

# Agenda for OPERAs Project Kick- Off meeting Playfair Library Hall, Old College, South Bridge Edinburgh, January 21<sup>st</sup> -23<sup>rd</sup> 2013

## Monday 21<sup>st</sup> January, 2013:

- 12.00 - 13.30            Registration & Lunch
- 13:30 - 14.00            Welcome, meeting objectives, the OPERAs vision and project overview (Mark Rounsevell)
- 14:00 - 15.00            Plenary: Icebreaker (Prospex)
- 15.00 - 15.30            Coffee
- 15.30 - 17.00            Working Groups by WP (getting to know each other & understanding tasks) (WP leaders)
- WP2 Practice
  - WP3 Knowledge
  - WP4 Instruments
- An opportunity for everyone to reacquaint themselves with the principles of the 3 WPs (objectives, tasks and deliverables) and the other WP participants. The session will be used to go through each of the WP tasks and highlight responsibilities for these in contributing to the project's Research Implementation plan.*
- 17.00 - 17.30            Plenary: Report back (10 mins per group)
- A brief summary of the main outcomes of the previous session.*
- 19.00                      Dinner at Howie's Restaurant, 10-14 Victoria Street, EH1 2HG

## Tuesday 22<sup>nd</sup> January, 2013:

- 09:00 - 09.45            Plenary: Overview of Exemplars & research questions & discussion (Meriwether Wilson/Ariane Walz)
- The session will provide a brief overview of the 11 OPERAs exemplars, especially focusing on the research questions and particular needs for instrument types.*

09.45 - 10.30	<p><b>Plenary: Overview of instrument types with examples and Knowledge needs with discussion (Paul Weaver/Marcus Lindner)</b></p> <p><i>The session will outline the principles underpinning the Instruments WP, especially in terms of the 4 instrument types identified in the DoW (data, information, decision support and implementation). It will also highlight where there are current gaps in the science knowledge base and hence links to WP Knowledge.</i></p>
10.30 - 11.00	<b>Coffee</b>
11.00 - 11.30	<p><b>Stakeholder process and discussion (Prospex)</b></p> <p><i>The session will outline the plan for stakeholder engagement within the project and how this supports the various project WPs. The principles of how different research teams will engage in this process will also be discussed.</i></p>
11.30 - 12.30	<p><b>Exchange session: Instruments/Exemplar (data, information, decision support, implementation) (Paul Weaver/ Marcus Lindner)</b></p> <p><i>The aim of this session is to explore what instrument types are of most utility in the different project exemplars. This will involve a two-way discussion between the exemplar leaders and the Instrument WP team. The session will involve small breakout groups formed around the 4 instrument types (data, information, decision support and implementation).</i></p>
12.30 - 13.30	<b>Lunch</b>
13.30 - 15.30	<p><b>Working Groups by WP (review milestones and deliverables &amp; adjust Research Implementation Plan template)</b></p> <ul style="list-style-type: none"> <li>• WP2 Practice</li> <li>• WP3 Knowledge</li> <li>• WP4 Instruments</li> </ul> <p><i>The aim of this session is to bring together the discussions and presentations from the previous sessions into the project's research implementation plan (RIP). The RIP is the document that will define how the project is managed through the WPs, tasks and deliverables and will follow a standard template per WP. This process will involve a review of the WP milestones and deliverables (and responsible partners).</i></p>
15.30 - 16.00	<b>Coffee</b>
16.00 - 16.30	<p><b>Plenary: Report back (10 mins per group))</b></p> <p><i>A summary of the previous breakouts</i></p>

- 16.30 - 17.30 **Plenary: Resource Hub & user (board) needs with a discussion on WP outputs that feed into the Resource Hub (Matt Walpole & Paul Weaver)**
- This session will outline plans for the projects Resource Hub, including the types of outputs from other parts of the project that will feed into the RH. The plan for defining user needs will also be discussed.*
- 18.00 **Whisky tasting at Old Library, Institute of Geography, Drummond Street, EH8 9XP**

### **Wednesday 23<sup>rd</sup> January, 2013:**

- 09.00 - 09.45 **Plenary: Outreach & Dissemination (Marc Metzger)**
- The session will discuss the various outreach and dissemination activities planned for the project, including the website, videos, project branding materials, etc.*
- 09.45 - 10.30 **Plenary: Project Management & Administration Q&A (Janet Taylor and Bill Bruce)**
- Representatives of the Edinburgh financial and contract administration team will provide an overview of the main administrative issues for the project. They will also be available for a question and answer session for specific partner issues.*
- 10.30 - 11.00 **Coffee**
- 11.00 - 11.15 **The role of an EC Project Officer and Horizon2020 (Sofie Vandewoestijne)**
- 11.15 - 11.45 **Plenary: Communication: video conferences & meetings (Jess Bryson)**
- The session will discuss how best to communicate and interact within the project, with a focus on video conferences and meetings*
- 11:45 - 12.15 **Plenary: Publications & Open Access (Marc Metzger)**
- The session will discuss and explore options for publications and an OPERAs open access policy for publications*
- 12.15 - 13.30 **Lunch & PMT meeting**
- 13.30 - 15.00 **Plenary: Wrap Up, timeline & conclusions**
- 15.00 **Coffee and depart**