



Political and sOcial awareness on Water EnviRonmental challenges
GA N.687809

4th Project Management Board meeting
Agenda

30th November and 1st December 2017
Berlin, Germany

EIPCM is located at the Allianz Forum at Pariser Platz 6, right next to "Brandenburger Tor". We will also host the meeting in this venue, in room 2015, second floor.

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Participants				
Number	Name	Organization	Country	
1	Paul Fleming	DMU	UK	
2	Janet Riley	DMU	UK	
3	Carl Holland	DMU	UK	
4	Richard Elelman	CTM	ES	
5	Jose Jorge Espi	CTM	ES	
6	Monica Pianosi	CUBIT	IT	
7	Alma Serica	CUBIT	IT	
8	Giuliano Manara	CUBIT	IT	
9	Mathias Becker	EIPCM	DE	
10	Jasminko Novak	EIPCM	DE	
11	Wolfgang Hofstetter	Climate Alliance	DE	
12	Farhad Mukhtarov	Utrecht University	NL	
13	Carel Dieperink	Utrecht University	NL	
14	Peter Driessen	Utrecht University	NL	
15	Diogo Vitorino	Baseform	PT	
16	Phil Thompson	Leicester City Council	UK	
17	Daniel Coles	Leicester City Council	UK	
18	Jeremy Draper	Milton Keynes Council	UK	
19	Manuel Alberto	CASSA	ES	
20	Josh Yeres	Hagihon	IL	
21	Shimshon Yesayahu	Hagihon	IL	
22	Stef Koop	KWR	NL	

THURSDAY 30TH NOVEMBER		
Venue : EIPCM, Allianz Forum at Pariser Platz 6, Berlin		
Time	Topic	Presenter/Lead
09:00 – 09.15	Arrival and Coffee. Welcome to Berlin.	Jasminko Novak
09.15 – 09.30	Introduction of the agenda, organisational details and logistics	Paul Fleming
09.30 – 10.00	Discussion of consolidated report	Paul Fleming/All
10.00 – 11.00	WP2 – DSP Set up and Start up (See note 1 below)	Diogo Vitorino
11.00 –11.15	Coffee Break	
CROSS-CUTTING ISSUES		
11.15 – 11.45	What is the status of current local engagement in KDCs? (including conclusions from D5.3)	CUBIT/4 KDCS
11.45 – 12.15	How can we enhance ‘bottom up’ aspect of the POWER approach (citizens, local communities)? How can we move from ‘visitors’ to ‘users’ ?	EIPCM/ Hagihon/MKC
12.15 – 12.45	How do we achieve the middle-out work with professionals?	KWR/LCC/Sabadell
12.45 – 13.45	Lunch Break	
13.45 – 14.15	How are POWER followers going to be recruited? How will we work with politicians?	CTM
14.15 – 14.45	How are we going to make the most of the knowledge mobilisation workshops (being held in each city)?	CTM/KDCs
14.45 – 15.15	What are the results of the market analysis (D5.6)? How can it inform future work?	CUBIT
15.15 – 15.30	Coffee Break	
15.30 – 16.00	What is our water governance agenda and how can we promote water governance in all aspects of the POWER approach (website, KDC DSPs, Best Practice DB, Follower city interaction)?	KWR/UU
16.00 – 16.30	Governance analysis: what were the outcomes of the MSc students? How can these be used in the project? Do we repeat this?	KWR/UU
16.30 – 17.00	How can we participate better in networks and gain from their work?	CTM/KWR/CA /DMU
17:00 – 17.30	Progress on dissemination. Agree attendance at future events and promoting publicising POWER.	CA
17.30	Close	Paul Fleming
19.00	Evening Meal	Partners responsible for payment

FRIDAY 1ST DECEMBER		
Venue : EIPCM, Allianz Forum at Pariser Platz 6, Berlin		
Time	Topic	Presenter/Lead
09:00 – 09.30	Arrival and Coffee	
09.30 – 09.45	Introduction of EAB members	Paul Fleming
09.45 – 10.15	Demonstration to EAB members – How each target group can use the POWER approach	DMU/Cubit (social media)/KDCs
CROSS-CUTTING ISSUES (continued from yesterday)		
10.15 – 10.45	How are we measuring the social impact? How are our KPI's progressing?	EIPCM
10.45 – 11.00	Coffee Break	
11:00 – 11.30	How can we boost engagement (KDCs, follower cities, wider community; include outreach, social media)?	Cubit/CTM +
11.30 – 12.00	How do we reach disadvantaged groups? How do we address gender issues?	DMU/UU/EIPCM
6-month plans, interim deadlines		
12.00 – 12.30	WP3	DMU with EIPCM/KWR/Cubit/KDCs
12.30 – 13.30	Lunch Break	
13.30 – 14.00	WP4	CTM with EIPCM/KWR/UU/CUBIT/KDCs
14.00 – 14.30	WP5	CA & CUBIT
14.30 – 14.45	Coffee Break	
14.45 – 15.45	EAB meeting	EAB
Parallel sessions	WP1: Project management, admin and QA (see note 2 below)	DMU
15.45 – 16.15	Feedback from EAB	EAB members
16.15 – 17.00	Discussion of feedback	All
17:00	Close	Paul Fleming

NOTES:**1. WP2 (Day 1: 10:00-11:00). (Diogo is only here for Day 1)**

Summary of current status (10 mins).

Software Q&A session.

DSP feedback and improvements. What changes are needed? For example, where are we with governance issues reflected on the DSP/website? Further additions to the best practice database (including community area)?

User statistics to date. What are we measuring (and how)? How do we increase these?

Mobile apps? Upload of georeferenced data?

Plans for the next 6 months

2. WP1 (Day 2: 15:00-16:00)

We need short discussion on time allocations so far and direct and indirect costs. Review of spend (cost and time) to date. Any issues with partner finances? DMU need more time for WP1. Hagihon need more money for travel UU have moved some staff costs to support MSc students. Do any partners need more time in next reporting period? We need to make sure that we are managing the whole budget OK. Report to be prepare in advance of meeting. EAB and Industry committee progress to date. Publications strategy and author guidelines. Planning for next review meeting based on our experiences of first review.

ACTIONS FOR PARTNERS BEFORE PROJECT MEETING

Short reports (1 or 2 page maximum) needed by WP and by Task in advance of meeting. The meeting will then focus on how people use the DSP, not the specific WP. User experience is a key issue.

1. WP1
 - a. Time and finance – Paul
 - b. EAB and Industry committee – Paul / Alma
2. WP2
 - a. Existing bugs and future improvements? – Diogo
3. WP3
 - a. DSP content? – Janet, Leticia and Anna, All.
 - b. Best Practice Database - How to get networks to use it? – Richard/Leticia/Stef
 - c. Gamification next steps - Mathias
 - d. Feedback on how each KDC is using POWER – All KDC
4. WP4
 - a. Followers - Richard
 - b. MSc students and Governance? - Stef, Farhad
 - c. KPIs – how are we doing? - Mathias
5. WP5
 - a. Implement communications and dissemination plans? – Wolfgang
 - b. Networking, ICT4Water etc. – Wolfgang
 - c. Social media – Monica
 - d. Market analysis - Luciana
6. WP6
 - a. Terms of use & ethical approval update – Carl

Resources:
Projector, PowerPoint presentations.
Special notes:
Venue
Accommodation
Every partner is responsible for their own accommodation booking.
Transportation
Every partner is responsible for their own transportation.
Additional Activities
An evening meal on Thursday 30 November
Restaurant Masel Topf; Rykestr. 2; 10405 Berlin; Tel. +49 (0) 30 443 17 525
http://restaurant-maseltopf.de/en/#contact
Every partner is responsible for paying for their own meal

Reading Requirements – All Partners to read deliverables:		
WP1	D1.1	Quality Assurance plan
WP5	D5.1	Project dissemination plan and material
WP5	D5.2	Project communication strategy and roadmap
WP2	D2.1	DSP General architecture, functionalities and analysis report
WP3	D3.1	Report on best practices in water management for all 4 use cases
WP3	D3.2	Report on Socio-technical requirements
WP6	D6.1	POPD - Requirement No. 1
WP6	D6.2	POPD - Requirement No. 3
WP6	D6.3	POPD - Requirement No. 2
WP2	D2.2	DSP HUB software, Beta release
WP2	D2.3	DSP PUB software, Beta release
WP2	D2.4	DSP MOB software, Beta release
WP4	D4.1	Report on the current situation regarding DSP application
WP4	D4.2	Methodology design for social impact evaluation
WP4	D4.7	Guidance document for the analysis of UWCS governance in municipalities and regions
WP1	D1.2	1st Periodic report

Thursday 30th November

Attendance sheet				
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Friday 1st December

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