

MEMO²: MEthane goes MObile – MEasurements and MOdelling

Project Meetings organised (UU, Empa, RUG, RHUL, UHEI)

Sylvia Walter

Utrecht University
Princetonplein 5
3584 Utrecht
The Netherlands

Telephone: +31 30 253 3167
Email: s.walter@uu.nl

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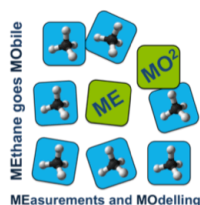
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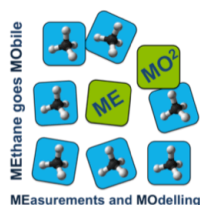


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1. Executive Summary

MEMO² was a collaborative project, which required a high level of communication and coordination between the participating groups. Regular meetings were implemented right from the beginning and on all levels within the consortium. In total 5 consortium meetings were planned and executed, of which the last remote due to the pandemic.

Meeting dates were chosen by consensus, either during the prior meeting or using the date finder “doodle” to ensure participation of as much partners as possible. In case this is not possible, the meeting organiser decides in agreement with the management. Minutes from the meetings were prepared by the coordinator and provided to the consortium.

This deliverable gives an overview of the meetings held during the lifetime of the project (Table 1).

Table 1: overview of MEMO² consortium meetings

Meeting	Date / Location	Organizer	Work Package	Invited participants
Kickoff Meeting	23–24 March 2017, Utrecht, The Netherlands	UU	All	All project participants
1 st Annual Meeting	21 – 22 March 2018, Dübendorf, Switzerland	Empa	All	All project participants
2 nd Annual Meeting	21 – 22 February 2019, Paris, France	UVSQ	All	All project participants, Project Officer, external reviewer(s)
3 rd Annual Meeting	10 – 11 February 2020, Heidelberg, Germany 12 – 13 February 2020: Associated ROMEO meeting	UHEI	All	All project participants MEMO ² and ROMEO consortium
4 th Annual Meeting	12 October 2020, remote (MS teams)	UU	All	All project participants

2. Meetings

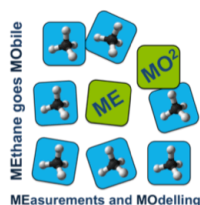
2.1 Kickoff Meeting

The MEMO² Kickoff Meeting was held 23 and 24 March 2017, hosted by the coordinator (UU). All beneficiaries and 7 out of 13 partner organisations participated and showed a high level of commitment and interest in the project.



Fig. 1: Impression from the MEMO² Kickoff Meeting in March 2017

The first day focussed in the introduction of the beneficiaries and partner organizations, and the expertise and scientific profile of each participant. The leaders of the scientific WPs gave a general overview of the status of the WP and the involved partners, including first results and previous data that are relevant for the project. In addition to the scientific discussion all participants got a general overview of the main administrative tasks and responsibilities by the project manager and had the opportunity to discuss relevant questions with the financial MEMO² administrative from the UU. As several non-academic partners join the consortium, they gave a brief introduction about their organisation and commitment in the project.



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The second day focussed on planning concrete steps for the first year. The status of the recruitment procedure and the received applications was discussed in the consortium. Afterwards the training elements as defined in the GA were presented and discussed, also ideas about dissemination and exploitation strategies and the use of social media were exchanged. In addition, the consortium discussed the upcoming sampling campaigns and the organisation of them.

2.2 1st Annual Meeting

At the beginning of the second project year the 1st Annual Meeting of MEMO² was held (22 and 23 March 2018), hosted by Empa in Dübendorf, Switzerland. 34 participants (all ESRs, all supervising PIs, 4 non-academic partner organisations (Shell, Picarro, Afalzorg, PGI), and 3 external scientific advisors (M. Heimann, A. Vermeulen, C. Sweeney)) were updated about the progress the project made within the first reporting period and discussed the planning of the second period. Besides this the ESRs discussed their CDPs face-to-face with supervisors and co-supervisors, and if present, with their non-academic mentors. Before the official meeting, the local organisers offered the opportunity to visit the research station at Jungfrauoch. The station for e.g. meteorology, glaciology, spectrometry, or geophysics is one of the highest European measurement stations and frequently used by researchers from all over the world.

At the end of the meeting the external scientific advisors evaluated the project and supported the consortium in its future planning. An overview of the evaluation is given in the Midterm Report (chapter 4.1.6).

The 1st Annual Meeting was the first time for the ESRs to meet the whole consortium. All ESRs were informed about their rights and obligations, and a hard-copy of the notes for MSCA-ITN fellows were handed out to them.



Fig. 2: Participants of the 1st Annual Meeting at Empa, March 2018

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2.3 2nd Annual Meeting

The second annual meeting was initially planned at RUG, but due to logistic reasons moved to UVSQ. It was associated to the 2nd MEMO² Science School (CH₄ and the society, <https://h2020-memo2.eu/2019/03/05/memo2-school-imagine-the-difficult-and-the-impossible/>) and the Midterm Meeting, all scheduled in the week 18 - 22 February 2019. The annual meeting was held prior to the Midterm Meeting, and included the update of the CDPs and an internal review of the progress of the project.

The Midterm Meeting (according to art. 19.1 of the GA) assessed the fulfillment of all project aspects as described in the Grant Agreement (science, training, management, networking, ect.). It was mandatory for the consortium.

The REA Project Officer Giuliana Donini as representative of the funding agency and one external expert (Prof. Milena Horvat) evaluated the project based on the submitted deliverables and reports. The WP leader gave an overview of their WPs, including aim, objectives and results of the first reporting period.



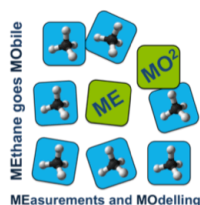
Fig. 3: Coordinator T. Röckmann (UU) demonstrating a MEMO² contribution to an educational dissemination activity of NESSC (Netherlands Earth System Science Center, <https://www.nessc.nl>, <https://www.tippingpointahead.nl/lesmodules/>)

The ESRs prepared a poster about their individual projects and discussed the outcome with the consortium and the EC representatives. Afterwards, the PO and the external reviewer discussed with the ESRs about their experiences made within the project.

During the discussion between the ESRs and the EC representatives, the PIs and partners continued the implementation of the next reporting period.

2.4 3rd Annual Meeting

With respect to the Brexit negotiations and possible administrative problems (Visa) the consortium decided to organise the meeting not in London at RHUL but in Heidelberg. Thus, the 3rd Annual Meeting of MEMO2 was held mid-February 2020, organised by the UHEI, in association with a ROMEO meeting.



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Two full days were scheduled to update the CDPs (D4.2) and internally review the project. The WP leader updated the consortium about the achievements of their work packages, the general progress of the project and its deliverables was evaluated and the next steps within MEMO² were discussed. The consortium also discussed possible follow-up projects.

The ROMEO Meeting aimed on presenting the preliminary data from the measurement campaign in Romania, and discuss the results and future plans.

All involved ESRs presented their data at either one or both meetings.



Fig. 4: Open discussion round at the 3rd Annual Meeting in Heidelberg, February 2020

2.5 4th Annual Meeting

This meeting was initially planned to be organised by UHEI, but in agreement with the consortium associated to the 4th ICOS Science conference mid-September 2020. Due to the pandemic situation, the ICOS conference was held online, and the annual meeting was postponed to October 12th 2020. It was organised by the UU via MS Teams as the 8th and final tele-conference of MEMO².

Aim of the meeting was the update of the consortium about the general progress, the planning and organisation of upcoming activities and deliverables, as well as discussions about follow-up proposals.

Each ESR gave a brief update about the progress since the last meeting in Heidelberg in February and an overview of actual plans until the end of the project.

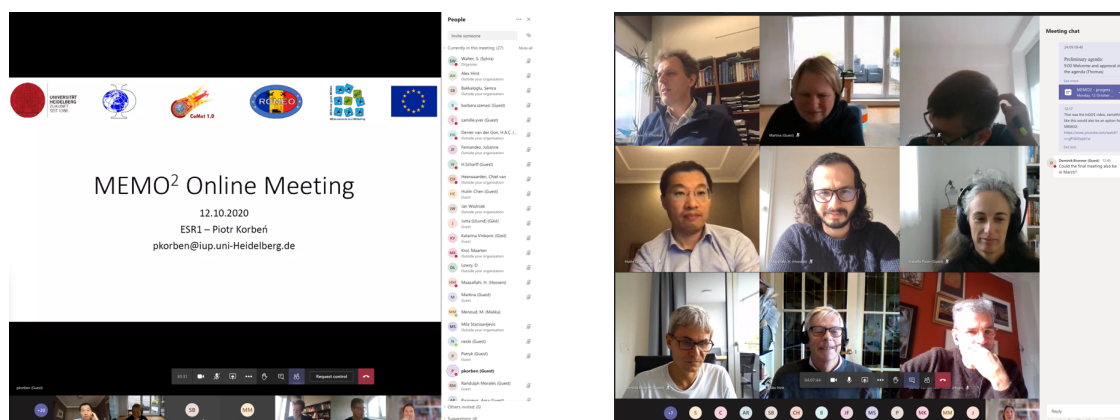
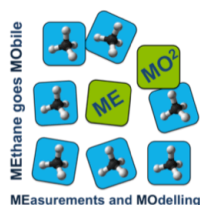


Fig. 5: MEMO² online meeting - a final update of the consortium



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All ESRs were on track and have had enough output for several publications and submission of their thesis. Most are close to the end of their contracts and focussing on finalising data sets and writing publications. Further topics on the agenda were updating the consortium about pending deliverables, brainstorming about activities with respect of disseminating results and data management.

4. Conclusion and possible impact

Annual meetings in person help to keep contact and build up a social network which is beneficial for the professional collaboration within a project.

The five consortium meetings, in combination with the training events, remote tele-conferences and the scientific collaboration have contributed significantly to the good communication and collaboration within MEMO². It was important to update each other on a regular basis including the opportunity to discuss face to face, exchange ideas, and plan upcoming research activities together. The frequency of one meeting per year is optimal for projects such as MEMO².