



DECISIVE

A DECentralized management Scheme for Innovative Valorization of urban biowastE

This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 689229.

Deliverable D1.3 Minutes of the kick-off meeting

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For the minutes	A.Trémier (IRSTEA) A.Degueurce (IRSTEA)	
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Distribution List

- On the project Portal
- On the DECISIVE Intranet (<http://decisive.psutec.com/>)

Table of Contents

- 1. Executive summary4
- 1.1. Minutes approval..... 4
- 1.2. Presentations..... 4
- 2. The minutes.....5

1. Executive summary

This deliverable contains the minutes of the kick-off meeting that took place in IRSTEA premises in Rennes (F) on 5th and 6th of September 2016.

1.1. Minutes approval

The minutes have been distributed and approved according to the provisions of the Consortium Agreement.

6.2.5 Minutes of meetings

6.2.5.1 The chairperson of a Consortium Body shall produce written minutes of each meeting which shall be the formal record of all decisions taken. He shall send the draft minutes to all Members within 14 working days of the meeting.

6.2.5.2 The minutes shall be considered as accepted if, within 20 calendar days from receipt, no Member has sent an objection in writing to the chairperson with respect to the accuracy of the draft of the minutes.

6.2.5.3 The chairperson shall send the accepted minutes to all the Members of the Consortium Body and to the Coordinator, who shall safeguard them. If requested the Coordinator shall provide authenticated duplicates to Parties.

1.2. Presentations

A copy of all the presentations and of the posters displayed during the meeting is available on the DECISIVE intranet: <http://decisive.psutec.com/>

2. The minutes



DECISIVE

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Minutes of the Kick-off meeting

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Authorship and Review

	Name (Organisation)	Approval Date
Written by	J.Bertrand (PSUtec)	
and	A.Trémier/A.Degueurce (IRSTEA)	
For review by	The Team Leaders	29/09/2016
	The Coordinator	03/10/2016

Release Details

Release	Date	Comments
Draft 01	09/09/2016	First draft
Draft 02	09/09/2016	Second draft after approval of the Coordinator
Release 01	20/09/2016	First release including all change requests by Team Leaders
Distributed	05/10/2016	Distributed to the Team Leaders after final approval by the Coordinator

Distribution List

- To the Team Leaders
- On the DECISIVE Intranet (<http://decisive.psutec.com/>)
- Also included in Deliverable D1.3 Minutes of the kick-off meeting

Reminder of the CA provisions**6.2.5 Minutes of meetings**

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Table of Contents

1. Meeting information.....	4
2. List of participants.....	4
3. Day 1 report.....	5
3.1. Welcome speeches	5
3.2. The DECISIVE story - A.Tremier, Project Coordinator (Irstea).....	6
3.3. Partners presentation	6
3.4. Project expectations and management – M.Irun.Molina, Project Adviser (EASME, European Commission).....	6
3.5. Project Management	7
3.5.1. Grant agreement, Consortium agreement and project governance - A.Tremier, Project Coordinator (Irstea)	7
3.5.2. Project Supervision - J.Bertrand, Project Supervisor (PSUtec).....	7
4. Day 2 report.....	8
4.1. Decisions to be made – A. Trémier, Project Coordinator (Irstea)	8
4.1.1. Appointments	8
4.1.2. Next GA meetings:.....	8
4.1.3. Assessment level of deliverables.....	8
4.2. WP 3 presentation	8
4.2.1. WP 3.1: Setting indicators for DECISIVE concept – M. Thomsen (AU) and M. Scotti (GEOMAR).....	8
4.2.2. WP 3.2: Collection Chains for decentralized biowaste management – I. Körner (TUHH).....	9
4.2.3. WP 3.3: Spatial approach for designing the decentralized urban biowaste valorization network – T. Bioteau (Irstea)	9
4.2.4. WP3 Discussion.....	9
4.3. WP 4 presentation	10
4.3.1. WP 4.1: Process development – P. Peu (Irstea), A. Degueurce (Irstea) and C. Fontana (ITS).....	10
4.3.2. WP 4.2: Biorefinery of digestate – A. Sanchez (UAB) and O. Prado (AERIS)	10
4.3.3. WP4 Discussion.....	10
4.4. WP 6.1 presentation - V. Martinez (ENT).....	11
4.5. WP 7.3 presentation - P. Kroff (SE)	11
4.6. Focus on Dissemination and Communication – E. Kovacs (ACR+)	12
4.7. Miscellaneous.....	12
4.8. Lab Tour of Irstea Rennes with some partners - GEOMAR, Refarmers, ITS and SE12	

1. Meeting information

Date : 5-6 September 2016
Hosted by : IRSTEA
Venue : IRSTEA 15 avenue de Cucillé, Rennes France

Chair : Anne Trémier
Minutes : Axelle Degueurce & Anne Trémier

All the presentations and the posters are available on the project intranet:
<http://decisive.psutec.com>

2. List of participants

	5 September 2016	6 September 2016
IRSTEA Rennes		
Pierre Thiriet	✓	✓
Anne Trémier	✓	✓
Pascal Peu	✓	✓
Nicolas Auvinet	✓	✓
Thierry Bioteau	✓	✓
Axelle Degueurce	✓	✓
Guillaume Nunes	✓	✓
Eric Dufour	✓	
Monique Thebault	✓	
Mathieu Sondergaard	✓	
IRSTEA Direction of international relations		
Clément Le Gall	✓	✓
José Martinez	✓	
UAB		
Antoni Sanchez	✓	✓
Teresa Gea	✓	✓
Amanda Alonso	✓	✓
AU		
MariannenThomsen	✓	✓
Anders Branth Pedersen	✓	✓
Lars Kjerulf Petersen	✓	✓
Pia Frederiksen	✓	✓
TUHH		
Ina Körner	✓	✓
Dirk Manns	✓	✓
Jessica Schermuly	✓	✓

	5 September 2016	6 September 2016
ENT		
Ignasi Puig Ventosa	✓	✓
Marta Jofra	✓	✓
Véronica Martinez	✓	✓
ITS		
Claudio Fontana	✓	✓
Davide Gentile		✓
AERIS		
Oscar Prado	✓	✓
ACR+		
Erneszt Kovacs	✓	✓
Jean-Benoit Bel	✓	✓
ARC		
Francesco Giró	✓	✓
Teresa Guerrero	✓	✓
Meri Pous	✓	✓
PSUtec		
Jacques Bertrand	✓	✓
Suez Group		
Pablo Kroff	✓	✓
Maxime Rouez	✓	✓
GEOMAR		
Marco Scotti	✓	✓
Refarmers		
Eric Dargent	✓	✓
Berangère Duval	✓	✓
European Commission		
Manuel Irun Molina	✓	✓

3. Day 1 report

3.1. Welcome speeches

- First speaker : [E.Dufour, Director of Irstea Rennes](#)
Presentation of the national Irstea institute with few numbers.
- Second speaker : [J.Martinez, International Affaires Deputy Director of Irstea](#)
JM recalls that Irstea is coordinator for DECISIVE project, which meets the objectives of Irstea to work at the European level and develop international relationships.
- Third speaker : [A.Tremier, Project Coordinator \(Irstea\)](#)
AT points the ambitiousness of DECISIVE project.

3.2. The DECISIVE story - [A.Tremier, Project Coordinator \(Irstea\)](#)

- History of DECISIVE
- Context
- Problematic
- Expected results
- Impacts
- Consortium
- Work Plan based on 2 pillars:
- Strengths and threats of DECISIVE project:

AT recalls that it is expected, at the end of DECISIVE project, that we propose concrete answers to the EU: process technologies, new waste management and urban organization, and demonstration plants.

3.3. Partners presentation

One after the others, all partners present their structure and people who will work on the project as well as the content of the poster prepared for the meeting and shown during it.

3.4. Project expectations and management – [M.Irun.Molina, Project Adviser \(EASME, European Commission\)](#)

- DECISIVE
 - ⇒ Project adviser insisted: this project does not only focus on technologies (AD and SSF). It's a more global project that includes assessments of economical, ecological and social aspects to propose an innovative solution for waste management
 - ⇒ EU commission is waiting for the demonstration plants and all ecological, economic and social aspects
 - ⇒ Other projects selected : URBANREC (Spain), Waste4think (Spain), FORCE (Denmark)
- Project implementation: administrative, financial and legal issues
 - ⇒ **Action:** Project adviser strongly invited [all partners to read the grant agreement!!!](#)
 - ⇒ Communication expectations
 - Obligation to communicate results
 - Inform EASME about all communications
 - **Action:** Obligation to add at the end of all communications the Acknowledgement of EU funding: EU emblem and official sentence
 - **Action:** Project adviser invited all partners to read the "Communication Toolkit"

3.5. Project Management

3.5.1. Grant agreement, Consortium agreement and project governance -

A.Tremier, Project Coordinator (Irstea)

- What was done since December 2015?
 - ⇒ Correction of the Grant agreement and signature of all partners
 - ⇒ Modification of Consortium agreement and signature of all partners
- Role of Anne Trémier and expectations:
 - ⇒ Project manager → preparation of General Assemblies (GA), reports submission...
 - ⇒ Facilitate synergy between project partners
 - ⇒ GA every 6 months
 - ⇒ Inform AT of communications done about DECISIVE project

3.5.2. Project Supervision - J.Bertrand, Project Supervisor (PSUtec)

JB presents the method, processes and tools that will be applied for the management of the project:

1. Progress tracking & reporting
 - Use of resources
 - Submission of the deliverables
 - Achievement of the milestones
2. Control of the quality of the deliverables & milestones achievement
3. Management of the risks
4. The internal communication tool: the DECISIVE intranet

Action: JB insists on the importance of being on time to submit milestones and deliverables: delay could result in reduction of the grant, therefore a delay of 2 days will lead to a decrease of 1 point on the final notation (noted on 100).

Action: The number of performed person.days reported in the monthly performance sheets have to be based on the timesheets that, according to the Grant Agreement, have to be locally managed for each person working on the project, except for the persons working full time on it.

Remark: The monthly planned work is calculated on a linear distribution of the resources; it is the responsibility of each Team Leader to precisely allocate the resources.

Action: Each Team Leader has to inform the Project Office when a new collaborator(not indicated in the Grant Agreement) will start working on the project.

Decision:

The assembly unanimously approves the approach that will be described in the D1.1 Quality Manual.

4. Day 2 report

4.1. Decisions to be made – A. Trémier, Project Coordinator (Irstea)

Decisions:

4.1.1. Appointments

- Innovation Manager : Suez Environment
- Risk Supervisor : Project Office

4.1.2. Next GA meetings:

- April 2017: AU – Aarhus, Denmark
 - J.Bertrand (PSUtec) will present a half day workshop concerning financial issues before or after the GA meeting.
- October 2017: TUHH – Hamburg, Germany
- March 2018: UAB – Barcelona, Spain
- September 2018: Refarmers – Lyon, France

4.1.3. Assessment level of deliverables

Low level:

- D1.1, D1.2, D1.3, D2.2, D2.3, D8.1, D8.2, D8.4

Medium level:

- D2.1 (reviewers: SE and Refarmers),
- D3.10 (reviewers: TUHH),
- D4.1 (reviewers: SE, TUHH, AU, ITS and UAB)

4.2. WP 3 presentation

4.2.1. WP 3.1: Setting indicators for DECISIVE concept – M. Thomsen (AU) and M. Scotti (GEOMAR)

Role of AU:

- LCA inventory:
 - ⇒ Determine functional unit relative to DECISIVE concept
 - ⇒ All input and output inventory
 - ⇒ List all technical and non-technical data for simulations to be achieved
 - ⇒ **Action:** Define data inventory structure and collect input and output inventory data from partners (activity 3.1)
 - Need of data and knowledge input from partners for the reference waste management systems: ENT, TUHH, ARC, IRSTE, ACR+, GEOMAR
 - ⇒ Need of data and knowledge input from partners for the DECISIVE waste management systems: TUHH, Irstea, Aeris, ITS, ARC, SE, Refarmers, GEOMAR
 - ⇒ Define data inventory structure
- Geographical boundaries
 - ⇒ Waste collection system

- ⇒ Bioprocesses description
- ⇒ **Action:**
 - Need of partners knowledge: Irstea, TUUH and ARC+
- **Action** Required: agreement on the impact that matters for DECISIVE concept

Role of GEOMAR:

- Main problematic: Construct the system/concept/network model relative to DECISIVE concept
- How? Mimic ecosystems and compare human activity and ecosystems

4.2.2. WP 3.2: Collection Chains for decentralized biowaste management – I. Körner (TUHH)

- 3 deliverables:
 - ⇒ Model for decentralized biowaste collection chain developed and documented
 - ⇒ Report on results
 - ⇒ Data of collection chain to feed LCA
- Method:
 - ⇒ Literature synthesis
 - ⇒ Set-up and analysis of a survey distributed to several countries (Germany, Denmark, France, Belgium, Spain, Italy)
- Main expected result: Testing the new biowaste collection system model
- **Action:** The Project Adviser comment: this part is closely related to WP8 considering surveys that will be used: collaboration with Irstea to be done for D8.3.

4.2.3. WP 3.3: Spatial approach for designing the decentralized urban biowaste valorization network – T. Bioteau (Irstea)

- General objective:
 - ⇒ Special inventories of inputs at local scale
 - ⇒ Test ArcGIS software
- Previous results: the more AD is decentralized, the more energy is gained

4.2.4. WP3 Discussion

- **Action:** TUHH remark: Partners involved in WP3 should clarify what method was used, in which case, and where so partners can harmonize their knowledge.
- **Action:** ACR+: Tasks leaders must give more details on what kind of data they need
- **Action:** SE: Tasks leaders must give partners a priority on the type of data they need otherwise there will be too much data to read, sort and analyze regarding the number of countries involved in the project

⇒ To complete these three actions, a Video Conference, organized by AU, must be held before GA #2

- **Action:** AT, coordinator: Partners involved in WP3.2, WP3.3 and WP4 must discuss the boundaries of their work to ensure people don't do a job twice.

4.3. WP 4 presentation

4.3.1. WP 4.1: Process development – P. Peu (Irstea), A. Degueurce (Irstea) and C. Fontana (ITS)

- Objective: choose and develop AD process
 - ⇒ Need to plan a workshop with, at least, all partners involved in WP 4 to list all constraints and characteristics of the new technology
- According to the high Total Solid (TS) content of biowaste, a solid-state anaerobic digestion (SSAD) process may be a solution
- Stirling engine is a very flexible motor
 - ⇒ no need of a perfectly constant production of biogas
 - ⇒ no need of biogas purification

4.3.2. WP 4.2: Biorefinery of digestate – A. Sanchez (UAB) and O. Prado (AERIS)

- Objective: To produce bioproducts from digestate + scale-up
- SSF is a biological aerobic process which consists in a transformation of residual matter from the digestate into enzymes, biopesticides, bioethanol (for example)
- The main constraint is the digestate: it must be liquid, with suitable residual matter
- AERIS will mostly focus on the scale-up and demonstration plant
 - ⇒ The scale-up phase will be done in two steps:
 - Develop the process from 500 mL working volume to 10L working volume
 - Go from 10L working volume to 100-200L for the demonstrator

4.3.3. WP4 Discussion

- **Action:** Need to discuss and answer the question: SFF process will be centralized or decentralized?
- **Action:** Irstea and SE must send enough digestate of food waste so UAB can start their experiments

- **Action:** The Stirling engine is very easy to stop and restart. But before choosing engine power, Irstea must send their first results on biogas production rate
- **Action:** Technical discussions must take into account from the beginning the needs of the focused market.
- **Action:** Need to start thinking and asking for permits at Lyon and Catalunya to be ready for constructions of demonstrators

4.4. WP 6.1 presentation - V. Martinez (ENT)

- Objectives:
 - ⇒ Develop a Decision Support Tool
 - ⇒ Select and characterize demonstration and simulation sites
 - ⇒ **Action:** Close relationship with WP3 → Need a close collaboration from the beginning (association to the videoconference organized by the WP3)
- Need to start earlier the work:
 - ⇒ Choosing simulation sites
 - ⇒ Participation to TUHH task of choosing relevant indicators
 - ⇒ **Action:** Need to provide a modification of work planning to A. Trémier

4.5. WP 7.3 presentation - P. Kroff (SE)

- Involved at different levels:
 - ⇒ What is realistic in term of process construction?
 - ⇒ What can be sold on the European market?
 - ⇒ How to be competitive?
- Two main focus:
 - ⇒ Business rationales
 - ⇒ Market channels identification
- Partners must keep in mind that SE is a source of data:
 - ⇒ Regulation data
 - ⇒ Operation data
 - ⇒ Waste composition and emission data
 - ⇒ Business context
 - ⇒ Technical solutions
- **Action:** Link with WP2
- **Action:** Date of beginning to be revised

4.6. Focus on Dissemination and Communication – [E. Kovacs](#) (ACR+)

- **Action:** All communication activities must be sent to ACR+
- Communication tool to be developed
 - ⇒ Logo
 - ⇒ Videos → in English. If need to translation, partner asking for it must take in charge the payment
 - ⇒ Brochures
 - ⇒ Website → Need to add a link to the intranet.
 - ⇒ Newsletter
 - ⇒ Twitter, Facebook and LinkedIn → Need to choose hashtags of DECISIVE project
- Partners' production
 - ⇒ At least 6 scientific papers
 - ⇒ At least 2 press releases per partner
- Discussion:
 - ⇒ **Action:** According to the Consortium Agreement the approval of all the Partners is required on what we can tweet or publish
 - ⇒ Does ACR+ will control tweets before publications?
 - ⇒ **Action:** It is asked to partners to not use those tools until we clarify these questions. Within a few weeks ACR+ will propose a communication and dissemination strategy document which will specify confidentiality and information procedure towards consortium partners (based on the consortium and grant agreements) and will propose a specific procedure for social network use.

4.7. Miscellaneous

Action: The coordinator will provide to all WP leaders a detailed description of the WP's activity planning and the distribution of human resources attributed to these activities at the submission stage. All leaders will revise these provisions to adapt the work plan.

4.8. Lab Tour of Irstea Rennes with some partners - [GEOMAR](#), [Refarmers](#), [ITS](#) and [SE](#)

(Note: Some partners (ARC, TUHH) visited the laboratory before the beginning of the meeting)