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DELIVERABLE 7.1

MEETING PLAN

Month 3

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PROJECT COORDINATOR: Georgiana Stan (TNO)
Coordinator's Organization Name: Nederlandse Organisatie voor Toegepast Natuurwetenschappelijk Onderzoek (TNO)

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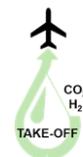
Executive Summary

This document illustrates the plan for the project meetings and it has as a starting point the DESCA Consortium Agreement as signed by all the beneficiaries.

The meetings plan is in line with the complexity of the project and its organizational structure. The organizational structure includes two management bodies which are:

- General Assembly (GA) consisting of one representative from each partner. The GA is chaired by the Project Coordinator. The GA take decisions in major issues that may affect the wide implementation and strategy of the entire project.
- Executive Board (EB) consisting of all the work package leaders. The EB is chaired by the representative of the Project Coordinator. The EB monitors the technical progress, approves progress reports and deliverables, assesses milestones, and deals with technical problems that concern two or more work packages.

When addressing the meeting plan, the following aspects are considered: representation in meetings function of the type of meeting, preparation for the meeting and minutes of meeting.



Document History

Revision History

This document has been through the following revisions:

Version No.	Revision Date	Name	Brief Summary of Changes
0	Issued for review	G.O.Stan (TNO)	
1	22/03/2021	P.van Os (TNO)	Addition to 2.1.1. on decision making and meeting representation.
2	23/03/2021	P.Moser (RWE)	Reference to the Consortium Agreement
3	25/03/2021	J.W. Könemann	Adjustment in phrasing in various subchapters

Authorisation

This document requires the following approvals:

Authorization	Date	Name	Signature
WP Leader or co-leader	25/03/2021	P.van Os (TNO)	Approved
Project Coordinator	25/03/2021	G.O.Stan	Approved



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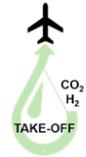
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1. TAKE-OFF Organizational Structure

The organisational structure of the project is shown in the following diagram (Figure 1). This structure matches the complexity of the project well and is in accordance with the recommended management structure of the DESCA model Consortium Agreement.

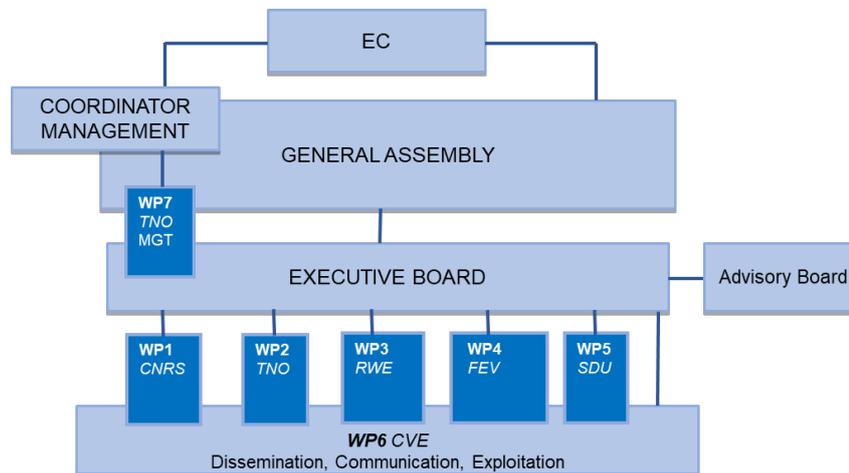


Figure 1. Organizational Structure TAKE-OFF

The organizational structure of the Consortium is composed of the following Consortium Bodies:

- General Assembly (GA) as the highest management body of the Consortium and decides on: major changes of the work plan; major budget shifts (between partners or WPs); entrance or exit of partner(s); IPR issues; basic criteria for exploitation plan for the project results beyond the project; change of Coordinator or Work Package Leader; how to resolve conflicts; approval of project deliverables; nomination of Advisory Board members; any unforeseen major technical and non-technical issues.
- Executive Board (EB) as the supervisory body for the execution of the project which shall report to and be accountable to the General Assembly and which is responsible for decision-making and the monitoring of technical progress: monitor and discuss the overall progress (timely meeting of deadlines); discuss and decide on technical problems when two or more WPs are involved; discuss and update the possible risks in the project and contingency plans; approval of deliverables and progress reports, and assessment of milestones; coordination of meetings and conference visits; prepare issues that should be decided by the General Assembly, e.g. IPR and major changes in work plan.
- The Coordinator is the legal entity acting as the intermediary between the Parties and the Funding Authority. The Coordinator is responsible for the overall management of the project, including the administrative tasks and all contacts with the EC and the Project Officer. The Coordinator at TNO will coordinate all technical activities (including progress reporting), organise and chair the meetings of the GA and EB managing bodies, assist in coordinating the dissemination and exploitation activities and represent the project in public exposure and media contacts.
- Work Package (WP) Leaders as the R&D work representatives and responsible for the day to day execution of the work as planned. The R&D work in the project will be executed in five technical Work Packages (WPs). Additionally, there are WPs for the project management, for commercial aspects (exploitation) and for dissemination of the project results. Each WP is managed by a Work Package Leader (WP Leader), provided by the partner that plays a central role in the specific WP.



Next to the above described Consortium Bodies, an Advisory Board (AB) is added to the organizational structure. The AB is supporting the EB in the performance of the tasks. The AB role is to advise about aligning the results of the project with the reference markets and European policy on renewable energy and thus to support the project consortium to undertake the most appropriate routes towards market up take of the developed technologies.

In the Consortium Agreement a more detailed description of the governance, roles and responsibilities and decision processes are described.

2. Meeting Plan

2.1. General Assembly meetings

2.1.1. Representation in meetings

During the General Assembly meetings, one representative of each beneficiary needs to be present and to participate in a cooperative manner in the meetings. The meetings are chaired by the Project Coordinator unless decided otherwise in a previous meeting of the General Assembly. The duration of a General Assembly meeting is between 4 to 8 hours. The General Assembly shall not deliberate and decide validly unless two-thirds (2/3) of its Members are present or represented (quorum). Decisions shall be taken by a majority of two-thirds (2/3) of the votes.

2.1.2. Meeting preparation

The Coordinator convenes the meetings of the General Assembly. These meetings take place once per year and in extraordinary conditions, the meetings will take place at the request of the Executive Board or at the request of 33% of the beneficiaries of the General Assembly.

The Coordinator has the obligation in sending a written meeting notice to all members of the GA no later than 45 calendar days before the planned date of the meeting.

The agenda for the meeting is prepared and sent by the Coordinator to all beneficiaries of the General Assembly. The agenda needs to be sent in time and no longer than 21 calendar days before the planned date of the meeting. The agenda can be completed with new items by any member of the General Assembly. The new items on the agenda need to be communicated no longer than 14 calendar days before the planned date of the meeting.

2.1.3. Minutes of meeting

After each General Assembly meeting, the Coordinator will produce and distribute the minutes of meetings to all the beneficiaries. The minutes of meetings are considered final if within 15 calendar days from sending no beneficiary has sent an objection or comments to the distributed file. The minutes of meeting will be recorded and stored in the Project Share Point.

2.1.4. General Assembly meeting plan

In the table below the plan for the General Assembly meeting is illustrated. The meetings can be face to face or virtual (considering the current COVID-19 pandemic situation). The plan is subject to change. The General Assembly meeting will take place at least once per year. The month and date are not set at the moment this document was written.



GA meeting	Year 1	Year 2	Year 3	Year 4	Notice of meeting	Sending the agenda
Ordinary	October 2021	October 2022	October 2023	October 2024	45 calendar days	21 calendar days
Extraordinary	At any time upon written request of the Executive Board or 33% of the Members of the General Assembly				15 calendar days	10 calendar days

2.2. Executive Board meetings

2.2.1. Representation in meetings

During the Executive Board meetings, at least one representative of each Work Package leader needs to be present and to participate in a cooperative manner in the meetings. The meetings are chaired by the Project Coordinator unless decided otherwise in a previous meeting of the Executive Board by a majority of two-thirds. The duration of an Executive Board meeting is between 4 to 8 hours.

2.2.2. Meeting preparation

The Coordinator convenes the meetings of the Executive Board. These meetings take place at least twice per year and in extraordinary conditions, the meetings will take place at the request of any member of the Executive Board.

The Coordinator has the obligation in sending a written meeting notice to all members of the EB no later than 14 calendar days before the planned date of the meeting.

The agenda for the meeting is prepared and sent by the Coordinator to all beneficiaries of the Executive Board. The agenda needs to be sent in time and no longer than 7 calendar days before the planned date of the meeting. The agenda can be completed with new items by any member of the Executive Board.

2.2.3. Minutes of meeting

After each Executive Board meeting, the Chairperson will produce and distribute the minutes of meetings to all the beneficiaries. The minutes of meetings are considered final if within 15 calendar days from sending no beneficiary has sent an objection or comments to the distributed file. The minutes of meeting will be recorded and stored in the Project Share Point and shared with the GA.

2.2.4. Executive Board meeting plan

In the table below the plan for the Executive Board meeting is illustrated. The plan is subject to change. The Executive Board meeting will take place at least twice per year. The month and date are not set at the moment this document was written. The Advisory Board will be invited once per year to the EB Meeting at a certain time slot. The Advisory Board does not need to participate to the complete EB meeting.



EB meeting	Year 1	Year 2	Year 3	Year 4	Notice of meeting	of Sending the agenda
Ordinary	June 2021 December 2021	June 2021 December 2021	June 2021 December 2021	June 2021 December 2021	14 calendar days	7 calendar days
Extraordinary	At any time upon written request of any member of the executive board				7 calendar days	2 calendar days

2.3. Work Package meetings

The Work Package meetings are under the responsibility of each Work Package Leader. The Work Package Leader will convene the meetings at least 4 times per year (each quarter) in order to ensure progress on deliverables of the project and alignment between the beneficiaries involved in the specific Work Package. The meeting’s agenda is sent at least 7 calendar days prior to the meeting and the minutes of meeting are first distributed for review to the beneficiaries involved in the meeting. Once the minutes are considered final, they are stored on the project Share Point to be readily available if needed to the GA and EB.