LEAP-RE WP5 | Meeting Agenda & Minutes

#4 WP5 Virtual Meeting | 7 April 2021
Time 10:00 - 10:35 CEST

Meeting Coordination & Author:
Mr Stefan A. Haffner | German Aerospace Center (DLR)

Final Version | 15 Apr. 2021

Access Details Regular WP5 Zoom Meetings

Join Zoom Meeting:	Join by SIP	Join by H.323
https://helsinki.zoom.us/j/66233965538	66233965538@109.105.112.236	109.105.112.236
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		Meeting ID: 662 3396 5538

Preparation & Moderation | Mr Stefan A. Haffner | German Aerospace Center (DLR)

Participants in Colour Green
LGI, France (**Ms Niclette Bukasa Kampata**) | **DSI, South Africa** (Ms Tinyiko Ntshongwana, **Ms Refilwe Mashigo, Mr Sigfried Tivana**) | **MESRS, Algeria (Mr Mokthar Sellami**, Mr Lassassi Moundir, Mr Benyoussef El-Hadi, Ms Souami Feriel) | **POLIMI, Italy (Ms Emanuela Colombo, Mr Riccardo Mereu)** | **SU, Kenya** (Ms Anne W. Wambugu, **Ms Hope N Njoroge)** | **UH, Finland (Ms Melissa Plath**) | **AESG, Rwanda (Ms Kibibi Ndope) | DLR, Germany (Mr Stefan A. Haffner)** | PAUWES, Algeria (Mr Abdellatif Zerga, Mr Erick Tambo) | **UEFISCDI, Romania (Ms Elena SIMION)** | **ZSI, Austria (Ms Elke Dall**, Mr Dietmar Lampert, Mr Utku Demir)

Guests from other WPs
None

Link Internal Workspace:

WP5 regular meetings are organized generally in three blocks.

BLOCK 1	GENERAL COORDINATION ISSUES

… for informing each other about general coordination issues.

BLOCK 2	TASK COORDINATION	BRIEF UPDATES ABOUT THE STATE OF AFFAIRS

… for informing briefly about the activities in the four tasks.

BLOCK 3	TODAY'S FOCUS	XXX

… reserved for a specific focus in each meeting, in which issues concerned to the collaboration within WP5 team and other WPs could be discussed in detail.

LEAP-RE WP5 | Meeting Agenda

Topics	**Min.**

**BLOCK 1	GENERAL COORDINATION ISSUES**	

1. WP5 Regular Virtual Meetings	**5**

Minutes

- The regular WP5 Virtual Meetings will be organized alternately by PAUWES and DLR

- The next meeting will be organized by PAUWES on 5 May 2020 | 10:00 – 11:00 CEST

				Organised by …	
Project Month	**Day**	**Date**	**Regular WP5 Meetings**	**PAUWES**	**DLR**
M6	Fri	05 March 2021	#1 WP5 Virtual Meeting		1
M6	Tue	16 March 2021	#2 WP5 Virtual Meeting		1
M6	Mon	22 March 2021	#3 WP5 Virtual Meeting		1
M7	Wed	07 April 2021	#4 WP5 Virtual Meeting		1
M8	Wed	05 May 2021	#5 WP5 Virtual Meeting	1	
M9	Wed	02 June 2021	#6 WP5 Virtual Meeting		1
M10	Wed	07 July 2021	#7 WP5 Virtual Meeting	1	
M11	Wed	04 August 2021	#8 WP5 Virtual Meeting		1
M13	Wed	06 October 2021	#9 WP5 Virtual Meeting	1	
M15	Wed	01 December 2021	#10 WP5 Virtual Meeting		1
M17	Wed	02 February 2022	#11 WP5 Virtual Meeting	1	
M19	Wed	06 April 2022	#12 WP5 Virtual Meeting		1
M21	Wed	01 June 2022	#13 WP5 Virtual Meeting	1	
M23	Wed	03 August 2022	#14 WP5 Virtual Meeting		1
M25	Wed	05 October 2022	#15 WP5 Virtual Meeting	1	
M27	Wed	07 December 2022	#16 WP5 Virtual Meeting		1
M29	Wed	01 February 2023	#17 WP5 Virtual Meeting	1	
M31	Wed	05 April 2023	#18 WP5 Virtual Meeting		1
M33	Wed	07 June 2023	#19 WP5 Virtual Meeting	1	
M35	Wed	02 August 2023	#20 WP5 Virtual Meeting		1
M37	Wed	04 October 2023	#21 WP5 Virtual Meeting	1	
M39	Wed	06 December 2023	#22 WP5 Virtual Meeting		1
M41	Wed	07 February 2024	#23 WP5 Virtual Meeting	1	
M43	Wed	03 April 2024	#24 WP5 Virtual Meeting		1
M45	Wed	05 June 2024	#25 WP5 Virtual Meeting	1	
M47	Wed	07 August 2024	#26 WP5 Virtual Meeting		1
M49	Wed	02 October 2024	#27 WP5 Virtual Meeting	1	
M51	Wed	04 December 2024	#28 WP5 Virtual Meeting		1
M53	Wed	05 February 2025	#29 WP5 Virtual Meeting	1	
M55	Wed	02 April 2025	#30 WP5 Virtual Meeting		1
M57	Wed	04 June 2025	#31 WP5 Virtual Meeting	1	
M59	Wed	06 August 2025	#32 WP5 Virtual Meeting		1
M61	Wed	01 October 2025	#33 WP5 Virtual Meeting	1	
M63	Wed	03 December 2025	#34 WP5 Virtual Meeting		1

- As agreed during the #3 WP5 Virtual Meting, the regular WP5 Virtual meetings will be organized on each first Wed. a month until August 2021. During the August meeting then (#8 WP5 Virtual Meeting) the WP5 Team will discuss whether the monthly meetings rhythm should be maintained or whether one meeting each second month would be sufficient from then on. Additional extraordinary WP5 Virtual meetings could be

organized anytime.

- The draft agendas will be shard via FLEXX, the internal online work platform.
- Each task leader can contribute to the minutes in advance:
  o by adding further topics in the agenda
  o by listing their envisaged statements in the meeting's draft document.
- The organisers will share rough draft minutes after the meetings and give one week for further contributions or corrections by the participants, if needed.
- The minutes are always written in colour Green and only major statements, results or next steps to be taken will be noted in bullet points.

2.	**Time Frame for regular WP5 Virtual Meetings**	5

Minutes

- Is one hour enough per month and later each second month or shouldn't we better organise 2hrs meetings?
- **Consensus:** The regular meetings should be planned for 1 hour. In cases that the need for more time would be expected for a meeting, this should be announced in the draft agenda.
- WP5 will remain flexible for the needs also with regard to the time frame of the regular monthly meetings.

3.	**WP5 Action Plan 2020-2025 – list in progress to be maintained by the task coordinators**	5

Minutes

- A minimalistic list about the already implemented and planned activities per task will have to be maintained by the task leaders. This serves a) reporting about WP5 in the Project Management Board (PMB) and the technical reports, b) reflection on the internal process from meeting to meeting, and c) highlighting deviations from the DWP if needed.

4.	**Central LEAP-RE or WP5 Glossary?**	5

Minutes

- Let's think about a central glossary on Wp or project level to be maintained in FLEXX
- As soon as FLEXX is established a central excel file for a glossary will be ready for use

BLOCK 2 | TASK COORDINATION | BRIEF UPDATES ABOUT THE STATE OF AFFAIRS

5.	**Task 5.1	Short 5 Minutes Report about the State of Affairs**	0

Minutes

- This topic will be one of the standard elements of the following meetings

Topics	Min.

6.   Task 5.2 | Short 5 Minutes Report about the State of Affairs   **0**

Minutes

- This topic will be one of the standard elements of the following meetings

7.   Task 5.3 | Short 5 Minutes Report about the State of Affairs   **0**

Minutes

- This topic will be one of the standard elements of the following meetings

8.   Task 5.4 | Short 5 Minutes Report about the State of Affairs   **0**

Minutes

- This topic will be one of the standard elements of the following meetings

BLOCK 3	TODAY'S FOCI

9.   Finalising the Detailed Work Plan & Gantt Chart   **10**

Minutes

- **Detailed Work Plan (DWP) version 10**
  - o **Task 5.1 coordinators** – please check and finalise your action table on page 5

    Emanuela announced to organise a meeting between T5.1 and WP3 for finalising T5.1 in the DWP

  - o **Task 5.3 coordinators** – both task coordinators, please confirm the existing text as the agreed final version

    Mokhtar announced to organise a meeting with DSI and SU for last clarifications on the design of T5.3

  - o **All task coordinators**: Please check and finalise or confirm chapter 1.4 'Interaction/synergies with other WPs'

  - o **All task coordinators:** Please check and finalise or confirm chapter 1.5 'Risks'

- The task coordinates have been reminded that only documents in which the track changes function has been applied will be accepted. Of course, 'cleaned versions' could be provided in addition if wished.

- Gantt Chart version 02 – task leaders, please check and finalise or confirm the activity periods and deadlines

- The colleagues have been reminded that the WP5 coordination will not facilitate task internal discussions, neither in virtual meetings nor in the digital cooperation via working documents. Therefor each contribution from task coordinators are seen and treated as agreed information between both two coordinators in each task. As a consequence, each message to the WP5 coordination should please be at the same time ccd. to the partner coordinator in the respective task. **The sender of information and messages are in full responsibility to behave in a spirit of partnership and transparency and to come to agreed statements within the task before addressing the WP5 team and the WP5 coordination.**

- The DWP, once finalized as a deliverable for al WPs is a 'final' document. Significant

deviations, which might not be unlikely, will have to be discussed by the LEAP-RE coordination with the REA officer.

The DWP is not a document in progress during the project.

A continuous informal update on the WP5 activities (completed or outstanding) will be realised with the already announced 'WP5 Action Plan 2020-2025'. This list of WP5 activities, as a reference for the history of the WP5 activities and the planning for future activities, will be maintained by the task coordinators and updated one week before each PMG (Project Management Group) meeting. As soon as FLEXX is in place, the 'WP5 Action Plan 2020-2025' will be uploaded and accessible there.

- **Deadline for last contributions to the DWP (version 10): Mo., 12 April 2020 | 12:00 CEST**

10. Aob	**0**

Minutes

- None

11. Next WP5 Virtual Meeting	**5**

Minutes

- **Next WP5 Virtual Meeting**

5 May 2021 | 10:00 - 11:00 CEST

Organised and facilitated by: PAUWES

Access to LEAP-RE | WP5 Virtual Meetings – until further notice

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The zoom space is currently thankfully provided by UH/Melissa.

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Preliminary responsibilities for the Regular WP5 Virtual Meetings

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