

## PROJECT ENDORSE

### MINUTES OF THE GENERAL ASSEMBLY #4 (5 July 2012)

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Dissemination: all participants and the Project Officer

DLR hosted the 4th General Assembly. The agenda is presented.

Decision is taken for the next Technical and General Assemblies that will be held on 5-6 March 2013 prior to the 2nd Review Meeting (7 March) at 3E's premises in Brussels. HSUIm will attend only on 6 March because of it is attending the PV-Symposium large event where it will present ENDORSE. The activities of HSUIm will be presented by their co-worker DLR.

Sophie Cousin made a report on the administrative and financial issues. IPR (intellectual property rights) may become an issue for several services and it will be a topic in the 5th Technical Meeting. The Legal Officer from Armines should attend this meeting and provide advices. Concerned beneficiaries should send an e-mail describing the foreseen issue before end of December 2012.

Lucien Wald presented the progress of the work wrt achieved milestones, submitted deliverables, and observed delays. He also showed the status of the actions decided during previous meetings.

All meetings' actions have been completed, except that it was agreed in meeting#3 to held a discussion during Technical Meeting #4 on means to measure the success of ENDORSE for *i*) GMES, *ii*) users (which ones?), and *iii*) others. Lucien Wald was to produce a document preparing this discussion in April 2012 but did not meet the deadline. Though very important, this point is delayed with no date planned.

Each WP leader presented the status of work, achievements, observed or potential delays, potential opportunities and threats for each WP.

WP 2 (Elena Gaboardi). Work is a bit late but services development already began in all cases in collaboration with prime-users having in mind comments made by other users. The delay has no major impact on the progress of the work. Deliverable D2.2 will be supplied in Sep 2012. iCons has provided a revised version of a template for collecting users requirements for services. This template has been customised to each service taking into account the results of the users' assessment. Providers should react and iCons will supply a final version.

#### **ACTION (M4-1-1)**

WP 1. Lucien Wald to confirm dates for 2nd Review Meeting to Stijn Vermoote, mentioning justified absence of HSUIm. Deadline: **2012-07-11**

#### **ACTION (M4-1-2)**

WP 1-102. Sophie Cousin to arrange for Legal Officer from Armines to attend next technical meeting. Deadline: **2012-09**

#### **ACTION (M4-1-3)**

WP 1. Concerned beneficiaries should send a e-mail to Armines Legal Officer to described the foreseen issue. Deadline: **2012-12-31**

#### **ACTION (M4-1-4)**

WP 1. Lucien Wald. Consider possible telecon between Armines, Transvalor and iCons on "users". Deadline: **2012-11-30**

#### **ACTION (M4-1-5)**

WP 1. Lucien. Wald. Consider possible telecon between service providers on service development. Deadline: **2012-11-30**

WP 3 (Gabriele Moser). Work is completed for all Tasks with the exception of Task 3005 which runs till the end of the project and of the provision of the deliverables D3.4, D3.5, and D.6 which is planned in September.

WP 4 (Marco Morelli). Status is good. All products were made available to prime-users and were gauged by them. Small deviations for S2 and S5 with no impact on the progress of the work. Deliverables are due in September. Flyby proposed to issue guidelines to help writing the reports on the products.

WP 5 (Elena Gaboardi). Deliverable was late but no impact on the progress of the work. The methodology for assessment of products has revealed satisfactory and can be re-used for assessment of services.

WP 6 (Marion Schroedter-Homscheidt). Work has begun in advance in all cases. DLR proposes to issue non-binding guidelines by August 2012 listing all elements to be taken into account in the work and in the report D60x.2 on services.

WP 7 (Claire Thomas). A status of the planned events was presented. The distinction between the different interactions with users in ENDORSE occurring in various WPs is recalled by Elena Gaboardi. The evaluation questionnaire is unsuitable when distributed in booth; it should be filled with the help of the provider. The document supposed to feed WP 8 seems difficult to fill. The documents should be more focused and refined. No threat is foreseen on the progress of work and achievements.

WP 9 (Claire Thomas). The requested professionally-printed version of the leaflet is available and several copies are distributed to partners. Eventually, the cost has been paid by Transvalor. Transvalor brought copies of a poster presenting ENDORSE and the status of the work in June 2012. A series of slides has been produced and sent to Stijn Vermoote for a presentation of the status of ENDORSE within the REA. The list of planned events is updated. The website is regularly updated. Work is on-going.

Last words. Work is in progress. Major achievements have been made, major milestones have been met. Still, interactions with users and documenting these interactions should be closely looked at by service developers. Before adjourning the General Assembly, Lucien Wald expressed his pleasure to coordinate such a committed and efficient consortium. Thanks were expressed by beneficiaries to DLR for its efficient hosting.

**ACTION (M4-2-1)**

WP 2. Elena Gaboardi to ask service developers for list of possible users for services. Deadline: **2012-07**

**ACTION (M4-2-2)**

WP 2. Providers to comment on the template for collecting users requirements for services. Deadline: **2012-07-11**

**ACTION (M4-2-3)**

WP 2. Elena Gaboardi to provide the final version of template for collecting users requirements for services. Deadline: **2012-07-18**

**ACTION (M4-3-1)**

WP 3. Armines (Task 3005) to assist S1 (Armines, Transvalor) and possibly Unige for describing the product with INSPIRE-compliant metadata. Deadline: **2012-07-18**

**ACTION (M4-4-1)**

WP 4. Marco Morelli to issue non-binding guidelines for writing the report WP4. 1st version. Deadline: **2012-07-11**

**ACTION (M4-4-2)**

WP 4. Marco Morelli to issue non-binding guidelines for writing the report WP4. Final version. Deadline: **2012-07-18**

**ACTION (M4-6-1)**

WP 6. Marion Schroedter-Homscheidt to issue non-binding guidelines listing all elements to be taken in the report for a service (D60x.2). Deadline: **2012-08**

**ACTION (M4-7-1)**

WP 7. Marco Morelli to send a e-mail to EURISY for ensuring attendance to Graz meeting. Deadline: **2012-07-11**

**ACTION (M4-7-2)**

WP 7. Elena Gaboardi to fill-in the feedback report on the Biomass event. Deadline: **2012-07-25**