



# PRediction Of Geospace Radiation Environment and Solar wind parameterS 637302

2<sup>nd</sup> Project Meeting  
January 14, 2016

University of Sheffield, Sheffield, UK

## Minutes

### **Attendees**

Zerefsan Kaymaz (external reviewer, ITU Istanbul, Turkey), Simon Walker (project manager USFD), Michael Balikhin (chair scientific steering committee USFD), Richard Boynton (USFD), Hua-Liang Wei (USFD), Natalia Ganushkina (FMI), Tony Arber (UW), Mike Liemohn (UM), Bart van der Holst (UM), Vitaliy Yatsenko (NASU), Peter Wintoft (IRF), Dave Pitchford (SAB), David Jackson (SAB).



## Summary of Meeting

The main idea of this Project Meeting was to discuss the outcomes of the Review and Stakeholder Meetings and to discuss a strategy to address the specific points that came out of the Review Meeting.

- **During the meeting there was no presentation from the beneficiary NASU.**

*A report will be attached to the minutes of the Review Meeting.*

Action: AI-PM2-1 SW: to add presentation to PR1 minutes

- **For deliverable D3.3 a draft report should be uploaded in February. It is then still possible to update it by requesting the Project Officer to 'reject it' to allow a new version to be uploaded.**

Action: AI-PM2-2 PW: to upload the document by mid-February

- **For travel outside the EU that was not foreseen in the proposal the Project Officer has to be informed. Permission for this travel will usually be granted provided there are no ethical issues involved.**

Action: AI-PM2-3 SW: add this to PROGRESS general information circular

- **Any travel fund by PROGRESS should be associated with some form of 'material output' as evidence that it occurred. Examples of material output include conference presentations, meeting minutes, etc. All conference presentations have to include an acknowledgement to PROGRESS. A suggestion for such an acknowledgement may be found on the project web site.**

Action: AI-PM2-4 All: Ensure that all PROGRESS related publications/presentations acknowledge the project and EC

Action: AI-PM2-5 All: Inform SW about the publication of papers acknowledging funding from PROGRESS. These will then be added to the project web site.

Action: AI-PM2-6 All: Send copies of all presentations that acknowledge PROGRESS to SW for inclusion on the web site.



- **Collaborations with other, currently funded EU space weather related projects is strongly encouraged, for example FLARECAST.**

*A list of FP7/H2020 funded space weather related projects was given to SW by the PO during the kick-off meeting in Brussels. Links to these projects may be found in the links section of the PROGRESS web pages.*

**Action: AI-PM2-7 SW: Determine a list of current projects and circulate to project members.**

- **There should be monthly project related telecons to keep the various teams better informed regarding the project status. There should be a telecom with the Project Officer every six months, initiated by the Project.**

*It was decided to hold project related telecons via Skype every two months in order to keep members informed as to the project status. It was decided to aim for the first Thursday in the month at around 16:00. The first should be in February to discuss the Project 1st Periodic Report. Following a request from the Stakeholder Advisory Board, members of the SAB will be invited to join in with these telecons to keep them up to date with the project. The Project Officer requested that the Coordinator/Manager/Chair SSC should hold a telecom every 6 months, initiated by the project.*

**Action: AI-PM2-8 SW: Organise telecons**

- **Commercial aspects of the Project should be given greater visibility, and should be clearly outlined in the minutes of the SAB meetings.**

*During the Stakeholder Advisory Board meeting it became clear where results and models generated by PROGRESS could fit in activities at SES and MOSWOC.*

- **For dissemination items there should be more quantitative indicators included. Such items should include the type and size of audience addressed, or the circulation of meeting minutes.**

*This information, which is being compiled for the Periodic Report will be added to the web site.*



Action: AI-PM2-9 SW: Add type and size of audience to list of presentations

- The financial submissions for the 1st Periodic Report should be completed by the end of February.

Action: AI-PM2-10 All: Ensure that your financial teams are aware of this deadline.

- Technical issues, based on the report of the external reviewer, will be made available to the Project within one month of the review meeting.

## AOB

None.

## Next Meeting

The next Project Meeting will take place in Helsinki on May 30-31, 2016. A draft agenda will be circulated in mid-April.