



## **HiSEA DELIVERABLE 1.3**

### **MINUTES OF GENERAL ASSEMBLY**

**WORK PACKAGE NUMBER: 1**

**WORK PACKAGE TITLE: PROJECT MANAGEMENT**



HISEA Project Information	
<b>Project full title</b>	High Resolution Copernicus-Based Information Services at Sea for Ports and Aquaculture
<b>Project acronym</b>	HiSea
<b>Grant agreement number</b>	821934
<b>Project coordinator</b>	Dr. Ghada El Serafy
<b>Project start date and duration</b>	1 <sup>st</sup> January, 2019, 30 months
<b>Project website</b>	<a href="https://hiseaproject.com/">https://hiseaproject.com/</a>

Deliverable Information	
<b>Work package number</b>	1
<b>Work package title</b>	Project Management
<b>Deliverable number</b>	1.3
<b>Deliverable title</b>	Minutes of General Assembly
<b>Description</b>	The Project Executive (PE) will be responsible for continuous risk management (i.e. technical, financial and administrative risk) and for an effective implementation of the contingency plan, which will be periodically reviewed. After each major stage of the project, the PE will conduct a risk assessment of the achieved results and determine in advance if a correction action should be carried out for the next stages. This includes (i) reporting any minor deviations from the project plan to the General Assembly (GA); (ii) implementing the GA recommendations in the contingency plan associated with the specific WP in question; (iii) drafting additional or alternative contingency plans, if needed, together with other relevant persons (e.g. the WP Leader in question; (iv) communicating the conclusions from the GA, regarding the revised strategies, to all project members, and include them in the project plan; and (v) in the event of more serious problems, convene with the GA the best route forward; the Coordinator will then advise the REA Project Officer of the problem and seek the EC's approval for the proposed solution.
<b>Lead beneficiary</b>	Agora





<b>Lead Author(s)</b>	Menelaos Chatziapostolidis (Agora)
<b>Contributor(s)</b>	Sandra Gaytan Aguilar (Deltares), Anna Spinosa (Deltares), Bracha Ehrman (Agora), Milena Mirkis (Agora), Daniel Wegmann (Ascora), Mark Tanner (VPort)
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<b>Approvals</b>				
	<b>Name</b>	<b>Organisation</b>	<b>Date</b>	<b>Signature (initials)</b>
<b>Coordinator</b>	Ghada El Serafy	Deltares		GES
<b>WP Leaders</b>	Menelaos Chatziapostolidis	Agora		MC





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## Executive Summary

The General Assembly (GA) of the HiSea project, hosted by Argans-F, took place in Sophia Antipolis, France on the 25<sup>th</sup> and 26<sup>th</sup> November 2019. The meeting was dedicated to an overview of the project achievements to convene with the GA the expectations from all participants and the best route forward. The first day of the GA focused on the description of past activities but more important on the operational planning of coming activities and timeline. A session identifying the risks as practical aspects of interaction among work packages has been held as well as a discussion on how to achieve work package (WP) goals and a session to discuss the business model and marketing strategies. The second day of the GA focused on the step forwards to achieve M4: Deployment of the HiSea service (M14) converging on the input required from the users on the frontend and the key element that users would like to be displayed on the platform. A session to organize the workshop user demonstration (MS6-due in M15) has been also arranged.

This document summarizes the conclusions of the discussions of the HiSea project partnership General Assembly meeting and lists the main Action items. The meeting enabled all partners to delve into the precise steps that need to be taken in order to deliver according to common engagements in compliance with the project's timeline and pave the way to creating the conditions to ensure optimal impact and sustainability of results.





## 1 Introduction

The summary report of the GA meeting is aimed primarily at project partners for an effective implementation of the contingency plan and describes the step forward in developing the HiSea platform.

This deliverable is broken down into the following sections:

- Section 2: State of HiSea Describes the status of each work package and the achievements reached up to now
- Section 3: Action Items: Describes the list of actions defined during the GA, its responsible and the timeline
- Annexes: Include the agenda, the participant list and photos from the GA

### 1.1 Venue and Participants

**Date:** November 25-26, 2019

**Venue:** Argans-f offices, Sophia-Antipolis, Nice, France

**Participants:**

Deltares: Ghada El Serafy, Sandra Gaytan Aguilar, Anna Spinosa

Argans-f: Antoine Mangin, Gilbert Langlois

Hidromod: Adelio Silva, Pedro Galvao

Ascora: Daniel Wegmann

VPort: Mark Tanner

Agora: Menelaos Chatziapostolidis, Dan Gerstenfeld, Boaz Babai





## 2 State of HiSea

### 2.1 WP1 Project Management

**Presented by Sandra Gaytan Aguilar (Deltares) & Menelaos Chatziapostolidis (Agora)**

**Deliverables:** Submission of Deliverables has been totally in line with the schedule, with 15 (out of a total of 50) deliverables successfully submitted on time.

**Milestones:** 4 out of a total of 9 milestones have been successfully attained by respective partners.

**Upcoming deliverables, milestones, events, actions to be completed by the end of March 2020:**

- 13 additional deliverables to be submitted;
- 4 additional milestones to be achieved;
- the external review process is scheduled for Feb 12<sup>th</sup>, 2020;
- organize and leverage 2 workshops that will allow end-users from the port and aquaculture sectors to test the beta versions of services/products being developed;
- prepare a demo version of the platform;
- create a simple yet functional mobile app before the review meeting;
- prepare and submit a full technical and financial interim report.

**Virtual meetings:** It follows from the above that all partners will need to work intensely and as such, more frequent virtual meetings are planned.

Specifically, it was agreed that Ascora, Deltares, Argans, and Hidromod will organise regular bi-weekly meetings/CC starting the first week of December. End-user partners, i.e. Selonda and VPort will also be required to attend these meetings, according to the items on the agenda.

**Review meeting:** In preparation for the upcoming review meeting, all deliverables will be reviewed by the Coordinator (Ghada) who might come back to Lead Authors with requests for clarification/addition/amendment. Deliverable Lead Authors are invited to revisit the documents submitted and to be prepared to provide clarifications or propose modifications.

The External Review meeting will be held on Wednesday, February 12<sup>th</sup>, 2020 and will be accompanied by two internal meetings, a preparatory one the day before (Tuesday, February 11<sup>th</sup>), designed to enhance coordination and coherence among WPs and a follow-up the day after (Thursday, February 13<sup>th</sup>) that will allow partners to review remarks and designate the partners/people responsible for addressing them within the assigned timeline. All meetings will be hosted by Deltares at its premises and all partners are required to participate with at least one key, a leading member of their team.

The objective is to be able to present a full and clear picture of the progress made on all aspects, including services development, user engagement, business innovation, and outreach, to the reviewers.





**Interim Reporting:** Partners will prepare for the interim financial and technical report that will cover the period 1/1-31/12/2019 and is due to be submitted by the end of February 2020. In December 2019 Agora will circulate the Financial and Technical report templates which need to be filled out and Partners are requested to send them back with all required data and information by the end of January 2020 at the latest. WP leaders will each be responsible to lead the preparation of their respective WP technical reports.

## 2.2 WP2 User Engagement

**Presented by Mark Tanner (VPort)**

Further to the successful end-user workshops in early summer 2019, the challenge now is to keep stakeholders interested which implies that the project focuses on what can be done within its lifetime.

**Workshops:** The workshops on users' requirements (MS5, see D2.1: Initial report on the users' feedback for more information) provided valuable input for the elaboration of D3.6: Report on technical requirements for the service platform and the two workshops scheduled for the end of February-beginning of March 2020 (MS6: workshop user demonstration I) should significantly contribute to the development of the WP6 deliverables due by the end March 2020.

For the sake of efficiency, the two workshops for end users in the port and aquaculture sectors will be merged into one that will span two days; This will enable cross fertilisation between the different sectors, especially where the same stakeholder has an interest in both sectors. In addition to joint meetings where the HiSea platform prototype will be demonstrated and validated, separate parallel sessions will be held for each sector to facilitate focused dialogue among the developers and end users.

The target audience will be comprised primarily of the attendees from the June workshop in Valencia representing the port sector and, in addition to Selonda, key aquaculture sector enterprises from the Atlantic, representing the aquaculture sector. Members of government and EU will be invited to participate to further increase impact.

The planned venue is Valencia, at the VPort premises or at a conveniently located meeting room, and the date will be in the first week of March, 2020, in order to allow the integration of the Workshop results into WP6 deliverables, particularly D6.3: Report on Service test and Validation.

Previous experience has shown that IT tools can be used by operators but people working in the field, particularly in the aquaculture sector, prefer far simpler solutions such as mobile apps that they can access through their smartphone. Building on the users' requirements as in D3.6: Report on technical requirements for the service platform and on the application requirements as in D4.2: HiSea frontend draft, Hidromod will lead the creation of a matrix that will list user stories and match them with the type of end users. The March workshop will be an opportunity to present the specific use cases and associated demonstrations.

## 2.3 WP3 Service Specifications and User Requirements

**Presented by Antoine Mangin (Argans-f)**







**User-driven development of services:** The driving idea of WP3 is to lead to the creation of a user-friendly platform that can become a tool to ensure the sustainability of HiSea services. Sustainable services must add clear value to users by providing knowledge they need which is derived from collected data (rather than only presenting actual data). Submitted deliverables, particularly D3.2, will be reviewed in order to establish links with use cases and determine what types of indicators and data will be uploaded on the platform.

Activity implementation and deliverable completion have been up to now on track and no major difficulties are expected in this regard. Seven deliverables have been submitted on time and this is expected to continue.

**Increase the iterative process with end users:** There is a pronounced need at this stage to accelerate and intensify meetings and feedback sessions with end users as part of the iterative development process. Previous experience of Argans-F has highlighted the need to propose an innovative but simple toolbox adapted to the actual needs of the end-users. To achieve relevance and added value to users, frequent iterations with them is an absolute requirement, and this was reported to be currently lacking with the aquaculture sector users, i.e. Selonda. To cover this gap, the Coordinator together with Argans-F will contact the new Selonda team and employ experience and knowledge accumulated within the SAFI project. The priority given to serving the needs of the users will be reflected by the development of a “how to serve end-users roadmap” and its inclusion in D3.9.

Argans-F mentions that two types of users must be considered to serve the purpose of use cases. One type of user (say A) requires flexible dashboards to customize the environmental reporting requested for his activity. Another type of user (say B) will need simpler means of getting information such as smartphone to deal with his working environment (ie not in an office). This splitting is particularly sensitive for aquaculture where people are often working on farms with minimal (if no) access to the Internet while others are working in connected areas. To address the second type of users (B) Argans-F is developing an experimental web app that could be deployed on (and accessible from) a mobile phone to provide simple environmental parameters (e.g. water temperature, salinity...) and their short-term evolution in time. This prototypal web app is also expected to trigger some reaction and feedback from the aquaculture community. It might end up with either a negative or positive feedback from the community (from discussion with users, we believe that it will be positive). If needed this tool could easily be adapted to meet requirements and serve the ports sector as well.

Note: During day 2 of the meeting this web app was discussed again. To facilitate its deployment and to reach something relevant and ready for the workshop (in early March 2020), Argans-F proposes that Ascora gives help to Argans-F by preparing the API that will link the data supplied by Argans-F for HiSea platform (presently referenced into a database) to the Web App. The same API will be used to link same data with the dashboard. Daniel (Ascora) says that he needs to discuss it internally before going back to Argans-F. Since the API will be developed under the HiSea framework and using HiSea resources, all services, dashboards, apps or webpages that make use of the API will display the HiSea Logo. In the meantime, a draft version of D3.8-Report on End user’s needs and requirements due for January 31, will be circulated to partners already before Christmas.

## 2.4 WP4 Service Design and Cloud Computing

**Presented by Adelio Silva (Hidromod)**





The main issues related to the platform that need to be tackled include.

Ascora will present in the next technical CC (12/12) a sample of representative applications they have developed which will serve as orientation material for the HiSea Apps.

End user partners in HiSea will also be consulted about their preferred way of authentication.

Hidromod will also lead the preparation of a non-technical document for HiSea end user partners that will present the features of the 2 main design options (flexible vs fixed) and which will serve as a basis for a discussion with end-users.

Regarding the modelling aspect, Deltares will meet (virtually) with Hidromod to discuss and decide between the different options.

Ascora, Hidromod, and Deltares will also have a CC before the end of December 2019 to prepare a prototype app by the end of January 2020.

## 2.5 WP5 Service Implementation

**Presented by Daniel Wegmann (Ascora)**

Ascora is currently working on several aspects simultaneously including Grid Service Module, Integration of Deltares Models (using different modules for processing model data such as Data Conversion (DC), Data Download (DL) and Boundary Conditions (BL)). Integration of Algorithm Modules, Dashboard preparations for Grid data integration (leaflet.js) and Dashboard Design. All development is guided by the specifications provided by WP3 and seeks to fulfill the technical requirements set by WP4. Main risks, besides an expected slowdown due to imminent Christmas holidays, include insufficient input from end-user partners, high User Interface (UI) demands and uncertainty about DIAS potentiality. Actions to overcome these risks include:

- Hidromod and Deltares will follow up on the integration of algorithm models;
- Pedro (Hidromod) and Daniel (Ascora) will proceed with the creation of a fixed dashboard which will be presented at the review meeting and will then go on to add a flexible dashboard to be presented in the upcoming workshop.
- Ascora will aim to have the 1<sup>st</sup> prototype of the holistic platform in February, ahead of the end-user workshop

## 2.6 WP6 Service Operability, Validation, and Demonstration

**Presented by Ghada, Sandra and Anna**

Significant progress was reported with the elaboration of Workshop User Requirements while in-situ data was provided by Selonda. Deltares applied high resolution models on Selonda installations in Greece.

Deltares would seek now to obtain more in-situ data from the port sector and collect input from the platform development process, both backend and front end, in order to organize a successful user workshop and fully integrate its model on the platform.





## 2.7 WP7 Innovation Management, Exploitation, and Business Planning

### Presented by Menelaos (Agora)

In 7.2 Agora will lead the update of the Market analysis with the contribution of Argans and Hidromod.

Business models could target end users through intermediaries while the HiSea package would become more competitive if it could develop some products in addition to services.

Argans' experience with SAFI demonstrated that although a rather robust service was developed, they completely missed the marketing and evaluation aspect, which are critical success factors.

Educating people to appreciate the value of the services and the products is an essential element for the transition from a subsidized project to a competitive business.

This gap could be covered by the work of Agora. They will assign partners with precise roles and specific contributions for the purpose of raising awareness and training.

Remote sensing / monitoring generates services that in many cases can be accessed for free as part of a larger service package. For example, this happens often in aquaculture with big food retailer chains. The strength of the HiSea consortium lies in its capacity to offer a versatile toolbox that can support a broad range of customers with smart services based on solid data and knowledge derived from those data.

An important aspect that also needs to be covered is to present partners with various legal options that will be able to sustain the operation of HiSea. These must consider constraints that some partners face. For example, Deltares cannot be a shareholder of any private entity, which implies that it may be assigned an advisory role.

End users' keen interest to use HiSea services to help them comply with EU legislation is another important parameter that needs to be considered in the business planning process.

Agora will proceed to circulate the Business Canvas exercise to partners and based on this feedback will create an initial version of a living document which will include discussion points as mentioned above.

This living document is expected to be a key element for integrating the results of the workshop in early March 2020 and a forceful demonstration of the viability prospects of the HiSea initiative in the review process, earlier in February.

## 2.8 WP8 Marketing, Communication and Visibility

### Presented by Dan (Interteam/Agora)

The HiSea communication strategy is in full motion with a [website](https://hiseaproject.com/) (<https://hiseaproject.com/>) and social media accounts ([Facebook](#), [Twitter](#), [LinkedIn](#) and [YouTube](#)) being regularly updated.

HiSea partners are requested to become more active in promoting these project media channels. Specifically, all partner team members are requested to:





- visit and comment HiSea social media accounts as well as the website;
- provide ideas and possibly some raw material for the development of stories of interest to draw public attention and highlight the value and novelty of the HiSea approach;
- regularly update the dissemination team about participation in future events, in which the project will be presented, before and after the event takes place.

In addition, each partner should send at least one link to an ongoing relevant project while the Newsletter that will be created will be translated by the end-user partners to local languages (EL/ES) and possibly disseminated in the national press.

Deltares will create a Roadmap for Scientific publications (M28) and will also send a link announcing the election of HiSea Coordinator, Dr Ghada El Serafy to the post of Associate Professor of Delft University. The consortium congratulates Ghada on this promotion.





### 3 Action Items

#	Description	Responsible	Date Due
1	Organise regular bi-weekly meetings to monitor overall progress	Sandra & Anna	1 <sup>st</sup> week of December
2	Review submitted deliverables	Lead Authors	10 January
4	Mark the dates and plan for the External Review Meeting that will be hosted by Deltares	All partners	11-13 February
6	Send to all partners Technical and Financial Interim Report templates with instructions	Milena	10 December
7	Fill out and send Technical Interim Report templates to Agora	All WP leaders	25 January
8	Fill out and send Financial Interim Report templates to Agora	All partners	25 January
9	Host and organize a 2-day user workshop MS6	Mark	1 <sup>st</sup> week of March
10	Decide the exact date and venue of the 2-day user workshop	Mark	1st week of December
11	Identify and brief key audience from port sector	Mark	20 January
12	Identify and brief key audience from aquaculture sector	Andreas	20 January
13	Create a matrix listing use cases and matching them with the type of end users	Pedro	31 January
14	Review D3.2 in order to establish link with use cases and determine what types of indicators and data will be uploaded on the platform.	Antoine	20 December
15	Circulate a draft version of D3.8-Report on End user's needs and requirements	Antoine	20 December
16	Start an iterative process with Selonda in order to build a " How to serve end-users roadmap "	Antoine	10 January
17	Deltares will add Cindy to the project team and arrange a CC with Pedro to discuss and advance with key WP4 issues	Sandra & Anna	5 December





18	Ascora will present representative Apps in the next technical CC (12/12/2019)	Daniel	12 <sup>th</sup> December
19	End user partners in HiSea will be consulted about their authentication preferences	Daniel	20 December
20	Preparation of a non-technical document for HiSea user partners that will present the features of the 2 main design options (flexible vs fixed) for the dashboard.	Pedro & Daniel	20 December
23	Deltares will organize a CC with Hidromod to discuss and decide between the different options regarding the modelling aspects.	Anna & Sandra	15 December
25	Ascora, Hidromod and Deltares will prepare a prototype App by end January 2020	Anna & Sandra	20 December
26	Hidromod and Deltares will follow up on the integration of algorithm models	Pedro	15 January
27	Pedro and Daniel will proceed with the creation of a fixed dashboard in advance of the review meeting	Daniel & Pedro	25 January
28	Ascora will aim to have the 1st prototype of the holistic platform in February, ahead of the end-user workshop	Daniel	25 January
29	Circulate the Business Canvas exercise to Partners and collect their feedback	Simon & Baruch	5 December
30	Create a living business planning document	Simon & Baruch	5 January
31	Visit and comment HiSea social media accounts and website	All	20 December
32	Provide ideas for the development of interesting blog stories	All	31 December
33	Provide a link to a relevant ongoing project	All	31 December





## Annexes

### A1. AGENDA

**HiSea General Assembly Meeting**

**Date: November 25-26, 2019**

**Venue: Nice, France**

**Monday, November 25, 2019**

Timing	Topic	Moderator(s)	Comments/Deliverables
08:30 - 09:00	Registration		
09:00 - 09:05	Welcome & logistics	Antoine & Argans-F Team	
09:05 - 9:30	<b><u>State of HiSea</u></b> Timeline Interim Report in Month 12	Ghada & Agora Team	
9:30 – 10:20	Report on WP activities <ul style="list-style-type: none"> <li>• WP1</li> <li>• WP2</li> <li>• WP3</li> <li>• WP4</li> </ul>	WP Leaders	Presentation on past activities but also on the coming activities, timeline, risk identification and how to achieve WP goals
10:20 – 10:40	<b>Coffee Break</b>		
10:40 - 12:00	<ul style="list-style-type: none"> <li>• WP5</li> <li>• WP6</li> <li>• WP7</li> <li>• WP8</li> </ul>	WP Leaders	Presentation on past activities but also on the coming activities, timeline, risk identification and how to achieve WP goals
12:00 - 13:30	<b>Lunch Break</b>		





14:00 – 17:00	<b>Session 1</b>		
14:00-15:30	Challenges in achieving Services	Ghada	Open discussion
15:30 – 16:00	<b>Coffee Break</b>		
16:00– 17:00	Business model / Marketing strategies	Simon	Open discussion
14:00 – 17:00	<b>Session 2</b>		
14:00-15:30	Frontend implementation	Pedro	Technical People
15:30 – 16:00	<b>Coffee Break</b>		
14:00 - 17:00	Backend implementation	Danny	Technical People

*Dinner*







**Tuesday, November 26, 2019**

Timing	Topic	Moderator(s)	Comments/Deliverables
09:00 – 11:00	<b>HiSea platform – Demo presentation &amp; MS3</b>	Danny (Ascora)	Input required from the users on the frontend and the key element that they would like to be displayed on the platform. MS3: Here we need to identify the key element and tasks that need to be done in order to achieve this Milestone
11:00 – 11:15	<b>Coffee Break</b>		
11:15 – 13:00	<b>MS6: Workshop user demonstration (M15)</b>	Deltares Team	Input required from the users (VPort and Selonda)  - who to invite? - when - where
13:00 – 14:30	<b>Lunch Break</b>		
14:30 – 16:00	<b>Next meeting preparation</b>  Review meeting	Bracha & Deltares Team	

***Wishing us all a successful and enjoyable HiSea General Assembly Meeting***





## A2. Participant List

HiSea General Assembly

Date: 25<sup>th</sup> of November 2019 Nice (France)

Name	Organization	Signature
ANNA SPINOSA	DELTARES	
DAN CERSTENFELD	INTERTEAM/AGORA	
Menelaos Charzippostolidis	AGORA	
ANTOINE MANGIN	ARGANS	
Ghada EL Serafy	DELTARES	
Boaz Babai	InterTeam/Agora	
Mark Tannes	UPOBT	
Sandra Gaytan	Deltares	
Daniel Wegmann	Ascora	
ADÉLIO SILVA	HIDROMOD	
PEDRO GARVÃO	HIDROMOD	
LHAMELOIS Gilbert	Argans	





HiSea General Assembly  
Date: 26<sup>th</sup> of November 2019 Nice (France)

Name	Organization	Signature
Menelaos Chouziopoulos & Lidi	Agora	
ANNA SPINOSA	DELTA RES	
Sandra Gaytan	Deltares	
Mark Tanner	VPorts	
LANGLOIS Gilbert	ARGAIS	
DAN GERSTENFELD	INTERTEAM/AGORA	
Boaz Bahai	Interteam / Agora	
Daniel Wegmann	Agora	
Peter Lubin	HIDRONOD	
ANTOINE MANGIN	ARGANS	





### A3. Photos

