

## PROJECT ENDORSE

### MINUTES OF THE GENERAL ASSEMBLY #3 (16 December 2011)

Author: Lucien Wald

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Dissemination: all participants and the Project Officer

Lucien Wald welcome the participants on behalf on Armines hosting the 3rd General Assembly. The agenda is presented.

Lucien Wald offered a brief overview of the review outcomes.

Deliverable “Periodic Report #1”. Sophie Cousin presented the reporting procedure, actions to be taken by beneficiaries and deadlines.

Regarding the review itself and the delivery of an iterim report, DLR requested that we will not repeat the present situation of having a review before the end of the reporting period. Coordinator mentioned that this request has already been presented to the REA by e-mail and written in the interim report.

Each WP leader presented the status of work and achievements for each WP.

WP 1. It is decided that a discussion will be held during Technical Meeting #4 on means to measure the success of ENDORSE for *i*) GMES, *ii*) users (which ones?), and *iii*) others. Lucien Wald agreed to produce a document preparing this discussion in April.

WP 2. It is decided that Task 2002 can be extended to other users than the prime-users at the will of products providers. Action M2-2-1: iCons should provide a first draft of a template for collecting users requirements for services.

WP 5. Task 5001. A template should be produced by iCons to collect users' feedback. It will refer to D2.1 and the product report table sent by Flyby in November 2011.

WP 6. No major preparation in this WP. Marion Schroedter-Homscheidt asked every producer to have a look at product from a “service” point of view, thus ensuring that there is no potential discrepancy.

WP 7. A list of possible events was presented. The case of Intersolar 2012 was discussed and should be cleared in early January.

WP 9. Several partners indicate their interest in having a professionally-printed version of the leaflet. It was decided that

#### **ACTION (M3-1-1)**

WP 1. Lucien Wald to produce a document on measuring the success of ENDORSE. Deadline: **2012-04-30**

#### **ACTION (M2-2-1)**

WP 2. Elena Gaboardi to produce template for collecting users requirements for services. Deadline: **2012-03-15**

#### **ACTION (M3-5-1)**

WP 5. Elena Gaboardi to produce and send a template for collection of users' feedbacks. Deadline: **2012-01-15**

#### **ACTION (M3-7-1)**

Elena Gaboardi to produce documents to capture feedback in workshops. Deadline: **2012-01-18**

#### **ACTION (M3-7-2)**

Elena Gaboardi to check with Marion how a room can be obtained in Intersolar. Depending on answer, Claire, Elena and Lucien to decide on maintaining Intersolar 2012 or target next year. Deadline: **2012-01-09**

Transvalor will investigate this matter. The cost of this operation will be circulated. Interested partners will agree on costs and numbers of prints; costs will be shared between them. Transvalor will discuss with each partner about the update of the product description on the Web site.

Next meeting. The venue was discussed. An official proposal was made by DLR to host next meeting in Wessling, close to Munich. At the same time, iCons said that it is ready to welcome the ENDORSE team again in Milan. We had also an invitation by 3E in Brussels but it was suggested to keep it for the meeting #5 to be held in conjunction with the review #2 which will be therefore in Brussels. The General Assembly did not conclude on that point and it was decided that Lucien Wald will set up a survey for taking decision on the venue.

Last words. Work is in progress. Major achievements have been made, major milestones have been met. Still, ENDORSE is in a delicate phase regarding interactions with users with respect to preliminary versions of products. This point should be closely looked at by products developers.

**ACTION (M3-9-1)**

WP 9. Claire Thomas to inquire on costs of printing flyers and circulate info. Deadline: **2012-01-27**

**ACTION (M3-1-2)**

WP 5. Lucien Wald to set up a survey for taking decision on the venue. Deadline for filling the survey: **2012-01-27**