



An Ecosystem of Citizen Observatories for Environmental Monitoring

WeObserve D.1.1 Kick-off meeting summary and detailed project workplan

Work package	WP1: Project Coordination, Management and Support
Task	Task 1.1: Project and consortium administrative management
Deliverable Lead	IIASA
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Partners

















Revision and history chart

Version	Date	Main author	Summary of changes	
0.1	18/01/2018	Dahlia Domian	Initial draft based on kick-of meeting notes	
0.2	29/01/2018	Inian Moorthy	Restructure tables and edit sections	
0.3	30/01/2018	Uta Wehn, Dahlia	Review and edits; addition of annexes	
		Domian, Inian Moorthy		
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		Moorthy		



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List of abbreviations and acronyms

Abbreviation	Meaning
СО	Citizen Observatory
EU	European Union
FP7	Seventh Framework Program
EO	Earth Observation
СоР	Community of Practice
GEO	Group on Earth Observation
EC	European Commission
DG-ENV	Directorate-General for Environment
COWM	Citizen Observatories for Natural Hazards and Water Management
MOOC	Massive Open Online Course
GROW	GROW Observatory
GEOSS	Global Earth Observation System of Systems



Executive Summary

The primary mission of the WeObserve project, officially launched in December 2017, is to move citizen science into the mainstream by building a sustainable ecosystem of citizen observatories and related activities. The WeObserve consortium brings together the current H2020 COs (Ground Truth 2.0, GROW, LandSense, Scent) to actively open up the citizen science landscape through wide ranging networks, users, and stakeholders, including ECSA, GEOSS, and Copernicus, to foster social innovation opportunities. This report summarizes the discussions and activities undertaken during the kick-off meeting on December 12-13, 2017 in Laxenburg, Vienna. In addition to the meeting agenda, key outcomes are also described that will help guide the successful implementation of the project.

1 Introduction

The WeObserve kickoff meeting was held at the International Institute for Applied Systems Analysis (IIASA) in Laxenburg, Austria on December 12-13, 2017. Its underlying objectives were to: Move from the WeObserve vision highlighted in the proposal stage to actual implementation; Identify key outcomes and assign responsibilities to partners; Identify WP interdependencies and establish timelines; and Contribute to deliverables. All seven partner institutions from seven different countries were represented at this two-day event, of which a few participants joined remotely via teleconferencing due to bad weather conditions in the region.

The meeting, organized by the project coordinator (IIASA), established an ambitious agenda that generated discussions around key topics related to each WP. In addition, it aimed at fostering engagement between the partners, stimulating enthusiasm, and inaugurating successful working relationships. The following report outlines the activities carried out during the kick-off meeting and some of the main outcomes.

2 WeObserve Consortium

The kick-off meeting brought together the partner institutions from across Europe to enhance current Citizen Observatories (COs) by exploring synergies among them and understanding the interoperability connecting them, and to learn from each other in an effort to build a sustainable CO ecosystem (Figure 1). Of the seven members of the multidisciplinary consortium (Table 1), five are research institutes or universities, one is a public body and one is a professional network. A listing of the meeting participants is provided in Annex 1.





FIGURE 1: WEOBSERVE CONSORTIUM AT KICK-OFF MEETING AT IIASA, LAXENBURG, AUSTRIA.

TABLE 1: WEOBSERVE PROJECT CONSORTIUM

No.	Organization	Short Name	Country
1	International Institute for Applied Systems Analysis	IIASA	Austria
2	IHE-Delft Institute for Water Education	IHE-DELFT	Netherlands
3	University of Dundee	UNIVDUN	United Kingdom
4	Ecological and Forestry Applications Research Centre	CREAF	Spain
5	Institute of Communication and Computer Systems	ICCS	Greece
6	European Citizen Science Association	ECSA	Germany
7	Alto Adriatico Water Authority	AAWA	Italy

3 Meeting Agenda and Activities

An overview of the activities during the two-day kick-off meeting are presented in Tables 2 and 3.

TABLE 2: ACTIVITIES OF DAY 1 OF THE KICK-OFF MEETING

Topic	Activities
Introduction	 Welcome and Workshop Objectives Introduction of Policy and Project Officer Presentation from Policy Officers (Marjan van-Meerloo, Jesus Maria Alquezar Sabadie) WeObserve Project Plan/DOW/WPs WeObserve Management & Coordination



Topic	Activities
WP2 Discussion	 WP2: Co-create and strengthen the CO knowledge base (Uta Wehn) Action plans for the WeObserve Communities of Practice (CoPs) Synthesis of Discussion Session WP2
WP4 Discussion	 WP4: Facilitate adoption into earth observation initiatives (Joan Masó Pau) Action plans for WeObserve integration with GEO-related activities Synthesis of Discussion Session WP4
Recap & Closing remarks	Action items, partner responsibilities, workflow

TABLE 3: ACTIVITIES OF DAY 2 OF THE KICK-OFF MEETING

Topic	Activities
Introduction	Welcome and Agenda for Day 2
WP3 Discussion	WP3: Stimulate uptake of the citizen observatories knowledge base (Drew Hemment) • Action plans for WeObserve toolkits and learning program • Synthesis of Discussion Session WP3
WP5 Discussion	 WP5: Dissemination, Communication, and Outreach (Evangelia Portouli) Action plans for dissemination, communication, outreach and knowledge platform Synthesis of Discussion Session WP5
Synthesis	Discussion of Year 1: Action plan, responsibilities, targets and outcomes
Administration & Wrap-up	Action items, partner responsibilities, workflow Teleconferencing Feedback from partners

4 Key Questions and Outcomes

The highlighted agenda and activities during the meeting helped to achieve a highly productive and successful start to the WeObserve initiatives. From the WP discussions, detailed notes were recorded that will contribute to working reports and future deliverables.

At the beginning of each session, WP leads made introductory presentations for their respective WPs and led discussions with a focus on: the design and action plan for each WP; identifying key outcomes and deadlines; identifying interdependencies and linkages across WPs; exploring potential WeObserve events; and assigning roles and responsibilities. The key outcomes from the meeting are outlined in Table 4.



TABLE 4: OUTCOMES FROM THE KICK-OFF MEETING

Outcomes	Related WPs	Dependencies
 WP1: Project Coordination, Management and Support WeObserve internal exchange platform on Google Drive was established to facilitate document sharing, collaboration, archiving and discussion; Trello may be used as a communication tool to manage particular tasks Setup monthly telecon (via WebEx) for the full consortium for the first 6 months and then re-evaluate Establish follow-up telecon with EC Project Officer Deliver Kick-off meeting summary report (D1.2) 	WP1	All Deliverables
 WP2: Co-create and strengthen the CO knowledge base T2.1 Map EU landscape of existing COs: method/research approach What to map: COs, CoPs, Working groups individual stakeholders; Parameters; Interactions Mapping strategies: Desk research; 5 focus groups; 20 in-depth interviews Visualization options and reports ECSA to initiate action plan and also data collection template for mapping exercise Linking/Collaborating with DG-ENV contract winners to minimize overlap in mapping activities T2.2: Launch and coordinate CoPs CoPs: 1 and 2 to be led by IHE-DELFT; CoP 3 to be led by CREAF Venues to showcase COs/meeting of CoPs ECSA conference (Jun 3-5, Geneva); Abstract submissions for WeObserve to launch CoPs 1,2,83 (IHE-Delft) Assess feasibility of June 6 CoP workshops after ECSA conference (ECSA) EGU meeting (April 8-13, Vienna); Abstract submitted (IIASA) Citizen Observatories for Natural Hazards and Water Management (COWM) Conference (Nov 27-30, Venice) (AAWA) 3rd GEO Data Providers Workshop (May 2-4, Frascati) 	WP2 WP3 WP4	D2.1, D2.2



Outcomes	Related WPs	Dependencies
WP3: Stimulate uptake of the citizen observatories knowledge base Dimensions: Infrastructure: MOOCs (FutureLearn), social and peer2peer learning, community building Toolkits: Tools to facilitate and enable rigorous citizen science Certificates in citizen science/COs: valued and can also be accredited T3.1 Toolkits to scale up citizen engagement Languages of toolkits Licensing Define approach for toolkits Define delivery mechanism for toolkits Define dissemination approach for toolkits Define evaluation of toolkits Inventories of existing tools to avoid overlap	WP2 WP4 WP5	D3.1
 T3.2 Distance learning courses – MOOCs Possibility to open up GROW MOOC on sensing for WeObserve contributions (WP2, WP4) Potential articles from WeObserve partners added to MOOC to be delivered in March Task 3.3 Coordinate capacity development and road shows T3.3.1 Road-show (aiming for at least 5 events) (IHE Delft) Devise criteria for selecting suitable events and structure for holding the roadshows. WP5 to reach right audience; feed into 		
cookbook. - T3.3.2 Open data exploitation challenge Intellectual property of ideas generated, data licensing and data ownership		
 WP4: Facilitate adoption into Earth Observation T4.3 Demonstrate value added and collaboration potential for Copernicus in-situ monitoring services Collaboration from AAWA, ICCS, and IIASA for pilot and data collection Scaling up CS activities and increasing attractiveness for GEOSS (Global Mosquito Alert) T4.4 to begin earlier Connections with dissemination communication and outreach (WP5) 	WP2 WP3 WP5	TBD



Outcomes	Related WPs	Dependencies
 WP5: Dissemination, Communication, and Outreach Define the dissemination/communication channels and align them to target audiences; establish a task force for D/C Design the knowledge platform & marketplace Establish initial website (https://www.weobserve.eu/) Establish twitter channel (@WeObserve) Identify key messages for target audiences Generate a list of events that partners are involved in to integrate WeObserve events Outline workplan for D5.1 	WP2 WP3 WP4	D5.1

5 Project Detailed Workplan

In addition to the fruitful discussions and initial plans listed above, the kick-off meeting acted as a basis to clarify and establish partner roles and responsibilities. As such, and building on the WeObserve proposal, the project is developing a detailed workplan to facilitate clear communication across the consortium regarding partner roles and responsibilities. This workplan is to be distributed to all partners using the shared Google Sites platform, and will act as a living document to be revised on an as-needed basis to ensure flexibility throughout the project duration. As part of this workplan, a guiding allocation of person months and task level will be defined for each WeObserve partner in the coming months. Furthermore, partners will periodically add to the responsibility matrix (Figure 2) that will be aggregated to formulate the workplan. Annex 2 includes the meeting presentation slides prepared for each work package, detailing strategies and planned activities that will feed into the responsibility matrix.

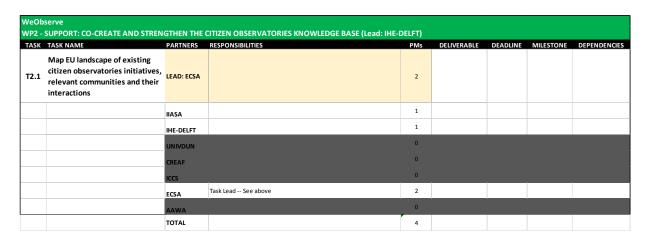


FIGURE 2: TEMPLATE OF WEOBSERVE TASK LEVEL RESPONSIBILITY MATRIX



6 Conclusion

The WeObserve kickoff meeting brought together the entire consortium to outline next steps in each of the work packages, and ensure the coordination of activities between work packages. Effective WP discussions, which included the participation of all consortium representatives, resulted in clarity on tasks to be undertaken over the next 6 months, as well as important linkages across WPs. The outcomes of this meeting will also serve as inputs to the development of the detailed workplan, which has been created on the shared internal Google Sites platform to be updated by the consortium partners in the coming months.

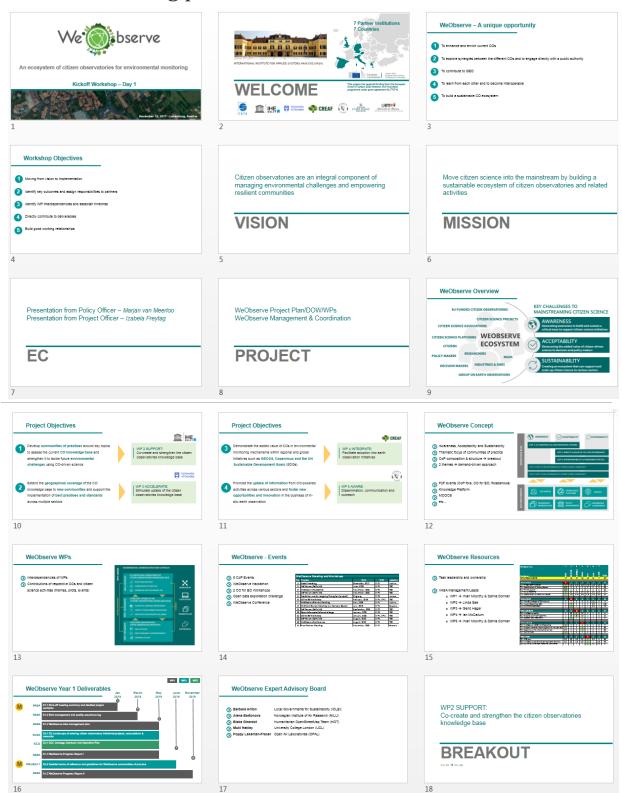


Annex 1: Kick-off meeting participants

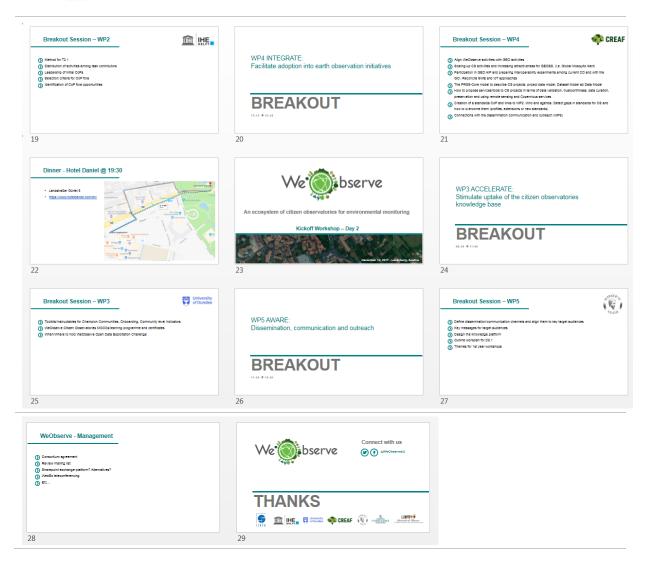
No.	Last Name	First Name	Affiliation	
1	Fritz	Steffen	IIASA	
2	See	Linda	IIASA	
3	Moorthy	Inian	IIASA	
4	Domian	Dahlia	IIASA	
5	Hager	Gerid	IIASA	
6	Perger	Christoph	IIASA	
7	McCallum	lan	IIASA	
8	Wehn	Uta	IHE Delft (online participation)	
9	Woods	Mel	UNIVDUN	
10	Taylor	Nick	UNIVDUN	
11	Long	Deborah	UNIVDUN (online participation)	
12	Cobley	Andy	UNIVDUN	
13	Hemment	Drew	UNIVDUN	
14	Masó	Joan	CREAF	
15	Prat	Ester	CREAF	
16	Tsertou	Athanasia	ICCS (online participation)	
17	Portouli	Evangelia	ICCS	
18	French	Veronica	ECSA	
19	Vohland	Katrin	ECSA / MfN	
20	Ferri	Michele	AAWA	
21	van-Meerloo	Marjan	EC (online participation)	
22	Alquezar Sabadie	Jesus Maria	EC (online participation)	



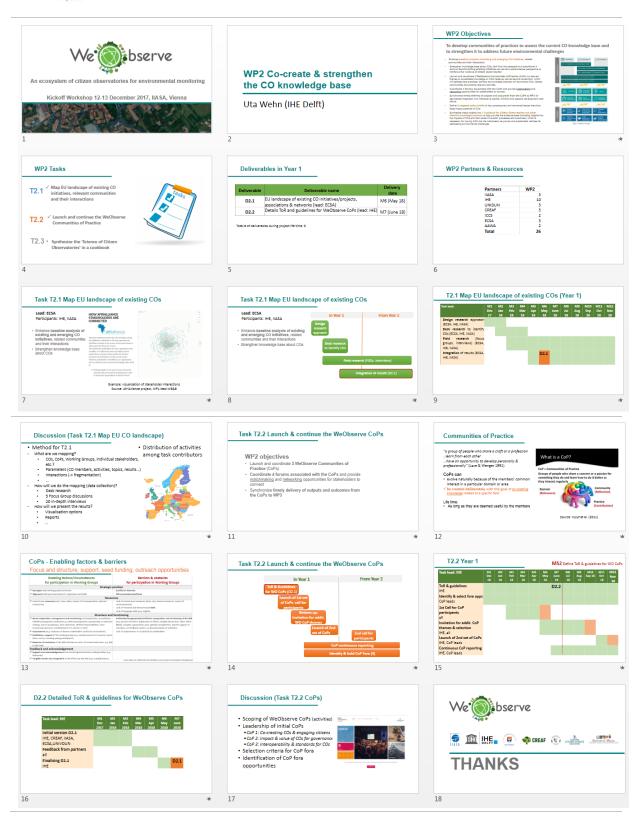
Annex 2: Meeting presentation slides



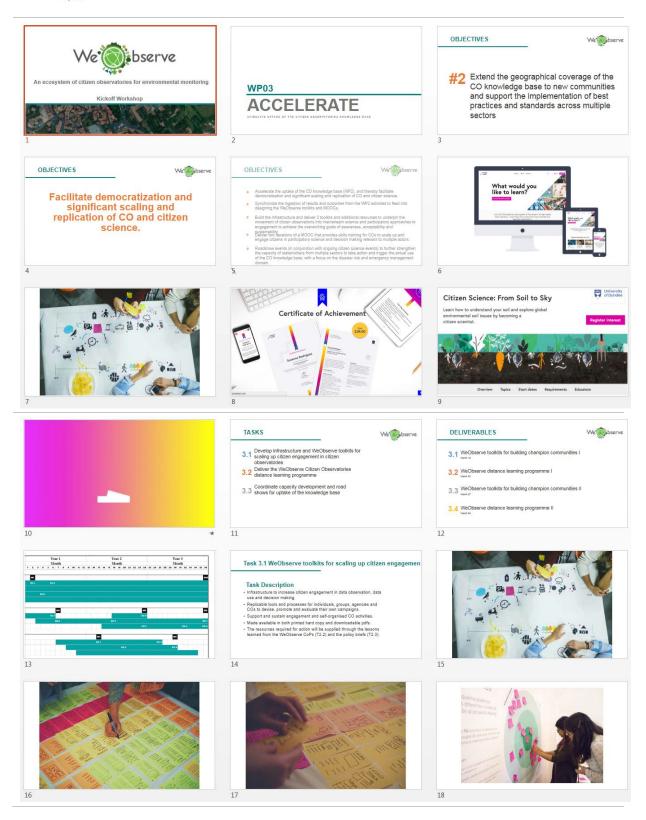




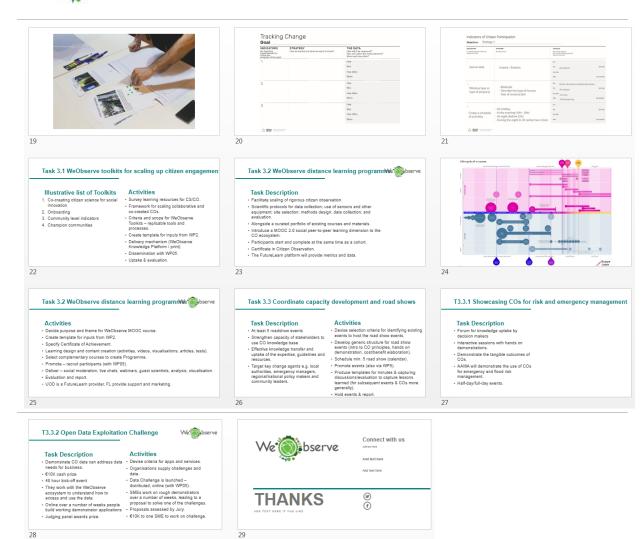




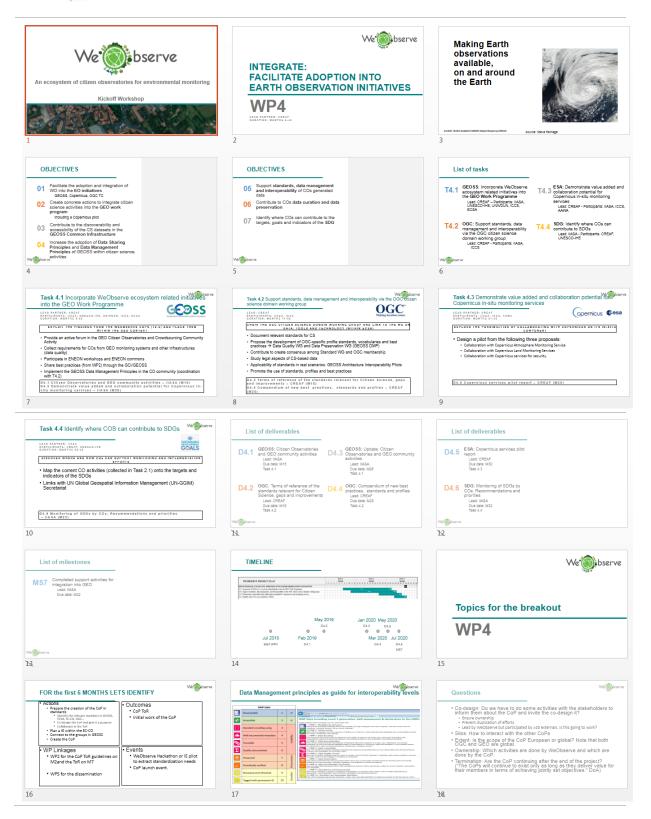




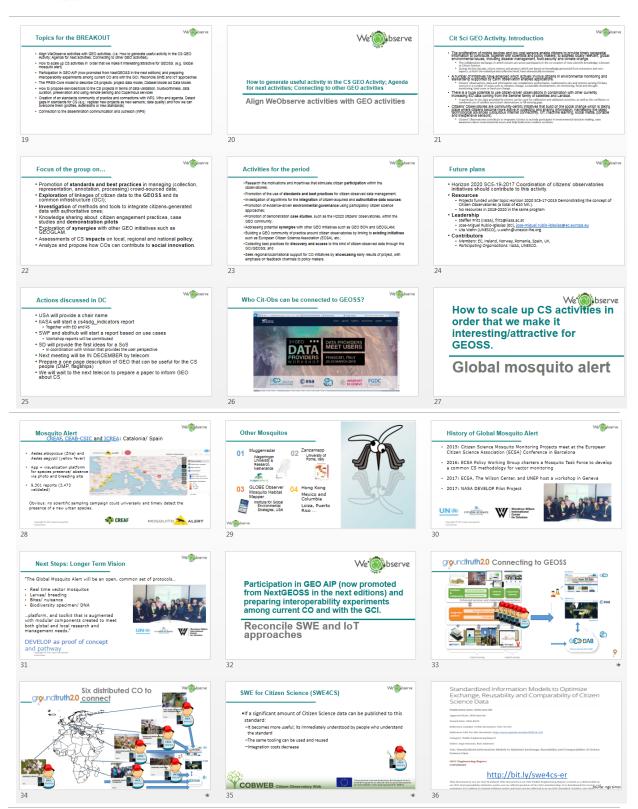




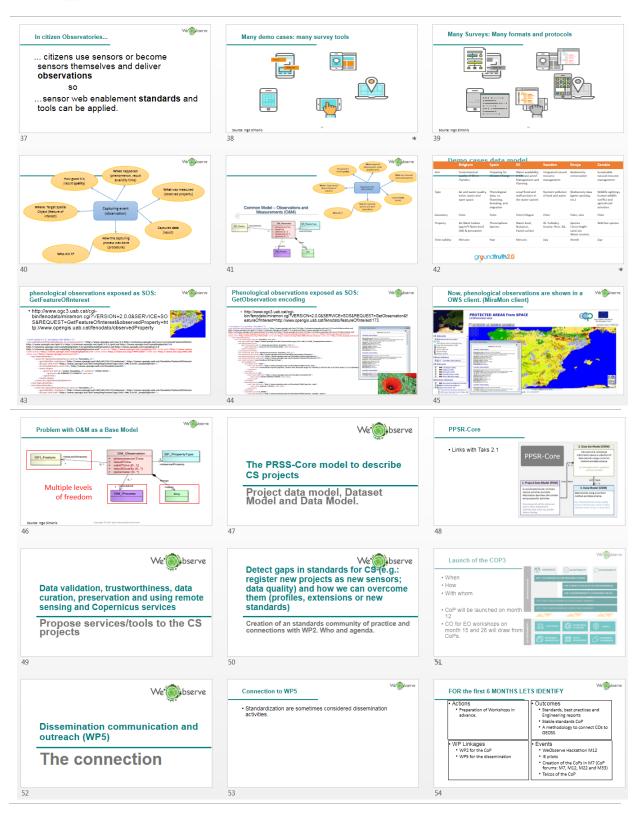






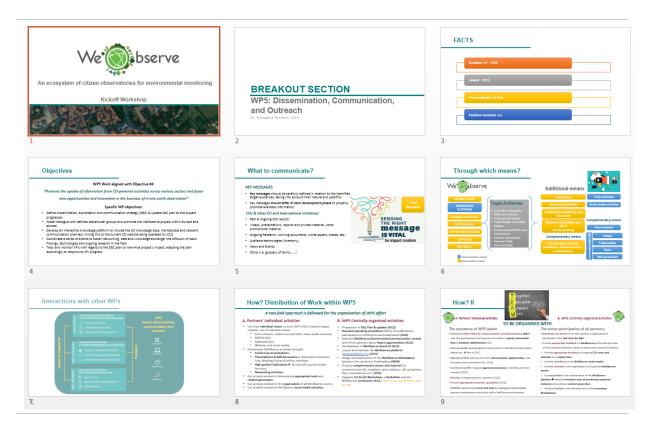




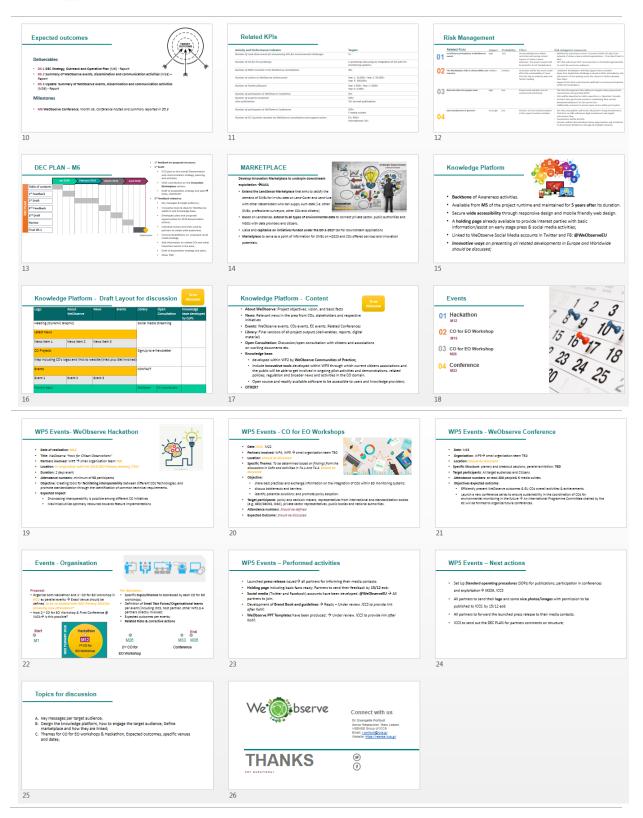






















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