D1.1
Organization of project Kick-off meeting, including a Steering Committee and a General Assembly meeting

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Deliverable abstract

The report covers the project Kick-off meeting, held on 14 – 16 January 2019 at Hotel International in Prague, CZ. It also contains meetings of the Steering Committee and the General Assembly which have been organized and held on 16 January 2019.

DELIVERY SLIP

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ENVRI
FAIR

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ENVRI-FAIR Kick-Off Meeting

Meeting Summary

The Project Kick-Off meeting held in January 14 - 16, 2019 in Prague, Czech Republic, successfully brought all major players of the ENVRI-FAIR project together. With 95 participants, representing 35 beneficiaries and 13 participating Research Infrastructures, the meeting proved very fruitful for the initiation of the project and for starting the work.

The Kick-Off meeting not only allowed to introduce the scope and structure of the project, its overall management concepts and the detailed work plans of the individual work packages, but it also paved the way for a common understanding of the interconnections between the work packages by all participating Research Infrastructures.

The open-source project management web application Redmine, which will be used for the project internal communication and management, was introduced to all participants and a first hands-on introduction was given. Extensive work package sessions particularly for the four subdomains focused on the shaping of the work flows and initiated successfully the start of the action. Meeting breaks and side meetings were extensively used for discussions and preparations of the next steps.

In summary, all participating Research Infrastructures and individuals appeared highly committed to the project. The Kick-Off meeting was characterized by the now traditional ENVRI spirit of collaboration and continued the series of successful ENVRI community events. It served successfully all the purposes the meeting was designed for and prepared a very smooth start of the project. Strong collaboration networks were established across the borders of subdomains.

Group Photo of the Meeting Participants.

Meeting Objectives

The meeting objectives were threefold:

1. To create a common understanding of the project objectives and aims;
2. To promote the establishment of cohesive work package teams in ENVRI-FAIR, thus creating a strong community of individuals contributing to the project;
3. To promote the implementation of a more detailed work plan with clear a understanding of:
   - What is the purpose of each Work Package;
   - What are the products or services the Work Packages shall deliver;
   - What are the timelines and milestones within all the Work Packages;
   - What are the interconnections between the Work Packages, RIs, Sub-domains and at Cluster level;
   - How do Research Infrastructures contribute to the work at the different levels RI, Subdomain, and Cluster.

The Kick-Off meeting was organized both in plenaries to achieve the first two objectives, and as specific Work Package sessions to support the second and to achieve the third objectives. In addition, General Assembly and Executive Board meetings were organized during the Kick-Off. Details are given in the attached Agenda.

Impression from the Plenary Room.

Meeting Approach

In order to develop a specific work plan with a clear understanding by all partners of the aims and responsibilities of the individual contributors, specific Work Package sessions as well as poster sessions in the coffee breaks were organized during the Kick-Off meeting.

The first day after arrival of the participants was structured as a warm-up und introduction day to all partners to bring everybody to the same level of understanding of the project's structure, its peculiarities and interconnections. The overall concept of ENVRI-FAIR and its role in the European Open Science Cloud as well as the project management model were presented by members of the project management team and coordination. Work package leaders gave an overview of planned work and structure to the plenary and introduced the specific work package sessions which were scheduled for the second day. All presentations of the first day were organized as plenary events.

The full second day of the kick-off meeting was dedicated to work package specific sessions. The work packages related to horizontal activities like ENVRI Cluster Engagement and Cohesion (WP 3), FAIR Policy Development (WP4), Community Standards and Catalogue of Services (WP 5), Training and Capacity Building (WP 6) and Common Implementation and Support (WP7), were again organized as plenary sessions since there was a large overlap of participating individuals among these work packages.

The key work packages for Atmosphere, Marine, Solid Earth and Ecosystems/Biodiversity sub-domains for the development and implementation of FAIR compliant data lifecycle management and services at Research Infrastructure and Subdomain level requested 4 hr session slots in the afternoon to launch their work.

The third day of the meeting was again organised as plenary sessions and served to summarise the work package sessions and to report to all meeting attendees.

Similar to ENVRIplus posters with the content of the individual work packages were prepared and the attendees were asked to put their names on those work packages they intend to contribute to. These poster sessions were organised during the coffee and lunch breaks.

Three generations of ENVRI coordinators (from left to right): Wouter Los (ENVRI), Werner Kutsch (ENVRIplus) and Andreas Petzold (ENVRI-FAIR).

Kick-Off Meeting Agenda

14 January 2019

12:00 – 13:00   Registration and lunch

13:00 – 18:00   General ENVRI-FAIR presentation

                        Project management strategy and tools

                        WP overview talks: WP 2 – 7, 15 min each
                                                WP 8 – 11, 25 min each
                        WP leads give an overview of planned work and structure to the plenary and introduce the Tuesday afternoon sessions

15 January 2019

09:00 – 10:00   Managing the implementation process; risk management

10:00 – 10:30   Coffee break

10:30 – 12:00   WP 3 - 4 plenary sessions

12:00 – 13:00   Lunch, WP posters

13:00 – 14:30   WP 5 - 7 plenary sessions

14:30 – 15:00   Coffee break, WP posters

15:00 – 19:00   Subdomain WP 8 - 11 parallel sessions

16 January 2019

09:00 – 10:00   Reports from Subdomain WPs

10:00 – 10:30   Coffee break

10:30 – 11:30   General Assembly

11:30 - 12:00   Final discussion

12:00 – 13:00   Lunch

13:00 – 15:00   EB meeting

15:00   End of Kick-Off Meeting

The ENVRI-FAIR Kick-Off meeting presentations and the list of participants are available on the internal project website.

ENVRI-FAIR General Assembly

16 January 2019, Plenary Room, 10:30 – 11:30

Agenda

- Opening of the meeting
- Confirmation of Quorum (2/3 of beneficiaries, from Consortium Agreement)
- Adoption of the Agenda for the meeting
- Introducing the structure of General Assembly and its Terms of Reference
- Appointments of
  - Executive Board Members
  - Executive Board Chairperson
  - Co-coordinator
- Confirmation of the Data Management Team members
- Financial administration
- Reporting
- Communication issues
- Amendments
- Annual meeting schedule
- Any other business

The presentation, minutes, list of participants and Terms of Reference of the ENVRI-FAIR General Assembly are available on the internal project website.

ENVRI-FAIR Executive Board

16 January 2019, Plenary Room, 13:00 – 14:45

Agenda

- Approval of Agenda

- Election of a Chair person

- Discussion of the draft ToR

- Meeting schedule (4 times per year)

- Review of the Kick-Off Meeting and decision on potential actions if required

    o Responsibility of monitoring the implementation process

    o Determine responsibility for defining cross-domain services

    o Clarify representation of the project on the EU and international levels

    o Project meeting schedule, incl. PWG

- Next meeting

- Any other business

    o ENVRI-FAIR @ESFRI-EOSC Liaison Workshop, London

The presentation, minutes, list of participants and Terms of Reference of the ENVRI-FAIR Executive Board are available on the internal project website.

List of Acronyms

BEERi   Board of European Environmental Research Infrastructures - is an internal advisory board representing the needs of environmental Research Infrastructures

CA   Consortium Agreement - Legal contract between the ENVRI-FAIR beneficiaries

DL   Deliverable / Deadline

DMT   Data Management Team

DoW   Description of Work

DoA   Description of Action

GA   (1) Grant Agreement - Contract between Coordinator and Commission

(2) General Assembly - GA is the ultimate decision-making body of the consortium

EB   Executive Board - supervisory body for the execution of the Project

EC   European Commission - is the executive body of the European Union responsible for proposing legislation, implementing decisions, upholding the EU treaties and managing the day-to-day business of the EU

ESFRI   European Strategy Forum on Research Infrastructures

MST   management Support Team

PM   Person Month

PMT   Project Management Team

PWG   Policy Working Group

RI   Research Infrastructure

ToR   Terms of Reference

WP   Work Package