



List of activities and dates WaterCAP-Taskforce 2013-2014

Meetings:

Activity	Aim and description	Date and place
Kick off meeting	<ul style="list-style-type: none"> • Introduce project • Agree on goals and aims for each partner 	23rd-25th September 2013
<i>Coordination meeting, Telephone</i>	Follow up on activities	22 nd of October 2013
<i>Coordination meeting, Telephone</i>	Follow up on activities	15 th of November 2013
Partner meeting	• Coordination of MTTF	9-11th Dec 2013, Oldenburg
<i>Coordination meeting, Telephone</i>	Follow up on activities	20 th of January 2014
<i>Coordination meeting, Telephone</i>	Follow up on activities	20 th of February 2014
<i>Coordination meeting, Telephone</i>	Follow up on activities	20 th of March 2014
<i>Coordination meeting, Telephone</i>	Follow up on activities	22 nd of April 2014
<i>Coordination meeting, Telephone</i>	Follow up on activities	20 th of May 2014
<i>Coordination meeting, Telephone</i>	Follow up on activities	20 th of June 2014
Workshops MTTF meetings	• MTTF and partner meeting	Jan 2014 – December 2014, All countries
<i>Coordination meeting, Telephone</i>	Follow up on activities	16 th of September 2014
<i>Coordination meeting, Telephone</i>	Follow up on activities	16 th of October 2014
<i>Coordination meeting, Telephone</i>	Follow up on activities	18 th of November 2014
Final meeting	Presentation of results	December 2014, Cornwall



Tasks:

WP1:			
Activity	Aim and description	Responsible	Deadline
Kick off	<ul style="list-style-type: none"> • Introduce project • Agree on goals and aims for each partner 	CDR, PD	25 th Sept, 2013
Evaluation	<ul style="list-style-type: none"> • Evaluating the output and results of the project 	CDR, KCA	December 2014
Final meeting	<ul style="list-style-type: none"> • Present results and learnings internal and external 	CDR, RT	October – December 2014
WP 2:			
Activity	Aim and description	Responsible	Deadline
Communication plan and dissemination strategy	<ul style="list-style-type: none"> • Describe how we reach the target group. • What are the tools and how do we implement 	PD,	September 2013
Web page, social medias	Setup the communication platform	KCA	September, 2013
Electronic bulletin, twice and press releases	<ul style="list-style-type: none"> • Present results and learnings internal and external 	PD	December 2013 and October 2014
Present at EU level, Open days	<ul style="list-style-type: none"> • Disseminate results to the EU level 	CDR, All	October 2014
Targeted synthesised products	<ul style="list-style-type: none"> • Tangible output from project 	PD, all	December 2014
WP3:			
Activity	Aim and description	Responsible	Deadline
Prepare the tools and knowledge for stakeholders	<ul style="list-style-type: none"> • Identification of the tools and knowledge available 	OOWV, all	December 2013
Synthesise results from WaterCAP, LNS and others	<ul style="list-style-type: none"> • Unifying the results from the involved know how and project results 	OOWV, all	December 2013
Identification of stakeholders and regions	<ul style="list-style-type: none"> • Identifying our “customers” who we target our knowledge 	OOWV	First preliminary list, December 2013, finished Jan 2014
Tool and knowledge cloud on experts available (Match needs and Knowledge)	<ul style="list-style-type: none"> • Matrix on needs and knowledge 	Deltares	Jan 2014



Process tool to frame adaptation process (Serious Game?)	<ul style="list-style-type: none"> • Framing the MTTFs. Process tools e.g serious game 	OOWV, Deltares	Jan 2014
WP 4			
Activity	Aim and description	Responsible	Deadline
Coordination of MTTF Structure for MTTF, Meeting	<ul style="list-style-type: none"> • Overview of the MTTF meetings and presence. • Meetings outside the “host” regional area 	OOWV, RT	Jan 2014
Preparation of MTTF meetings	<ul style="list-style-type: none"> • Planning the meetings 	KCA, All	Jan- December 2014
MTTF meetings and activities	<ul style="list-style-type: none"> • Distribute the knowledge to relevant stakeholders 	KCA, All	Jan – December 2014
	<ul style="list-style-type: none"> • 		