

PROJECT ENDORSE  
MINUTES OF THE KICK-OFF MEETING

Author: Lucien Wald

Date: 2011-01-20

Dissemination: all participants and the Project Officer

Lucien Wald welcome the participants. The agenda is presented. Each participant briefly identified himself.

REA. Stijn Vermoote is the Project Officer (PO) for ENDORSE. He presented the new agency, the Research Executive Agency, in charge of the execution of the project ENDORSE, among others. He discussed the expectations of the REA on ENDORSE. The PO insisted on the respect of deadlines and pro-activity by the Consortium towards the REA in case of delay and problem. The PO asked the Consortium to use the wording “GMES Services” instead of “GMES Core Services” in our documents.

Overview. Lucien Wald provided an overview of the project, its objectives and methodology. He outlined the main expected results.

Administrative aspects. Sophie Cousin offered an overview of the administrative matter in ENDORSE management, and decision-making structure.

**ACTION**

Sophie Jacques to provide the name of the administrative contact for 3E.

Deadline: **2011-01-31**

Financial aspects. Sophie Cousin reported on the financial aspects in ENDORSE. Pre-financing funds have been received. They will be distributed according to the payment plan in the Consortium Agreement.

Legal aspects. Sophie Cousin provided an overview of the legal aspects in ENDORSE. There is a request from DLR for having a General Assembly (one representative for each beneficiary) separated from the semester working meeting though they are held together.

**ACTION**

Lucien Wald to take care of this point in the organisation of each meeting. After the working meeting, a General Assembly will be held with a specific agenda. Deadline: **throughout the project**

Reporting. Sophie Cousin presented the different types of reporting, the process, the schedule, and the reporting tools of the EC / REA.

**ACTION**

Lucien Wald to send an e-

These tools will fill the role that was devoted to the existing e-platform of Armines, to be tailored to ENDORSE project in February 2011 (milestone MS3). Therefore, Armines asked the PO if this duplication of work can be avoided and if the milestone MS3 can be cancelled. The Consortium will use the EC platform only. The PO agrees.

To facilitate the annual scientific reporting where many contributors are involved, a template needs to be designed if non-existent.

mail to REA asking for cancellation of the MS3 “opening e-platform”.  
Deadline: **2011-01-31**

**ACTION**

Lucien Wald to look at SESAM and reporting guidelines, and possibly propose a template for scientific reporting.  
Deadline: **2011-03-31**

WP3. Sebastiano Serpico offered a survey of the activities in WP3. A splinter meeting was held on Friday 14<sup>th</sup> between Armines, DLR, TSV, and Unige, where the activities were discussed in details.

WPs4 and 6. Each product and service were presented by the person in charge of the pre-market service. An overview was provided, accent was put on objectives, challenges, expectations, product, service, innovation, and market. In few cases, measures of success were reported.

Dominique Dumortier showed interest in being an user of TMY (service S4).

Service B2. One question for operating such a service is an automatic access to ESA archives of MERIS-FR images. This will be treated in due time.

**ACTION**

Claire Thomas to include Dominique Dumortier in discussion of requirements.  
Deadline: **refer to WP2 and WP5 schedule**

WP9. Claire Thomas provided an overview of the WP9. She insisted on the necessity to mention the support of the EC in publication.

Lucien Wald presented the preliminary version of the ENDORSE Web site.

The Consortium suggested that an evolving public document could be available on the Web site in a form of a ppt file. It could present ENDORSE and show the progress of the work.

Lionel Ménard addressed the dissemination of knowledge by Web services. He demonstrated through examples the benefits of the GEOSS tools in this activity.

**ACTION**

Lionel Ménard to create a private part and provide access credentials.  
Deadline: **2011-01-31**

**ACTION**

Claire Thomas / Lucien Wald to create this document.  
Deadline: **2011-03-31**

Last Words. Before adjourning the meeting on 13th, Lucien Wald asked for a few words from the PO. The PO said that ENDORSE is the only project in energy and the REA will look closely at its outcomes. He added that ENDORSE has a well-defined list of users and market targets and that he is confident with the good start of the project.

**ACTION**

Consortium to outline such collaboration in progress reports.  
Deadline: **throughout the project**

The PO asked how the Consortium will ensure interactions and exchanges between services which are independent. Lucien Wald answered that exchanges of experience and best practices is very important to ENDORSE Consortium and will be ensured through the participation of all partners in the WPs dedicated to users: WPs 2, 5, 7, 8. He added that the DoW deals with this aspect of collaboration (pages 43-44).

WPs2 and 5. Elena Gaboardi discussed a major challenge: ENDORSE is not made of 10 services running under the same umbrella, but comprises demonstrators in various domains leading to a common and shared knowledge supporting replicability. The current state-of-knowledge and activities on users' requirements was reviewed in detail for each service.

**ACTION**

Elena Gaboardi to provide a template for collecting/refining the info about the users' requirements for each service. Products providers to answer in March for deliverable D2.1.  
Deadline-1: **2011-02-16**  
Deadline-2: **2011-03-15**

WP7. Elena Gaboardi offered an overview of the methodology and organisation of workshops. It will be discussed in more details in July 2011. The ENDORSE Web site will be used for dissemination of information.

**ACTION**

Elena Gaboardi to send in April a list of targeted events and questions. Products providers to answer in May for final decision in July 2011 and preparatory steps.  
Deadline-1: **2011-04-30**  
Deadline-2: **2011-05-31**

WP8. An overview of the WP was made by Mario Martinoli.

WP101. Lucien Wald discussed the monitoring plan and the Advisory Board. A few already-cited members have changed position or are known for their large workload. The Consortium discussed a few names for replacement.

**ACTION**

Lucien Wald to send a "template" for e-mail targeting possible members of Advisory Board to Kurt Guenther and Sophie Jacques.  
Deadline: **2011-02-15**

**ACTION**

Lucien Wald to contact and convince the GEO Secretariat and Eric Peirano.

Deadline: **2011-02-28**

**ACTION**

Kurt Guenther to contact and convince Michael Obersteiner (IIASA).

Deadline: **2011-03-15**

**ACTION**

Sophie Jacques to contact and convince a person from EWEA.

Deadline: **2011-03-15**

**ACTION**

Lucien Wald to make the request to the REA .

Deadline: **2011-02-28**

Lucien Wald presented the concept of review meetings. The PO has asked whether the review meetings will be held together with working meetings. The Consortium said that it would save time and money in travel. It acknowledged that the review is an important effort. It suggested that the review should take place prior to the working meeting.