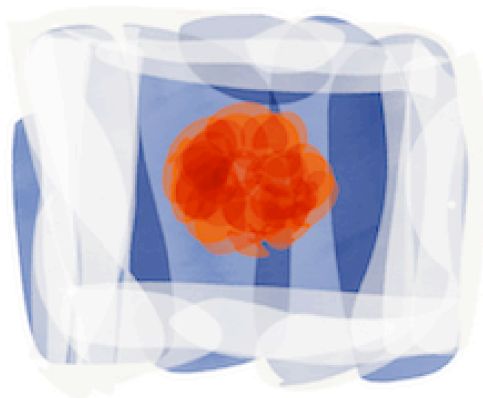


D6.1 a - Project meeting report

Kick off meeting report and Official minutes of consortium meeting.

Author(s) and affiliation(s)	Date	Version
Zhiwei Zhu , Jean-Paul Vanderlinden, all participants of the kick off meeting	November 01, 2017	Final
		

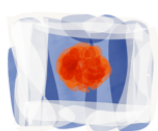


The CoCliServ project benefits from funding obtained through the ERA4CS Joint Call on Researching and Advancing Climate Services Development.

CoCliServ is funded by the following national funding agencies: Agence Nationale de la Recherche (**ANR**), France; Service public fédéral de programmation politique scientifique (**BELSPO**), Belgium; Deutsches Zentrum für Luft- und Raumfahrt EV (**DLR**), Germany; Nederlandse organisatie voor wetenschappelijk onderzoek (**NWO**), the Netherlands; Norges forskningsrad (**RCN**), Norway.

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Executive summary/summary

CoCliServ kick off meeting was held at the Île d'Arz in Bretagne (France) from Monday October 09 evening to Friday October 13, 2017.

17 attendees from 10 project partner institutions participated in the kick off meeting.

The project, each WP and each case studies were presented by project members.

A roadmap for the project's first year was established.

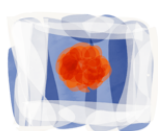
The first official consortium meeting was held.

Goal/Purpose of the document

This meeting report includes basic informations such as program, decisions made at the meeting as well as the official consortium meeting minutes.

Relationship to the Description of Work (DOW)

This meeting minutes correspond to the D6.1 a (project meeting report) which is a part of WP6 activities



I. Kick off meeting objectives

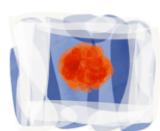
Know each other and develop a shared understanding of the expertise at hand;

Reaching a genuinely robust and shared understanding of the project in its entirety;

Obtain a finely articulated roadmap for the project first year.

II. Attendees

Institution	Member
UVSQ (France)	Jean-Paul Vanderlinden (JPV) Juan Baztan (JB) Zhiwei Zhu (ZZ)
LSCE (France)	Mathieu Vrac (MV)
Clim'action Bretagne Sud (France)	Laurent Labeyrie (LL) Anaik Dubos-Olivier (ADO)
Theatre du Grain (France)	Lionel Jaffrès (LJ)
IASB-BIRA (Belgium)	Anne De Rudder (ADR)
ULB (Belgium)	Didier Peeters (DP)
UiB/SVT (Norway)	Jeroen P. van der Sluijs (JVDS) Scott Bremer (SB) Diana Wildschut (DW)



UniBremen (Germany)	Werner Krauß (WK)
UU (Nederland)	Arjan Wardekker (AW)
Artist (Switzerland)/working with UVSQ	Marie Velardi (MV)

III. Program

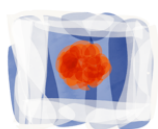
Monday October 9

Icebreaker dinner, get to know each other (All)

Tuesday October 10

09:30-12:30

1. Participants' self-introduction: Who you are? Why are you here? (All)
2. Presentation of the meeting, the project (JPV)
3. Focus on WP 1 (WK)
 - Narratives of change
 - Weather conditions
 - Practices
 - The forms of representation
 - Our understanding of climate change
 - Deliverables (for each case study)
 - Mapping of narratives (long durée, geo-history) (m6)
 - In-depth-analysis of documents, literature (m9)
 - Key persons/groups (m12)
 - Lessons learned



14:00-18:00

1. Focus on WP 2 (AW)

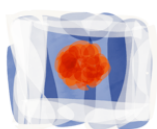
- Basic setup
 - Protocol development
 - Case studies – situation inventories
 - Case studies - scenarios
- Theoretical background & first thoughts
 - Scenario focus
 - Environmental scenarios (external)
Natural environment, but also economic, political, etc!
 - Policy scenarios (internal)
 - Endpoints
 - Neutral metric
 - Explicit goals; desired (visions) & undesired (nightmares) futures
- Practical matters
 - Develop methodology
 - Develop user-friendly protocol
 - Application in different situations

2. Focus on WP 4 (JB)

20:00-22:00

Discussion arts, science and representation

- Project ARTisticc, video “Uummanaq voices”
- LJ's artworks

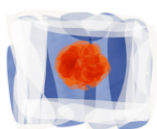


- MV's artworks

Wednesday October 11

09:30-12:30

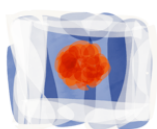
1. Drafting yesterday's key elements (JB)
2. Envisioning WP 3 (MV)
 - One question within CoCliServ: are existing climate simulations useful to answer “real people” questions? How?
 - From scenarios to adaptations/mitigations
 - Linking narratives and simulations
 - Meteorology ≠ Climate (time scale, dynamics, statistics), meteorological history = one realisation of the climate
3. Envisioning WP 5 (JVDS)
 - CoCliServ will move beyond the state of the art by enabling and promoting systematic critical reflection on knowledge quality as central activity in interfacing climate science and local governance through the co-creation of place-based climate services.
 - Objectives WP 5
 - Enable and promote conscious, context-aware, explicit, argued and well-documented options regarding the treatment of uncertainties and assumptions in the production and use of a shared knowledge base for place-based climate services;
 - Integrate grassroots citizen science, to enable the utilisation of local knowledge and the engagement of civic communities;



- Provide guidance to climate scientists and local stakeholders and decision-makers on how to cope with inherently uncertain scientific information, to enable sensible responses to
 - uncertain future scenarios and challenges in ways that enable and empower local communities to achieve their aspirations.
 - Training (where and when)
4. Amersfoort University (DW)
- Cooperative university for independent scientists, inventors and artists
 - A grassroots university for knowledge creation and knowledge sharing
 - Citizens want to formulate research questions, gather and analyse data, draw valid conclusions and get taken seriously by decision makers and scientists
 - Experiences of the project “Meet je Stad!” www.meetjestad.net

14:00-18:00

1. The Golfe du Morbihan field site (LL)
- field site overview
 - Association “Clim'Actions Bretagne Sud”
2. Discussions with local partners
- Presentation: Regional natural park of the Golfe du Morbihan (Juliette Herry)
 - Park overview
 - Previous projects, tool CACTUS

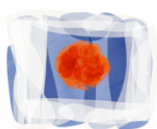


- Discussions with Dominique Pirio (president and co-founder of “Clim'Actions Bretagne Sud”) and Juliette Herry (project manager of the Regional natural park of the Golfe du Morbihan)

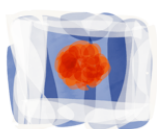
Thursday October 12

09:30-12:30

1. The Brest field site (LJ/JB)
 - History of this neighbourhood
 - Activities in the neighbourhood
 - The relation between the neighbourhood and climate change
2. The Wadden sea field site (WK)
 - Field site overview
3. The Bergen Bryggen field site (SB)
 - City overview
 - The rainiest city in Europe
 - City defined by history, culture, tourism, the port, etc...
 - CoCliServ connects with existing networks
 - The Bergen Climate Hub
 - A cadre of projects
 - Hordaklim
 - Hordaflam
 - The Kommune
 - Task-forces
 - Local groups (e.g. Nesttun)

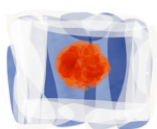


- New groups (Kunstsenter)
 - Two initiatives specific to Bergen
 - KQA: What is a high quality climate service product?
 - Working with the Norwegian Climate Service Centre
 - Geilo 25-26 Oct
 - Venice 30-31 Oct
 - Asking CS practitioners & scholars
 - Asking CS users
 - Contribute to quality criteria
 - Citizen science: “When does Autumn start?”
4. The Isle of Dordrecht field site, Nederland (AW)
- UU team
 - Arjan Wardekker – NL project leader / main researcher / Dordrecht case lead / WP2 lead
 - Dries Hegger, Joost Vervoort, Heleen Mees, Hens Runhaar – UU collaborators
 - Benedikt Marschütz – MSc thesis student
 - Ellen Kelder, Rik Heinen – Municipality of Dordrecht
 - Kim van Nieuwaal – CAS
 - Janette Bessembinder, Rob van Dorland – KNMI
 - Barbara Wagenveld e.a. – Studio Lakmoes
 - City overview



- Ancient history, modern city
- Case study options & peculiarities
 - Several ongoing adaptation projects at street, neighbourhood and city level.
 - Wider Isle of Dordrecht?
 - Current interest of municipality for CoCliServ in fairly small case projects?
 - Municipality currently reorganising into “self-learning organisation”.
 - Interreg BEGIN project
 - Weizigt Park pilot
 - Adaptation + wider environmental quality, livability
 - Interreg SCORE project
 - Smart City Dordrecht
 - Living lab
 - Pilots, innovation fund
 - Project framing: resilient, smart climate adaptation
 - Case budget for:
 - 3 workshops, interviews
 - Climate services support KNMI, CAS, 60/80h
 - Art (infographics, cartoons) support by Studio Lakmoes
 - Valorisation conference or event, yr3

14:00-18:00



Field visit.

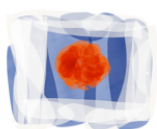
Mapping the activities for the Golfe du Morbihan site (All)

Friday October 13

09:30-12:30

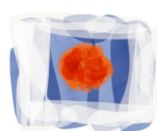
Official consortium meeting (All)

- Drafting the roadmap for the upcoming year
- Votes (agenda adoption, adopting date and location of next meeting, adopting the roadmap for the upcoming year, Facebook or Twitter)
- Conclusion



IV. Roadmap for the next few months

Month	Date	Who	What	WP
2	Oct 15	JPV->everyone	Sends the meeting minutes	6
	Beginning Oct 15	All representation tool leader (DW, Insa Meinke, ADR, DP, LJ)	Interact with sites to ascertain their local resources	4
	Oct 21	everyone->JPV	Sends request for changes in the meeting minutes	6
	Oct 21	JPV->everyone	Circulates a report template for the whole project	6
	Oct 21	Site leaders->WK	Send local draft protocols (getting to an initial mapping of narratives of each site)	1
	Betw. Oct. 21 & Nov.15	WK+site leaders	Proactively engage in conversation in order to get D1.1 done	1
3	Nov 15	All as possible	WP3 meeting in Paris	3
	Nov 15	All as possible	Monthly conference call	6
	Nov 15	WK->ZZ & JPV	Sends protocol for the production D1.1 (initial mapping of narratives of each site). To be available online	M1.1
	Nov 15	All representation tool leader->JPV	Send a 5-15 pager on citizen science (DW), metadata (ADR)/ Innovative communication tool (IM)/ GIS (DP) and Art-form (LJ) potentials for WP 1 to 3 in terms of representation (in a very broad sense) taking into account the specifics of the sites inasmuch as possible	4
	Nov 30	JPV->all site leader	Sends the assembled "catalogue"	M4.1
	Nov 30	JPV inform all	project's website up and running	D6.2
4	Dec 15	All as possible	Monthly conference call	6
	Dec 15	WK->ZZ & JPV	Protocol for the production of D1.2 available online	M1.2
		AW & JPV->all	Share a first iteration/ in the form of a literature review for WP2 - with a request for advice in terms of local implementation. Also some key ideas regarding upcoming milestones	2

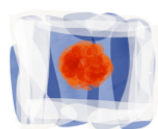


WP6 – Kick off meeting minutes

Month	Date	Who	What	WP
5	Jan 15	All as possible	Monthly conference call	6
6	Feb 15	All as possible	Monthly conference call	6
		WK->ZZ & JPV	Reports on the initial mapping of narratives of each site. Available online	D1.1
		WK->ZZ & JPV	Protocol for the production of D1.3 available online	M1.3
		JVDS->all	Initial guidance framework for dealing with deep uncertainty in the project	D5.1
		JVDS, DW, site leaders & those who involve citizens	Facilitation of inter-vision and exchange of experiences between the citizens involved in the case studies	D5.2
7	March 15	All as possible	Monthly conference call	6
	March 15	AW->ZZ & JPV	Draft protocol for WP2	M2.1
8	April 15	All as possible	Monthly conference call	6
	April 15	AW->ZZ & JPV	M2.2 Protocol test	M2.2
9	May 15	All as possible	Monthly conference call	6
		WK->ZZ & JPV	Chronology and in-depth analysis of weather-related and place-specific narratives of change. To be posted on platform	D1.2
		AW->ZZ & JPV	Implementation plan for WP2 protocol in all sites	M2.3
		AW->ZZ & JPV	Proposes the various element for the meeting venue	
10	June 15	All as possible	Monthly conference call	6
		ZZ & JPV->all	Invitations and instructions are sent for the second meeting	6
11	July 15	All as possible	Monthly conference call	6
12	Aug 15	All as possible	Monthly conference call	6
		WK->ZZ & JPV	D1.3 Relevant excerpts from interviews and protocols. To be posted on platform	D1.3

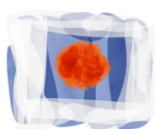
In order to successfully follow this roadmap we need to handle the following risks this is integral part of the road map

- Weak scientists-locals interactions
 - Risk management procedure



WP6 – Kick off meeting minutes

- Start ASAP, no delays.
- Set up formally a local end user panel/ document the functioning of this panel
- Identify a, or several, specific core partner that we can rely on
- Piggyback on existing events with existing partner involvement
- Weak cross sites fertilisation / Poor site leaders – WP leaders interactions / Poor trans-WP interaction
 - Risk management procedure:
 - Monthly call
 - Keep the relationship between all types of leaders in as a good state as it is right now, and even consider a face to face leader on the way meeting
 - Meet inasmuch as possible, conduct fieldwork together
 - Having a short (half a page) monthly site-specific and WP and Project internal newsletter

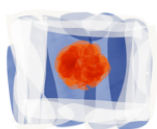


V. Appendix : official consortium meeting minutes

Opening Firday October 13, 2017, 10AM.

Attendance: UVSQ, IASB, UiB, ULB, UU represented by official member or delegate.

- Agenda adoption: All present in favour
- Roadmap adoption: All present in favour
- Next meeting in Dordrecht, Monday October 15 evening to Friday October 19 afternoon: All present in favour
- Other
 - On the occasion of ERA4CS Brussels kick off, we explore the possibility of have a 1/2-1 day CoCliServ meeting in Brussels (Anne provides the place or another place)
 - Communication
 - Web page (delivered in December)
 - Facebook page (abandoned)
 - Twitter account (adopted), created and managed by AW
 - CoCliServ is the official acronym of the project
 - Central ethical commitment (reminder)
 - Open source software
 - The PhD candidate hired by CNRS and UVSQ is male gendered, 2 female and 2 male candidates were auditioned we must remain attentive and document gender balance



WP6 – Kick off meeting minutes

- Ethical review: We will use the ethical guidelines of our respective institutions when conducting fieldwork involving human subjects; we will conduct a stocktaking exercise at the month 13 meeting; European and Norwegian code of conduct will be circulated by JVDS.
- We note the limited use of air travel for this meeting – out of 17 attendee only three traveled by plane, 2 from Bergen, one from Bremen.

Meeting closed Friday October 13th, 2017, 11:00 AM.

