

Diffuse phosphorus input to surface waters
- new concepts in removal, recycling and management -

D5.1 – Implementation meeting

Lead author

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Deliverable D5.1

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1. Executive Summary

The Implementation or Kickoff Meeting, held 13 – 15 March 2019 in Utrecht, the Netherlands, was the first project meeting of P-TRAP after the official start on 1st of March 2019. Aim of the meeting was the introduction of the consortium (beneficiaries and partner organisations), planning the short-, medium- and long-term research based on the Grant Agreement and learn about the administrative Do's and Don'ts. The agenda included an introduction of beneficiaries and partner organisations, discussions of the scientific status and preparatory work, required networking and interactions between the groups, and also EU requests and obligations.

The meeting was announced to the consortium in December 2018, and scheduled for 2 1/2 days to ensure enough time for discussing the core issues. As the Implementation Kickoff Meeting was the first contractual duty, the participation of at least one representative of each beneficiary and partner organisation was encouraged.

2. Aim and content of the meeting

The idea of a Kickoff Meeting is to unite the consortium with a shared understanding of what is planned and why, and to make decisions about basic project management and funders' requirements. Kickoff Meetings occur at the beginning of a project, which is a critical moment in the lifetime of it. Those meetings can contribute significantly to the success or failure of a project by setting course and tone of a project.

The Implementation or Kickoff Meeting, held 13 – 15 March 2019 in Utrecht, the Netherlands, was the first project meeting of P-TRAP after the official start on 1st of March 2019. The coordinator chose the date in agreement with the vice-coordinator and invited the consortium (beneficiaries and partner organisations) in December 2018.

As the level of experience with H2020 MSCA ITN-ETNs differs within the consortium, special attention was laid on presenting the administrative requirements and discuss general procedures, e.g. for the submission of deliverables. To ensure sufficient time for those administrative discussions but also for the scientific ones, the meeting was scheduled for 2 ½ days. The beneficiaries were asked to prepare a short presentation introducing themselves and their institution. The agenda included also time slots for discussions of the scientific status and preparatory work, required networking and interactions between the groups to ensure an efficient start of the project. Next to all project work, the participants joint a cooking workshop, preparing their own "world menu" P-TRAP dinner, and by this continued networking informally.

The meeting ended with briefly summarizing the upcoming tasks and the preparation of a timeline for the next months.



3. Agenda

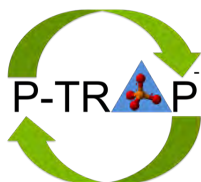
Wednesday, 13 March 2019

13:00	Walk in
13:30	Welcome P-TRAP by coordinator Thilo Behrends General project overview: What we proposed as consortium
14:15	P-TRAP – scientific part Introduction of beneficiaries: Please introduce briefly (max. 10-15 min.) your organisation, your expertise relevant for P-TRAP, and your ideas about your ESR project
14:15	Utrecht University (UU, Thilo Behrends)



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	14:30	Stichting Deltares (DELTARES, Leonard Osté)
	14:45	The University of Manchester (UNIMAN, Jonathan R. Lloyd)
	15:00	Eidgenössische Anstalt für Wasserversorgung, Abwasserreinigung, und Gewässerschutz (EAWAG, Andreas Voegelin)
15:15		Coffee break
15:30		P-TRAP – scientific part Introduction of beneficiaries: Please introduce briefly (max. 15 min.) your organisation, the ESR project and your role in the project
	15:30	Universität Bayreuth (UBT, Stefan Peiffer)
	15:45	G.E.O.S. Ingenieurgesellschaft MBH (GEOS, Eberhard Janneck)
	16:00	Universität Wien (UNIVIE, Stephan Krämer)
	16:15	Universidad de Sevilla (US, Antonio Delgado)
	16:30	Katholieke Universiteit Leuven (KU LEUVEN, Mieke Verbeeck)
16:45		Round table to determine the main agenda items for the parallel WP meetings
17:00		Short walk to the joint dinner The dinner will take place at Smaak, Herculesplein 315, 3584 AA Utrecht.
Thursday, 14 March 2019		
9:00		Walk in
9:30		P-TRAP – training and administrative part (WP4 – WP7) Introduction of rights and obligations of the consortium (Sylvia Walter)
		 Legal basis
		 Management
		<ul style="list-style-type: none"> ○ Deliverables and milestones ○ Reporting and meetings ○ Communication ○ Data management, dissemination and exploitation
		 P-TRAP training and meetings
		 Elections
11:00		Coffee break
11:15		Presentations Partner Organisations Introduction of Partner Organisations: Please introduce briefly (max. 10 min.) your organisation, your expertise and research needs related to P-TRAP, and your ideas for secondment projects.
12:30		Lunch
13:30		Work Package planning (parallel sessions, chaired by WP leader)
14:30		Coffee break
15:00		P-TRAP – Presentation Work Packages The Work Package leader will present ideas, research and collaborations within and between work packages (max. 30 min.)
	15:00	WP1: Closing the cycle of P application in agriculture (UNIVIE, Stefan Krämer)
	15:30	WP2: Novel method for long-term P binding in lake sediments (UBT, Stefan Peiffer)
	16:00	WP3: Mechanistic studies on P-dynamics during Fe phase transformation (EAWAG, Andreas Voegelin)
	16:30	Summarizing P-TRAP planning
19:00		Dinner (location will be announced)
Friday, 15 March 2019		
9:00		Walk in
9:30		P-TRAP – Recruitment (Sylvia Walter)
10:00		Coffee break
10:30		P-TRAP – Finalizing discussion and timeline of the 1st year
13:00		End of the meeting



4. Participant list

Name	Beneficiary	Partner organisation
Behrends, Thilo	UU	
Walter, Sylvia	UU	
Schenkeveld, Walter	UU	
Kraemer, Stephan	UNIVIE	
Peiffer, Stefan	UBT	
Voegelin, Andreas	EAWAG	
Lloyd, Jonathan	UNIMAN	
Delgado, Antonio	US	
Verbeeck, Mieke	KU LEUVEN	
Schneider, Kristin	GEOS	
Janneck, Eberhard	GEOS	
Osté, Leonard	DELTARES	
Jansen, Stefan	DELTARES	
van der Kolk, Olaf		AquaMinerals
Bovee, Martijn		AquaMinerals
Kratschke, Marcus		BayFor

5. History

5.1 Deliverable history

Action	Responsible	Date	Comments
Picking date for meeting	Coordinator (TB)	December 2018	
Communicating date to consortium	Coordinator (SW)	December 2018	
Agenda sent	Coordinator (SW)	January 2019	
Meeting held	Coordinator (TB, SW)	March 2019	

5.2 Report review history

Action	Author(s)	Date	Comments
Report D5.1 set up	Coordinator (SW)	March 2019	