

Deliverable 9.5: ACTRIS PPP general meetings in 2018

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General comments on this ACTRIS PPP deliverable 9.5

As the number of general meetings in ACTRIS PPP has increased from four (which was planned in the Grant Agreement) to six, this meeting notes deliverable contains the condensed meeting notes of two ACTRIS PPP general meetings. Both of these meetings were targeted to the entire ACTRIS community, including beneficiaries, linked third parties, associated partners and other interested bodies of all three ACTRIS-related Horizon 2020 projects: ACTRIS PPP, ACTRIS-2 and EUROCHAMP 2020.

The first meeting was held at Oslo, Norway 5-9.2.2018 and included also a general assembly meeting of ACTRIS PPP. The second meeting was held at Prague, Czech Republic, and included also the mid-term review of ACTRIS PPP, and a meeting of the ACTRIS Scientific and Implementation Advisory Board (SIAB) and the recommendations of the board to ACTRIS community

The meeting notes below are presented for the two meetings separately in two parts, each with its own cover page, table of content and page numbering. As this deliverable is a public document, the meeting participant lists are not included for protection of personal data.



ACTRIS PPP
WP9 / Deliverable 9.5

ACTRIS Community / PPP meeting
5-9.2.2018
Oslo, Norway

Niku Kivekäs, Anna Salonen, Silja Häme, Marjut Kaukolehto, Giulia Saponaro

WP9 task 9.3 Meeting arrangements

Finalized 28.2.2018

Public

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1 ACTRIS community / PPP meeting at Oslo 5-9.2.2018

1.1 Purpose of the meeting

The purpose of this combined meeting was to get the wider ACTRIS community (including beneficiaries, linked third parties and associated partners of the H-2020 projects EUROCHAMP 2020, ACTRIS-2 AND ACTRIS PPP) informed and involved in discussion about the implementation of ACTRIS as a research infrastructure, and the work required for it. As these communities are the originators of ACTRIS data and services, it is important to hear and take into account their point-of-view in the process.

1.2 Meeting venue

The meeting was held at Hotel Scandic Holmenkollen Park in the hills above Oslo, Norway. Friday sessions were held at NILU (Kjeller Forskningspark) at Lillestrøm, Norway between Oslo and Oslo airport Gardemoen.

1.3 Participants

Altogether 79 participants were present, representing:

- 21 countries and the European Commission
- 25 (out of 28) ACTRIS PPP beneficiaries
- 8 (out of 12) ACTRIS PPP Linked Third Parties
- 20 ACTRIS PPP Associated Partners

The participation varied from day to day, being:

- 5.2. Monday 63 participants
- 6.2. Tuesday 73 participants
- 7.2. Wednesday 74 participants
- 8.2. Thursday 70 participants
- 9.2. Friday 58 participants

1.4 Meeting agenda

ACTRIS community / PPP meeting
5-9.2.2018
Oslo, Norway

PPP Agenda	Scandic Holmenkollen Park				NILU	
	Monday	Tuesday	Wednesday	Thursday	Friday	
9:00 - 9:30		ERIC, STEP1 and draft statutes	NF requirements	Activity break	CF KPIs and CF selection process	
9:30 - 10:00					ACTRIS Strategy	
10:00 -10:30	EB meeting				IAC prerations	Slot for TC and NF breakout groups
10:30 - 11:00		Coffee	Coffee			
11:00 - 11:30		Data policy	National reports	Data Centre + Head Office	PPP meeting wrap-up and closing	
11:30 - 12:00						
12:00 - 12:30						
12:30 - 13:00		Lunch		Lunch	Lunch	
13:00 - 13:30	registration	Access policy	Lunch and activity break	NF & CF interlinkages	EB meeting	Free slot
13:30 - 14:00						
14:00 - 14:30	Introdcution and scope of annual PPP	User requirement s and		NF labelling process		
14:30 - 15:00		ACTRIS PPP GA meeting				
15:00 - 15:30	Socio-economic impact analysis		National reports	Coffee		
15:30 - 16:00						
16:00 - 16:30						
16:30 - 17:00	Coffee	Activity break	CF concepts and selection process	Cost book and funding model development		
17:00 - 17:30	Strategy and liaisons					
17:30 - 18:00						
18:00 - 18:30	project management		Topical Centres	Funding, NF & CF interlinkages		
18:30 - 19:00						
19:00 - 19:30						
19:30 - 20:00						
20:00 -22:00			Meeting Dinner			

2 ACTRIS PPP meeting decision notes

2.1 Scope of this meeting

Expected outcomes of the Oslo meeting of ACTRIS community:

- Finalize National Facility requirements, numbers and reports,
- Complete the Central Facility concept drafting,
- Clarify the cost book with beneficiaries,
- Introduce the funding models,
- Introduce data policies & user strategies,
- Define ACTRIS boundaries,
- Schedule the implementation of ACTRIS,
- Clarify the External liaisons of ACTRIS
- Inform the community about IAC issues and the way ACTRIS PPP plans to provide materials to IAC

2.2 ACTRIS PPP meeting notes on main points and decisions

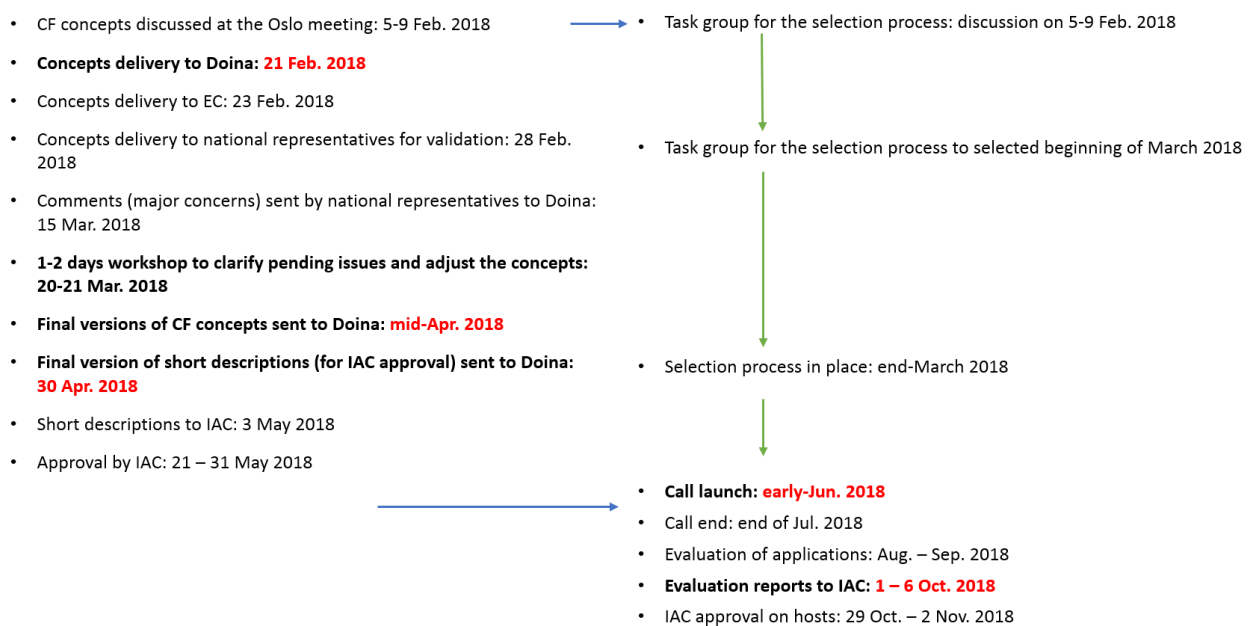
Texts in blue reflect the actions taken after the Oslo meeting.

- WP9: Send the IAC-version of the legal entity analysis to all beneficiaries (action completed during the meeting).
- WP9: Put the meeting presentations available fast to the ACTRIS website (completed 14.2.).
- WP8: Even though there are uncertainties in the analysis, we should not be shy on presenting impressive impact values. Some of the impact numbers are quite low if presented alone, so we need to be careful how we present these numbers.
- WP4: Shorter version of the CF concepts will be approved by IAC. The work done on CF concepts now is important, and the parts not yet utilized will be used later for the CF call. The CF concepts will be sent to national ACTRIS consortia for a comment round, but the deliverable to EC will be sent already before that. (Submitted to EC 27.2.2018, short version approved by IAC meeting 04 in June 2018)
- WP4: ACTRIS variables in Annex 1 should only include such variables where ACTRIS controls the entire processing chain. Details will be provided in data policy and data management plan.
- General: Project office should be kept informed about available calls and what has been submitted where. Acknowledgement of ACTRIS is necessary.
- WP9: Double check the calculations of NFs using services of CFs vs. NFs in Stakeholder Handbook / national presentations (done).
- WP1/9: Organize support letters on behalf of ACTRIS when requested (done).
- There is a more restricted part of ACTRIS web pages for IAC materials. That part is accessible to:
 - IAC delegates

- ACTRIS PPP Executive Board
- National contact persons from those countries that are members / observers in IAC
- Site administrators
- WP1: Confirm the access rights with IAC chairs, and ask IAC how to proceed with upcoming members (completed in 15.2.)
- WP9: Create a space in ACTRIS web pages for distributing draft documents, and organize training for WP leaders how to use the space (done).
- WP2: Statutes should not go deep in details, as they are very difficult to change. They should only include basic rules and principles. We need to think what is definitely necessary, and what can be changed in the future. Critical points: Financial model, structure of governance, what will be inside the ERIC and in the entire RI.
- General: Technical and scientific description document is needed for ERIC step 1 (draft provided for IAC meeting 06 in October 2018).
- WP4: If IAC gives ACTRIS PPP the mandate of running the CF selection process, an independent task group within ACTRIS will be established for running the evaluation process. Names for a task group to prepare and run the CF selection process were suggested. The list will be iterated more by ACTRIS PPP Executive Board and the persons will be contacted if IAC gives ACTRIS PPP the mandate for this task. (The task was mandated to ACTRIS PPP. The list was reduced to six project members and 2 IAC observers by IAC in IAC meeting 03 before approval)
- WP1/9: ACTRIS PPP office should have a meeting with the national representatives from those countries that have smaller participation in ACTRIS, to ensure that they have the same level of understanding as others.
- WP2: ACTRIS data is only distributed through ACTRIS data portal, but can from there be distributed to EMEP, GAW, etc. or acknowledged as EMEP, GAW, etc. MoU between ACTRIS and EMEP is needed. Raw data can be distributed directly by originator, but then it is not labelled ACTRIS data.
- ACTRIS-2 office: Collect the Sli.do questions and make a FAQ, etc.
- Action point WP6/9: Community consultation is needed → drafts of the data policies need to be sent for the beneficiaries quite often for information and comments (done).
- WP6: The user strategy and service needs require more work. Next step is to define costs associated with each service. All help is welcome.
- WP2/4/6: There will be an ACTRIS data and access policy workshop 21.-23.3 (held).
- WP5: Each NF has to fulfil the minimum requirements for at least one component. Additional instruments (instruments in additional categories where minimum requirements are not met) may be included in TC support depending on capacity.

- WP5: All communities have to follow the minimum requirements and general framework of ACTRIS. This includes also potential future communities joining ACTRIS.
- WP5: Concept of laboratories as ACTRIS NFs needed. Action point for Tuukka Petäjä, Detlef Mueller, and Jean-Francois Doussin ([done, included in D5.2](#)).
- General: The cases where country A has measurements in country B (both members in ACTRIS) have to be solved at RPO level, and also at country level if this affects membership fees.
- WP4/5/6: Private sector for-profit actors are welcome as users or collaborators, but should not be in the position to receive ACTRIS funding as CFs or NFs with physical access. This could lead to political limitations in terms of funding.
- WP1: All countries are welcomed to ask help from ACTRIS coordination in speaking to their national ministries and promoting ACTRIS. ACTRIS PPP office can also write support letters for the national ACTRIS processes when requested.
- WP4: IAC will approve the CF host selection criteria (scientific excellence, feasibility, demonstrated commitment) in meeting 04. ([Criteria approved in IAC meeting 03 in February 2018, final documents approved in IAC meeting 04 in June 2018](#)).
- WP4: IAC will decide the hosts in IAC meeting 05 in October 2018.
- WP4: Cost book information should be included in the CF host application, including also the costs that are already covered ([done](#)).
- WP4/CF leaders: Provide Doina comments on the internal timeline for ACTRIS CFs presented below.

Internal timeline for ACTRIS CFs



- WP4: The CF host call template is asked beforehand so that the workload during summer (coinciding with mid-term review) would not be too high ([consolidated draft provided in April 2018](#)).
- WP4: The CF host call is opened for the entire CF, not for single units. Applicant can specify the timeline of opening services to users and for internal support.
- WP4: The ACTRIS data levels are fixed, and variable names should not be changing anymore at this stage. Changes can be made later. (Level 3 data is still somewhat open). Everyone is asked to check the annexes for level 1 and level 2 data.
- WP4: The data from simulation chambers and from some other exploratory platforms has a very different nature than observational data. This has to be taken into account in the work and data flows.
- WP5: NF Application → Initial Acceptance (with possible iteration) → NF implementation / pre-operation (performance evaluation) → final review and approval of NF → label awarded to NF → operation of NF and data production.
- WP5: There are no strict rules on NF locations with respect to each other. If two NFs that are located close to each other are scientifically justifiable and have a sound funding, then they should both be in.
- WP3: Implementation costs are the total costs for implementation (no matter how many years the implementation takes). These are funded from national sources. Operation costs are annual average costs for operation, funded from both national sources and via ACTRIS ERIC.
- General: Cross-check is needed with all CFs costs to assure that numbers match and no mistakes are reported.
- WP1/4: ACTRIS KPIs are for monitoring the entire RI, not for individual CFs or the selection process. They should reflect the objectives of ACTRIS written in the statutes. The KPIs should be few and measurable.
- WP4: The minimum level of activities worth setting up a RI has to be defined. If too few services are available, there is no need to set up a RI.
- WP4: There will be a workshop for CF concept teams and national contact persons 20-21.3. for finalizing the CF concepts ([held](#)).
- WP1: Stakeholder handbook will be distributed to IAC members, PDF will be put to web very soon. The only info provided to the delegates about the single countries is contained in the stakeholder handbook. ([Done and distributed at IAC meeting 03.](#))
- National contact persons: Inform the delegates to be prepared for IAC discussion → Organize a preparatory meeting with IAC members, if any problems are foreseen, please inform the ACTRIS coordination team to be prepared for it. Please take effort to confirm your IAC member to avoid some minor issues (e.g. discussion about CF names) will take time from the real discussions.
- WP9: The ACTRIS PPP/community meetings should have less slides and better prepared discussions. It was proposed that the meeting materials should be sent beforehand (at least a week before) as short

documents, and presented only shortly in the meetings. That way the participants know what to expect and have had time to think about the issues. Also time to think and reflect during the meeting is needed.

- WP9: Polls beforehand or during the meeting are usable for getting a wider view of the community, not just the persons who talk a lot. These polls, however, are just a snapshot of those who answer the poll. They are not decisions, but material for discussion.
- In the meetings any decisions need to be clearly stated.

3 ACTRIS PPP General Assembly meeting

The Second General Assembly (GA) meeting of ACTRIS PPP was held in Oslo 6.2.2018 during the ACTRIS PPP / community meeting week. The complete GA meeting notes below follow the GA agenda point numbering.

1 Opening of the meeting

ACTRIS PPP coordinator Sanna Sorvari opened the meeting at 16:31. 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.

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.

ACTRIS PPP Coordinator Sanna Sorvari proposed that Project Manager Niku Kivekäs shall chair the 2nd General Assembly meeting. Niku Kivekäs was selected to chair the meeting.

ACTRIS PPP office will act as a secretary of the General Assembly.

4 Approval of the agenda, for approval

The proposed agenda for ACTRIS PPP General Assembly 6.2.2018 was approved without modifications.

5 Approval of meeting minutes of the previous ACTRIS GA 15.2.2017, for approval

Minutes of the previous General Assembly have been available in ACTRIS website and have been sent twice for all the beneficiaries. The previous General Assembly minutes were approved.

6 Project administration, for information

ACTRIS PPP Executive Board

The ACTRIS PPP Executive Board members and their contact e-mail lists were confirmed:

(actris-ppp-wpleaders@posti.fmi.fi)

ACTRIS PPP Coordinator: Sanna Sorvari, FMI

ACTRIS PPP Co-coordinator: Markku Kulmala, UHEL

ACTRIS PPP WP-leaders:

WP1 Sanna Sorvari, FMI

WP2 Pirjo Kontkanen, UHEL

WP3 Carmela Cornacchia, CNR

WP4 Doina Nicolae, INOE

WP5 Ulla Wandinger, TROPOS

WP6 Sabine Phillippin, CNRS

WP7 Paolo Laj, CNRS/UHEL

WP8 Nikos Mihalopoulos, NOA

WP9 Niku Kivekäs (Project Manager), FMI

Also in ACTRIS PPP Executive Board:

Gelsomina Pappalardo, WP3 co-leader

Marjut Kaukolehto / Silja Häme, Project Office

Also, in the mailing list of the ACTRIS PPP Executive Board:

ACTRIS PPP office

Cathrine Lund Myhre

Cathrine Lund Myhre have been attending to the EB meetings and have been included in the EB mailing list because of her central role in the ACTRIS Data Centre development. ACTRIS PPP Coordinator proposed that Catherine Lund Myhre will be added as a formal EB member. Catherine Lund Myhre confirmed her availability. Cathrine Lund Myhre was added to the EB without any opposition votes.

The EB gender balance towards women was commented.

ACTRIS PPP office

The ACTRIS PPP office members and their contact information were confirmed:

(actris-ppp-office@posti.fmi.fi)

Sanna Sorvari, ACTRIS PPP Coordinator

Markku Kulmala ACTRIS PPP Co-Coordinator

Niku Kivekäs, ACTRIS PPP project manager

Marjut Kaukolehto, Interim ACTRIS Council issues

Silja Häme, National contacts

Anna Salonen, Finances and Administration

Giulia Saponaro, Outreach

7 New partners, Linked Third Parties and Associated Partners, for information

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

Current list of associated partners is available at:

<https://www.actris.eu/Projects/ACTRISPPP/AssociatePartnershipProgram.aspx>

The initial associated partners are approved when they provide the signed Confidentiality Agreement to ACTRIS PPP office. New Associated Partners are approved by written procedure as they apply.

8 Status of the project, *for information*

Meetings

Project meetings: KO meeting in Helsinki 2/2017, 2nd project meeting in Bucharest 9/2017, 3rd project meeting in Oslo 2/2018

IAC meetings: 1st IAC meeting in Helsinki 2/2017, 2nd IAC meeting in Rome 10/2017
Workshops: Several WP meetings have been held since the last General Assembly.

Executive Board meetings: 10 EB meetings have been held since the last General Assembly.

Deliverables

13 ACTRIS PPP deliverables have been submitted, 3 deliverables are late.

Up-coming deliverables during next 6 months were went through. If IAC will decide to aim for ERIC step 1 in end of 2018 the whole deliverable timeline will need to be re-considered, especially D1.4, D4.2.

In general, project is proceeding roughly in the original timeline.

Milestones

Up-coming milestones were went through.

In general, project is in the original timeline.

9 Mid-term report, *for information*

Structure of the report

First reporting period M1-M18 (1.1.2017 - 30.6.2018)

Technical report

Deliverables

Reporting of deviations from the original work plan

Financial report

Reporting of the person months and claimed costs

Reporting of the deviations from the original work plan, deviations will need to be explained.

ACTRIS PPP coordinator reminded that if any deviations are foreseen regarding the work plan it is time to be active now to be able to meet the original plan. The Coordinator asked WP leaders to check the situation in their WP with the participating beneficiaries.

Preliminary reporting schedule

- Detailed Instructions will be sent by the ACTRIS PPP project office 30.5.
- Technical reporting deadline by 29.6.
- End of reporting period 30.6.
- Financial reporting will have two deadlines and communication loops due to summer holiday season:
 - First deadline to send the report 13.7., communication loop 16-20.7.
 - Second deadline 10.8., Communication loop 13-17.8.
- Submission of the PER1 report (technical and financial) 24.8.

There were comments that many beneficiaries have to follow the second deadline for financial reporting, as their internal financial figures are not available by 13.7. The schedule should be adjusted.

Interim payment will be maximum 10% of the total budget.

10 Mid-term review, for information

Mid-term review will take place during the next ACTRIS PPP project meeting, proposed time is 17-21.9.2018. The reviewer will follow the ACTRIS PPP meeting and one session will be dedicated to the reviewers for their questions and ACTRIS PPP Executive Board for answering the questions.

If some beneficiary has troubles with the dates, the project office should be let know as soon as possible. The location of the meeting is aimed to be decided during the Oslo project meeting.

11 Amendments, for information and discussion

Amendments to partners or linked third parties

Not foreseen

Amendments to budget

Not foreseen

Amendments to work plan

If interim ACTRIS Council decides to proceed with faster schedule for submission of ERIC step 1, an amendment to the Grant Agreement Annex 1 (project description) will most likely be needed. In this case the GA permission for amendment will be asked in March / April in a written procedure.

12 Upcoming meetings, for information

IAC 26-27.2.2018, Bucharest, Romania

EGU 8-13.4. 2018, Vienna, Austria

ACTRIS 2 meeting 17-19.4.2018, Napflio, Greece

IAC 5-6/2018 Switzerland

ICRI 12-14.9.2018, Vienna, Austria

ACTRIS community / PPP 17-21.9.2018: possible organizers were asked to contact to the ACTRIS PPP

project office.

ACTRIS PPP 2/2019: meeting place needs to be reserved soon, possible organizers were asked to contact to the ACTRIS PPP project office.

13 AOB

ACTRIS PPP office has made a gender balance report in December 2017. Report will be sent to all the beneficiaries and to the national contacts.

14 Closing of the meeting

Chair of the General Assembly Niku Kivekäs closed the meeting at 17.23.



ACTRIS Community meeting / ACTRIS PPP Mid-term review

17-21.8.2018

Prague, Czech Republic

Minutes by ACTRIS PPP Office (Niku Kivekäs, Anna Salonen, Silja Häme, Marjut Kaukolehto, Giulia Saponaro, Edith Rodriguez)

WP9 task 9.3 Meeting arrangements

Finalized 16.11.2018

Public

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4 Meeting information

4.1 Purpose of the meeting

The purpose of this combined meeting was to get the wider ACTRIS community (including beneficiaries, linked third parties and associated partners of the H-2020 projects EUROCHAMP 2020, ACTRIS-2 AND ACTRIS PPP) informed and involved in discussion about the implementation of ACTRIS as a research infrastructure, and the work required for it. As these communities are the originators of ACTRIS data and services, it is important to hear and take into account their point-of-view in the process.

This meeting also included the ACTRIS PPP mid-term review, performed from 18.9. noon to 19.9. noon by Prof. Milena Horvat from Jozef Stfan Institute, Ljubljana, Slovenia. Furthermore, the meeting included a meeting of the ACTRIS Scientific and Implementation Advisory Board (SIAB), and the recommendations of the board to ACTRIS community.

4.2 Meeting venue and time

The meeting was held at Hotel International Prague in Prague, Czech Republic on 17-21.9.2018 (Monday to Friday).

4.3 Participants

Altogether 88 participants were present, representing:

- 20 countries and the European Commission
- 24 (out of 28) ACTRIS PPP beneficiaries
- 6 (out of 12) ACTRIS PPP Linked Third Parties
- 12 ACTRIS PPP Associated Partners

The participation varied from day to day, being:

- 17.9. Monday 71 participants
- 18.9. Tuesday 82 participants
- 19.9. Wednesday 82 participants
- 20.9. Thursday 78 participants
- 21.9. Friday 54 participants

4.4 ACTRIS PPP meeting general agenda

Schedule of ACTRIS PPP meeting, Prague 17-21.September 2018 With persons responsible for each session (excluding MTR)						
time	Monday	Tuesday	Wednesday		Thursday	Friday
9:00		Wrap-up of data and access policies (Sabine)	Mid-term review (all present)		SIAB report, strategy, Implementation schedule (Paolo, Sanna)	CF selection update (Niku, Silja)
10:00		User strategy, Access to ACTRIS services (Sabine)				Ethical guidelines (Pirjo)
10:30		Coffee	Coffee		Coffee	Coffee
11:00		National Facilities (Ulla)	Mid-term review (WP leaders)	Slot for break-out groups	Funding model (Carmela)	PPP management (Niku)
12:00	Executive Board (MTR preparations)	National report updates (Niku)				IAC preparation, next steps, Closing (Sanna)
13:00		Lunch	Lunch		Lunch	
14:00	Welcome (Milan) PPP & IAC update (Sanna)	Mid-term review (all present)	ACTRIS financial framework (Carmela)	SIAB meeting (Marjut, Sanna, Paolo, Gelsomina)	Funding model (Carmela)	Executive Board (IAC preparations)
15:00	Technical and scientific description, planning of implementation, Governance structure (Sanna)					
16:00	Coffee					
16:30	Data policy (Cathrine, Pirjo)	Mid-term review (all present)	ACTRIS financial framework (Carmela)	SIAB meeting (Marjut, Sanna, Paolo, Gelsomina)	Socio-economic (Sebastianos)	
17:15	Access policy (Sabine, Pirjo)				Funding model, NCPs (carmela)	
18:00	end	end	end		end	end
20:00			Meeting dinner			

4.5 Deviations from schedule

There were a number of additional presentations and side meetings announced during the week. These are not included in the general agenda.

- ACTRIS in the RI landscape presentation on Monday
- Excursion option to ICPF lab on Tuesday evening
- DC+CAIS meeting on Wednesday before lunch
- CCRES meeting on Wednesday before lunch
- CF selection task group meeting Wednesday lunch
- CF applicants responses to CF reviews Thursday lunch
- ACTRIS CZ steering committee meeting on Thursday lunch
- National Contact persons meeting on Thursday afternoon

Generally the outcome of the above side meetings is not included in these meeting notes.

4.6 Mid-term review detailed agenda

The mid-term review took place from Tuesday (18.9.) lunch to Wednesday (19.9.) lunch, with the following agenda and schedule:

ACTRIS PPP mid-term review 18-19.9.2018

Tuesday 18.9.

Session	Time	presentation	presenter
Lunch	13:00		
Afternoon 1, all present	14:00	Welcome + Introduction to ACTRIS PPP	Sanna Sorvari Sundet
		presentation and discussion	
	14:30	WP1	Marjut Kaukolehto
		presentation and discussion	
	14:50	WP2	Pirjo Kontkanen
		presentation and discussion	
	15:10	WP3	Carmela Cornacchia
		presentation and discussion	
	15:30	WP4	Doina Nicolae
		presentation and discussion	
	15:50	General discussion	
Break	16:00		
Afternoon 2, all present	16:30	WP5	Ulla Wandinger
		presentation and discussion	
	16:50	WP6	Sabine Philippin
		presentation and discussion	
	17:10	WP7	Paolo Laj
		presentation and discussion	
	17:30	WP8	Nikos Mihalopoulos
		presentation and discussion	
	17:50	General discussion	
End of meeting day	18:00		

Wednesday 19.9.

Session	Time	presentation	presenter
Morning 1, all present	09:00	WP9+WP10	Niku Kivekäs
		presentation and discussion	
	09:20	Future work	Sanna Sorvari Sundet
		presentation and discussion	
	09:40	Implementation and resources	Niku Kivekäs
		presentation and discussion	
	10:00	Achievements and impacts	Paolo Laj
		presentation and discussion	
	10:20	General discussion	
Break	10:30		
Morning 2, Executive Board	11:00	Summary of ACTRIS PPP	Sanna Sorvari Sundet
	11:30	Discussion with Executive Board	
	12:30	Preliminary conclusions and feedback by EC	Milena Horvat
Lunch	13:00		

5 ACTRIS PPP meeting decision notes

5.1 ACTRIS PPP meeting notes on main points and decisions

Texts in blue reflect the actions already taken after the Prague meeting but before providing the notes.

- General: Technical and Scientific Description of ACTRIS is needed for ERIC step 1. A draft version will be discussed in IAC meeting 05 in October 2018. (Draft provided to IAC 4.10.)
- General: Implementation plan for ACTRIS is needed for ERIC step 1 and for INFRADEV-3 proposal. (Draft provided to IAC 4.10.)
- General: Catalogue of services is needed for the implementation.
- WP6: Data policy and access policy are important documents and have been circulated among the national consortia. These documents are to be approved by IAC meeting 05 in October 2018. (Documents provided to IAC 4.10.) Funding scheme for physical access to ACTRIS facilities is still open.
- WP6-WP7: A user strategy document is needed.
- WP4: The ACTRIS data management plan has to be re-written, and has to include more on access. (This is ACTRIS PPP deliverable 4.2, postponed to M32.)
- WP6: Writing of the Access management plan need to include all CF leaders and types of NF representations, in addition to core writing team of SAMU, HO, etc. This needs to be clear also for the CF leaders. Also external help should be considered. The plan has to follow the “single access point” principle.
- WP5: In NF labelling (major) principles need to be discussed now, as IAC meeting 05 in October 2018 will approve the documents. The document is not rigid (flexibility in details is possible). Detailed process will be drafted next year. (Document provided to IAC 4.10.)
- WP5: The NFs to be proposed need to be validated by the countries. This process and discussions with stakeholders should start now.
- WP1: Next Stakeholder Handbook 2018 is due to be published in Dec 2018 - updates & new information. The publishing will be postponed to early 2019 - to get in all the input from 2018 (before Christmas).
- WP2: Statutes need to be approved by end of 2018. Any changes in statutes need to go through the Commission. Therefore statutes should be as open as possible, and not include any internal rules etc. Statutes need to be looked at also from governance and HO point-of-view.
- WP3: Cost and funding issues:
 - The cost book information in different countries is not uniform. A new template might be needed.
 - Membership fees might be used for pre-operational CF services during implementation phase, but not for the actual implementation. Pre-operational CF service will be given as percentage of full 2025 capacity. Collection of membership fees cannot start before ERIC is in place.

- Exploratory facilities are not included in the calculation of TC capacity needs and country membership fees. The NF details Excel will be re-distributed by Niku to the NCPs, who will update information before IAC 05 material deadline 4.10. ([Excel distributed, the related membership fee document was provided to IAC 11.10.](#)) In the future the list needs to be updated regularly.
- WP9: A general presentation of ACTRIS needs to be added to ACTRIS web site, one for scientific community and another for larger public.
- General: For the INFRADEV-3 proposal preparation there shall be a meeting for ACTRIS PPP EB, CF consortium leaders and NF contact persons. ([Agreed to take place in Brussels 14.12.](#))
- WP7: ACTRIS needs to have the innovation strategy. This is linked to ACTRIS PPP WP7. Everyone who is interested to participate in the work or skilled with liaison with industry etc., please contact Paolo as soon as possible.
- WP3: ACTRIS PPP will propose to IAC several scenario of membership fee calculation, taking into account the feedback from countries. The fee should cover 30% of CF costs (possibly 35% for HO costs).
 - Possible components of the fee covering the common support (HO+DC) are:
 - Equal share
 - GNI of the country
 - Number of scientist / 100 000 inhabitants
 - Possible components of the fee covering the TC support are:
 - Number of NF components or
 - Number of NFs
 - Also the number of member countries can be used as a variable. ([Document provided to IAC 11.10.](#))
- WP8: The second deliverable for socio-economic impact of ACTRIS is due in December 2018.
- WP8: The third socio-economic deliverable will focus on case studies, which need to be identified. The case studies should focus on positive effects of ACTRIS or in ACTRIS vs no ACTRIS scenarios. Potential case study topics shall be sent to Sebastianos. Niku will send a reminder. The potential case studies can be discussed in the ACTRIS-2 meetings (Hatfield, Lille) in November. WP8 will have a webex in December for selecting the case studies.
- WP4: CF selection task group will prepare the CF selection materials for IAC 05 (October 2018). ([Based on the evaluations and written responses the task group recommends to approve 7 of the 8 consortia. One CF consortia has added a new potential member since the evaluation, and this needs to be evaluated. For this CF the task group proposes to postpone the approval to IAC 06 in December 2018 in order to facilitate the re-evaluation. On 25.10. IAC approved the host candidate consortia of six CFs and postponed the decision on two CFs until December 2018.](#))

- WP1: The report from SIAB was received, and will be also presented in IAC 05 (October 2018). ([Document provided to IAC 4.10.](#))
- WP2: Both data policy and access policy documents refer to ethical guidelines, so this document needs to be available. Ethical board will be mentioned in ACTRIS ERIC statutes.
- WP9: After the MTR process is finalized, there will be an amendment process in ACTRIS PPP in order to facilitate the changes in deliverable submission times and to add the new deliverables.
- WP9: The ACTRIS web pages include a new section for draft documents. This section is editable by EB members, and available for all registered users. All ACTRIS community members are asked to register. It was pointed out that IAC delegates or other stakeholders should not have access to the draft documents.
- WP9: National ACTRIS landing pages exist, but are generally not in use. The ACTRIS PPP office should ask for the national information to add, and links to national ACTRIS web pages.
- The IAC meeting 06 will take place in December 12-13. ([at BELSPO in Brussels](#))
- ACTRIS should have a presentations at COOP about Paris agreement: Tuukka Petäjä (in situ aerosols), Albert Ansmann (remote sensing of aerosols and clouds)
- **Next ACTRIS PPP meeting will take place in Rome (CNR) 6-10.5.2019.**

6 Mid-term review

6.1 General

The mid-term report was prepared in 1.7.-31.8.2018, and was submitted in time. The mid-term review was performed 19-20.9.2018 (Tuesday lunch to Wednesday lunch) by reviewer Milena Horvat from Jozef Stefan Institute, Ljubljana, Slovenia. The responsible European Commission officer Anna-Maria Johansson participated in the review remotely from Brussels. The last part of the mid-term review was for the reviewer, EC officer and Executive Board only. [The mid-term review report was received 11.10.2018.](#)

The initial feedback by the reviewer and later the review report acknowledged ACTRIS PPP to be very well coordinated and managed project with extraordinary results. No changes for the project were requested by the European Commission.

The detailed remarks and recommendations at the mid-term review are listed in the next section.

6.2 Remarks and recommendations from mid-term review

- WP4: The process of selecting CF hosts was considered clever. As a side product of the independent evaluation ACTRIS also gets some recommendations how to improve.
- WP5: The level of results compared to the low number of PMs demonstrate the importance of the extensive in-kind work.
- WP6: The number of users of ACTRIS data and facilities should be clearly reported somewhere.
- WP7: Some of the milestones are delayed, and the achieved milestones are not available as reports.
- WP7: The work on long-term activity is an extremely important WP in the future. The importance of this work needs to be written clearly.
- WP8: When dealing with this kind of numbers and KPIs, it is good to compare the numbers to other RIs > EC will see the comparison of the different RIs.
- SIAB makes a point on the importance of Stakeholder Handbook. Also a User Handbook could be valuable.
- WP9: Management is in good shape, timely submission of deliverables and milestones.
- WP9: The achieved milestone reports should be included in the ACTRIS web pages
- WP10: External body for ethics or external expertise in the ethical working group would be good to have.
- Future plans: The implementation schedule of some CFs is very ambitious.
- Implementation and resources: Good (and the simplest ever) way to show budget!
- Impact: All the activities would need to be formalised and reported somehow, would be important. Impact on human health also included in ACTRIS, important to provide information on that also.

- Impact: The impact needs to be reported in some concrete and quantifiable way.

1 **General remarks by EC officer:**

- clear presentations
- ambitious plan
- everything going very well
- not any specific questions

2 **General remarks by reviewer**

- management extremely good
- milestone planning & implementation well done
- overall assessment; fully achieved the objectives
- changes in timing and new deliverable well explained and justified
- exploitations and impact potential; tremendous output