



Fishfriendly Innovative Technologies for Hydropower



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D7.7 Planning and organization of the different board meetings

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Executive Summary

FITHydro, an interdisciplinary research project funded by the European commission (Horizon 2020) has in its consortium 26 partners, with a research as well as an industrial and operational background, that are working together to address Fishfriendly Innovative Technologies for Hydropower. This deliverable provides an overview of the different project meetings for General Assembly (GA), Steering Committee (SC) and Case Study Management Board (CSMB) that have to be organized during the course of the project. The deliverable D7.7, “Planning and organization of the different board meetings”, is being submitted as specified in the FITHydro Description of Action (DoA). The dissemination level of this deliverable is public.

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1. FIThydro Meetings

The project has three types of standard meetings for the different project boards:

1. General Assembly (GA) meetings to be chaired by the coordinator (CO).
2. Steering Committee (SC) meetings to be chaired by the coordinator (CO).
3. Case Study Management Board (CSMB) meetings to be chaired by the CSMB leader.

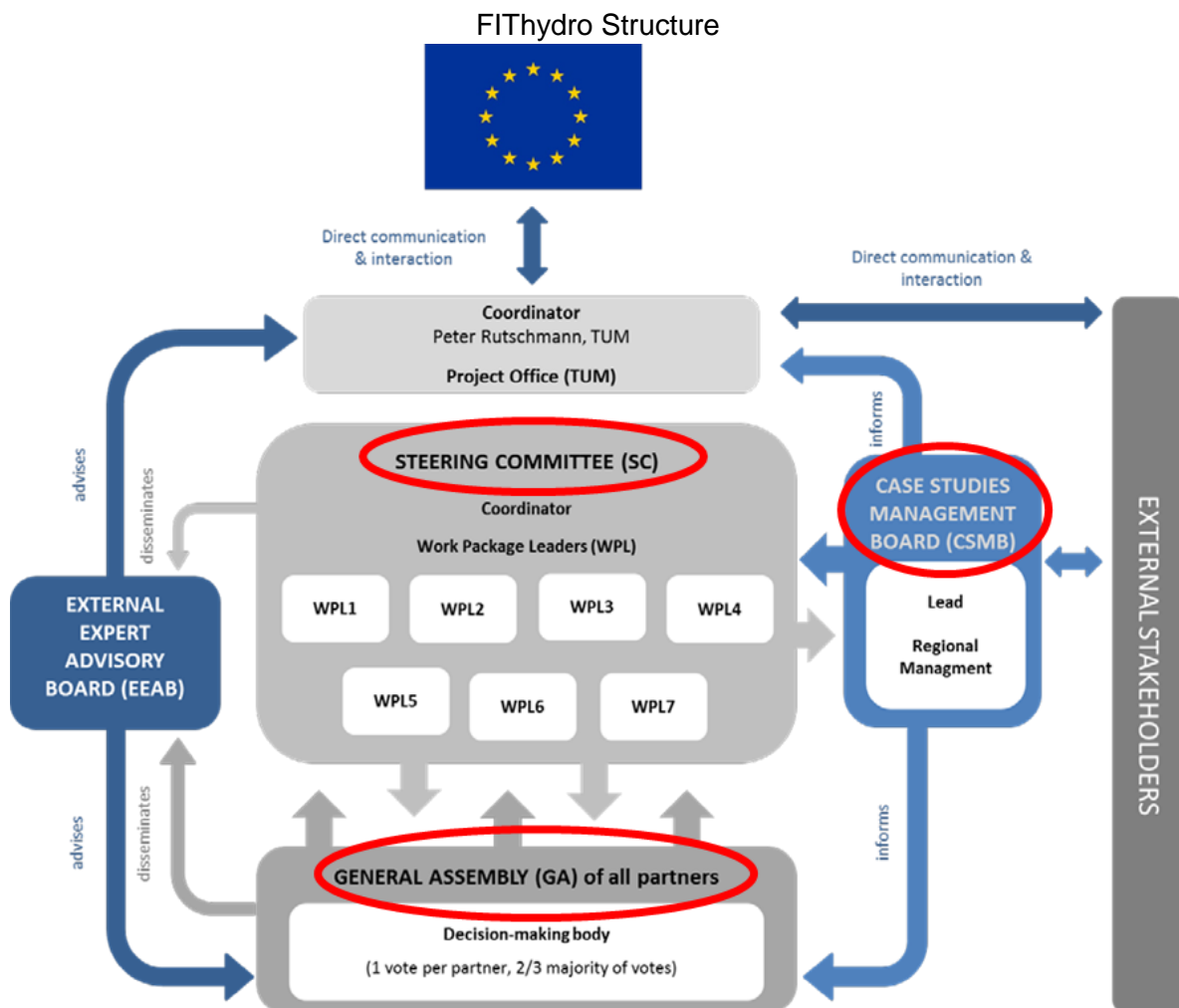


Figure 1 FIThydro Structure and Meetings

2. FIThydro Meeting Rules

Specific rules regarding frequency, meeting documentation (Minutes), agenda and meeting notice to partners are defined in detail in the consortium agreement.

2.1. Meeting frequency*

Table 1 Meeting Frequency Rules

	Ordinary meeting	Extraordinary meeting
General Assembly	At least once a year	At any time upon written request of the Steering Committee or 1/3 of the Members of the General Assembly
Steering Committee	At least every six months	At any time upon written request of any Member of the Steering Committee
CSMB	At least every six months	At any time upon written request of any Member of the CSMB

*In the first general assembly, a decision was made that the rule in the CA of the necessity to have an SC/CSMB meeting every six months could be in some cases overridden and the gap could be extended to 7-8 months.

2.2. Notice of a meeting:

The chairperson of a Consortium Body shall give notice in writing of a meeting to each Member of that Consortium Body as soon as possible and no later than the minimum number of days preceding the meeting as indicated below.

Table 2 Notice of meetings rules

	Ordinary meeting	Extraordinary meeting
General Assembly	45 calendar days	15 calendar days
Steering Committee	14 calendar days	7 calendar days
CSMB	14 calendar days	7 calendar days

2.3. Sending Meeting Agenda:

Table 3 Meeting agenda rules

	Ordinary meeting	Extraordinary meeting
General Assembly	21 calendar days	10 calendar days
Steering Committee	7 calendar days	7 calendar days
CSMB	7 calendar days	7 calendar days

3. Review meetings

The Project officer has informed the coordinator that review meetings are needed and should take place after the periodic report submission. In the review meetings, representatives from

all project partners should be present. The scheduling of review meetings was made to take place at the same week of the GA meetings in order to use the travel finances more efficiently. Table 4 shows the reporting periods and Figure 2 shows the review meetings tentative plan for the project.

Table 4 FIThydro Reporting periods, report submission and evaluation

Reporting Period No.	End date	Maximum date for report Submission	Maximum EC reply/payment
1	30/04/2018	30/6/2018	30/9/2018
2	31/10/2019	31/12/2019	31/3/2020
3	31/10/2020	31/12/2020	31/3/2020

Review meetings plan

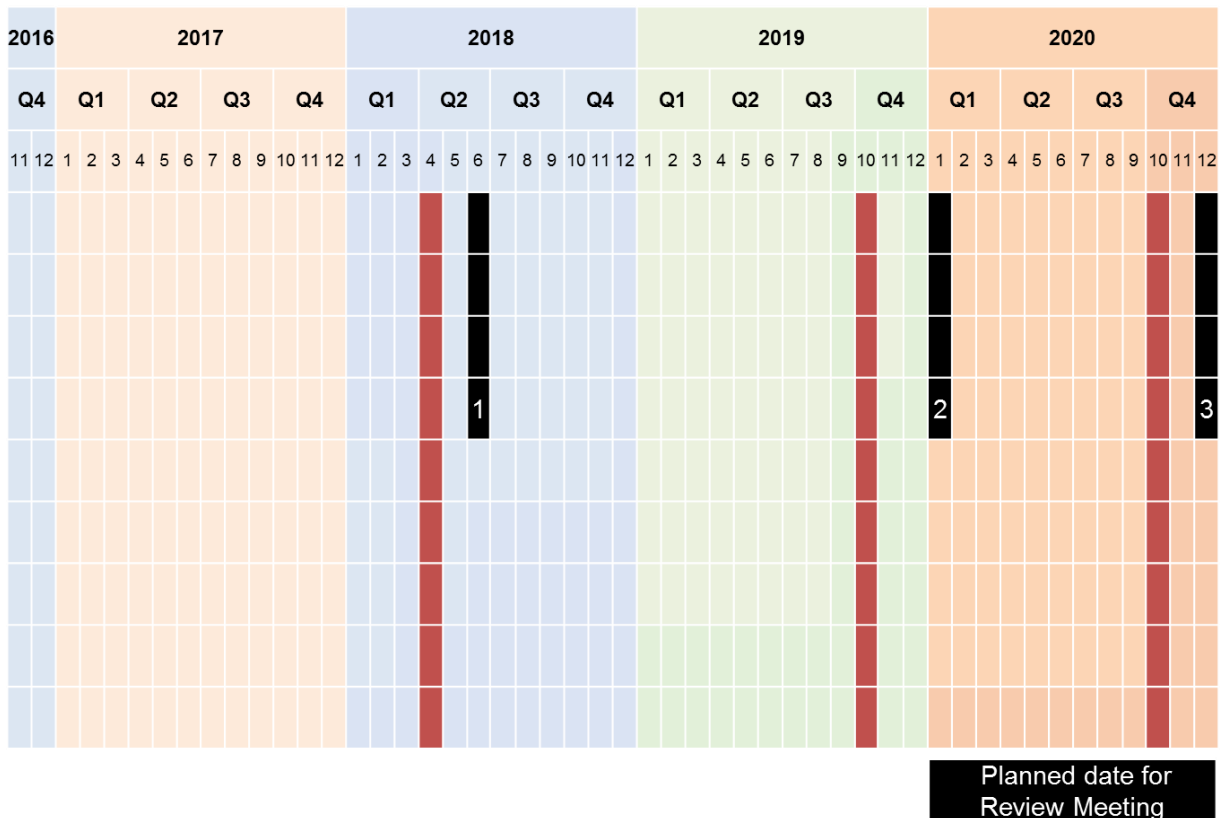


Figure 2 Reporting periods and Review meeting schedule

4. FIThydro meetings schedule

4.1. Ordinary meetings schedule

According to the meeting frequency rules set in the consortium agreement, figure 3 shows the tentative schedule for the standard project meetings.

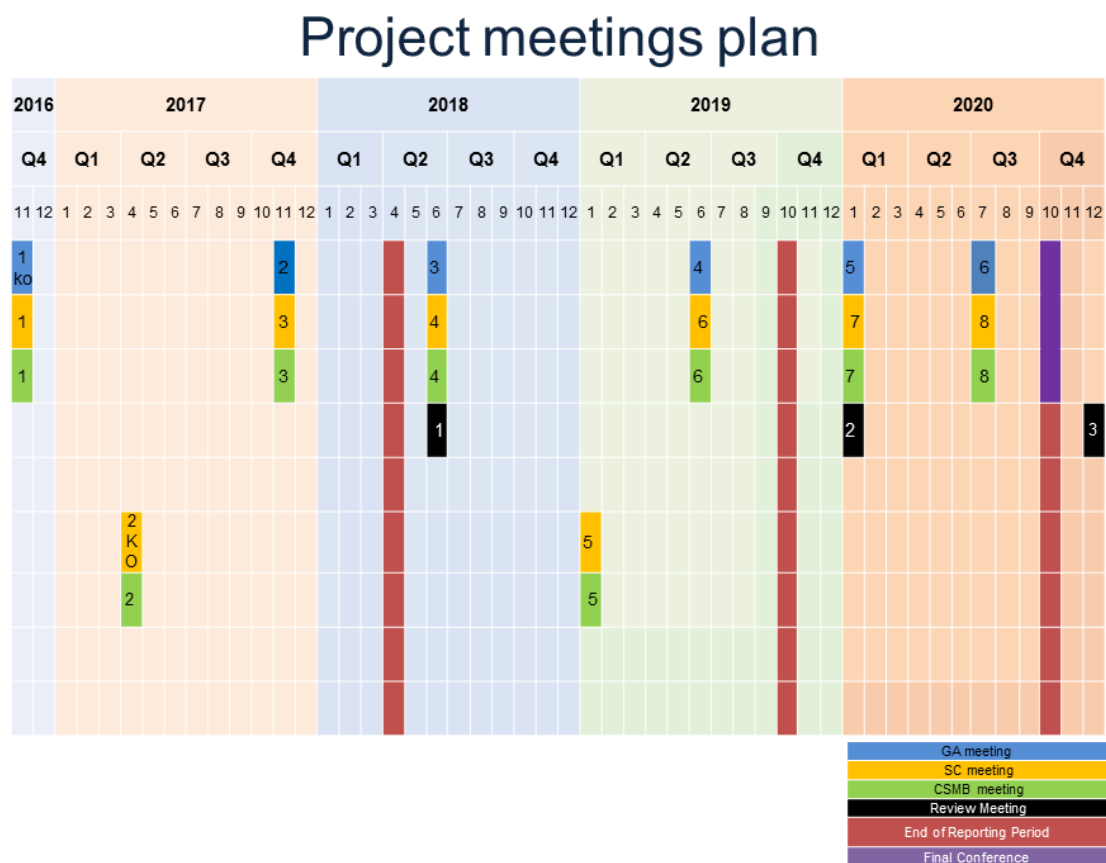


Figure 3 Tentative project ordinary meetings plan

4.2. Ordinary meeting dates 2016-2019

4.2.1. Past meetings

The following meetings have already taken place:

- 1st General Assembly / 1st Steering committee / 1st CSMB Meetings: 21.11.2016 – 23.11.2016.
- 2nd Steering committee / 2nd CSMB Meetings: 03.04.2017 – 05.04.2017.

4.2.2. Upcoming meetings

In order to plan for the next project meetings, a survey was made and sent to all partners to mark their availability. At this stage, the Coordinator has not included the detailed planning for

the project's last year as we still are defining the exact dates. In the survey, the following was considered:

1. The coordinator has considered all public holidays in the partners' countries. (based on internet references) and important conferences related to the project's topics.
2. The meetings' duration would range from 2-3 days unless coupled with other events (working group meetings, case study visits, workshops etc.) that is why we suggested one week slots and more details on specific dates would be decided at a later stage.
3. During the lifetime of the project, and due to unforeseen circumstances, some changes might take place to the plan; however, the partners would be notified in advance if that were the case. The need for additional/extra-ordinary meetings might emerge as well during the course of the project

According to the survey, the planned ordinary meeting dates for the years 2017-2019 are as follows:

Table 5 Proposed dates for the ordinary meetings (2017-2019)

GA Meeting	SC Meeting	CSMB Meeting	Review Meeting	Date
2	3	3		06.11.2017 – 10.11.2017
3	4	4	1	18.06.2018 – 22.06.2018
	5	5		21.01. 2019 – 25.01.2019
4	6	6		24.06.2019 – 28.06.2019

4.3. Ordinary Meeting Locations

After confirmation from the different hosting project partners, the locations for the meetings are set out in table 6

Table 6 Proposed locations for the ordinary meetings (2017-2019)

GA Meeting	SC Meeting	CSMB Meeting	Review Meeting	Location
2	3	3		Poitiers, France
3	4	4	1	Zurich, Switzerland*
	5	5		Lisbon, Portugal
4	6	6		Trondheim, Norway

* Alternative location would be explored due to high cost of organisation

5. Summary

This deliverable presents the project meetings regulations and schedule set according to the Grant Agreement and the Consortium Agreement, and adopted by the FiThydro project's coordinator. For all the ordinary meetings, the tentative schedule was presented along with the detailed dates and locations for the meetings that are scheduled to take place in the period 2017-2019. The meetings schedule would be continuously updated and developed during the project's lifecycle. This deliverable acts both as a scheduling guide that would be communicated with the project partners, the coordinator and the European Commission to ensure that the project meetings are well planned and to enhance the effective planning of the project activities.