



to Co-ordination Group ESSnet Big Data  
cc  
from Martin van Sebille

subject Final minutes 0.1th CG meeting ESSnet BD II by WebEx 22nd of August 2018  
2018-08-30

*Participants:*

Peter Struijs (Chairman)	√	Marek Morze (PL WPH)	√
Martin van Sebille (Secretary)	√	David Salgado (PL WPI)	
Marc Debusschere (Deputy WPA)	√	Marek Cierpial-Wolan (PL WPJ)	√
Tomaž Špeh (PL WPB)	√	Alexander Kowarik (PL WPK)	
Galya Stateva (PL WPC)		Natalie Rosinski (PL WPL)	
Maiki Ilves (temporary PL WPD)	√		
Anke Consten (PL WPE)	√		
Monica Scannapieco (PL WPF)	√		
Johan Fosen (PL WPG)	√		

*Replacements/Guests:*

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**1. Opening and agenda**

Peter welcomes everybody to the 0.1<sup>th</sup> meeting of the Co-ordination Group of the ESSnet Big Data II (CG). This meeting is a meeting for the preparation of the submission. Galya, David, Alexander and Natalie couldn't attend the meeting. Toomas Kirt changed jobs. Maiki is now temporarily project leader of WPD. As this is a meeting to prepare for the submission, Eurostat and members of the Review Board are not invited.

The minutes will mainly sum up the actions to be done and the time frame.

**2. Short introductory round**

Every attendee gives a brief introduction of him/herself.

**3. State of affairs**

Received are the texts written by the WP leaders and preparations are done on the budget and the general part by Martin and Peter.

In the last weeks there has been some communication on contents and some introductory WebEx meetings with new WP leaders.

We also stay in contact with Eurostat. Their role is to facilitate and answer questions. During the project Eurostat also attends the CG meetings.

Still ongoing is the specification of the distribution of tasks and number of days. This has been asked by the WP leaders to the partners.

The following is still to be done:

- finalize texts, distribution of tasks, number of days
- coordination and integration of contributions
- write general part of text (by coordinator), based on this meeting and earlier exchanges (e.g. meeting schedule and risks)
- work out the budget (in particular: specification of days in terms of grades, per work package, per country)
- submission of proposal

#### 4. Current list of WPs and partners

There has been a change of WP leader for WPD (from EE) as mentioned at point one.

For the naming of the WPs short names are introduced. There has been contact with Eurostat on this. There were four issues:

- WPH Earth Observation, the name has been confirmed.
- It is decided to change WPI Mobile Phone Data into Mobile Network Data.
- WPJ Smart Tourism will be changed into Innovative Tourism Statistics.
- It is decided to change WPL Trusted Smart Statistics into Preparing Smart Statistics).

There are some question marks in the table for the partners in WPH. According to Marek M, all these partners are involved in the WP.

Monica (WPF) mentions that Greece is no longer involved in WPF and that Italy is also partner in WPJ. **Monica** will react to the text compiled by Marek C.

The distinction between NSI and other partners for FI and FR for WPB, WPC, WPF, WPH, WPI, WPL is partly solved. **Peter** will update the overview and contact WP leaders not present at this CG meeting about outstanding issues.

#### 5. The general part of the proposal

##### 1. Meetings and travels.

- Meetings foreseen: For each track a kick-off meeting and mid-term meeting which should be organized by WPF, WPK and WPL, respectively. (2 days and 3 nights; 1 person per country only; one extra for the organizing WP; 1 RB member; one extra for WP leader countries for the mid-term meetings). The specific month has to be mentioned in the proposal (may be changed later).
- BDES 2020 will take place in Poland (3 days and 2 nights, 1 person per country, extra person next to the WP leaders).
- One meeting per WP halfway 2019 and halfway 2020 (2 days and 2 nights, 1 person per country)

There were very few specific suggestions made. In the proposal we keep the meeting schedule generic and specify or adjust at kick-off meetings (within budget foreseen). Refer in the text to the general meeting schedule.

2. Work by non-partners and work by partners without payment. For non-partners it is preferred that the work is done without payment. Payment is also possible for a product specified in advance. Avoid other (non-ESS partner) institutions on the payroll, so that they have no working days in the budget. Ireland and United Kingdom are partners without payment. Mention these partners in the proposal where they are involved but the number of days will be zero. The proposal must specify their contribution. Internships and similar arrangements are possible in principle.
3. Communication. The communication will be organized in the same way as in the former ESSnet project. We reuse the wiki, the public and restricted one and also a mirror site on the CROS-portal of Eurostat.
4. Review Board. The role of the RB is to review the deliverables, give constructive comment to increase the quality and keep an eye on cross issues as well. The membership will possibly be extended from 3 to 5 people. In the former ESSnet project they did it for free and in this ESSnet there might be some remuneration. A WebEx meeting is to be held with the former members.
5. Internal organization. The monthly CG meetings by WebEx will be the same in the new project. It was held always on Wednesday morning and the suggestion is to keep it that way. There were no objections to this from the attendees. **Peter** will also consult WP leaders not present at this CG meeting about this.

## 6. The proposal for the WPs

There seems to be no major problems with the budgetary framework.

The guidelines for making the proposal have not been entirely followed by everyone. Please take into account especially the following:

- involvement of subject matter experts
- distinction between deliverables and milestones (milestones may be specified later)
- number and spread of deliverables
- length of the text (5 to 10 pages per WP)
- build on what has been done already (in ESSnet or elsewhere)
- make ESS dimension clear
- links between WPs must be clear (esp. if results depend on other WP)

From now on, no space will be put between “WP” and the character designating the WP: for instance, write WPA instead of WP A.

1. Implementation WPs. The question was raised if research is still possible within the implementation track. The answer (checked with Eurostat) is that this is fine as long as it is addressing missing issues that are required for implementation. Peter asks **Monica** (WPF) to have a look at the texts of the other WPs of implementation. The preparation of the kick-off meeting and the mid-term meeting of the implementation WPs is also a task of WPF.
2. Pilot project WPs. **Peter** will ask Alexander (WPK) to have a look at the proposal of the other pilot WPs. The preparation of the kick-off meeting and the mid-term meeting of the pilot WPs is also a task of WPK.

3. Preparing Smart Statistics. The preparation of its own kick-off meeting and mid-term meeting is obviously also a task of this WP.

## **7. Budget matters**

The overview document is a summary table of Annex III (excel sheets per country) according to the limited provisional information available now. It is presented per WP for managerial reasons. After the start of the ESSnet it will be provided about every one or two months and presented at the CG meetings in order to see the progress in days and money spent. This must be in line with the progress of the deliverables and the overall planning.

For the preparation of the budget, detailed information is needed: per country or partner (e.g. Luke) and per WP, the days of employees working on the project must be known for each tariff level according to the unit costs of the partner as agreed with Eurostat. This data will be collected by the coordinator.

Countries will get an example how to fill in the template. The levels of the unit costs are already available to Martin for most partners, but this will be checked (or asked for, if not available yet) with the partners in the coming weeks.

## **8. The process between now and 20 September, and the period between submission of the proposal and the formal start of the ESSnet**

The following points have to be carried out:

- see “still to be done” at point 3
- texts etc. may be improved till the end
- all decisions relevant to budget must be made not later than one week before submission, but the coordinator may need to make small adjustments at the end
- draft general part of text by the coordinator (including many points dealt with during this meeting)
- preparation of submission process coming weeks (partners will be contacted if needed)
- finalization of budget in week of submission
- submission (deadline is 20<sup>th</sup> of September at 5 PM)
- after approval of proposal: some minor adjustments are possible before signing (reasons: technical; adjustment to rules and regulations; new info such as on meetings)
- mandates after approval

## **9. Any remaining issues and closing**

**Peter** will contact those WP leaders who could not attend the meeting for matters discussed at this meeting.

On the question if an extra CG meeting (number 0.2) is needed before submission the answer was positive, although meetings at the level of the separate tracks may be preferred, since more discussion on contents would then be possible.