SMAGRINET project kickoff meeting minutes

23rd and 24th of April 2019

Park Inn by Radisson Meriton Conference and Spa Hotel Tallinn

Deliverable: D1.1 Minutes of the project management meetings
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Work package: WP1
Leader: TalTech
Month and date of Delivery: April 30, 2019
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Exccecutive summary

SMAGRINET engages 9 organizations from 6 countries: 6 high-level energy education and research institutions (2 involving their SSH institutes), an electricity industries union, strategic planning, an innovation management and RRI consultancy and a professional communications agency. **Strategic objective of SMAGRINET is to develop a generation of researchers and engineers who are equipped to develop, improve and deploy new energy technologies in order to meet the challenges of the energy transition**. Direct objective: to create smart grid competence hub for enhancing the capacities of the European universities in energy research, innovation and education and engage with industry, cities, regions and other key societal actors. Operational objective: to update, develop and implement a capacity building programme for boosting the research, innovation and education for energy transition.

The objectives will be achieved by implementing a set of 6 WPs with the following main outputs:

 • Operation of the competence hub for collaboration and knowledge sharing, defining and validating the matrix of key challenges and cases in the smart grid area to be addressed by the capacity building programmes;
• A set of 3 challenge and case-based modules (prosumers, connections, price and society) for master students (MA, MSc or ME) involving SSH and industry, complemented by simulation session and international mobility to the enterprises; 240 master students educated in the 2 rounds of piloting;
• 3 short-term (3 months) blended learning programmes addressing the urgent skills needs with 720 participants (240 from each target group) in the 2 rounds of piloting;
• Online trainers´ methodological manuals, 50 trainers trained as part of the train the trainers' pilot ready for replicating the modules and/or blended learning programmes;
• Dissemination and communication programme reaching out at least to 100 energy communities, 5.000 related stakeholders and 100.000 general public.

Reasons for the kickoff meeting

The main objective of the kickoff meeting was to officially start up the SMAGRINET project and introduce the team with a formal get-together. The meeting was designed to orient the newly formed team to the reasons for the project and to make sure that the partners have a common understanding of goals and steps forward.
Key areas such as scope, implementation, risks, likely resources requirements and schedule were embedded into the discussions on the agenda.

Overview of the meeting

The meeting was mainly built up on the workpackages in the SMAGRINET project where WP leaders with task leaders introduced their parts which were followed by discussions on inputs, possibilities, task distribution, risks and needs regarding a specific WP or task. Some WP sessions included a small brainstorming workshop regarding their part and tasks for goal identification purposes within the consortium.

The Project Officer from INEA introduced the organisations role for the project and gave tips and vital know-how on our tasks to come.

Taking into consideration that no aspect or information during the meeting came up as new for anyi of the partners and discussions were positive and constructive, it can be regarded as a successful first meeting. All in all the reasons and objective of the kickoff meeting was fulfilled as WPLs and TLs are fully commited to their tasks and on the same page.

Registered people

	Name	Organization, country
1	Age Laine	Civitta, Estonia
2	Anja Jannack	Dresden (TUD), Germany
3	Anneli Roose	Civitta, Estonia
4	Antanas Verikas	KTU, Lithuania
5	Anton Rassõlkin	TalTech, Estonia
6	Boštjan Blažič	ULJUB, Slovenia
7	Catarina Pereira	LOBA, Portugal
8	Christine Michalek	TUB, Germany
9	Inga Konstantinaviciute	KTU, Lithuania
10	Ivo Palu	TalTech, Estonia
11	Kai Strunz	TUB, Germany
12	Karl Kull	TalTech, Estonia
13	Kevin Berger	ULOR, France
14	Laurent Dupont	ULOR, France
15	Olga Kyselova	Dresden (TUD), Germany
16	Saulius Gudzius	KTU, Lithuania
17	Tõnis Vare	ETL, Estonia
18	Veronika Mugra	Civitta, Estonia
19	Mari Löper	TalTech, Estonia
20	Tarmo Trummal	TalTech, Estonia

Meeting agenda

23.04.2019		
TIME SLOT	**AGENDA ITEM**	**ORGANISATION**
10:45-11:00	Arrival and registration	TalTech
Introduction		
11:00-11:05	Welcome and introduction	TalTech
11:05-11:50	Round table - introduction of participants	All (1-3 slides ca 3 min per partner)
11:50-13:00	Project overview: - Overall aim and objectives, foreseen activities, partners' role, expected outcome, Open discussion on: - The project vision (what we want to achieve) - Target groups - The expected tangible and replicable results - Insistencies and potential problems - How to achieve our objectives	TalTech, WP leaders and all partners
13:00-14:00	**Lunch break**	
WP2 Session		
14:00-14:45	Operation of the competence hub for collaboration and knowledge sharing Establishing the competence hub Pooling of needs, capacities and resource base	TUD
14:45-15:15	Network building and experience exchange activities	CE
15:15-15:30	**Break**	
WP3 Session		
15:30-16:15	Development of 3 challenge and case-based modules	KTU
16:15-17:00	Piloting of developed modules and adjustment of the modules	TUB
17:00-17:20	International mobility at enterprises	ETL
17:20-17:30	Conclusions	
17:30	**Meeting closed**	
Social event		
18:00-20:00	Social event	
20:00-22:00	Dinner	

24.04.2019		
TIME SLOT	**AGENDA ITEM**	**ORGANISATION**
8:45-9:00	Arrival and registration	TalTech
Introduction		
9:00-9:05	Welcome and scope for the day	TalTech
WP4 Session		
9:05-10:00	Development of short-term programmes Evaluation of the pilots and adjustment of the programmes	ULOR, TUD
WP5 Session		
10:00-10:45	Deployment plan and roadmap for replication Deployment of the development package Train-the-trainers and explotation plan	TUD, ULJUB, TalTech
WP6 Session		
10:45-11:30	Strategic dissemination and communication plan Visual development, web portal and branding Annual conferences	LOBA, CE
11:30-11:45	**Break**	
WP1 Session		
11:45-12:30	Presentation from SMAGRINET Project Officer	INEA
12:30-12:50	Project management	TalTech
12:50-13:00	**Conclusions and action plan**	
Meeting closed		
13:00-16:00	Time for WP and task leaders to coordinate actions in groups	

SMAGRINET Kickoff Meeting – MINUTES

DAY 1		
ITEM	Description	Responsible
1	Registration of the arrived participants	TalTech
2	TalTech started the meeting and welcomed all	TalTech
3	Round table of introductions for all partners was made	ALL
4	TalTech outlined the agenda. The focus of this meeting is to officially start up the SMAGRINET project and introduce the team with a formal get-together. The meeting was designed to orient the newly formed team to the reasons for the Project and make sure the team has a commond understanding of goals and steps forward. The story so far and background for the project was given by the PM.	TalTech
5a	TUD provided initial information on how they will operate the competence hub for collaboration and knowledge sharing.	TUD
5b	For establishing the competence hub TUD performed a brainstorming mini-workshop where ideas on existing SMAGRINET competences around the table were gathered and expectations for the HUB were formulated. It was noted at the meeting that WP2 is one of the main input WPs on which other WPs are built upon and has one of the earliest deadlines. The results will be uploaded into the Google Drive.	TUD
5c	CE gave an overview of the planned network building and experience exchange activities.	CE
6	TUB suggested that the KoM for WP3 will take place at Berlin in June or July 2019.\nWPL gave and overview of the processes in WP3.\nIt was noted during the meeting that one possible obstacle at the implementation phase might be due to specific regulations on the ammount of work in a module in different universities. One of the main tasks of the WP is to pilot and see how it can be implemented in the most universal way. If difficulties arrise it will be consulted immediately with the PO.\nPresentation will be uploaded to the Google Drive.	TUB
6a	KTU gaved and overview of the possible topics in the 3 challenge and case-based modules. Presentation will be uploaded into the Google Drive.\nIt was noted during the meeting that the when introducing AI in the case-based modules the need of the audience has to be taken into consideration in different modules.	KTU
6c	ETL informed that ABB, Empower and the Estonian Energy Company will be one of the first to provide international mobility at enterprises in the SMAGRINET project but the possibilities are not limited to the aforementioned companies.	ETL

DAY 2		
ITEM	**Description**	**Responsible**
1	Arrival and registration	TalTech
3	**WP4 Capacity building programmes for responding to urgent challenges**	**ULOR**
3a	ULOR introduced development of 3 short-term programmes which will be targeting engineering workforce, early stage researchers and engineering researchers and the broader public. ULOR brought out that the definition of "smart grid" should be defined in a more concrete way in this project. This will be taken into considerationduring WP meetings.	ULOR
3b	Piloting of the programmes	ULOR
3c	TUD gave an overview of how the evaluation of the programmes will take place.	TUD
4	**WP5 Deployment, replication and exploitation**	**ULJUB**
4a	ULJUB introduced the deployment plan and roadmap for replication deployment of the development package and train-the-trainers explotation plan.	ULJUB
4c		
5	**WP6 Dissemination and Communication**	
5a	LOBA introduced the strategic dissemination and communication plan with all of the channels as tools for distributing information and. LOBA will set up the Google Drive which will be shared with WP leaders and project partners. All of the presentations of the KoM meeting will be uploaded there.	LOBA
5b	Visual development, web portal and branding will be developed within the next months.	LOBA
5c	CE provided information on the annual conferences which will be held for introducing results and share information. The conferences will not exceed over 200 participants.	CE
6	**WP1 Session**	
6a	TalTech introduced the project management aspects. A first draft of the Project Handbook was briefly shown. The importance of risks assessment was emphasised especially if new potential risks have been indendified.	TalTech
6b	TalTech informed that the CA is ready and should be signed by the respective parties as soon as possible in order to provide means for funds allocation to respective partner acording to the budget. Introduction and an overview was given of administration and financial management. Presentation will be uploaded to the Google Drive. It was asked to look into each WPL schedule as monthly WPL and PM online meeting will take place at the beginning of every month.	TalTech
6c	TalTech introduced the principles of AB formulation and informed that there are available positions at the AB if needed. At the moment we have 6 members but 10 is allowed ULJUB informed that they might be able convince additional candidates for the AB from the industry.	TalTech

7	**SMAGRINET Project Officer gave and overview of INEA and its functions.** Best practice tips and risks were given to the consortium on how to manage WPs and the projects altogether. Information was provided on periodic reporting, Interim/final payment, depreciation aspects, acknowledgement of EU funding, ammendment process, and procedural issues. **A question on audits was raised and quickly resolved after the meeting.**	INEA
8	Meeting closed	

Extras

1. List of Participants

**Time 23-24.04.2019**

H2020-LC-SC3-2018-2019-2020 (H2020-LC-SC3-2018-NZE-CC) -
SMAGRINET - Smart grid competence hub for boosting research,
innovation and educational capacities for energy transition.

**Place** Park Inn by Radisson Meriton Conference & Spa Hotel Tallinn

	Name	Organization, country	23.04.2019	24.04.2019
1	Age Laine	Civitta, Estonia		
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3	Anneli Roose	Civitta, Estonia		
4	Antanas Verikas	KTU, Lithuania		
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off|	Name	Organization, country	23.04.2019	24.04.2019
11	Kai Strunz	TUB, Germany		
12	Karl Kull	TalTech, Estonia		
13	Kevin Berger	ULOR, France		
14	Laurent Dupont	ULOR, France		
15	Olga Kyselova	Dresden (TUD), Germany		
16	Saulius Gudzius	KTU, Lithuania		
17	Tõnis Vare	ETL, Estonia		
18	Veronika Mugra	Civitta, Estonia		
19		TalTech, Estonia		

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TAL TECH

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Time 23-24.04.2019

H2020-LC-SC3-2018-2019-2020 (H2020-LC-SC3-2018-NZE-CC) –
SMAGRINET – Smart grid competence hub for boosting research,
innovation and educational capacities for energy transition.

Park Inn by Radisson Meriton
Place Conference & Spa Hotel Tallinn

	Name	Organization, country	23.04.2019	24.04.2019
20	Mari Löper	TalTech, Estonia	*signature*	
21		TalTech, Estonia		
22		TalTech, Estonia		
23		TalTech, Estonia		
24		TalTech, Estonia		
25				
26				

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2. Photos of the meeting

Introduction of the meeting

WP2 session (Lead:TUD)

WP2 workshop (Lead: TUD)

WP3 session (Lead:TUB)

WP3 session (KTU)

WP4 session (Lead: ULOR)

WP5 session (Lead: ULJUB)

WP 6 session (Lead: LOBA)

WP6 session (CE)

INEA presentation

Group photo of the KoM