

Innovative controls for renewable source integration into smart energy systems



www.incite-itn.eu

D8.9

Mid-term review meeting

WP8 – Network Management

Grant Agreement no 675318

Lead beneficiary: IREC
Date: 17/01/2018
Nature: Other
Dissemination level: PU



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 675318	D8.9: Mid-term review meeting	
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TABLE OF CONTENTS

DOCUMENT HISTORY	4
DEFINITIONS.....	5
ABBREVIATIONS	6
DISCLAIMER OF WARRANTIES.....	7
EXECUTIVE SUMMARY	8
1. Mid-Term Review Meeting.....	9
1.1 Meeting Minutes.....	9
1.1.1 Welcome	9
1.1.2 Introduction by the Project Officer	9
1.1.3 Partner presentations	9
1.1.4 Coordinator’s report	10
1.1.5 Restricted session.....	10
1.1.6 Fellow’s individual reports	11
1.1.7 Private meeting PO-ESRs & Innovation Radar	11
1.1.8 Feedback from the PO and open discussion	11
1.1.9 Closure of the meeting.....	12
2. ANNEX I – Meeting Agenda.....	13
3. ANNEX II – Attendance List	15

 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
	Author(s): Marta Fonrodona (IREC)	Security: PU

DOCUMENT INFORMATION

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Description of the deliverable	This deliverable summarises the Mid-term review meeting of INCITE, that took place at IREC premises in Barcelona, 13 and 14 November 2017				
Key words	Mid-term review meeting, Management				

¹ Report

² Administrative (website completion, recruitment completion...)


³ Dissemination and/or exploitation of project results

⁴ Other including coordination

⁵ Public: fully open, e.g. web


⁶ Confidential: restricted to consortium, other designated entities (as appropriate) and Commission services.

⁷ Classified: classified information as intended in Commission Decision 2001/844/EC

 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
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NAME	DATE	VERSION	DESCRIPTION
Marta Fonrodona (IREC)	24/11/2017	1.0	First Draft
José Luis Domínguez-García (IREC)	16/01/2017	1.1	Revision
Marta Fonrodona (IREC)	17/01/2017	2.0	Final version

 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
	Author(s): Marta Fonrodona (IREC)	Security: PU


DEFINITIONS

- Beneficiary partners of the INCITE Consortium are referred to herein according to the following codes:
 - **IREC.** Fundació Institut de Recerca de l'Energia de Catalunya (Spain)
 - **UPC.** Universitat Politècnica de Catalunya (Spain)
 - **TU Delft.** Technische Universiteit Delft (Netherlands)
 - **VITO.** Vlaamse Instelling Voor Technologisch Onderzoek (Belgium)
 - **UniBo.** Universita di Bologna (Italy)
 - **UGA.** Université Grenoble Alpes (France)
 - **GE Global Research.** General Electric Deutschland Holding GmbH (Germany)
 - **Efacec Energia.** Efacec Energia - Maquinas e Equipamentos Electricos SA (Portugal)
- **Beneficiary.** The legal entity, which are signatories of the EC Grant Agreement No. 675318, in particular: IREC, UPC, TU Delft, VITO, UniBo, UGA, GE and Efacec Energia.
- **Consortium.** The INCITE Consortium, comprising the above-mentioned legal entities.
- **Consortium Agreement.** Agreement concluded amongst INCITE Parties for the implementation of the Grant Agreement.
- **Grant Agreement.** The agreement signed between the beneficiaries and the EC for the undertaking of the INCITE project (Grant Agreement n° 675318).
- **Partner Organisation.** Legal Entity that is not signatory to the Grant Agreement and does not employ any Researcher within the Project and namely, 3E NV (Belgium).

 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
	Author(s): Marta Fonrodona (IREC)	Security: PU

ABBREVIATIONS

- **CA.** Consortium Agreement
- **CMO.** Central Management Office
- **EC.** European Commission
- **ESR.** Early Stage Researcher
- **GA.** Grant Agreement
- **INCITE.** Innovative controls for renewable source integration into smart energy systems
- **IRP.** Individual Research Project
- **PM.** Person-month
- **PO.** Project Officer
- **WPs.** Work Packages

 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
	Author(s): Marta Fonrodona (IREC)	Security: PU

DISCLAIMER OF WARRANTIES


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 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
	Author(s): Marta Fonrodona (IREC)	Security: PU

EXECUTIVE SUMMARY

This deliverable summarises the Mid-term review meeting of INCITE, that took place at IREC premises in Barcelona, 13 and 14 November 2017.

 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
	Author(s): Marta Fonrodona (IREC)	Security: PU

1. MID-TERM REVIEW MEETING

INCITE's Mid-term review meeting (MTRM) took place at IREC premises in Barcelona, 13th and 14th November 2017. The agenda for the meeting can be found in Annex I.

All recruited ESRs at the time of the meeting, the Project Officer, an External Expert, an Innovation Expert (for the Innovation Radar), scientist-in-charge for all beneficiaries and partner organisation, several supervisors, the project manager, and the project coordinator attended the meeting (the attendance list can be found in Annex II).

The meeting comprised a general overview of the project (including presentations from the Coordinator, the scientists-in-charge, and the ESRs), a closed meeting between PO and ESR, and information and feedback from the PO.

All meeting presentations have been made available to all participants via the INCITE intranet.

1.1 Meeting Minutes

1.1.1 Welcome

Jose Luis Domínguez-García (JLD), INCITE coordinator, welcomed the participants and provided some useful information regarding the meeting logistics and agenda.


1.1.2 Introduction by the Project Officer

Mercedes Leguey-Jiménez (MLJ), INCITE's PO, explained the purpose of the MTRM and the corresponding deliverable and clarified that it is not only a scientific evaluation but also an opportunity to notify and solve any issues that might have arisen. She also reminded all participants of their responsibilities within the action.

MLJ also presented the financial, record-keeping and financial aspects and provided instructions for the upcoming Periodic Report at the end of the first reporting period (01/12/2015 – 30/11/2017). She pointed out the importance of having the Researcher Declarations up to date in the Participant Portal, as information for the Individual Financial Statements is automatically imported from there.

1.1.3 Partner presentations

The scientists-in-charge from all INCITE beneficiaries (UPC, TU Delft, VITO, UniBo, UGA, GE, EFACEC and IREC) and partner organisation (3E) briefly presented their institution and capabilities, and explained their role and tasks within INCITE.

 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
	Author(s): Marta Fonrodona (IREC)	Security: PU

1.1.4 Coordinator's report

The coordination of the project, Jose Luis Domínguez-García and Marta Fonrodona (MF), summarized the current status of the action. The presentation focused on different aspects:


- **Scientific**
 - Project reasons and objectives, including work plan.
 - General Work Package overview. The overall scientific progress of INCITE is considered satisfactory.
 - General IRP progress (specific details to be given by each ESR in their presentations).

- **Networking**
 - Internal and external networking.
 - Secondment plan. The secondment calendar has been adjusted to fit the actual recruitment periods, Career Development Plans (CDP) and collaboration opportunities among ESRs.
 - Dissemination
 - INCITE web (www.incite-itn.eu). Main dissemination tool, containing all relevant information.
 - Dissemination material (flyer and business cards)
 - Scientific publications
 - INCITE blog, with periodic contributions from ESRs and supervisors.
 - Social media (Twitter, LinkedIn and ResearchGate)
 - Outreach activities

- **Management**
 - Recruitment report and recruited ESRs
 - Deliverables and Milestones for the first reporting period. All is up to date.
 - Management structure
 - Financial aspects and pre-financing data
 - Updated risk identification and mitigation list
 - Upcoming aspects (GE termination, amendment preparation)

1.1.5 Restricted session

The PO and the scientist-in-charge briefly discussed several aspects regarding the upcoming periodic report. The rest of meeting participants were given a lab tour through IREC's facilities.

 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
	Author(s): Marta Fonrodona (IREC)	Security: PU

1.1.6 Fellow's individual reports

All ESRs gave a presentation were they presented themselves, their goals, the scientific progress of their IRP and the training received.

- ESR1.1 – Wicak Ananduta (UPC)
- ESR1.2 – Hazem Abdelghany (TU Delft)
- ESR1.3 – Shantanu Chakraborty (TU Delft)
- ESR1.4 – Jesús Lago García (VITO)
- ESR2.1 – Thibault Péan (IREC)
- ESR2.2 – Unnikrishnan Raveendran Nair (UPC)
- ESR2.3 – Tomás Pippia (TU Delft)
- ESR3.1 – Adedotun Agbemuko (IREC)
- ESR3.2 – Felix Koeth (UGA)
- ESR3.3 – Sara Siniscalchi Minna (IREC)
- ESR4.2 – Nikolaos Sapountzoglou (UGA)
- ESR4.4 – Konstantinos Kotsalos (EFACEC)


1.1.7 Private meeting PO-ESRs & Innovation Radar

While the ESRs had a private meeting with the PO and the External Expert, the supervisors had a meeting with Mr. Laurent Pinchemaille, innovation expert, to have a look into the possible innovations resulting from the INCITE research within the Innovation Radar initiative.

1.1.8 Feedback from the PO and open discussion

The PO indicated that the general impression is that the project is going well and the network is fully established. She addressed the following aspects:

- The termination of GE will need to be addressed. This will require an amendment to the GA including how tasks will be redistributed and providing a general update of all other implemented changes (changes of scientist-in-charge, secondment calendar, etc.)
- The inclusion of an ESR representative in the SB is a good practice.
- The recruitment procedure was satisfactory. Issues to be addressed short-term: recruitment of ESR4.1 and new hiring process of ESR4.3 at EFACEC. Eligibility of the fellows is a key point.
- Synergies among fellows seem well established.

 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
	Author(s): Marta Fonrodona (IREC)	Security: PU

- Gender figures are far from desirable, but in line with the percentage of female applicants and the knowledge area.
- Secondment dates can easily be adjusted to the needs of the fellow. New secondment opportunities identified outside the consortium can be pursued including the host as partner organization (via commitment letter).
- CDPs and training satisfactory. Emphasis in providing training in all fields.
- Positive assessment of dissemination aspects (publications, web, etc.).
- Encouragement to continue and increase the amount of outreach activities.

The PO also gave some general reminders:


- The GA is a contract. Any deviation needs to be agreed by both parts.
- The role of the supervisors is crucial for the ESRs.
- Travel and accommodation expenses during the secondments should be covered by the home institution from the B1 category.
- It is recommended to sign some kind of agreement before the secondment takes place.
- Any visa costs needed during the project should be covered by the project.
- Completion of the PhD is not a requirement, but all beneficiaries are encouraged to find solutions to make it possible.

Monica Alexandru, who acted as external expert during the meeting, also gave some feedback:

- Aspects regarding benchmarking should be updated and developed with the participation of the ESRs.
- The web could be made more appealing for industry. Also a section highlighting publications could be included.
- Training regarding industrial aspects should be moved to earlier than the last summer school where they are currently planned.

1.1.9 Closure of the meeting

JLD closed the meeting thanking the participants for their assistance and collaboration.

 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
	Author(s): Marta Fonrodona (IREC)	Security: PU

2. ANNEX I – MEETING AGENDA



INCITE Mid Term Review Meeting

13-14/11/2017


Sala d'Actes, IREC

Jardins de les dones de negre 1, 2n
 08930 Sant Adrià de Besòs (Barcelona, Spain)

Agenda

Monday 13 November 2017

Nº	Topic	Speakers	Time
<i>Welcome of participants</i>			13:00
<i>Lunch at DINS</i>			13:15 – 14:30
<i>Start of the meeting</i>			14:30
1	Welcome	José Luis Domínguez (IREC)	14:30 – 14:35
2	Introduction by the Project Officer	Mercedes Leguey-Jiménez (REA)	14:35 – 14:55
3	Partner's presentations (5 min each) IREC, UPC, TU Delft, VITO, UniBo, UGA, GE, Efacec, 3E	Scientists-in-charge	14:55 – 15:45
<i>Coffee break</i>			15:45 – 16:00
4	Coordinator's report	José Luis Domínguez (IREC)	16:00 – 17:00
5a	Restricted session (PO, Coordinador, Scientists-in-charge) Financial issues and periodic report		17:00 – 17:30
5b	Lab tour		17:00 – 17:30
<i>End of Day 1</i>			17:30


 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
	Author(s): Marta Fonrodona (IREC)	Security: PU

Tuesday 14 November 2017


Nº	Topic	Speakers	Time
<i>Start of Day 2</i>			9:00
6	Fellow's individual reports (10 min per ESR)	ESRs	9:00 – 11:30
	ESR1.1 – Wicak Ananduta		
	ESR1.2 – Hazem Abdelghany		
	ESR1.3 – Shantanu Chakraborty		
	ESR1.4 – Jesús Lago		
	ESR2.1 – Thibault Péan		
	ESR2.2 – Unnikrishnan Raveendran Nair		
	ESR2.3 – Tomás Pippia		
	ESR3.1 – Adedotun Agbemuko		
	ESR3.2 – Felix Koeth		
	ESR3.3 – Sara Siniscalchi		
	ESR4.2 – Nikolaos Sapountzoglou		
ESR4.4 – Konstantinos Kotsalos			
<i>Coffee break</i>			11:30 – 11:45
7a	Meeting PO & ESRs⁸		11:45 – 13:00
7b	Innovation Radar (meeting with Mr Laurent Pinchemaille)		11:45 – 13:00
8	Feedback and open discussion		13:00 – 13:45
9	Closure of the meeting	José Luis Domínguez (IREC)	13:45 – 13:50
<i>Lunch at DINS</i>			14:00

Note: Lunches & coffee breaks are paid under the INCITE project funding.

⁸ Meeting rooms and lab tour available for supervisors during PO-ESRs private meeting


 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
	Author(s): Marta Fonrodona (IREC)	Security: PU

3. ANNEX II – ATTENDANCE LIST

	Attendance List	
	Type of meeting: INCITE MidTerm Review Meeting	Venue: IREC, Barcelona (Spain)
	No 652657	Date: 13-14 November 2017


Attendance List

Name	Institution	Monday 13 th	Tuesday 14 th
Abdelghany, Hazem	TUD		
Agbemuko, Adedotun	IREC		
Alexandru, Monica	External Expert		
Ananduta, Wicak	UPC		
Anta, Adolfo	GE		
Chakraborty, Shantanu	TUD		
Costa Castelló, Ramon	UPC		
De Coninck, Roel	3E		
De Prada, Mikel	IREC		
De Ridder, Fjo	VITO		
De Schutter, Bart	TUD		
De Weerd, Mathijs	TUD		
Domínguez-García, José Luis	IREC		

 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
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	Attendance List	
	Type of meeting: INCITE MidTerm Review Meeting	Venue: IREC, Barcelona (Spain)
No 652657	Organizer: IREC	Date: 13-14 November 2017

Fonrodona, Marta	IREC
Koeth, Felix	UGA
Kotsalos, Konstantinos	EFACEC
La Poutré, Han	TUD
Lago Garcia, Jesús	VITO
Leguey Jiménez, Mercedes	European Commission
Lukso, Zofia	TUD
Nair, Unnikrishnan	UPC
Napolitano, Fabio	UNIBO
Nucci, Carlo Alberto	UNIBO
Ocampo-Martínez, Carlos	UPC
Péan, Thibault	IREC
Picallo Cruz, Miguel	GE
Pinchemaille, Laurent	Innovation Radar

 675318	D8.9: Mid-term review meeting	
	WP8: Network Management	Version: v2.0
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	Type of meeting: INCITE MidTerm Review Meeting	Venue: IREC, Barcelona (Spain)
No 652657	Organizer: IREC	Date: 13-14 November 2017

Pippia, Tomás	TUD
Raison, Bertrand	UGA
Retière, Nicolas	UGA
Salom, Jaume	IREC
Sapountzoglou, Nikolaos	UGA
Silva, Nuno	EFACEC
Siniscalchi Minna, Sara	IREC