

## Minutes of the first General Assembly of iCUPE

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Helsinki, 17.10.2017

*WP 0: Management*

*T 0.2: Project meetings / D 0.2.1: Minutes of the iCUPE Kick-off meeting*

*Version 1*

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## Minutes of the first General Assembly of iCUPE

Pauli Paasonen, Tuukka Petäjä

Time: October 11, 2017

Place: Aula Marconi, CNR, Piazzale Aldo Moro, 7 - Rome, Italy

Invited parties: Project coordinator, official representatives from each institute, advisory board members (some via video conference connection)

1. iCUPE project coordinator Tuukka Petäjä (TP) opened the assembly at 17:08
2. TP was selected as the chair of the assembly and Pauli Paasonen as the secretary.
3. All the parties involved in iCUPE were noticed to be represented.
4. Overview during the two days – the assembly decided that the previous days (ERA-PLANET kick-off meeting) served well as an overview of iCUPE.
5. Consortium agreement

- TP showed the consortium agreement draft and went it through rapidly
- TP will send the draft to all institutes via e-mail
- Comments for the draft are asked in approximately two weeks (until 27.10.)
- All partners should inform the names of the persons who will sign the agreement (PO will ask)
- Notes related to the agreement related to the issues discussed in the assembly
  - o Pay attention to Attachment 3, Backgrounds
  - o Project started 1.9., cannot be moved due to delay in receiving the first money
  - o The revision of the draft should be started already before the final budget numbers are received (see next bullet).
  - o ERA-PLANET coordinator Nicola Pirrone will send the final budget numbers via e-mail. The instructions for budgeting should be covered by Pirrone's presentation in the ERA-PLANET kick-off meeting (slides available from ERAPLANET web-page, <http://www.era-planet.eu>)
  - o In the budget part of the agreement the role of ERA-PLANET needs to be explained, in order to notify iCUPE is not separate from ERA-PLANET
  - o iCUPE project office (PO) will send the consortium agreement drafts both to principal investigators and the secretaries of the beneficiaries. All participants should send to TP or PO the names of the secretaries as soon as possible.

## 6. Work in practice

- iCUPE meetings will be organized together with ERA-PLANET meetings
- WPs are encouraged to organize internal meetings remotely. WP leaders should inform PO on the time of the meetings so that PO can open WebEx for the meeting
  - o a deputy person recommended for each institute for equal possibility for representation
  - o WP leaders report to PO on the progress
- Deliverables
  - o PO puts a deliverable template and instructions on the internal pages
  - o PO reminds WP leaders and deliverable responsible on upcoming deliverables roughly 2 months before the deadline
  - o Responsibility on the deliverables is on the institute mentioned in the proposal. The responsible institute sends the deliverable to PO
  - o WP leader controls that the deliverables are produced in time, proof-reads and approves the deliverables
  - o The public deliverables are added to iCUPE web pages, non-public material to internal web pages.

- Deliverables as data sets should include short report, metadata, open interface and instructions on how to use and cite/ reference, and they should be sent also to WP5 leader Steffen Noe (with CC to Alexander Mahura), whom will check and add them to iCUPE web pages
  - More information from Stefano Nativi is needed: Should there be a unique DOI for each data set? What about the public data sets (as official project deliverables) vs. otherwise non-public data (original raw data)? How is the data submitted to GEOSS and/or Copernicus? How data sets will be maintained after the project completion? WP5 leaders will ask this information for elaboration of the data management plan
  - iCUPE as a forerunner in ERAPLANET data delivery
  - AeroNet web page can be used as an example
- Whether iCUPE annual reports are required or not is not known yet (PO will find out). Annual report would include in short the information on what we accomplished, what were the resources
- Strand4 e-mail list to be updated by PO. PO makes also separate e-mail lists for WPs
- Data management plan (DMP) is made in connection to ERA-PLANET DMP, and it will be updated annually
- PO will differentiate between the deliverables of ERA-PLANET and iCUPE
- Data products are to be managed in harmony with GAW and ACTRIS etc when applicable.

#### 7. Next meeting

- Date will be decided when the dates of the next ERA-PLANET meeting are known

#### 8. TP ended the meeting at 18:22