



Deliverable 1.4

Report on formation of Steering Committee, Advisory Board and URIT

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

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1. Introduction

The AFFECTS EU FP7 project is managed at four levels: the project is coordinated by the University of Göttingen with the support of the Steering Committee (SC), the Advisory Board (AB) and the User Requirements Interface Team (URIT).

Most committees have now been successfully established. The SC held its first meeting during the 8th European Space Weather Week in Namur on November 29th, 2011.

The following chapters summarise formation process of the boards and its committee members.

2. The Steering Committee

In Annex 1 of the Grant Agreement (DoW) it is stated that the SC consists of the project coordinator (Dr. Volker Bothmer), all Work Package Leaders (WPLs) and a representative of the U.S. partner.

The AFFECTS WPLs are:

- Prof. Dr. Chris Hall (WP2 “Data, Calibration, Maintenance and Instrumentation”),
- Dr. Cis Verbeeck (WP3 “Early Warning System”)
- Dr. Aleksei Parnowski (WP4 “Forecasting Tools and Modelling”)
- Dr. Norbert Jakowski (WP5 “Forecast System Ionosphere”)
- Dr. Ronald Van der Linden (WP6 “Data and Product Dissemination, product Sustainability”)

The U.S. collaborator NOAA-SWPC is represented by Dr. Rodney Viereck.

Therefore, the AFFECTS Steering Committee consists of Dr. Volker Bothmer, Prof. Chris Hall, Dr. Cis Verbeeck, Dr. Aleksei Parnowski, Dr. Norbert Jakowski, Dr. Ronald Van der Linden and Dr. Rodney Viereck.

The Steering Committee is responsible for all strategic decisions and all decisions that affect more than one project partner.

The SC will meet twice a year. The first meeting took place in Namur (Belgium) on November 29, 2011 and the second SC meeting was held at the General Meeting in Brussels on February 21st, 2012.

The next SC meeting will take place during the 9th European Space Weather Week in Brussels in November 2012.

During the SC meeting in Namur candidate proposals for the AB were discussed and candidates were selected for invitations.

3. The Advisory Board and URIT

The AB was formed according to the following criteria specified in the DoW:

"A community-based Advisory Board, dealing also with the international affairs with NOAA-SWPC in compliance with the FP7 rules, will be formed consisting of intended end users of the AFFECTS databases, early warning and ionospheric space weather forecasting systems and dissemination products including the education / public outreach activities.

Members of the Advisory Board will be recruited from the following levels in Europe and the US:

- experts in current ESA projects taking into account SSA complementarities;
- end-users of the AFFECTS products at different levels (companies, institutes, academic organizations, public outreach partners) and distinguished academic experts;
- key Space Weather experts, e.g., members of International Journals in this field.
- two young research representatives at graduate student or Ph.D. level to accommodate young scientist career needs with equal gender representation;
- two members, one from Europe and one from the US, to advise on matters of international affairs and all intellectual properties with NOAA-SPWC in compliance with the FP7 rules.

Each member of the Advisory Board will bring in **external advice** to help keep the progress of AFFECTS synchronized with the needs of the end users and especially of ESA, the SSA program, EU programs, and of potential industrial end users. The members of the Advisory Board will be invited to the annual General Meetings and their advice will be given to the Steering Committee."

The following individuals have been invited by the Steering Committee to join the AB (see sample invitation letter), including their specific roles:

- Prof. Dr. Daniel Baker, LASP, Boulder, USA; space weather expert and international affairs advisor; accepted
- Ph.D. Eckhard Bosman, UGOE, Göttingen, GER; young researcher representative; accepted
- Dr. Paal Brekke, NSC, Oslo, NOR; space weather expert, synergies to ESA SSA program advisor, invited
- Dr. Norma Crosby, BIRA-IASB, Brussels, BEL; space weather expert; synergies to EU projects and ESA SSA program advisor; accepted
- Prof. Dr. Ioannis Daglis, NOA, Athens, GRE; space weather expert; accepted
- Ph.D. Marie Dominique, ROB, Brussels, BEL; young researcher representative, accepted
- Dr. Carla Jacobs, KU Leuven, Leuven, BEL; space weather expert; accepted
- Dr. Oddgeir Kristiansen, NMA GI, Hønefoss, NOR; space weather end user; accepted
- Prof. Dr. Louis J. Lanzerotti, NJIT, New Jersey, USA; space weather expert, international affairs advisor; invited
- Jürgen Rüffer, AXIONET-GmbH, Hannover, GER; space weather end user, invited

The AB members have been invited to the first General Meeting and E. Bosman, N. Crosby, M. Dominique and C. Jacobs participated in the meeting.

It shall be noted, that only limited funds are available to support trips of AB members. Therefore the project meetings are held at most suitable locations, like Brussels, and in conjunction with main conferences, such as the ESWW. This enables most AB members the possibility to participate. In special circumstances, e.g., to account for face to face meetings with US colleagues and for young researchers, limited travel funds can be provided.

Synergies to ESA are brought in by experts involved in on-going ESA SSA activities and advisory functions (e.g., SN-I, SN-II, Dr. Bothmer, Dr. Jakowski and Dr. Van der Linden as AFFECTS SB members, Dr. Crosby as AB member) and through active collaborations in other on-going EU space weather and related projects (e.g., COMESEP, eHEROES, POPDAT; participants: Bothmer, Jakowski, Crosby, Van der Linden). Expertise of the team members also include the evaluation processes of the ESA SSA SWE CRD as fundamental part of the SN-II activity led by Volker Bothmer as consultant of Astrium ST. AB member Dr. Norma Crosby was leading the ESWWT until spring this year and is acting as ESA SSA program advisor. Additional advice is provided by Dr. Bothmer, Dr. Jakowski, Dr. Parnowski and Dr. Van der Linden as national representatives of the ESWWT. In order to initiate direct collaboration with ESA, an invitation letter to join the AFFECTS AB has been sent out to Dr. Luntama on July 10, 2012, including an invitation to jointly organize the AFFECTS space weather user WS. The invitation has been appreciated by ESA, but AB participation could not be realized due to potential conflicts of interests. It shall be emphasized that the current AB is already of large size and that it seriously accounts for gender aspects (Dr. Crosby, Dr. Jacobs, Ms. Dominique). It also includes end users, such as scientists using space weather products for data analysis (e.g., Dr. Daglis, Dr. Crosby, Mr. Bosman, Ms. Dominique), providing worldwide leading journals in the field (Dr. Lanzerotti), and of commercial fields (Axionet). The media collaboration has been established through a letter of agreement between the AFFECTS consortium and infoNetwork.

In order to realize community wide user interfaces the planned workshop is the dedicated action of the AFFECTS project. In order to best meet the user and project needs, in analogy to "living documents", the AFFECTS SB considers the URIT as an open board which final formation shall be associated to the WS. A user workshop invitation list is under development.

4. Conclusion

The management structure within the AFFECTS project has been successfully established. The URIT will be important for the success of the AFFECTS space weather user WS. Therefore its final formation will be associated to the WS.

6. Attachments

6.1 Sample AB Invitation Letter



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Göttingen, 02.02.2012

Your message

Our message
Invitation to AFFECTS Advisory Board

Dear Mr. Baker

the EU FP7 project AFFECTS (Advanced Forecast for Ensuring Communications Through Space) will hold its first Annual Convention in February this year. This 1st General Meeting of the project is hosted by the Royal Observatory of Belgium, one of the AFFECTS beneficiaries. It will take place in Brussels on February 20-22, 2012. Please find attached the draft agenda. General information about the project can be found at www.affects-fp7.eu and through the EU's smartphone application "Embrace Space".

At the AFFECTS General Meeting we will introduce the project's Advisory Board, consisting of selected external space weather experts and end users of space weather products. As international expert in the field of space weather we are pleased to invite you cordially to serve as member of the AFFECTS Advisory Board. We would be delighted if you could accept our invitation. We are looking forward to cooperate with you in directly mapping the advances of our space science research into tangible benefits for humanity provided through the space weather forecast developments to be achieved in the AFFECTS project. There is no obligation for the AFFECTS board members to participate in the first General Meeting but a participation would be very much appreciated.

If you have any further questions, please do not hesitate to contact me or my AFFECTS colleague Dr. Norbert Jakowski from the German Aerospace Center at DLR Neustrelitz (e-mail: norbert.jakowski@dlr.de).

Sincerely yours,

Volker Bothmer,
Coordinator of the AFFECTS project
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6.2 AB Invitation Letter to ESA



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Dr. Juha-Pekka Luntama
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Göttingen, 10.07.2012

Your message

Our message
Invitation to AFFECTS Advisory Board, AFFECTS User Workshop

Dear Dr. Luntama,

the EU FP7 space weather project AFFECTS (Advanced Forecast for Ensuring Communications Through Space, see www.affects-fp7.eu) has held its first General Meeting on 20-22 February 2012 at the Royal Observatory of Belgium in Brussels. During this meeting the AFFECTS Advisory Board (AB) has been approved and suggestions have been proposed to investigate potential synergies for collaborations with the ESA SSA programme.

Based on your outstanding role in the development of the space weather segment of the ESA SSA programme, we would be delighted if your team could contribute with a selected member of your choice to the AFFECTS Advisory Board.

This way, we are looking forward to cooperate with you in directly mapping the advances of our space science research into tangible benefits for humanity provided through the space weather forecast developments to be achieved in the AFFECTS project and to strengthen the efforts of our joint space weather community.

We further like to invite you to join the organisation of our AFFECTS "User Workshop" currently scheduled for February 2013, in connection with our 2nd AFFECTS General Meeting to be held at the Royal Observatory of Belgium at Brussels. If you agree to our invitation we suggest to actively announce the workshop at the upcoming 9th European Space Weather Week (ESWW9).

Thank you in advance for your interest.

Sincerely yours,

Volker Bothmer, AFFECTS coordinator

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6.3 SC Meeting Minutes



Meeting Object: 1st Meeting of the AFFECTS Steering Committee

Author: Dörte Dannemann (DD)

Partner: UGOE

Meeting Date: November 29th, 2011, 8.15 – 11.15pm

Venue: Restaurant “Le Grill des Tanneurs”

Attendees: see Attendance List

Enclosed: Final Meeting Agenda, Meeting Calendar

1. AGENDA AND DECISIONS

N°	Initials	Partner	Subject
1.	VB	UGOE	Welcome and overall project status
<ul style="list-style-type: none">- The Steering Committee (SC) consists of all Work Package (WP) leaders, a representative of the U.S. partner and the project coordinator.- Norbert Jakowski (DLR) is excused. DLR is represented by Ms. Henrike Barkmann.- Ronald Van der Linden is excused. ROB is represented by Cis Verbeeck.- NOAA SWPC is represented by Bill Murtagh.- Until now all deliverables have been fulfilled in time. The deliverable reports are quality checked by the project coordinator, the deliverable leader and co-leader. The final reports will be submitted to the EU Participant Portal until end 2011. The reason for not immediately uploading the reports is that they cannot be changed after submission.- The first General Meeting will take place in Brussels on Feb. 20th – 22nd, 2012.- Mr. Roberto Prieto has been appointed as Technical Reviewer. The SC approves this decision.- Collaborations with other institutions are welcome and encouraged strongly, as well as synergies to other EU space weather projects.- It is recommended that the project shall be introduced at conferences and other dedicated venues to strengthen the project's visibility.- Comment on key project goals: to forecast dramatic / big events rather than minor ones.- The mailing list should be kept small: Normally only one person per institution is included, with exceptions upon specific request.- The overall responsibility change for the project at DLR shall be declared formally to the SC. After approval by the SC, DLR shall inform the EC PO.			



2.	WP leaders	all	WPs progress reports and personnel issues
<ul style="list-style-type: none"> - UGOE: UGOE has three project positions: Dörte Dannemann at the University's EU Office is responsible for the administrative project management (half-time position). From January 2012 on, Malte Venzmer (Ph.D.) will work on the ACE data and space weather and ionosphere forecast development. The third position (Ph.D. analyzing flare, CME / sun data) has been advertised and shall be filled asap. - ROB: In WP2 two researchers are currently working on AFFECTS: Benoit Callebaut (IT) implements software tools dedicated to the developed solar activity proxies. Cis Verbeeck leads the related research efforts. From January 2012 on, in WP3 ROB will start developing three new activity tools. Existing alerts will also be taken into account for the corresponding tasks. The question of precisely which kind of solar input do the other project partners need has to be defined. There was no feedback to a request on this issue sent by Cis Verbeeck by e-mail to the consortium members. - SRI NASU-NSAU: The working group consists of 8 researchers working in the following directions: development of advanced approaches to space weather forecasting, forecasting framework and regression modelling. The necessary deliverables have been completed well in time so far. Project problems have been identified with respect to the communication about the project tasks with DLR and FHG because of a lack of feedback. The Ukrainian legislation changed after signing the Grant Agreement, leading to a number of formal changes affecting the acquisition of the originally allocated resources. - UoT: One of the WP2 areas of major focus is on maintaining data flows to help maximize the use of the SWACI data base. At UoT a back-up server exists to prevent data losses. Deliverable 2.4 was due in May 2011 and has been delivered in time. Deliverable 2.5 was due in August 2011 and has also been delivered in time. In the case of Del. 2.5 the local activity indices were also integrated in the data base, because the local k indices are specific to the stations themselves. By providing the UoT activity index, a comparison of activity between different stations is possible. Unfortunately a problem occurred with one station (that has not been solved yet) illustrating the need for fall-back sites – which has since implemented. Del. 2.6 will be due in December. The data is already available so that the deliverable report can be compiled. For this deliverable the input from DLR is needed, but until now no actions were taken. The allocated budget has been spent to finance personnel staff working in the team of Chris Hall. - DLR: At the DLR an ionospheric group of approximately 5 to 6 researchers and the data management group (Klaus-Dieter Missling and Henrike Barkmann) are contributing to the AFFECTS efforts. 			



3.	all	all	Formation of AB
<ul style="list-style-type: none"> - Suggestions for AB members shall be provided to VB until Nov. 30th. - Every SC member can suggest 2 persons from the list that has been circulated during the meeting (enclosed). - Suggested Members: <ul style="list-style-type: none"> o P. Brekke o O. Kristiansen (end user) o M. Dominique (student level) o C. Jacobs o E. Bosman (student level) o N. Crosby o I. Daglis o J. Rüffer (end user) o US (NN) 			
4.	all	all	Collaborations with other FP7 projects
<ul style="list-style-type: none"> - Collaborations with other FP7 projects are welcome and shall strengthen the visibility of AFFECTS. - SRI NASU-NSAU: Additional meetings with the U.S. partner are planned to strengthen the collaboration. 			
5.	DD	UGOE	Project website
<ul style="list-style-type: none"> - The project website is under development. A first version will be available during next week. - There will be a link to the SWACI website and a return link shall be implemented within SWACI. 			
6.	VB	UGOE	AFFECTS project trailer
<ul style="list-style-type: none"> - A minor update of the video will be available soon. - All rights are reserved by the AFFECTS consortium. 			



7.	all	all	PO activities
<ul style="list-style-type: none"> - The EU space app “Embrace Space” is available in the iTunes App store. - A barcode linking to the AFFECTS website shall be established. - The press release by UGOE in May 2011 was reported. Other activities established by the partners shall be reported to the coordinator. - A request by the EU to publish an AFFECTS summary for a book dedicated to the EC space research projects is in progress. 			
8.	all	all	Europe-US collaborations
<ul style="list-style-type: none"> - The collaboration with partners from the U.S. is important and explicitly desired by EC. 			
9.	all	all	1st General Meeting – Dates, Venues, Agenda
<ul style="list-style-type: none"> - The first General Meeting will take place in Brussels in February 2012 (20th – 22nd). - ROB is in charge of organizing the meeting. 			
10.	all	all	Identified problem areas (if any)
<ul style="list-style-type: none"> - There are communication problems with DLR. The SC is not sure how the data delivered to DLR are handled. Unfortunately Ms. Barkmann was not able to help clarifying this issue. 			
11.	all	all	Upcoming events
<ul style="list-style-type: none"> - For upcoming events please see the attached meeting calendar. 			
12.	all	all	Next SC meeting
<ul style="list-style-type: none"> - The next SC meeting will take place during the 1st General Meeting in Brussels in February 2012. 			



2. ACTION ITEMS

N°	Initials	Partner	Subject	Deadline
1.	VB	UGOE	E-mail to Mike Rietveld to request use of the 2011 budget.	
2.	VB	UGOE	Distribution of presentation from 29/11 to the project partners.	
3.	VB	UGOE	Draft "Letter of Agreement" for collaboration shall be sent to Cis Verbeeck asap.	
4.	VB	UGOE	Information requested from R. Brunner on the collaboration with NOAA and clarification of AFFECTS activities.	
5.	NJ	DLR	Formal declaration of change in project responsibility towards the SC. After approval by the SC, DLR shall inform the EC PO.	
6.	VB	UGOE	Contact of potential AB members	

**FINAL AGENDA FOR THE 1ST AFFECTS STEERING COMMITTEE MEETING**

Date: 29/11/2011
Venue: Restaurant "Grill des Tanneurs", Rue des Tanneries 13, 5000 Namur,
Belgium, phone: +32 81 24 00 24
Internet: <http://www.tanneurs.com/en/le-grill-restaurant.php>

8:00pm	Welcome and overall project status	VB
	WPs progress reports and personnel issues	WP Leaders
	Formation of Advisory Board (AB)	all
	Collaborations with other FP7 projects	all
	Project website	DD
	AFFECTS project trailer	VB
	PO activities	all
	Europe-U.S. collaborations	VB, NOAA-SWPC
	1 st General Meeting – Dates, Venues, Agenda	all
	Identified problem areas (if any)	all
	Upcoming events	all
	Next SC meeting	all



2012 Meeting Calendar with accepted participation

January 9 - February 10

European Research Course on Atmospheres (ERCA), Grenoble, France

February 1-3

From the Heliosphere in the Sun: Sailing Against the Wind, in Bad Honnef, Germany

February 20-22

1st AFFECTS General Meeting, Brussels, Belgium

April 22-27

EGU General Assembly, in Vienna, Austria

June 5-7

5th Gossamer ESA/DLR Solar Sail Working Group Meeting and Workshop, ESTEC, Noordwijk, Netherlands

June 17-22

Solar Wind 13, Big Island, Hawaii, USA

July 14-22

39th COSPAR Scientific Assembly in Mysore, India

2012 Meetings of potential interest

April 30 - May 4

26th NSO Workshop “Solar Origins of Space Weather and Space Climate: Connecting the Interior to the Corona”, in Sunspot, NM



May 21-23

Coronal Magnetism – Connecting Models to Data and the Corona to the Earth, in Boulder, CO, USA

May 31 - June 7

Heliophysics Summer School, in Boulder, CO

June 4-9

1st European School on “Fundamental Processes in Space Weather: A Challenge in Numerical Modeling”, in Spineto, Italy

July 1-6

European Week of Astronomy and Space Science, in Rome, Italy.

* The Sun: New tools and ideas in observational Solar Astrophysics

* From solar physics to astrophysics: the Sun as Rosetta stone for understanding astrophysical processes

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Meeting: 2nd AFFECTS Steering Committee Meeting

Author: Dörte Dannemann (DD), Volker Bothmer (VB)

Beneficiary / Partner: UGOE

Meeting Date: Feb. 21, 2012

Venue: Royal Observatory of Belgium, “Meridian Room”, Ringlaan 3,
B-1180 Brussels

Attendees: see Attendance List

1. AGENDA AND DECISIONS

N°	Initials	Partner	Subject
1.	VB	UGOE	Introduction <ul style="list-style-type: none"> - All deliverables completed – After official submission through the EU portal changes are no longer possible, - Project trailer will be updated – not all preferred options can be carried out, - Mentioning of AFFECTS at several conferences is recommended.
2.	CH, CV, AP, NJ, RVdL	UoT, ROB, SRI NASU- NSAU, DLR, ROB	WP progress reports <ul style="list-style-type: none"> - WP2: <ul style="list-style-type: none"> o Lead: UoT, Co-lead: FHG, o 7 del. in total – 4 have been delivered on time, 2 are due in the next 12 months; at ROB a team member left the institution which might affect the actual delivery date of D2.2. - WP3: <ul style="list-style-type: none"> o Lead: ROB, Co-Lead: UGOE, o D3.2 was delivered on time; D3.1 due in month 33 whereas D3.3 is similar but already due in month 18 => clarification by RVdL; definition of quality

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			<p>control in correspondence to D3.4.</p> <ul style="list-style-type: none"> - WP4: <ul style="list-style-type: none"> ○ Lead: SRI NASU-NSAU, Co-Lead: DLR, ○ No deliverables due yet, ○ A common EUVI data base is currently under construction by FHG and NOAA-SWPC, ○ SolACES data flow is established, ○ D4.3: experiments improved to fulfil the aurora alert, ○ D4.1: A prototype software tool was tested in near-real-time mode - WP5: <ul style="list-style-type: none"> ○ FSI is a special system within SWACI; some small changes might be necessary, ○ Most important issue is the definition of interfaces and the clarification of which data will be stored and used – specification of metadata. - WP6: <ul style="list-style-type: none"> ○ Lead: ROB, Co-Lead: NOAA-SWPC, UGOE ○ Organisation of User Workshop: <ul style="list-style-type: none"> ▪ Definition of users? - People using the project's products, ▪ When will the workshop take place? – ESWW9's Friday? Joint activity with ESA SSA proposed, ▪ Which products will be presented? – dTec, Auroral Forecast, STEREO, Proba2, SOHO, SDO, CME alerts, etc. ○ D6.4: Sustainability of systems and data discussed and understood as overall institutional activity.
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3.	RV	NOAA-SWPC	Report from NOAA-SWPC <ul style="list-style-type: none"> - In charge of new director, - Update of website, - Big improvements expected, - Products currently freely available, => Presentation will be attached
4.	all		Formation of URIT To be streamlined with User Workshop
5.	all		Pre-discussion of User Workshop to be organised in 2012 see progress report of WP6
6.	RV	NOAA-SWPC	Space Weather Collaborations between US and Europe <ul style="list-style-type: none"> - WMO - US-UK collaboration - Horizon 2020 - Space-Weather Awareness Dialogue => Space Weather finally arrives on the agenda...recognition at very high levels
7.			Planning Collaborative Efforts <ul style="list-style-type: none"> - Possibility of submitting a joint abstract / poster for conferences - Collaborative efforts have to be undertaken
8.	all		Date of next SC meeting During the next ESWW in Nov. in Brussels

2. ADDITIONAL NOTES

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3. ACTION ITEMS

N°	Initials	Partner	Subject	Deadline
1.	AP	SRI NASU-NSAU	Contact the Kyoto WDC for Geomagnetism concerning the use of the Dst	
2.	VB	UGOE	Provides AP with details of storms so that AP can run his prototype for quality checks	
3.	VB	UGOE	Mike Rietveld to be reminded about the sum budgeted for a new Ionosonde at Tromsø	done!
4.	VB	UGOE	Draft letter to ask the ESA SSA program for user input/synergies and workshop planning/organisation	