

## Minutes from the WaterCAP-Taskforce telephone meeting 22 October 2013

Participants: Rutger, Ben, Alistair, Irene (minutes), Rolf (Chair)

1. *Agreeing on the agenda*
  - a. Agreed on the agenda
2. *WaterCAP taskforce knowledge management,*
  - a. Frank presented the 2 main documents

Rutger and Frank have clarified their view on what they want to do at a meeting last week.

Frank presented how they will like to see the interaction between WP 3.1. and 3.2.

Two main questions:

- How to find out who is going to host the MTTF
- How to identify the pressures?

**Please upload all presentations from partners from kick-off! Frank needs it for his work. Rolf is the responsible for this task**

Frank is going to interview a number of us – the interviews will be based on the on the input given to the mind map – Frank will make the interviews before the meeting in Oldenburg. He will start up the interviews before 15 November.

No changes on homepage needed before Oldenburg meeting concerning “get a visit from our taskforce”

3. *Climate Adaptation Canvas, going through the tool and integration in the MTTF meetings*

Rutger presented the process tool sent to us last week

We discussed the starting point – there is a problem in a region but there might be different owners who share the problem .

We discussed how to include visions in the document right from the beginning – could it possibly be included in box 2?

A vision gives a direction for the solutions to be made and also for the relevant stakeholders to involve.

We discussed, whether all relevant stakeholders have to be present at MTTF meeting – is it realistic to include perspectives from stakeholders not present in a meeting?

Several groups can have several perspectives on the problem – each group fill in a canvas

Deltares will consider how to include the above considerations. They will test the canvas this week 43 in own organization.

Further tests will be made the 12<sup>th</sup> of November in Assen where Rinke; Rutger, Frank and Silke will participate.

At the meeting in Oldenburg we will all test it.

We will follow up on the progress at the telephone meeting on 15 November .

#### *4. Ideas for MTTF meetings, send in by partners*

Frank has not received anything, but he will make telephone interviews.

**Please all consider sending in suggestions for MTTF meetings.**

#### *5. Report from telephone meeting on Freshwater conference, RIGA, Ben*

Enno; Ben and Rolf had a meeting yesterday.

Want to have an outline on a Horizon2020 project on groundwater issues, especially concerning quality of the ground water.

Agriculture was included in the program.

Ooww will attend the meeting in Riga

KCA will attend

CDR will attend

Drenthe will attend

Alistair considers if some from The Trust will attend

#### *6. Homepage update*

Irene presented the improved web-page.

KCA will have a look at the internal communications plans made by all partners in order to suggest who is going to include stories on the web in the different months – we have earlier agreed on that there have to be a new story at the least every month.

Irene sends 10 folders per partner. We will bring a number of folders to Riga.

We will check if the quality of the folder is ok on the dropbox. If so you can also print the folders directly yourselves.

In the next version of the folder the countries names should be included.

#### *7. Dropbox*

Irene told the former partners from WaterCAP, that we are going to close down the dropbox from WaterCAP.

*8. Preparation and agenda for the Oldenburg meeting*

Silke has made some preparations – she has booked hotel and facilities in a city outside Oldenburg.

The meeting will take place from 9 – 11 December from Lunch to lunch

Silke will like to know, if there are people arriving already 8/12? Alistair will check. All others will turn up 9 December.

Silke will arrange a meeting with Rolf and Irene next week.

Before the next telephone meeting, we will have a draft for an agenda.

*9. Any other business*

The next telephone meeting will be **15 November 13.30 – 15 continental time**

Contracts – please sign and send it to Rolf

Alistair invited to an event in London. He will send the invitation and link to be uploaded on the web if we find relevant.