



PRediction Of Geospace Radiation Environment and Solar wind parameterS 637302

**Kick-off Meeting
January 12-13, 2015**

Brussels, Belgium

Minutes

Attendees

Robertus von Fay-Siebenburgen (Coordinator, Sheffield), Simon Walker (Project Manager, Sheffield), Paola Chiarini (Project Officer, REA), Tony Arber (Warwick), Michael Balikhin (Sheffield), Keith Bennett (Warwick), Natalia Ganushkina (FMI), Megan Hobbs (Sheffield), Bart van der Holst (Michigan), David Jackson (Stakeholder, via WebEx), Marianna Kosos (Sheffield), Vladimir Krasnoselskikh (LPC2E), Michael Liemohn, (Michigan), Dave Pitchford (Stakeholder,



via WebEx), Yuri Shprits (Skoltech), Magus Wik (IRF), Peter Wintoft (IRF), Vitaliy Yatsenko (SRI).

Agenda

The agenda, as previously circulated, was adopted.

Meeting Summary

January 12th REA

The meeting, chaired by the Coordinator, began with participants introducing themselves.

Michael Balikhin provided an overview of the Project aims and objectives.

A member from each institute then provided some background on the strengths and expertise possessed by the individual groups and their role within the Project.

Paola Chiarini provided a presentation viewing the position of the project from the Commission's perspective. Her presentation (available from the PROGRESS web site) covered REA and its role, Overview of other, Project reporting and reviews, Financial aspects of the project, Project dissemination.

Paola informed the Project that she would be leaving her present post in mid-February and that a new Project Officer would be assigned closer to this date.

Simon Walker provided an overview of the management structure, outlined the Project schedule, and outlined Project reporting and dissemination activities (presentation available from the PROGRESS web site). During this discussion Michael Balikhin was appointed chair of the Scientific Steering Committee and Dave Pitchford head of the Stakeholders Advisory Board.



January 13th Marriott Hotel

The potential date and venue of the next meeting were discussed. It was decided to aim for June 4-5, 2015 either in Frankfurt (ESOC) or LPC2E Orleans. Following this, most participants indicated that they would be attending the European Space Weather Week meeting in Ostend, Belgium at the end of November 2015 for a subsequent meeting.

A list of forthcoming conferences suitable for dissemination of PROGRESS related activities as compiled. This should be added to the Project web site **Action: AI-KO-1 SW add a list of conferences to web site.**

The participants requested a list of deliverables with readable delivery dates (e.g. year month) rather than current versions with Project month should be made available **Action: AI-KO-2 SW add list of deliverables to web site.**

The meeting then broke up into various splinter groups to allow the participants to discuss work related to the individual work packages.