

Protocol Kick-off meeting

Deliverable WP 12.1



ODYSSEA

ODYSSEA – Deliverable WP 12.1

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| Project Full title | ODYSSEA: Operating a network of integrated observatory systems in the mediterranean sea |
| Project Acronym | ODYSSEA |
| Grant Agreement No. | 727277 |
| Coordinator | Georgios Sylaios |
| Project start date and duration | 1 st June 2017, 54 months |
| Project website | http://odysseaplatform.eu/ |

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| Responsible | DUTH | | |
| Authors & Institutes Acronyms | Greece Democritus University of Thrace Georgios Sylaios Israel Agora Partners Bracha Ehrman Israel Agora Partners Simon van Dam | | |



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| | Restricted to other program participants (PP) | |
| | Restricted to a group specified by the consortium (RE) | |
| | Confidential, only for members of the consortium (CO) | |

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1. Executive Summary

The ODYSSEA project held its opening conference in the city of Kavala, Greece June 6–8, 2017. [The Democritus University of Thrace \(DUTH\)](#), which leads the project, hosted representatives from the consortium's 28 partner organizations including research institutes, universities, policy makers, non-governmental organizations and SMEs from 14 EU and non-EU countries across the Mediterranean. In addition to the consortium members and students from DUTH, Prof. Vicente Pérez Muñuzuri and Prof. Aldo Drago participated from the external Advisory Board and Mr. Gonzalo Garcia de Arboleya, the Project Officer nominated by the Commission also took part in all the meetings. All participants became acquainted with each other and assured strong support and close collaboration during project implementation. In addition to clarifications of specific aspects of project implementation, setting action items and follow up meetings, a set of four working groups, related to project's WP blocks, was established and the groups had their first meetings in parallel sessions. The governance structure was officially established and processes were confirmed by the consortium. The agenda detailing the sessions is an annex to this deliverable and the summary of meetings is shared with all partners.

2. ODYSSEA Kick-off Meeting Protocol

During the Kick-off meeting (KoM), the Consortium discussed the project planning, addressed important questions and worked in separate groups on the first steps of project implementation. As a result of the three days, a set of action items ("AI") were compiled and require follow up. Some of these AIs are clarifications of the DoA. Others are key issues which emerged as requiring attention during the ODYSSEA Kick-off Meeting. Last, but not least, there is a table listing AIs which detail the specific and immediate next steps in implementing our project.

The clarifications of the DoA as well as the key issues are described below. They are followed by a table of action items including the person responsible and due date for each. Additionally, the next planned meetings are listed as well as the working groups established and decisions reached. The full set of project deliverables including due dates

and a designated responsible person for each is presented as a separate excel spread sheet.

Task forces will be appointed to prepare the completions to the DoA mentioned above. The task force leaders will prepare the first draft of the clarifications and completions by mid-September and distribute them to the members of the task force for review and input. By mid-October, each task force will distribute its draft to the entire consortium and the task force leaders will present them to the consortium during the partner meeting in Rome on October 26 and 27.

A. Clarifications of the DoA

Based on discussions at the KOM several issues require further detail and clarification; pertinent action items are included in the AI table below.

1. ODYSSEA observatories: set up, operation, maintenance

This set of protocols will include, among others, logistics, equipment, models to run, regulations for each observatory. This task force will be led by Georgios (DUTH) and the force includes Marco (UNIBO), Nikos/Katerina (FORTH) and Houssine (AGIR).

2. Platform release dates – schedule of the platform 'product' starting from early mock up version to the fully functional platform including dates/timeline/description of functionality

This task force will be led by Ghada (Deltares), and the force includes Nicolas (CLS) and Eduard (gtd). Within this planning process, platform development must be integrated with other project milestones and all technology developers must be included: Deltares, CLS, Hidromod, gtd, Edisoft, Thales, Technion, BLIT as well as Alseamar, Leitat and Develogic

3. Define indicators and benchmarks of success for various stages of project

These will be linked with the existing project milestones and timeframes. This activity will be led by the PE with assistance of at least one representative from each block.

B. Key Issues

Based on discussions at the KOM several issues require further detail and clarification; pertinent action items are included in the table below.

1. ODYSSEA Products and Services offered to a range of end users

This will include a list of potentially valuable and novel products and services that can be offered to the end-users, using the data provided by existing systems (Copernicus, EuroGOOS, EMODnet, etc) and ODYSSEA-generated data (observations and forecasts). The ODYSSEA platform and local sales points will be used for this task. This key issue is related to WP8 in general and Tasks 8.3 & 8.5 in conjunction with Task 9.1. This activity will be driven by Ghada (Deltares), Georgios (DUTH), Adelio (Hidromod), Nicolas (CLS) and Simon (AP).

2. Local Sales representatives for EU and North African countries

Local sales points will be established through ODYSSEA Observatory leaders in the Med EU partner countries, in Northern Africa and the Middle East. This action is linked with the previous issue and it will serve to support the Med EU and North African partners in engagement with their national levels of stakeholders. Justifications for the authorities in the North African countries to support the establishment of ODYSSEA Observatories, will be tailored to the specific needs, interests and circumstances of each country. This support will include letters to specific governments provided by the Greek national authorities and EU agencies. This key issue is related to Task 9.1 the activity will be driven by Lauren (WCMC), Arslan (NSV), Georgios (DUTH), Menelaos (DUTH), and Simon (AP).



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3. Setting up the Innovation Board

This activity will promote the exploitation and commercialisation of the novel products and services that will be developed throughout the project. This activity is related to WP9 and WP11, though no particular task is associated with it. The Innovation Board is described in the DoA as part of the Project Management. This activity will be driven by Yann (CLS) and Simon (AP). All commercial entities within ODYSSEA (CLS, Thales, Edisoft, gtd, Alseamar, develogic, Hidromod, BLIT) as well as all entities that generate IP, such as LEITAT, will participate in this activity.



C. Action Items

| AI | Action Item Detail | Responsible | Date |
|----|---|----------------------|---------|
| | <i>Clarifications to the DoA</i> | | |
| 1 | Transferable protocol for setting up, operating and maintaining Odyssea observatories | Georgios | Sept 7 |
| 2 | Platform release dates to be integrated with the project activities | Ghada | Sept 7 |
| 3 | Define the indicators and benchmarks of success - may require establishing leaders of this AI | Georgios | Sept 7 |
| | <i>Key Issues</i> | | |
| 4 | Define potentially valuable and novel services that can be offered to end-users | Ghada | Sept 30 |
| 5 | Provide justifications for the authorities in the North African countries to allow establishing observatories | Lauren | Sept 30 |
| 6 | Set up the Innovation Board | Yann Simon vD | Sept 30 |
| | <i>Specific and immediate next steps</i> | | |
| 7 | Nominate person to liaise with data sources that we want to work with (result of IPR presentation) | Meny Simon vD | July 15 |
| 8 | Decide on optimal, effective internal communication methods | Bracha, Simon K | June 30 |
| 9 | Provide templates for reporting including timesheets if requested | Simon vD | June 30 |
| 10 | Send template for collecting data by all relevant partners | Davide | June 30 |
| 11 | Consolidate the tables of available and used data/models | Athanassios | June 30 |
| 12 | Review timeframes with each WP leader/Send final updated DoA to all; | Simon vD, Bracha | June 30 |
| 13 | Define the 'mock-up' that is needed early in the process to show end users | Ghada Nicolas | July 15 |
| 14 | Collect alerts, types of data manipulation that will be requested; send tool/UI to enable 'clean-up' of data. | Assaf S. | Sept 1 |
| 15 | Protocol of shipping – import/export of gliders and landers to and from the observatories – to be incorporated in AI1 | Mercedes Simon vD | Sept 1 |
| 16 | Plan for storing data before platform is built (temporary solution suggested by Assaf S./Tech) | Assaf S. | July 15 |
| 17 | Prepare communication between the Ministry of Foreign Affairs of Greece and North African partners to facilitate project implementation | Menelaos Georgios | July 15 |
| 18 | Create a unified training/educational team among partners | Daniel | July 15 |

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| 19 | Set up social media (Facebook, LinkedIn, Twitter) in French and Arabic – to be assessed in 6 months | Hekma (French) Essam (Arabic) | June 30 |
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D. Planned meetings

1. Task 5.1-2 meeting of sensor technology providers Alseamar, Develogic, Leitac in Barcelona on July 5, 2017
2. Stakeholder workshop in Rome on October 25, 2017
3. Partner meeting (continuation Kick-off Meeting) in Rome on October 26+27, 2017

E. Working Groups

Four working groups are established - one for each project 'block'

Block 1 WG. Observatories set up (WP1-3); led by Georgios Sylaios (DUTH)

Block 2 WG. Data Collection (WP4-5); led by Athanassios Tsikliras (AUTH)

Block 3 WG. Services (WP6-8); led by Ghada El-Serafy (Deltares)

Block 4 WG. Impact (WP9-12); led by Lauren Weatherdon (WCMC)

Team members for each working group will be communicated shortly.

F. Decisions and process

1. A decision was reached by consensus to pronounce our project name ODYSSEA as 'odeesai-ah' which was heartily endorsed by our project officer.
2. The governance structure of ODYSSEA was officially established based on the details in the DoA and confirmed by the partners.
3. Daniel Cebrian (RAC-SPA) is appointed as the ODYSSEA Training Manager
4. The internal management system will be operational soon (see AI8). For the meanwhile please send emails as required to relevant partners and keep Simon van Dam (svandam@agora-partners.com) and Bracha Ehrman (behrman@agora-partners.com) in copy.

3. Annex 1: KoM Agenda

ODYSSEA Kick-off Meeting Agenda June 6, 2017

| Timing | Topic | Presenter | Comments |
|--|---|--------------------------------|---|
| 08:30 - 09:00 | Registration | | |
| 09:00 - 09:05 | Welcome & logistics | Georgios & Menelaos | |
| 09:05 - 10:30 | Introduction of partners | All Partners | Max 3 minutes each per partner – <i>No slides</i> : background, contribution to the project, (<i>focus tasks in first 6 months</i>) |
| 10:30 - 11:00 | ODYSSEA Overview, objectives and tasks | Georgios | |
| 11:00 - 11:30 | ODYSSEA Expected Impact & Ambition | Ghada & Simon | What do we expect to achieve at the end of the project? |
| 11:30 - 12:00 | Coffee break | | |
| 12:00 - 12:30 | Administration & Reporting | Simon & Bracha | Establishing governance structure |
| 12:30 – 13:00 | Project Expectations from the EU | Mr. Gonzalo Garcia de Arboleya | What is the EU expecting from this project? |
| 13:00 - 14:00 | Lunch | | The Consortium will be divided into small groups |
| 14:00 - 18:00 | <p><u>Operational planning for project implementation</u></p> <p>The Project includes 4 blocks: Preparatory actions (WP1 – WP3), Data collection (WP4 - WP5), Generating services (WP6 – WP8) Impact generation (WP9 – 11). Block and WP leaders will present short and operative descriptions of planned activities. They will request information, allocate responsibilities for each task and review budget allocation and travel plans/ meetings for M1-6. <i>Goal: obtain a clear set of plans and define expectations of each involved partner.</i></p> | | |
| Block 1: Preparatory Actions – Session chair: Marco Zavatarelli (UNIBO) | | | |
| 14:00 - 14:30 | Introduction to Preparatory Actions | Marco Zavatarelli (UNIBO) | Objectives, Outputs & Process |
| 14:30 – 15:00 | WP1 Marine Data Availability and Integration | Davide Astiaso (Sapienza) | Objectives, Outputs & Process |
| 15:00 - 15:30 | WP2 Setting up ODYSSEA Observatories | Georgios Sylaios (DUTH) | Objectives, Outputs & Process |
| 15:30 – 16:00 | WP3 Setting up ODYSSEA Platform | Adelio Silva (Hidromod) | Objectives, Outputs & Process |
| 16:00 - 16:30 | Coffee break | | |
| 16:30 – 17:00 | Reflections Advisory Board | TBD | |

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| 17:00 – 17:30 | Wrap Up Day One | Georgios, Ghada & Simon | |
| 18:00 - 20:30 | ODYSSEA Team building activity (Guided Visit to Philippi World Heritage Site) | | |
| 20:00 - 22:00 | Dinner Hosted by the Municipality of Kavala | | |

ODYSSEA Kick-off Meeting Agenda June 7, 2017

| Timing | Topic | Presenter | Comments |
|---|---|---|---|
| 09:00 - 09:15 | Recap | | |
| 09:15 - 16:15 | <u>Operational planning for project implementation</u> Block and WP leaders will present short and operative descriptions of planned activities. They will request information, allocate responsibilities for each task and review budget allocation and schedule meetings for M1-6. <i>Goal: obtain a clear set of plans and define expectations of each involved partner.</i> | | |
| Block 2: Data Collection – Session chair: Athanassios Tsikliras (AUTH) | | | |
| 09:15 – 09:45 | Introduction to Data Collection | Athanassios Tsikliras (AUTH) | Objectives, Outputs & Process |
| 09:45 - 10:15 | WP4 Operational Modeling | Nikos Kampanis (FORTH) | Objectives, Outputs & Process |
| 10:15 - 10:45 | WP5 In-situ Monitoring | Laurent Beguery (Alesamar) | Objectives, Outputs & Process |
| 10:45 – 11:15 | Coffee break | | |
| Block 3: Generating Services – Session chair: Ghada El-Serafy (Deltares) | | | |
| 11:15 - 11:45 | Introduction to Generating Services | Simon Keeble (BLIT) | Objectives, Outputs & Process |
| 11:45 - 12:15 | WP6 Platform Development, Operation & Maintenance | Nicolas Granier (CLS) | Objectives, Outputs & Process |
| 12:15 – 12:45 | WP7 Big Data Management & Tools Development | Assaf Schuster (Technion) | Objectives, Outputs & Process |
| 12:45 - 13:15 | WP8 End-user Services | Ghada El-Serafy (Deltares) | Objectives, Outputs & Process |
| 13:15 - 14:15 | Lunch | | The Consortium will be divided into small groups |
| 14:15 – 15:00 | Data Collection: Technology Challenges | Moderated by Sergio Martinez Navas (LEITAT) | Identifying any technological challenges for the first 6 months |
| 15:00 – 15:45 | Generating Services: Technology Challenges | Moderated by Arslan (NSV) | Identifying any technological challenges for the first 6 months |
| 15:15 – 15:45 | Reflections Advisory Board | Vicente Pérez Muñuzuri | |

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| 15:45 - 17:00 | Coffee Break & ODYSSEA Team building activity | | |
| 17:00 – 17:30 | Wrap Up Day Two | Georgios, Ghada & Simon | Focus on identifying any technological challenges for the first 6 months |
| 21:00-22:00 | Dinner Hosted by DUTH | | |

ODYSSEA Kick-off Meeting Agenda June 8, 2017

| Timing | Topic | Presenter | Comments |
|--|--|--------------------------|---|
| 09:00 - 09:15 | Recap | | |
| 09:15 – 15:00 | <u>Operational planning for project implementation</u> Block and WP leaders will present short and operative descriptions of planned activities. They will request information, allocate responsibilities for each task and review budget allocation and travel plans/ meetings for M1-6. <i>Goal: obtain a clear set of plans and define expectations of each involved partner.</i> | | |
| Block 4: Impact Generating Activities – Session chair: Lauren Weatherdon (WCMC) | | | |
| 09:15 – 09:45 | Introduction Impact Generating Activities | Hekma Achour (ANDDCVS) | Objectives, Outputs & Process |
| 09:45 - 10:15 | WP9 End-Users and Policy-makers Involvement | Lauren W. (WCMC) | Objectives, Outputs & Process |
| 10:15 - 10:45 | WP10 Capacity Building in North African Countries | Daniel Cebrian (RAC/SPA) | Objectives, Outputs & Process |
| 10:45 – 11:15 | WP11 - Dissemination, Visibility & Communication | Simon Keeble (BLIT) | Objectives, Outputs & Process |
| 11:15 – 11:45 | Coffee break | | |
| 11:45 - 12:15 | Expected Impact & Ambition ODYSSEA II | Georgios, Ghada & Simon | What do we expect to achieve at the end of the project? |
| 12:15 – 12:45 | Wrap Up & Integration of all 4 blocks | Georgios, Ghada & Simon | Identification of main challenges in the first 6 months |
| 12:45 – 13:15 | Reflections Advisory Board | TBD | |
| 13:15 - 14:15 | Lunch | | The Consortium will be divided into small groups |
| 14:15 - 15:30 | Parallel Session 1: Detailed Planning M1 – 6 | Moderated by Marco | Focus on Preparatory Actions |
| 14:15 - 15:30 | Parallel Session 1: Detailed Planning M1 – 6 | Moderated by Athanassios | Focus on Data Collection |
| 14:15 - 15:30 | Parallel Session 1: Detailed Planning M1 – 6 | Moderated by Ghada | Focus on Generating services |
| 14:15 - 15:30 | Parallel Session 1: Detailed Planning M1 – 6 | Moderated by Lauren | Focus on Impact Generation |



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| 15:30 - 16:00 | Coffee break | | |
| 16:00 - 17:00 | Finalized Detailed Planning M1 – 6 | Moderated by Georgios | Results presentation from parallel sessions |
| 17:00 - 17:30 | Summary & Scheduling next meetings, telecos | Menelaos, Bracha, Georgios, Simon | Feedback from the four parallel sessions/ Action Items |