



DayWater Project

**Minutes of DayWater Kick-off meeting
(Paris, 6-7 December 2002)
prepared by M. Foerster
(Cereve, ENPC)**

12 February 2003

WP1 / Task 1.3 / Deliverable 1.4

Dissemination Level: PU

Document patterns

File name: *Daywater-MOM-2003-01-28*

Sent : 2003-02-12 by MF	Returned to author :	Validated :	WP/T/D N°: 1 / 1.3 / 1.4 Diss. Level : PU
Received : 2008-07-09 by DT	Revised by author : 19/12/02	Validated by :DT	Version :

Keywords (for the Database):

Kick-off meeting, consortium agreement, presentation, scientific organisation

Acknowledgement

The results presented in this publication have been obtained within the framework of the EC funded research project DayWater "Adaptive Decision Support System for Stormwater Pollution Control", contract no EVK1-CT-2002-00111, co-ordinated by ENPC (F) and including Tauw BV (TBV) (NL), Chalmers University of Technology (CUT.WET) (SE), Danmarks Tekniske Universitet (DTH.ER) (DK), Middlesex University (PMID.CUPR) (UK), National Technical University of Athens (NTUA.CE.WR) (GR), DHI Hydroinform, a.s. (HIA.IT) (CZ), Ingenieurgesellschaft Prof. Dr. Sieker. GmbH (INDSG) (D), Laboratoire Central des Ponts et Chaussées (LCPC) (F) and Luleaa University of Technology (TULUL.SE) (SE).

The programme is organised within the "Energy, Environment and Sustainable Development" Programme in the 5th Framework Programme for "Science Research and Technological Development" of the European Commission.

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1 List of future tasks (first year: 2003)

<i>What</i>	<i>Action by</i>	<i>Deadline</i>
DayWater document templates	WP1 (MF)	20 December 2002
DayWater 1 st meeting presentations placed on web-site	WP1 (MF)	20 December 2002
DayWater minutes of meeting	Partners' acceptance or revision suggestion	8 January 2003
DayWater Consortium Agreement (CA)	Partners' acceptance or revision suggestions	8 January 2003
DayWater questionnaire to end-users (draft)	WP7 (JCD), WP3 (GG)	8 January 2003
DayWater extended end-user procedure of registration	WP7 (JCD), WP1 (DT)	8 January 2003
Short DW-Presentation in English for end-users	WP1 (DT)	15 January 2003
DayWater regional meeting sites, dates, objectives	Partners' proposals	15 January 2003
DayWater work meeting sites, dates, objectives	WP3, 4, 5, 6 Leaders: agreement on date	31 January 2003
Newsletter recipient list: experts, institutions, societies (national & international)	Partners' input	31 January 2003
DayWater deliverable referee list (validation procedure)	WP1 (DT)	31 January 2003
Short DW-Presentation in national language for end-users and web-site	Partners' input for translations	14 February 2003
Contributions to 1 st and 2 nd DW-Newsletters: major results obtained, end-users...	Partners' input	30 April & 31 October 2003
Newsletter production and dissemination (web and paper copy)	WP1 (MF)	31 May & 31 November 2003

2 Participants to DayWater Kick-off meeting

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2.2 End-users

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Part A - Minutes of the Kick-off Meeting

3 Introduction

After an introduction of DayWater Project and of the CityNet Cluster, Daniel Thévenot presents the Core-End-User members. Unfortunately the End-Users from Nijmegen (the Netherlands), Patras, Ministry of Environment (both Greece) and Dresden (Germany) could not attend the meeting. Each principal and assistant contractor was at least with one person present (see participants list above in section 2).

4 DayWater administrative organisation

4.1 General Organisation

Daniel Thévenot (DT) as Project Co-ordinator gives an introduction to administrative and financial details of the DayWater project. All details can be found in his presentation on the Intranet site.

4.2 Quality Control Procedure

Miriam Förster (MF) in her function, as Assistant Project Manager, introduce the Quality Control Procedure which was developed by the co-ordinators in order to guarantee a successful execution of the project. Therefore a database is going to be developed to keep a track of produced documents and allow access via key data information. The required information will be mentioned on the second page of each produced document (see templates).

Information flow charts have been shown in order to clarify the circulation of deliverables and the interaction between the different parties and their responsibilities.

The co-ordinators will provide all templates for the DayWater project. All necessary information will be uploaded on the Intranet site, ready for downloading by the partners. Partners will only receive a message that there is new information available. Document transfer from partners' to the co-ordinator will be either usual e-mail (below 1.5 Mb) or a special procedure using ENPC-Web-Mail server (<https://recherche.enpc.fr/mail/>) for larger files.

Furthermore the idea of a project scheduler was presented, but it is not yet definitely decided which tool should be used. The raw information of project progress regarding human and financial resources will be sent to the co-ordinator and the required Gantt charts for submission will be edited by the co-ordinator.

Every deliverable requires validation. The date and signature of the evaluator is to be marked on the "second page" of each document. Who is going to validate was a central question and hence the co-ordinator was asked to make a proposition for each deliverable, taking into account the partner mostly using the deliverable.

The dissemination of the bi-annual newsletter will be in English, but might be translated by the national partners in local languages, in order to reach all extended end-users. Dissemination will be both via the Internet web page and as a paper copy.

5 Presentation of DayWater End-Users

Jean-Claude Deutsch (JCD) and José-Frédéric Deroubaix (JFD) both representing WP7 pointed out the significant role of the core end-users (CEUG) within the DayWater project. Only with a serious involvement of end-users can the project achieve its aim, to create an adaptive system. Once the needs of the end-users are characterised, the solution can be developed according to these. In the following discussion it was stated that the demanded information might be confidential and therefore not given voluntarily. One end-user proposed that the checklist should be presented as a questionnaire and filled in with the help of the national partner to prevent misunderstandings.

The extended end-users (EEUG) are needed for supplementary testing and discussions, whereas the real testing of the ADSS will be performed in 2-4 selected case studies in collaboration with the CEUG. The role of the EEUG should not be very important until the first partial ADSS test results are able to explain the aim of the ADSS to them, during the regional meetings. Further discussion may continue on the topic and a proposal made by WP1 and WP7 leaders.

The Danish regional meeting will be in May 2003 for two days and will introduce the DayWater project with reference to the two Danish CEU sites. The meeting will be held in the local language.

End-users would like to know in which way the WP-Leaders desire the interaction with the CEUG: Is it a passive or an active contribution?

Jan Krejčík (JK), WP2-Leader, will be able to present the first bricks of the ADSS tool around month 6, therefore regional meetings are foreseen after May 2003.

Country	Representative	Institution	On-going Project	Status/ Mission
F	Mathieu Ahyerre	Seine and Normandy Water authority	Supporting pollution abatement equipment	Public agency
F	Claire Cogez	County of Seine-Saint Denis	Sewer and storm water system management; social and technical engineering for storage devices	Public body
F	Claire Beyeler	Syndicat Marne Vive	Coordination of policies of twelve local governments for the improvement of the water quality of the river Marne	Association of public bodies
NL	Govert Geldof for (Fons Claessen)	City of Nijmegen (180.000 inhabitants)	Implementation of an integrated USW plan	Local government
S	Knut Bennerstedt	Stockholm Water 800.000 inhabitants, 20.000 hectares (built over 30 different islands)	Rehabilitation of an old harbour into an environmental orientated city.	Public company
DK	Ulrik Sigaard Olesen	Copenhagen Energy	Implementation of BMPs in USWM.	Public company
DK	Kjeld Gammelgaard	Karlebo Municipality - Technical departement	Basins as wetlands, new housing area of Kokkedal	Local government
UK	John Oldham	Countryside Strategic Projects Plc	Development of new urban areas	Private development company
UK	Vic Jenkins	Harrow Engineering Services	Rehabilitation of former Air Force Camp	Public Agency (regulation and urban planning)

Country	Representative	Institution	On-going Project	Status/ Mission
GR	Emmanuel Aftias (EA) for K. Sfaelos	Greek Ministry of Environment and Public Works. Responsible for the USWM in the metropolitan area of Athens	Storm water control for the Olympic Games of 2004	Central government
GR	Emmanuel Aftias (EA) for Papatheodoropoulos	City of Patras	Flooding due to the increasing impermeability of the urban area and to the diminution of the sections of the natural hydrographic network. Urban storm water management plan	Local government
D	Frank Männig	City of Dresden	NOT PRESENT	Local government
D	Karl Böcker	Wupperverband (authority of the catchments basin of River Wupper)	Control of water courses, simulation for the sewer system, pollution in the river Wupper, responsible for the wastewater treatment, reservoirs for drinking water and some source control for the industries.	Public body
S	Magnus Bäckström	Lulea Municipality 70.000 inhabitants	Pollution abatement of snow melting	Local government

6 Presentation of the EC Scientific Officer - Z. Vergos

Mr. Vergos presents himself to the audience and describes the programme structure of the EC. For example he mentions the Johannesburg meeting where several programmes within the subject of "Water Cycle & Soil" were presented or decided on. The 6th Water Framework Programme has been launched in November 2002.

In the case of DayWater, the EC Scientific Officer follows the project development and mainly interacts with the project co-ordinator. On the other hand he cares about the presentation of deliverables to the European public and the connection to other similar projects. Therefore it is very important to have a complete project web-site and widely distributed newsletters. On the Cordis web-site will be a link to our project.

Any further financing is only possible in conjunction with new research results. The EC will not finance existing knowledge.

Afterwards he presents the structure of the reports to be submitted to the EC, bi-annual or annual. All templates for the different sections of the Management report can be found on Cordis web-site (see: reporting guidelines on www.daywater.org/intranet/)

1. Management Report (bi-annual)
 - Section 1
2. Periodic Report (bases for annual payments)
 - Section 1 (Management Report)
 - Section 2 (Executive Summary & Presentation to public)

Section 3 (Project Progress)
Section 4 (TIP)

3. Final report (at the same time Periodic Report for third year)
Section 1 (Management Report)
Section 2 (Executive Summary & Presentation to public)
Section 3 (Project Progress)
Section 4 (TIP)
Section 5 (Executive Summary for whole project replaces anterior executive summaries)
Section 6 (Detailed Report)

7 DayWater scientific organisation within WP's

7.1 General

See presentation files on the DayWater Intranet site.

7.2 WP2 "ADSS Production"

Jan Krejčík (JK) enlightens his task and, at the same time, the needs of information input from the other WPs. He wants to build a prototype which may always be updated and enlarged by additional tools, data or new results. That's why the prototype will be composed by several bricks. Which type of platform and components will be incorporated depends on the needs of the other WPs and what is regarded as a "user-friendly" shell. Components to be delivered to DHI: databases, tables, documents, graphs, GIS layers etc. Possible platforms for the ADSS prototype could be: web based (broad access), object orientated COM, communication protocol based, rule based, ranking / optimisation, etc. So the ADSS architecture must be discussed very thoroughly.

A first demo-version will be available in May 2003 for the first regional meetings, in order to be able to present a "draft" of the ADSS to the core and extended end-users. This would also be the right time to organise a work meeting about the ADSS construction.

The development process of the ADSS will also be followed by web-ex, which enables a remote form of viewing the tool in evolution.

JK underlines that there will be no new IT development, but use of existing IT knowledge combined with scientific components. He is going to deliver a functioning tool, but the other WPs will have to fill it.

7.3 WP3 "Urban Dynamics"

Govert Geldof (GG) presents, as WP-Leader, the main goals for "Urban Dynamics". The tool which should facilitate decision making processes must be adaptive and incorporate social and other interactions. A central point is the interaction between the system and the context of the decision making system. The aim must be clearly defined and then possibilities to reach - step by step - the final aim, have to be developed. A draft of the questionnaire will be elaborated with WP7 and then sent to all partners for comments.

Afterwards this questionnaire will be tested in the City of Nijmegen. This procedure allows further modifications on form and content before distribution of the final version to the CEUG members. The partners should help the end-users to answer the questions, in the form of an interview. An interview is more adaptive than a written questionnaire. The format of the questionnaire is important and should be attractive for the end-users.

The first draft version of the questionnaire will be available around 8th of January 2003.

It is intended to receive information for a web based decision support system valid for each country, therefore the questionnaire needs to be adapted to each partner country, after the test in Nijmegen. Additionally, a two page presentation of DayWater in local language should be

available. A model presentation will be proposed by the co-ordinator but the translation is under the responsibility of the national partners.

The results of the survey must be subsumed into a single deliverable, so that all partners are aware of the different end-user needs. Not too much information should be requested from the end-users in order to limit their time and effort. Only ADSS specific information should be asked for.

7.4 WP4 "Risk and Impact Assessment"

Peter Steen Mikkelsen (PSM), WP-Leader, presents the tasks of his work package. The aim is to define risks and therefore an inventory of potential risks has to be launched. The concept of the methodology is followed by the operative methodology and allows a creation of a screening tool. Some risk components are well known (e.g. flooding) but others, like environmental risks, are not yet defined. He suggests therefore a GIS based screening tool in order to compare spatially distributed loads to carrying capacities. The inputs to WP4 must be delivered by the different WPs.

The different discharges must be adapted to each countries' legislation and stakeholders' needs. Although the project is focused on source control, pollution risks should not be neglected. In general, risks are subjective: this should also be considered in the case of pollution risk assessment. A strong interaction with WP3 is recommended, as potential risks could be part of the end-user inquiry. Public health risks are not included, as no partner has been found to cover this specific field. Even if there is a likely partner, there is no budget foreseen. But PSM is still ambitious to include macrobiotic risks.

Anna Ledin (ANL) presents on an existing example (rain water re-use in Denmark) showing how the inventory of risks is working. First there is literature research work to do, in order to know which parameters already have been measured and dealt with. Additionally, components of other released materials are to be defined. Depending on their way of contact, the effects on humans and environment is classified. For the hazard identification, the complete list of released and possibly effecting material is reduced to the primary risks, which means usually an extension to existing hazard lists.

The first regional meeting is proposed to be in May 2003 with the Danish extended end-users group, after a work meeting in February 2003 with WP3, WP5 and WP6.

The organisation of regional meetings should profit from the experience of previous regional meetings, in order to make them as efficient as possible. Thus minutes will be prepared by each regional meeting organisation and sent to the co-ordinator (daywater@enpc.cereve.fr).

7.5 WP5 "Multi-criteria analysis of structural and non-structural Best Management Practices (BMPs)"

Mike Revitt (MR) presents his work package concerning BMPs in order to assess their performance both in quality and quantity and supply WP4 with data. He points out the difference between structural and non-structural BMPs. The BMPs should be applicable throughout Europe. Hence each partner is asked for contribution after a literature review. Benchmark indicators for BMPs are divided into five characteristics: technique, environment, impact, social and urban concerns as well as economic costs. It is suggested to add legal and administrative issues. The input (regarding indicators) from the end-users will be provided through case studies, in order to avoid another survey. The main focus is on source control and not on classical methods like end-of-pipe systems: therefore storage basins are only regarded in case of separate systems. The first draft version will be available by the end of March 2003.

The first work meeting is proposed to be held together with WP3, WP4 and WP6 close to 25-27 March 2003 profiting from the 1st International Conference on "Urban Drainage and Highway Runoff in Cold Climate" in Riksgransen (Sweden) or parallel to the CityNet Kick-off meeting

close to 21-23 February 2003 in Paris. Final decision should be taken before the end of January 2003.

7.6 WP6 "Sources and Flux Models"

Gilbert Svensson (GS), as WP-Leader of "Sources and Flux Models", gives a short overview of his tasks. The modelling considers rainfall, generation of pollution, storm water generation and transport. Therefore storm water quality and quantity have to be assessed: A GIS based map with related information is going to be developed by Heiko Sieker (Germany), in collaboration with the Technical University of Denmark.

GS explains the SEWSYS model, which is actually used in Göteborg, assessing impacts of polluting materials. This is a substance (mass) flow model which does not take any biological process into account.

Some indicators still have to be assessed and calibrated, like corrosion. The development of the SFM prototype is a co-production between Sieker, DHI and Chalmers University. The first six months are foreseen for collecting storm water quality data.

The proposed date for the first work meeting, together with WP3, WP4 and WP5, is around 25-27 March 2003, during the Conference in Riksgården (Sweden) or later on in Copenhagen.

7.7 WP7 "Field Testing"

Jean-Claude Deutsch (JCD) states the demands from other WPs as input to the WP7 "Field Testing". He is going to develop a common questionnaire, together with GG's WP3, in order to collect data in January 2003. Later on, the field testing will be realised by sending the components to the end-users and by asking them for their opinion and for difficulties faced using the tool. The field testing procedure will be held in several loops, to ensure a consequent interaction with the end-users. In order to send the components for testing, WP7 needs a complete description of the tools developed in WP4, WP5 and WP6.

The final ADSS testing methodology will be worked out, together with WP3, and the field testing process will be accompanied.

Regional meetings deal with specific matters and will be held between May and October 2003: the extended end-user group members will be invited to assist. As the characterisation of EEUG will take some time and as they will have to be familiarised with the DayWater topic. Partners should start in month 4 with the extended end-user identification. First test of components and first version of ToR of the ADSS will follow in month 5 and 6.

WP7 needs more information about the different end-user characteristics, therefore a new demand for documents will be launched. Preferably the information should be in English. Otherwise national partners will have to help to provide the needed information, as well as for translation of DayWater short presentation for dissemination to the end-users, in local language.

8 Further Planning

8.1 Date and site of annual and regional meetings, newsletter

Taking into account the high travel costs to each meeting, it is proposed to extend the stay for one more day e.g. Thursday to Saturday, in order to profit the most of personal talks. The original intention was to lower the travel fares when staying over a Saturday night, but there is still a certain flexibility.

8.2 Information exchange (Intranet and Internet: www.daywater.org)

All the information will be available via Internet or Intranet! There will be no more need to send attachments from the co-ordinators side. In case of information flow from the partners to the co-ordinators, attachments bigger than 1.5 Mb will have to be transferred to DayWater co-ordinator

(<mailto:daywater@cereve.enpc.fr>) via the Web-ENPC-mail server <https://recherche.enpc.fr/mail/> (passwords were sent to each contractor on 19 December 2002).

If the partner considers a document to be of common interest and likes to share it with the other partners, he should send it to the APM (MF) who will upload it on the Intranet site.

8.3 DayWater logo

The participants decided by vote that the "daisy" should be kept, because it has already been introduced on various documents. After some slight changes of the background (e.g. adding rain) the logo will be available in different sizes, formats, coloured and black & white on the Intranet site.

8.4 General

The question of validation of produced documents (deliverables) was fully discussed as some partners fear to have an overburden of documents to check later on. MR proposes to leave it to the co-ordinator to find a fair distribution of validation tasks for each partner. For task reports it is the most natural to be revised and validated by the WP-Leader, according to his responsibility, except if he is at the same time task leader.

The ICUD conference in Denmark lies too close to the International ADSS Conference on 28/29-08-2005: Therefore it is proposed to delay the IADSS for one month.

At the moment there is no end-user implicated in the Czech Republic but JK hopes to include some Czech end-users to the EEUG at the occasion of the regional meeting in Prague.

It is recommended to extend the address list for Newsletter dissemination as soon as possible, therefore input of national partners is requested before 31st January 2003.

Part B - Minutes of the Advisory Steering Board Meeting

1 1st Advisory Steering Board (ASB) Meeting

1.1 ASB decision procedure

Every contracting party was present except of LCPC (Michel Legret). Mike Revitt (Middlesex University) and Z. Vergos (EC) had to leave before the end of the meeting, because of their travel schedules.

The representing persons for each contractor were informed about the voting procedure; in case of equality the co-ordinators' vote will decide.

1.2 Replacement of German CEUG end-users

The replacement of the original German end-users City of Leonberg and Berliner Wasserbetriebe was accepted: New end-users are Dresdner Stadtentwässerung and Wupperverband.

1.3 Commercialisation Consortium agreement (CCA)

It is decided that there is no need for such a document: all results of the project will be free for everyone. Thus the article referring to the CCA in the CA will be deleted.

1.4 Consortium agreement (CA)

After the general question whether a CA is needed or not, it is stated by the EC-Officer that the CA is highly recommended.

The fact that banking account numbers are mentioned in the CA is subject of discussion. Final voting shows 7 votes for the banking information in the CA, as it allows checking by each partner that his bank account is written correctly.

Possible additional ASB meetings will have to be supported by the partners themselves, even if there is no budget identified for them. Thus it is in the interest of all partners to have ASB meetings at the same time than other contractual meetings.

Next ASB meetings will be held on 16-18th October 2003 in Athens; 1st-2nd October 2004 in Copenhagen; 29-30th April 2005 in Prague and at the International ADSS conference end of September 2005.

The following comments by Mike Revitt (MR) and Maria Viklander (MV) to the CA draft proposal have been discussed by the ASB:

1.4.1 Comments by MR

"I consider that quarterly reports as outlined in Section 3.2 are too frequent and that this should be replaced by 6 monthly."

It is accepted that there is only a bi-annual progress report to the co-ordinator, as the WP-Leaders are responsible for progress of all tasks within their WP.

1.4.2 Comments by MV

1. *"Art. 5.3: Add new bullet "The Contracting parties shall have received 85% of the Maximum Community contribution per Partner, when the Contracting Party have done their part in the project and when the contractual obligations towards the Co-ordinator is fulfilled regarding that Contracting Party."*

Answer: Not accepted.

2. *Art. 5.3: "The balance, corresponding to 15%,... shall be divided between the Contracting Parties proportional to the respective net support"? What is the "net support"?*

Answer: Replacing "net support" by "according to their contributions".

3. *Article 6.3, last section: Luleå University of Technology will not accept any document as a Contractual document, that is binding for Luleå University of Technology, if LTU have not received the document and in writing accepted and agreed to such document as a Contractual document.*

Answer: Documents become only contractual (and therefore binding) with the signature of the authorised person of the Institute (director). To solve the problem of signature, Mr. Vergos as EC-Officer proposes: "Signature by the scientific officers of the contractors side should be accepted, because it is not a contractual binding document".

4. *Article 8.3, second bullet: LTU wonder if there is a spelling mistake in the text. Would it be "other contracting parties" instead of "contacting parties"?*

Answer: Not accepted.

5. *Article 8.3, fourth bullet: ".....Contractors and End Users, according to their intellectual contribution and/OR the use of resources... and will be made by a mutual agreement."*

Answer: Not accepted to add "or".

6. *Article 8.3, fifth bullet: " Improvements of results and knowledge WITHIN THE PROJECT, and the right connected to them, ..."*

Answer: Accepted on special demand, because it does not change the sense of the sentence.

7. *Article 8.4 "The Contracting Parties have the right... This right is reserved to the Principal Contracting Parties and the Assistant Contractors. THEY SHALL BE GRANTED ON A ROYALTY-FREE BASIS."*

Answer: Not accepted, because this would also include all software licences.

8. *Article 8.4, Add new text: "THE CONTRACTING PARTIES AND THE ASSISTANT CONTRACTORS SHALL ENJOY ACCESS RIGHTS TO ALL KNOWLEDGE RESULTING FROM THE PROJECT IN ORDER TO USE THAT KNOWLEDGE OR IN ORDER TO USE KNOWLEDGE THAT THEMSELVES HAVE GENERATED. THEY SHALL BE GRANTED ON A ROYALTY-FREE BASIS."*

Answer: Accepted with 8 votes.

9. *Article 12: In order to place the DayWater Consortium agreement on equal footing to the Model Contract, and to avoid some of the difficulties if any dispute arise, LTU suggests that Belgium law shall govern the DayWater Consortium agreement.*

Answer: Not accepted, because co-ordinator is based in France.