facility Plenary Session (Julla Wandinger)	16:00-16:30
15:30-16:00							Concluding Remarks (Sanna Sorvari Sundet)	16:30-17:00
16:00-16:30								17:00-17:30
16:30-17:00								17:30-18:00
	- plenary sessions for the entire community							
	- remote sensing technical sessions							
	- in situ technical sessions							
	- in situ and remote sensing technical meeting							

2.3 Participants

Your name	Your affiliation	Country
Melita Keywood	Csiro Australia	Australia
Jochen Wagner	Medical University Innsbruck	Austria
Elke Ludewig	ZAMG Sonnblick Observatory	Austria
Hugo De Backer	Royal Meteorological Institute	Belgium
Nathalie Kalb	BIRA-IASB	Belgium
Michel Van Roozendael	Royal Belgian Institute for Space Aeronomy (BIRA-IASB)	Belgium
Crist Amelynck	Royal Belgian Institute for Space Aeronomy	Belgium
Alexander Mangold	Royal Meteorological Insitiute of Belgium	Belgium

Bavo Langerock	BIRA-IASB	Belgium
Bart Dils	BIRA-IASB	Belgium
De Mazière	Royal Belgian Institute for Space Aeronomy	Belgium
Martine Van Poppel	VITO	Belgium
Martina Michaela Friedrich	BIRA-IASB	Belgium
Benjamin Bergmans	issep	Belgium
Francois Hendrick	BIRA-IASB	Belgium
Emmanuel Mahieu	University of Liège	Belgium
Ivan Grigorov	Institute of Electronics, Bulgarian Academy of Sciences	Bulgaria
Liliya Valkova	Institute of Electronics, BAS	Bulgaria
Tanja Dreischuh	Institute of Electronics, Bulgarian Academy of Sciences	Bulgaria
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2.4 Action Items

Monday October 26th, Opening Plenary Session

Monday October 26th, 09:00-10:30 CET. The session was attended by 205 participants.

- Most of ACTRIS facilities have been operational during the lockdown, and ACTRIS relevance has increased.
- The main targets for the autumn 2020 are setting up ACTRIS ERIC and ACTRIS IMP activities.
- ACTRIS leader position will be opening and it will replace both interim leader and scientific chair positions.
- Portfolio of ACTRIS outreach material will be provided soon by the IMP WP10.
- ACTRIS is in the process of setting up a new website (expected launch is December 2020). In the meantime, a temporary website is set up. Documents will not be available on the temporary website. Please contact ACTRIS HO if something is needed. actris.eu will go offline shortly; however, everything is saved. A repository forum for documents will be established if needed before the launch of the new website.

Tuesday October 27th, Scientific Plenary Session on ACTRIS & COVID-19

Tuesday October 27th, 09:30-12:00 CET. The session was attended by 282 participants.

This session focused mainly on scientific presentations and included a pan-European overview of the effect of lockdown on the European atmosphere, an overview of ACTRIS observational data in relation to the lockdown period in Europe and ACTRIS strategy for scientific publication. A panel discussion about the atmosphere and the observing system from the lockdown episode also took place.

- There are currently 25 COVID-related ACTRIS publications. It is important to share all the work within the community.
- IPCC initiative on COVID-19 relevance needs to be informed to the ACTRIS Head Office.
- Joint activities with ENVRI are ongoing.

Panel Discussion

- Some CO₂ fluctuations are caused by natural processes. Daily emissions of CO₂ were reduced by 20% during lockdown, 5-7% on an annual scale. The signal is small compared to natural fluxes and total emissions. There is a very clear traffic signal in urban areas during the lockdown. Signal is more visible closer to the sources.
- Significant impact of lockdown on NO₂ concentration was clearly visible. The impact on other compounds was not as significant, incl. CO₂. Satellite measurements reach large regions, but they need support from other types of measurements (e.g. ground based) to be able to provide reliable information to the society.

- At the global scale, global T was higher in February 2020 compared to previous years. Weather effects are really important. High-altitude sites are important for examining the transport. A lot of data are available already for modelling.
- No impacts on regional scales were seen from the regional models.
- It is important to treat COVID-19 as experimental time. We need to discuss within the scientific community before we reach out to policymakers. We cannot always properly distinguish the natural phenomena and the lockdown. There are many lessons to be learnt. Peer-review is needed, and it takes time.
- Additionally, we do not necessarily see a reduction, but rather a redistribution of the emissions (e.g. locally, using more own cars, saunas, barbeque). Reporting on the effects of lockdown is not an emergency, and science takes time. Policy makers need to be aware of this as well.
- We need to be active at two levels simultaneously: European level and local level (local policy makers).
- ACTRIS is relevant and has been operational, and benefits the society during the COVID-19. And we are now more prepared for the next observations and measurements.

Wednesday October 28th, Scientific/Technical Plenary Session

Wednesday October 28th, 09:00-10:40 CET

This session focused on synergies between the ACTRIS Components and included five presentations from several interconnected Topical Centres. The session was attended by 163 participants.

Wednesday October 28th, TNA & Access Plenary Session

Wednesday October 28th, 11:00-12:00 CET

- TNA Access and Access Funding
 - Access services are to be provided also beyond the scientific community.
 - The effect of COVID-19 on physical access -> we had to come up with backup solutions, concentrating on the remote access possibilities.
 - TNA sites need to be updated on the website (currently displayed are the ACTRIS-2 sites).
 - TNA is coordinated by SAMU. Platforms are chosen ahead of time. Activities are scheduled according to agreements between key actors, incl. SAMU, access providers etc.
- Access Services
 - User is at the centre of the services. User needs of the different user groups are crucial. A survey will be launched soon. therefore, please, be prepared to answer as the information is crucial for the services.
 - ACTRIS PASS selected as the name for the access management platform.

Wednesday October 28th, NF Plenary Session and Conclusions

Wednesday October 28th, 13:00-16:00 CET

- It is important to make sure that different NF components are well-situated across Europe.
- At the moment there aren't any indications that countries' contributions would change due to COVID-19. Next IAC will follow in Nov, and there should be more information from there.

- Updating the presented Country Proposal for Observational Platforms table is still ongoing and will be finalised when the membership contributions are clear (not all countries have made the decision yet). It will be iterated with NCPs during the autumn. The table represents the current situation of the IAC countries foreseeing to sign the ACTRIS ERIC step 2 document.
- In order to avoid a situation where a country is paying the part of a NF in the membership fee once the labelling process starts and then the NF does not pass the labelling process, it is important to think carefully about the definition of what is needed from the NF and make sure already before applying that a NF will meet the requirements. This is not included in the Internal financial rules yet.
- The readiness of a Topical Centre is related to the readiness of the NF labelling. Labelling pilot activities will be established in ACTRIS IMP and can help as a tool to estimate the readiness for the labelling. In the first years there will be a rush for NF labelling. Risk management and contingency plan are working on this.
- Country Proposal for the Exploratory Platforms table: min/max value calculations need to be checked; this applies also to Observational Platform table. Database system is needed for the NF labelling as it is hard to read these tables.
- We need to start from the minimum scenario of NFs and move forward from there.
- A country's NF strategy needs to be realistic about its network design. It is important to start from what we have and try to fill in the gaps (i.e. we do not start from scratch). We need to make the user needs for the whole infrastructure visible to the national stakeholders. We need to have a European level NF strategy to support the scientific networks, and ACTRIS can help with this. We also need to think about the countries that are not (yet) included in the ACTRIS ERIC. We need to support them to join and encourage them to bring their components and expertise to our network.
- Pilot labelling will start as soon as possible, but we need to wait to have the basic tools in place. Process needs to be prepared by the Head Office (web-tool, templates, questions etc.). This is now one of the highest priorities in the Head Office task list; however, it not happening this year.
- ACTRIS NFs are the ones that are validated by the countries and will be labelled in the next five years according to the plan. New NFs are facilities that the countries are bringing in addition to the NF list already announced. These two categories are not the same thing. This needs to be discussed/defined more carefully in the Interim RI committee and then communicated to the community with the guidance. Additionally, RPF definition is not clear. Task 1.4. in IMP is dedicated to this issue.

Concluding remarks

- The participation in the ACTRIS Week has been a great success. All the aspects have been tackled also in a virtual mode.
- COVID-19 session was a great success and similar sessions could (and should) be organized also in the future. It is important to continue to communicate about the COVID activities widely as it shows ACTRIS relevance.