



# Meeting Minutes

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## WP8 - 2<sup>nd</sup> WP Leaders Meeting

*Date:* 29-06-2016  
*Time:* 13:45 – 15:15  
*Location:* Matis, Reykjavik, Iceland

### *Participants*

Anne-Belinda Bjerre	DTI (Coordinator & WP8 leader)
Charlotte Øhlenschläger	DTI (Financial officer)
Bert Groenendaal	SIOEN (WP1 leader, chairman)
Xiaoru Hou	DTI (WP2 leader)
Ana López Contreras	DLO (WP3 leader)
Wouter Huijgen	ECN (WP4 leader)
Jaap van Hal	ECN (WP5 leader)
Jonna Fry	ERM (WP6 leader)
Rita Clancy	EURIDA (WP7 leader)
Truus de Vrije	DLO (minutes)

### *Agenda*

1. Next 3 meetings, places and dates
2. ½ Year report, comments and suggestions
3. Dissemination, next coming year
  - newsletter
  - blog
  - script for movie, set the team
4. Advisory board, selection of members



## *Minutes of meeting*

### **1. Next 3 meetings, place and date**

*2<sup>nd</sup> Project meeting:* Wageningen, the Netherlands, organized by DLO. Date: 2<sup>nd</sup> week of January, 2017.

Structure of the meeting: 1<sup>st</sup> day from 9:00, WP meetings (parallel, if needed); 2<sup>nd</sup> day, Project meeting with 20-30 min WP summaries. (Ana will send around a suggested schedule). Bert suggest to include a 1 h biorefinery visit, to the facilities of FBR

*3<sup>rd</sup> Project meeting & Review meeting* (1 - 18 months period): Brugge, Belgium, organized by SIOEN and the Coordinator, resp. Date: last week of June, 2017. Exact date of the Review meeting will depend on the availability of new Project officer. Proposed dates are Wednesday June 28 or Thursday June 29.

Rita suggested to organize a 2 – 4h meeting with stakeholders at SIOENS' premises (which is close to Gent's pilot plant), the target group to be dependent on the Project's progress. Preferably it should be combined with another event.

*4<sup>th</sup> Project meeting:* Factory of Fermentation Experts, Denmark. Date: November, December 2017 or January 2018.

The first visit to a cultivation site will be most probably at SAMS, Scotland, in May 2018. This will be a good opportunity to demonstrate an optimized harvest equipment (Bert).

### **2. ½ Year report**

The process of preparing ½ year WP reports was discussed, everyone is satisfied with the result. Ana mentioned that she asked all Task leaders for input on the progress in WP3 and this worked quite well. She also mentioned that the DLO Financial department was not happy with the extra work for the ½ year financial reporting. Apparently this was not the case with the other partners and all agreed that the financial report is very useful. Charlotte mentioned that partner-specific data is available for WP leaders, i.e. person months per partner per WP. An excel sheet will be sent to the WP leaders (sent on 4<sup>th</sup> July by Charlotte). Future dissemination activities can be reported in the ½ year report, for completed dissemination activities Rita will deliver a template and these data will be reported as part of WP7.

### **3. Dissemination**

3a. Movie. Rita was invited by one of the organizers of the Expo 2017 "Future Energy", Astana Kazakhstan, June 2017, to present a video, movie or else in the future energy vision session. The budget allows for at least two movies, one running and another shorter one streaming on the visitors' iPads. The idea was discussed in the WP7 meeting and attention should be paid to the following items: 1) what is the target group (not only the Expo visitors, but for a broader public); 2) what is the message; 3) who will produce the movie. At the end of the year 2016 a sort of script should be ready.



Bert mentioned that a professional team of the EC offers free movies of a few minutes with input from the partners themselves.

3b. Blog. The first blog will be prepared by Adrian Macleod (SAMS). Jaap ‘volunteered’ for preparing the second blog.

3c. News item for web site. 1) Picture or movie of harvest of seaweed. 2) Macrofuels’ presentations for conferences on internal web site (suggested by Wouter). 3) Real time Tweet with picture of presenting person, by Rita (sent Rita the picture).

Bert asked for a general Macrofuels presentation of a few slides to be used as part of larger presentations at conferences. Rita and Anne-Belinda agreed, Rita will prepare the slides.

Reporting of dissemination activities: Reporting of flyers and brochures afterwards as “handed out at FAIRS, conferences and other occasions”. If Macrofuels is a key subject then Rita should be informed in advance, she and Bert can be of help with the dissemination activity.

#### **4. Advisory board**

The Advisory board should consist of 3 members involved in biofuels (Jaap & Anne-Belinda). After some discussions the following list of companies to be contacted by:

Statoil	Jonna
Fuel company	Ana (via Rene van Ree)
Biofuel company	Bert
MIP, French MP	Anne-Belinda
SkyNRG	Wouter

#### **5. Next WP leaders meeting**

Every 2 months WP leaders meetings are held. The next one will be at the end of August (organized by Jaap).

#### **6. Any other business**

None.

*Noted by Truus de Vrije, revised by Ana López Contreras and Xiaoru Hou*



### Action List

Action item	Responsible
Organization 2 <sup>nd</sup> Project meeting. January 2017, Wageningen	Ana Lopez Contreras - DLO
Organization WP leaders meeting by Skype. End of August 2016	Jaap van Hal - ECN
Excel sheet on partners' person months per WP for WP leaders	Charlotte Øhlenschläger - DTI
Movie, end-of-year 2016 preparation of a script	Rita Clancy - Eurida
Preparation of blogs	Adrian Macleod – SAMS, Jaap van Hal - ECN
General MacroFuels presentation, few slides	Rita Clancy - Eurida
Contacting selected Advisory board members	Jonna Fry – ERM, Ana Lopez Contreras – DLO, Bert Groenendaal – Sioen, Anne-Belinda Bjerre – DTI, Wouter Huijgen - ECN