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RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium (including the Commission Services)	

Abstract:

This deliverable covers the Kick-Off meeting from our project AMIDST.

Keyword list: Kick-off, consortium, work packages, objectives.

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Document History

Version	Date	Author (Unit)	Description
0.3	21.01 2014	Marlene K. Sparre	Started document
0.5	12.03 2014	Anne Bock	Working document, 2. Draft
1.0	24.03 2014	Marlene K. Sparre	Commenting and finalisation

Executive Summary

The AMIDST project started on January 1, 2014. The consortium met for the first project meeting on January 20th and 21st, 2014 in Aalborg, Denmark.

The purpose of the meeting was to launch the project and refine plans and arrangements for the initial implementation phase.

The meeting introduced the members of the project consortium and provided the opportunity to discuss the role of each partner. Furthermore, the meeting provided an opportunity to go through each work package in order to align the activities.

Questions were asked and work discussed, and as an important outcome of the meeting, the presentations and discussions made it possible for the consortium to adapt the work plan where necessary.

1 Introduction

The purpose of the meeting was to launch the project and refine plans and arrangements for the initial implementation phase.

Therefore, all beneficiaries were told to prepare an introduction of their organisation outlining their role in the project, identifying the key persons to be involved, and highlighting their motivation and expected benefits. Furthermore, the WP leaders were asked to present their respective work packages.

Also relevant parts of the project key documents such as DoW, Grant Agreement etc. were presented and discussed, as well as relevant EC rules were presented to the beneficiaries.

This deliverable contains the material and outcome from the kick-off meeting.

2 Kick-off Meeting of AMIDST

The consortium was invited to Aalborg in Denmark to participate in a one and a half day kick-off meeting. The venue of the meeting was Aalborg University, and the meeting was organised by the Deputy Coordinator (HUGIN) and the Administrative Coordinator (AAU).

The kick-off meeting was the first meeting within the consortium. This meeting introduced the members of the project consortium and provided the opportunity to discuss the role of each partner. Other base elements in the project that involve the beneficiaries were discussed at this meeting (work plan, status reporting, etc.).

2.1 Agenda

The Deputy Coordinator and the Administrative Coordinator strived to prepare a basic format of the meeting which would follow definition of the base elements for the project and other project planning activities. It also mentions the risks and issues involved, particularly those that may affect project schedules and lead to decreased outcome satisfaction.

The agenda for the meeting was distributed to the whole consortium before the meeting and the beneficiaries were invited to send any items they found relevant, to the Administrative Coordinator and hereafter the final agenda was prepared.

The agenda for the meeting is added below:

<i>13.00-13.15</i>	<i>Welcome</i>	
13.15-13.45	General presentation of AMIDST project <ul style="list-style-type: none"> - Main scientific goals and challenges (concept and objectives) - Overall work plan: Main timeline + milestones (Gantt) - Project organization <ul style="list-style-type: none"> o Scientific management planned for AMIDST o Decision making bodies and decision documentation o Meetings – in-person and virtual - Role of each partner in the consortium 	Anders Madsen (HUGIN)
13.45-17.15	Partners and WPs' presentations (including coffee break) – part I	All beneficiaries
13.45-14.15	WP1: Requirement Analysis	AAU
14.15-14.45	WP2: The AMIDST framework for representation and reasoning	AAU
<i>14.45-15.00</i>	<i>Coffee break</i>	
15.00-15.30	WP3: Exact and approximate inference	UAL
15.30-16.00	WP4: Learning AMIDST models from data	NTNU
16.00-16.30	WP5: Developments in HUGIN Software Tool	HUGIN
16.30-17.15	WP6: Solution for Maneuver Recognition in Highway	DAI

	Traffic	
19.00	<i>Dinner at DUUS</i> <i>Address: Østerågade 9, 9000 Aalborg</i>	

Day 2: 21 January 2014

8.30-11.15	Beneficiaries and WPs' presentations (including coffee break) – part II	All beneficiaries
8.30-9.15	WP7: Real time pattern recognition in drilling logs	VT
9.15-10.00	WP8: Efficient and accurate risk prediction for credit operations	CM
10.00-10.15	<i>Coffee break</i>	
10.15-11.45	WP9: Dissemination and exploitation	HUGIN
11.45-12.30	WP10: Management	AAU (F&P)
12.30-13.30	<i>Lunch and farewell, NOVI canteen</i>	

Both the beneficiary and work package presentations given by the beneficiaries have been added to the private area of the website.

2.2 Participants

All beneficiaries were represented at the kick-off meeting. Below is a list of the persons attending the meeting:

Partner	Participant name
AAU	Anne Bock
AAU	Marlene K. Sparre
AAU	Thomas Dyhre Nielsen
UAL	Antonio Fernández
UAL	Rafael Rumí
UAL	Antonio Salmerón
HUGIN	Anders L Madsen
HUGIN	Martin Karlsen
HUGIN	Frank Jensen
NTNU	Helge Langseth
DAI	Galia Weidl
VT	Sigve Hovda
CM	Rosa Maria Alascio Perez
CM	Ramon Saez Martinez

2.3 Base elements of the project

One of the main objectives of the kick-off meeting was to introduce the members of the project consortium and to provide the opportunity to discuss the role of each partner. In order to do so all beneficiaries gave a presentation to:

- Introduce their organisation
- Outline their role in the project and identify the key persons to be involved, and to
- Highlight their motivation and expected benefits of participating in AMIDST

Another important objective of the meeting was to go through each work package in order to align the activities for the first 12 months of the project. Thus the responsible WP leader gave a presentation containing:

- Main objectives of the WP
- Tasks and deliverables
- Roles and contributions
- Interactions with other WPs and risks
- Activities in first 12 months

Furthermore, the data providers presented a description of the data set to be used in the work packages concerned.

The evening event including dinner was held on January 20th, where beneficiaries were able to interconnect, network, and socialize among themselves. The event contributed to strengthen the communication and partnership between AMIDST's beneficiaries.

Questions were asked and work discussed so all beneficiaries have an idea about the work to be carried out in all work packages.

The Administrative Coordinator presented the administrative aspects such as the contractual obligations, financial issues and reporting procedures. Furthermore, the design and structure of the AMIDST website were launched – www.amidst.eu.

The website will constitute an essential tool for the project and the beneficiaries, and the templates and deadlines can be found at the website intranet.

At the website one will also find descriptions of the objectives and the planned work of each individual work package as well as partner descriptions, use cases, and different kinds of material and information from the AMIDST project as it progresses.

2.4 Contractual obligations

Generally, it is recommended that the beneficiaries read and get familiar with the contractual obligations stated in the Grant Agreement, the Consortium Agreement and the supporting documents.

Especially the beneficiaries should pay attention to three sections:

1. Foreground: Ownership, transfer, protection and dissemination of the results generated under the project
2. Publications: Rules for prior notice and objections (45 days notice – 30 days after objections)
3. Non-disclosure of information

The Management Team highly recommends that the beneficiaries get acquainted with the following:

- Grant Agreement - Annex II General Conditions: Part C, Section 1 and 2 regarding Intellectual property rights, use and dissemination
- Consortium Agreement: Section 8, 9, 10 regarding foreground, access rights and non-disclosure of information as well as Attachment 1: Background excluded and Attachment 1: Accession document

However, the Management Team will see to that the most crucial obligations are incorporated in the quality assurance plan. The quality assurance plan will be designed to provide a common platform for effective communication, documentation, identification of deviation and correction and software development throughout the project.

As regards confidentiality of the DoW, it was decided that the consortium considers the DoW, and the supporting documents as confidential, even though the documents are not physically classified as such. If it turns out that DAI has no objections to consider the documents as non-confidential, the decision will be changed.

2.5 Members of the General Assembly (GA)

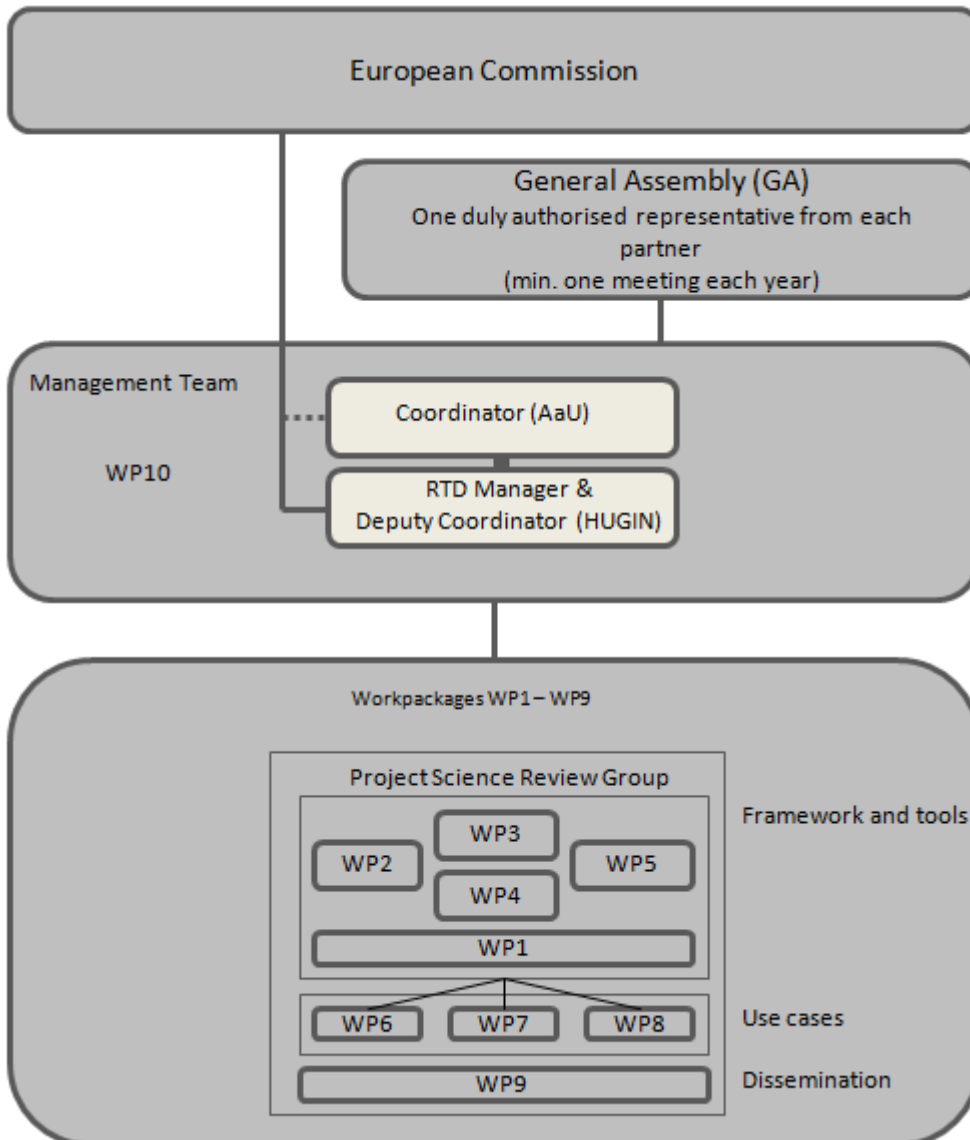
Each partner has chosen a representative for the General Assembly (GA) who will possess the necessary authority to commit their organizations to the decisions of the GA:

Participant	Name of representative
AAU	Thomas Dyhre Nielsen
UAL	Antonio Salmerón
HUGIN	Anders L. Madsen
NTNU	Helge Langseth
DAI	Galia Weidl
VT	Frode Sørmo
CM	Ramonn Sáez

The Deputy Coordinator and Administrative Coordinator shall chair all meetings of the GA, unless decided otherwise in a meeting of the General Assembly. The operational procedures for the GA, including voting rules and quorum, will follow the descriptions in the Consortium Agreement.

Having nominated the representatives for the GA, the management structure and the decision making mechanisms are now finalised.

Below the figure from DoW showing where the GA is based in the structure of the project:



2.6 Project Planning

It turned out that there are some inconsistencies in the planned activities in DoW. These relates to tasks which will have to start earlier than indicated in the Gantt-diagram and also other small errors.

The WP leaders have been requested to send these inconsistencies to the administrative coordinator who will adjust the proposed timetable in the Gantt-diagram.

During the project there will be a significant amount of mobility among the academic partners to promote knowledge transfer internally within the project.

The exchange of employees will become a general theme in the project. This is to ensure close cooperation and exchange of knowledge. Therefore, it has been agreed that by M7 the three of the four Post Docs will be situated at AAU i.e. two Post Docs employed by AAU and one employed by NTNU.

As to the administrative project management, there has been a change in the key persons as Diana Mardare has gone on maternity leave. Instead Anne Bock will act as Administrative Coordinator supported by Marlene K. Sparre. Both have several years of experience in administrative project management of FP7 projects.

3 Closing Remarks

It can be concluded that the meeting was very successful and all beneficiaries found the meeting fruitful and beneficial for the work in the project

All the work packages were discussed and planned work distributed between the beneficiaries. By going through the work packages the beneficiaries could get any uncertainties solved and agree how the text should be understood, so all are at the same page. The presentations and discussions provided a possibility for adapting the work plan where necessary. By displaying a thorough knowledge of the goal and steps on how to reach it, the Management Team has gained confidence in the consortium's ability to deliver high quality work.
