



ODYSSEA

Operating a network of integrated
observatory systems in the Mediterranean
Sea

**ODYSSEA Virtual General Assembly,
Internal Session
Zoom Meeting, 2/11/2021
*Meeting notes and action items***

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Work Package Title: Project Management**



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ODYSSEA Project Information	
Project full title	ODYSSEA: Operating a network of integrated observatory systems in the Mediterranean Sea
Project acronym	ODYSSEA
Grant agreement number	727277
Project coordinator	Georgios Sylaios, DUTH
Project start date and duration	1 st June 2017, 54 months
Project website	http://odysseaplatform.eu/

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ODYSSEA Virtual GA Meeting-Internal Session

Date: Tuesday 2nd November 2021

Zoom

Summary of session

Welcome to all participants, practically all partners are represented.

1. Project Closure

The Final Report will have to be submitted within 60 days after the end of the project, i.e until 31st January and WP leaders will need therefore to prepare a full draft version of the Narrative technical report before the Christmas holidays.

The financial report will also need to be sent early mid-January and partners who require an audit will need to contact them very soon, possibly within this month.

Templates will be sent for both Narrative and Technical Reports.

Final batch of payment will be made after Final Technical and Financial report are submitted to and approved by the REA services.

Each pending deliverable was discussed and all involved partners confirmed that they would be able to submit them until the formal closure of the project, November 30th.

The Agenda of the Open Session (Wednesday, 3rd November) was reviewed and fine-tuned. It was agreed that Partners would need to take into account that the session was targeting a very broad, diverse and numerous audience (with already almost 300 registrations) and avoid raising issues that do not add value in such a context while Speakers would have to make sure that they do not exceed the time allocated and give lively presentations.

In the concluding session partners confirmed their interest to pursue the effort that started with ODYSSEA and noted that already a couple of projects (ECOSCOPE, ILIAD) had benefitted from the experience gained during its implementation. Along these lines, the Management team will examine possibilities and opportunities to further develop and leverage the results attained in ODYSSEA.

Finally, the Coordinator thanked all partners for their cooperation and contribution and the session ended with an exchange about the value of the knowledge and experience those partners shared.

Summary of Action Items

#	Action Description	Lead	Date
1	Prepare and send Narrative Technical Report template	Menelaos	30-11-2021
2	Prepare and send Financial Report template	Simon VD	30-11-2021
3	Prepare and send draft version of WP technical report	WP Leaders	25-12-2021
4	Prepare and send financial report	All partners	10-01-2022
5	Prepare and send D4.3, D4.4, D4.5	Katerina/Nikos	30-11-2021
6	Prepare and send D6.4	N.Granier	15-11-2021
7	Prepare and send D8.4 & D8.5	Lorinc	15-11-2021
8	Prepare and send D9.2	Simon vD	30-11-2021
9	Prepare and send D9.3	Simon K	15-11-2021
10	Prepare and send D9.4	Menelaos	30-11-2021
11	Prepare and send D10.2, D10.3	Slim/Daniel	25-11-2021
12	Prepare and send D11.4, D11.5, D11.6	Simon K	30-11-2021
13	Submit Final Report	Menelaos / Simon Vd	31-01-2022