



Deliverable 1.2

Kick-Off Meeting Documentation

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Coordinator: *Volker Bothmer*

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Dissemination level		
PU	Public	PU
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1.2	31/07/2012	V. Bothmer, D. Dannemann	Comments from technical reviewer	

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This report has been prepared under the scope of the AFFECTS project in collaboration with the following participants of Work Package 1 "Management" under the Lead of UGOE (Volker Bothmer):

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1. Introduction

The AFFECTS Kick-Off Meeting was hosted by the Georg-August-University Göttingen and took place on March 22nd and 23rd, 2011. It was held at the Institute for Astrophysics, Friedrich-Hund-Platz 1 in 37077 Göttingen. Representatives of all beneficiaries attended the meeting. Unfortunately, the Project Officer (PO) Ms. Paola Chiarini and a representative of the external collaborator NOAA Space Weather Prediction Center (SWPC), USA, were not able to participate. A teleconference with Rodney Viereck, AFFECTS group leader at the NOAA SWPC in Boulder, USA, was scheduled for Tuesday afternoon to discuss the EU-US collaborations within AFFECTS.

During the two meeting days the consortium got to know each other and the project's main goals and expected outcome were presented and discussed.

In the following sections the results of the project kick-off meeting are summarised. The attachment includes the signed attendance list and pictures of the AFFECTS team. This report does not include the presentations held at the meeting. These have been uploaded on the project website www.affects-fp7.eu -> Project -> Meetings -> Kick-Off (visible only for registered users). The splinter meetings on Wednesday afternoon were held in workshop-like style but without specific documentation.

2. Meeting Summary

The AFFECTS kick-off meeting started with an introduction round. After the welcome of the meeting participants by Volker Bothmer, as AFFECTS project coordinator, the project and its status were presented by Volker Bothmer and Claudia Sülthmann from the University's EU Office which supported the project team during the whole application process and which will be in charge over the entire duration of the project. After the introduction the beneficiaries DLR, ROB, FHG, UoT, SRI NASU, Astrium and the Planetarium Hamburg introduced themselves. Christian Egbers and Frederik Schindler participated as visualisation experts. The meeting was also attended by a number of students.

The next part of the meeting was a presentation provided by the REA project officer (PO). Unfortunately, Ms. Paola Chiarini could not attend the meeting personally. Therefore Volker Bothmer and Claudia Sülthmann moderated the presentation of project formalities and answered questions based on material provided by the PO.

The afternoon session started with a discussion on visualisation techniques for the project trailer. Christian Egbers agreed to help produce a dissemination video in collaboration with UGOE and Planetarium Hamburg. As a demo he introduced visualisation of sun storms and their space weather impacts on the Earth based on a former collaboration with UGOE for the German major TV series "Abenteuer Wissen" in May 2010.

During the rest of the first day, the first four AFFECTS working packages (WPs), including a session on general formality practices (document templates, minutes, Internet-Portal, Wiki, update of materials, timesheets, attendance lists, Form C, AFFECTS logo, mailing lists, audits, upcoming meetings, collection of presentations, long-term meeting plan, changes in personnel, web repository, Steering Committee, Advisory Board, IPRs, dedicated FP events, acknowledgements) were introduced and discussed.

On Wednesday morning WP5 and WP6 were presented. The kick-off meeting concluded with a discussion on the project logo and a meeting summary including the formulation of action items. In the afternoon several splinter meetings took place.

3. Attendees

All project partners attended the Kick-Off Meeting. Unfortunately, the US-partner and the PO Ms. Paola Chiarini were not able to attend the meeting. An attendance list is attached to this document.

4. Decisions and Action Items

4.1 Action Items

From the discussions during the project kick-off the following action items were defined:

- Update of AFFECTS overview presentation (workflow charts, beneficiaries, ISS inclusion, etc.),
- Finalisation of AFFECTS logo,
- Establishment of project package containing all formal documents and templates (cf. D1.1, to be distributed by UGOE),
- Summary of recruitment issues,
- FHG to contact Leipzig Modelling Group about modelling of/with UV data,
- DLR to contact NOAA SWPC on ACE data collaboration,
- Provision of list of upcoming events and long-term strategy,
- Documentation of data resources,
- Website and repository to be set up,
- Definition of AFFECTS E/PO Media.

4.2 Notes

Finally, the following notes were taken at the kick-off meeting:

- Official change of project responsibilities at ROB,
- Formation of Steering Committee,
- Redefinition of mailing lists.

5. List of Abbreviations

ACE	Advanced Composition Explorer
E/PO	Education/Public Outreach
FP	Framework Programme
IPR	Intellectual Property Rights
ISS	International Space Station
PO	Project Officer
REA	Research Executive Agency, Brussels, Belgium
WP	Work Package

6. Attachments

6.1 Pictures



6.2 Final Meeting Agenda

Date: 22-23 March, 2011
Organizer: Volker Bothmer, AFFECTS Coordinator
Venue: University of Göttingen, Institut für Astrophysik, Göttingen, Germany
Internet: <http://www.astro.physik.uni-goettingen.de/institute/index.de.html>

Tuesday March 22

09:00 Welcome (VB)
09:15 Introduction to AFFECTS and project status (VB and CS)
09:30 Introduction of AFFECTS beneficiaries (DLR, ROB, FHG, UoT, SRI NASU-NSAU, Astrium, Planetarium Hamburg, Visualisation Experts)
10:30 Coffee Break
11:00 A good start: scoping and guiding rules (EU/REA, VB, CS) – incl. questions
12:15 Group Picture at Telescope Dome (all)
12:30 Lunch Break (food and beverages will be served by UGOE), including demo of AFFECTS E/PO products (VB, TK, FS), Sun in 3-D, mobile phone and ipad applications for Space Weather, Planetarium Hamburg as Germany's Space Weather E/PO center (TK, VB)
13:30 State of the Art Visualizations and Project Perspectives (CE)
13:45 AFFECTS general formality needs (VB) – templates, minutes, Internet-Portal, update of materials (figures on workflow), timesheets, attendance lists, form C, AFFECTS Logo, mailing lists, audits, upcoming meetings, collection of presentations, long-term meeting plan, changes in personnel, web repository, Steering committee, advisory board, IPRs, dedicated FP events, Acknowledgements)
14:30 Overview AFFECTS WPs, Introduction to AFFECTS WP 1 – Management (VB, CS, NJ)
15:00 Overview WP2 – Data calibration, maintenance and instrumentation (CH, RB)
15:30 Coffee Break
16:00 Overview WP3 – Early Warning System (CV, DB, VB)
16:30 Telecon with NOAA SWPC (all)
17:00 Overview WP4 – Forecasting Tools and Modeling (AP, NJ)
17:30 Summary Discussion (all)
20:00 Joint dinner at Restaurant Gaudi in city center (<http://www.restaurant-gaudi.de/>)

Wednesday March 23

09:00 Overview WP5 – Forecast System Ionosphere (NJ, VB)
09:30 Overview WP6 – Data/Product Dissemination, user interfaces, sustainability (CV, RVL)
10:00 Summary WP Discussion (all)
10:30 Coffee Break
11:00 Cooperation with other EU projects (all)
11:30 Summary of AFFECTS Action Items (VB, all)
12:00 Discussion on AFFECTS Project Logo

12:30 Meeting Summary (all)
13:30 Splinter Meeting Discussions

6.3 Final List of Participants

David Berghmans (ROB, Brussels)
Eckhard Bosman (UGOE)
Volker Bothmer (UGOE)
Raimund Brunner (FHG, Freiburg)
Benoit Callebaut (ROB, Brussels)
Christian Egbers (“motionemotion”, Castrop Rauxel)
Chris Hall (UoT, Norway)
Norbert Jakowski (DLR, Neustrelitz)
Werner Konz (FHG, Freiburg)
Thomas Kraupe (Planet. Hamburg)
Klaus-Dieter Missling (DLR, Neustrelitz)
Giuseppe Nistico (Univ. Cosenza, Italy)
Aleksei Parnowski (SRI, Ukraine)
Christopher Perschke (TU Braunschweig)
Wilfried Pfeffer (Astrium, Friedrichshafen)
Mike Rietveld (UoT, Norway)
Frederik Schindler (E/PO, Niederstotzingen)
Gerhard Schmidtke (FHG, Freiburg)
Claudia Sülthmann (EU Office UGOE)
Cis Verbeeck (ROB, Brussels)

Excused

Paola Chiarini (REA/EU, Brussels)
Ronald Van der Linden (ROB, Brussels)
Ronny Kanzler (UGOE)

6.4 Minutes and Notes of Kick-Off Meeting

- Update of AFFECTS Overview Presentation (Workflow charts, Beneficiaries, ISS, etc.)
- All Presentations to be collected and made available through Website
- AFFECTS Logo finalization
- Package of all formal documents and templates to be distributed by UGOE

- Recruitment issues summary
- FHG to contact Leipzig Modelling Group
- DLR to contact NOAA SWPC on ACE data collaboration
- List of upcoming meetings and long-term strategy tbd
- Documentation of data resources
- Official change of project responsibilities at ROB
- Website, repository
- Steering Committee
- Definition of AFFECTS E/PO Media
- Brussels, GM March 2011, EGU 2012, Luxor 2011, COSPAR, IAU
- Redefinition of mailing lists

Deliverables < 13 pm WP Due Date Tasks

Def. of internal doc. templates	1	3	Users and coord	2012	Final	App
Minutes	1	1	Users and coord	2012	Final	App
Kick-off meeting doc	1	1	Users and coord	2012	Final	App
Online Wiki - IF	1	6	Users and coord	2012	Final	App
Steering Committee → A B	10	10	Users and coord	2012	Final	App
ENV data Webinterface	2	10	Users and coord	2012	Final	App
Online provision of LI SWS data	2	3	Users and coord	2012	Final	App
Provision Web Interface AE gen.	2	6	Users and coord	2012	Final	App
Online prov. of GWS based on data	2	10	Users and coord	2012	Final	App

Layout early version system 3 Dec 2010

System architecture doc 5 Dec 8

Deliverables < 13 pm WP Due Date Tasks

Def. of internal doc. templates	1	3	Users and coord	2012	Final	App
Minutes	1	1	Users and coord	2012	Final	App
Kick-off meeting doc	1	1	Users and coord	2012	Final	App
Online Wiki - IF	1	6	Users and coord	2012	Final	App
Steering Committee → A B	10	10	Users and coord	2012	Final	App
ENV data Webinterface	2	10	Users and coord	2012	Final	App
Online provision of LI SWS data	2	3	Users and coord	2012	Final	App
Provision Web Interface AE gen.	2	6	Users and coord	2012	Final	App
Online prov. of GWS based on data	2	10	Users and coord	2012	Final	App

6.5 Signed Attendance List

AFFECTS Kick Off Meeting Agenda

Date: 22-23 March, 2011

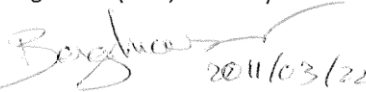
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Internet: <http://www.astro.physik.uni-goettingen.de/institute/index.de.html>

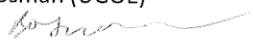
Tuesday March 22

Attendance list:

David Berghmans (ROB, Brussels)

 2011/03/22

Eckhard Bosman (UGOE)



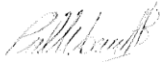
Volker Bothmer (UGOE)



Raimund Brunner (FHG, Freiburg)



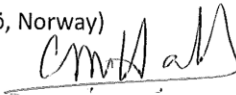
Benoit Callebaut (ROB, Brussels)



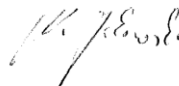
Christian Egbers ("motionemotion", Castrop Rauxel)



Chris Hall (Univ. Tromsø, Norway)



Norbert Jakowski (DLR Neustrelitz)



~~Ronny Kanzler (UGOE)~~

Werner Konz (FHG, Freiburg)



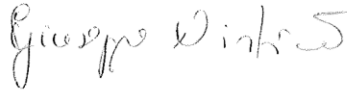
Thomas Kraupe (Planet. Hamburg)



Klaus-Dieter Missling (DLR Neustrelitz)



Giuseppe Nistico (Univ. Cosenza, Italy)



Aleksei Parnowski (SRI, Ukraine)



Christopher Perschke (Techn. Univ. Braunschweig)



Wilfried Pfeffer (Astrium, Friedrichshafen)

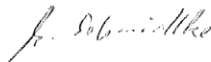


Mike Rietveld (Univ. Tromsø)

Frederik Schindler (PC Welt, München)



Gerhard Schmidtke (FHG, Freiburg)



Claudia Sülthmann (EU office UGOE)



Cis Verbeeck (ROB, Brussels)

