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# Deliverable 1.5

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## D1.5 Minutes of Meeting of the RISE management board conducted

Deliverable information	
<b>Work package</b>	[WP1: Management]
<b>Lead</b>	[ETH]
<b>Authors</b>	[Banu Mena Cabrera (ETH)]
<b>Reviewers</b>	[Management Board]
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## Summary

This document is the deliverable D1.5 of RISE and it contains the collection of the first two Management Board Meeting (MB) Minutes. It has been prepared by WP1 and reviewed by the MB. There are 5 more similar deliverables planned, documenting the future MB Meeting Minutes.

The Management Board (MB) is in charge of the operational management (decision process, risk assessment, information flows) of the RISE implementation and of ensuring the cohesion of the whole RISE community. During the RISE Kick-off Meeting which was held in September 2019, the General Assembly determined the members of the Management Board as follows:

- Stefan Wiemer, ETH Zurich (RISE Coordinator)
- Banu Mena Cabrera, ETH Zurich (RISE Manager)
- Ian Main, UEDIN (WP2 Leader)
- Warner Marzocchi, UNINA (WP3 Leader)
- Iunio Iervolino, UNINA (WP4 Leader)
- Remy Bossu, EMSC (WP5 Leader)
- Helen Crowley, EUCENTRE (WP6 Leader)
- Danijel Schorlemmer, GFZ (WP7 Leader)
- Michele Marti, ETH (WP8 Leader)

During the Kick-off Meeting, it is decided that MB will meet every two months via teleconference. The first MB meeting took place on 11.11.2019 and the second MB meeting on 13.01.2020.

This deliverable is structured in two parts. Part 1 summarizes the meeting minutes of 11.11.2019. Part 2 summarizes the meeting minutes of 13.01.2020.

### **Liability Claim**

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## 1. MB Meeting 11.11.2019 - Meeting Minutes

### 1.1 Agenda

1. Implementation Plan (IP) & WP progress
2. Amendment Package
3. RISE Intranet
4. RISE Communication Platform
5. RISE Newsletter
6. Next Annual Meeting
7. Next MB Meeting

### 1.2 Meeting Minutes

#### 1.2.1 Implementation Plan (IP) & WP Progress

- First Project Management Plan is a deliverable (Deliverable 1.1), due 30 November.
- IP will be the backbone of the Project Management Plan (PMP).
- Every WP will provide an IP.
- A template for the IP is distributed to all WP leaders.
- There will be an update on the IP every year.

#### General Discussion

All teams are working on the Implementation Plan, which will serve as a roadmap for the work to be carried out in tasks. IP will be in greater detail than the Grant Agreement, as it will list all the people working at each task and will reflect interconnection between tasks. IP will also link the deliverables to the tasks, therefore there will be a responsible person for every deliverable. This will facilitate the timely management of the project, as well as management of each task team. Special effort will be made on clarifying the inter-dependencies of tasks, and the input/output within tasks/WPs. In this way, it will be easier to monitor potential delays, and take precautions.

In the IP, task leaders and task contributors are well determined. However, in some cases, if collaborators' contributions are less than 1PM, that contributor is not necessarily recorded in the IP. Task leaders should spend effort to include all contributors with >1M contribution to that task. Task team should be working with participants across all RISE community, as indicated in the Grant Agreement.

IP will be part of the PMP. Project Manager will send the PMP to all WP leaders by 23 Nov for their review. Last day of submission to the EC is 30 Nov.

### **Progress of the IP per WP**

Below is a summary of the stage of Implementation Plans per WP.

**WP2:** All tasks are complete for the IP, except for a subtask 3 of Task 2.4. Subtask 3 is related to Machine Learning. The person from ETH to work on Machine Learning, will be determined.

**WP3:** A roadmap from tasks to deliverables is established. A call is organized for WP3 tasks, which will take place soon. WP3 is planning a joint meeting with WP7, to establish the communication between modellers and testers. For the IP, all tasks are complete except for Task 3.5. Task 3.5 (Incorporating expert judgement in earthquake forecasting) is an important task, and is well established in New Zealand example.

**WP4:** All tasks are complete for the IP. WP4 Kick-off Meeting will take place in Naples (end of Jan/Beginning of Feb, a doodle is set). WP3 will partially attend the WP4 meeting.

**WP5:** All tasks for the IP are complete. Communication between EMSC and UniBergamo is working well. Communication is established between ETH, UCAM and EMSC.

**WP6:** All task except 6.3 and 6.4 are complete for the IP.

Task 6.4: Task leader needs to be determined. At the moment task leader is Stefan Wiemer.  
Contributors: John Clinton, Maren Boese, Philipp Kastli (IT Support), Y Relland (IBK)

Task 6.3: Task leader is Kristin Vogfjord (IMO), no response to IP as of now.

Michele Marti suggested that IMO's 6PMs from WP8 can be transferred to WP6 through an amendment (IMO communicated this with WP8 leader during the Kick-off). This change needs to be confirmed by IMO. A new person is expected to be hired by IMO for the RISE tasks. Communication with IMO needs to be improved.

**WP7:** IP of WP7 is not received yet. Danijel Schorlemmer will send the WP7 IP. Cecilia Nievas will follow on this. There has been delay on a task due to one of the testers having left GFZ, there will be change of person for the task leader.

**WP8:** IP for Tasks 8.1 and 8.4 are received by the Project Manager. IP for 8.2 and 8.3 are pending.

Task 8.2: STM initially leading this task, will need to be replaced.

Task 8.3: EMSC initially leading this task is decided to be replaced.

There will be change of Task leader for Task 8.2 and 8.3, and re-distribution work in these tasks. IP for these tasks need to be completed before the submission deadline.

## Forthcoming deliverables and milestones

### Deliverables of the next 2 months:

- D1.1 Project Management Plan (PMP), deadline 30 Nov.
- PMP is in progress and will be circulated by 23 Nov to WP leaders, for their feedback.
- D8.1 PEDR, deadline 30 Nov  
PEDR: Plan for Exploitation and Dissemination of Results  
First version of PEDR will be ready next week.
- D1.16 Data Management Plan, deadline 31 Dec

### Milestones of the next 2 months:

- MS01: RISE Boards nominated (SP, SAB, MB, GA), deadline 30 Sep  
RISE Boards are nominated except the Stakeholder Panel (SP). SP will be discussed in more detail during the next MB Meeting and will be nominated by M6.
- MS03: Kick-off meeting, deadline 30 Nov  
Kick-off Meeting is done in September 2019.
- MS02: Project internal communication established, deadline 30 Nov  
Check by MB:
  - Intranet ready.
  - Different Email lists are set up for communication at different levels.
  - Internal Newsletter is due 30 Nov.
  - Decision on a common communication platform – yet to be determined.
- MS32: Real time data exchange between EMSC and Bergamo, deadline 31 Dec

### 1.2.2 Amendment Package

STM requested to leave the consortium and Sacertis will not take part due to changes in their company strategy. Therefore, we need to redistribute the tasks and the budget. We consider to redistribute the tasks within the RISE Consortium, as we already have the capacity and the know-how internally. We will also make use of the Stakeholder Panel, to reflect industry perspective to the project.

The table below summarizes the Person Months (PMs) of STM per WP, and the tasks STM is involved in the Grant Agreement.

<b>STM's contribution</b>	<b>WP2</b>	<b>WP6</b>	<b>WP8</b>	<b>Total PMs</b>	<b>Total Budget</b>
PMS & Budget	6 PMs	13 PMs	6 PMs	25 PMs	250000 €
Tasks Involved	2.1, 2.6	6.1, 6.2, 6.4	8.2 (leading this task)		

The table below breaks down the PMs per task and WP, as well as the corresponding budget to each WP.

WP	Tasks	Beneficiary	Transfer of PMs	Budget Transfer
WP2	Task 2.1	?	6 PMs	60000 €
	Task 2.6	?		
WP6	Task 6.1	QUAKE?	13 PMs	130000 €
	Task 6.2	ETH		
	Task 6.3	ETH		
WP8	Task 8.2	ETH	6 PMs	60000 €

Task 8.2 will be covered by ETH, with some engagement of the Stakeholders. ETH will contact QuakeSaver to understand the resources required for the possible additional tasks related to installing sensors in buildings in Task 6. Iunio Iervolino (WP4 leader) will work on how to cover the engineering aspect. He will prepare a proposal on which tasks they can cover, how many PMs and budget would they need. OGS linked to INGV as a subcontractor could also be contacted for replacing some of the work of STM. Next week we aim to come up with a more solid plan!

A separate document which explains in detail all amendments is prepared. Once the abovementioned task distribution is planned and agreed, it will be included in the Amendments Package. The Amendments Package will soon be submitted to the EC.

### 1.2.3 RISE Intranet

RISE Intranet is launched. A detailed guideline for the use of the Intranet is prepared by the project management. The 'guidelines' is distributed to the RISE Community. There are many ways one can contribute to the intranet. It is meant to be used for a document sharing repository, as well as will share important information related to the project. The workshops/meetings/events will be announced, agendas and meeting minutes will be shared, the milestones and deliverables will be listed and all project related documents will be stored in this platform. To make the most of it, WP leaders are advised to encourage their team to use it on their day to day work.

### 1.2.4 RISE Communication Platform

MB discussed whether to introduce a common RISE communications platform or keep the communications using emails and intranet only. We evaluated possible options and pros and cons of using a space for "team-chat". The following three options are discussed:

*Option 1:* Slack, hosted in American servers, used online

*Option 2:* Mattermost, hosted by ETH, needs the software to be installed by every participant

*Option 3:* No common RISE platform, each group can choose what they like independently

Option 1: The use of Slack is highly recommended by UCAM. With UCAM's leadership, WP6 has set up Slack for WP5 and WP6 teams, and started testing the platform. Slack is a recommended platform

to encourage better collaboration within a corporation. It is used online and fairly easy to use. However, there has been strong objection to use Slack from GFZ, mainly due to their regulations on data privacy. GFZ expressed that they are technically not allowed to store data and results on cloud services, but have to keep these on their computers.

Option 2: Mattermost is a good alternative to Slack as it offers open source clients for all relevant systems, therefore the users do not have to rely on other providers. If a decision to use Mattermost is made, one of the beneficiaries (Most likely ETH) needs to host it. Therefore, it requires some IT work, and each RISE participant will have to install the software on their PCs. In that sense, it is not as practical and quick as Slack, for the start. Therefore, there needs to be a consensus by the whole RISE community, and a strong willingness to use it by everyone in the project.

Option 3: In case we cannot agree on the use of a common platform for collaboration, we will keep using emails and project's Intranet, as they are already well established ways of communication within the RISE Consortium.

#### Summary of Discussions:

- In order to decide for a common communication platform, all Beneficiaries need to accept and participate. As GFZ is strongly against using a cloud based server, Slack is not any more considered an option.
- Iunio Iervolino from UNINA (WP4 leader) stated that it may be just too many platforms to use (in addition to Alfresco for Intranet, and emails), and perhaps not needed.
- Remy Bossu from EMSC (WP5 leader) expressed his opinion against using a common platform, and he believes that one should not spend too much time and energy on it. He stated that from his experience in 20+ EC projects, there has never been a single project, where they used such a platform. People need to invest time to install the software, and to understand it. Initiated by UCAM, WP5 and WP6 tested Slack and yet 90% of the exchanges were still through emails.
- ETH will spend some time and effort on exploring Mattermost, and the possibility of offering it from ETH server. This issue is still an open topic, and we will work on it in the coming weeks.

#### **1.2.5 RISE Newsletter**

Each WP will be introduced in one edition of the Internal Newsletter. First Newsletter will focus on WP1 – Management. WP leader and a few main contributors will provide input for this newsletter. If you would like to share some news with the RISE Community, please send a short article (1 – 2 paragraphs) with a picture if possible, to Janine Aeberhard ([janine.aeberhard@sed.ethz.ch](mailto:janine.aeberhard@sed.ethz.ch)).



### **1.2.6 Next Annual Meeting**

Next Annual Meeting in Italy – When and Where?

Warner Marzocchi will initiate the communication with INGV for organizing the next year's annual meeting in Florence (to be hosted by INGV and University of Bologna). Dates need to be decided, but we aim for the period between the end of September – the beginning of October 2020. Project Manager will clarify, whether the expenses of international partners are "eligible costs" or "non-eligible costs".

### **1.2.7 Next MB Meeting**

MB Meetings will be regular online meetings, and will take place every two months.

Next MB Meeting is scheduled on 13th January 2020 at 11 am.

## 2. MB Meeting 13.01.2020 - Meeting Minutes

### 2.1 Agenda

1. Next Deliverables and Milestones
2. Progress of Work Packages
3. Amendment Package
4. Data Management Plan
5. Nomination of Stakeholder Panel
6. RISE Events/Publications/Presentations & Intranet
7. Next RISE Annual Meeting
8. Next MB Meeting

### 2.2 Meeting Minutes

#### 2.2.1 Next deliverables and Milestones

The tables below are shared with the MB. The green ticks show the submitted deliverables and achieved milestones. Upcoming milestones and deliverables, which are due end of February (seen in blue boxes), are discussed. There are no foreseen delays for these milestones and deliverables.

List of Deliverables:

Title	Description	Start Date	End Date	Assignee	Priority	Status	% Complete	Comments	Attachments
<input checked="" type="checkbox"/> 01) D1.1 Project management plan updated	First update to the detailed project management plan (PMP) compiled and distributed to all beneficiaries. The PMP documents the actions necessary to define, prepare, integrate and coordinate the various planning activities. The PMP defines how the project is executed, monitored and controlled, and closed.	Sun 1 Sep 2019	Sat 30 Nov 2019	Banu Mena Cabrera	Normal	Complete	100	Report	20191130_Deliverable_1.1.pdf
<input checked="" type="checkbox"/> 67) D8.1 Update PEDR (month 3)	Initial Document, report (excluding the periodic and final reports). Details: dissemination plan, dissemination activity timing, dissemination management, dissemination tools and exploitation plan		Sat 30 Nov 2019	Michèle Marti	Normal	Complete	100	Report	20191130_Deliverable_8.1.pdf
<input type="checkbox"/> 16) D1.16 Data Management Plan	The Data Management Plan of RISE is finalised and distributed to all beneficiaries.		Tue 31 Dec 2019	Banu Mena Cabrera	Normal	In Progress	30	ORDP: Open Research Data Pilot	
<input type="checkbox"/> 05) D1.5 Minutes of Meeting of the RISE management board conducted	Minutes will include: Names of participants. Agenda items covered. Meeting minutes will give an accurate record exists of what transpired during the meeting		Sat 29 Feb 2020	Banu Mena Cabrera	Normal	In Progress	50	Report	
<input type="checkbox"/> 22) D2.6 Specifications on portable excitation sources and structure selection	We will design and set the specifications for portable excitation sources for structures and ground surface, such that we can generate vibrations with amplitudes larger than ambient vibrations. That way we extract more information on the linear and nonlinear dynamic characteristics of structures and soil without waiting for an earthquake. Excitation sources will be such that they can be disassembled to take up to the top of a building in an elevator. We will select a building and a bridge to test the system.		Sat 29 Feb 2020	Erdal Safak	Normal	Not Started	0	Report	
<input type="checkbox"/> 58) D6.6 Framework for the assessment of economic losses in a dynamic risk context	This report will outline the framework RISE adopts to interface with economic factors of relevance for dynamic risk and loss assessment. It outlines how we will use quantitative economical assessments for rapid loss assessment, risk- cost-benefit assessment and optimization, and resilience enhancements.		Sat 29 Feb 2020	Stefan Wiemer	Normal	Not Started	0	Report	
<input type="checkbox"/> 76) D8.10 External Newsletter released (month 6)	Release of the first external newsletter describing RISE.		Sat 29 Feb 2020	Michèle Marti	Normal	Not Started	0	Websites, patents filling, etc.	

## List of Milestones:

C. List of Milestones

Select 1 - 50 of 52 << 1 2 >>

Title	Description	Start Date	End Date	Assignee	Priority	Status	% Complete	Comments	Attachments
<input checked="" type="checkbox"/> MS01: RISE Boards nominated (SP, SAB, MB, GA)	Nomination letters send		Mon 30 Sep 2019		Normal	Complete	100	Lead Beneficiary: ETH	<a href="#">RISE_Boards.pdf</a>
<input checked="" type="checkbox"/> MS03: Kick-off meeting	Meeting minutes recorded		Sat 30 Nov 2019		Normal	Complete	100	Lead Beneficiary: ETH	<a href="#">Meeting minutes_Kick_off_GA.pdf</a> <a href="#">Meeting minutes_Kick_off_Breakout.pdf</a>
<input checked="" type="checkbox"/> MS02: Project internal communication established	Check by Management Board		Sat 30 Nov 2019		Normal	Complete	100	Lead Beneficiary: ETH Alfresco Site Ready for RISE Intranet	
<input checked="" type="checkbox"/> MS32: Real time data exchange between EMSC and Bergamo	Data exchange operational, check ExeCom		Tue 31 Dec 2019		Normal	Complete	100	Lead Beneficiary: EMSC We have installed a HMB messaging service between Bergamo and EMSC and we receive the triggers in real time. We are testing whether they can be used to initiate rapid seismic loc	
<input type="checkbox"/> MS45: Concept for modularization	Concept ready check WP lead		Sat 29 Feb 2020		Normal	Not Started	0	Lead Beneficiary: GFZ	
<input type="checkbox"/> MS22: OEF output format for testing	Format define, and validated by WP leader 3, 7		Sat 29 Feb 2020		Normal	Not Started	0	Lead Beneficiary: UNINA (WP3+WP7)	
<input type="checkbox"/> MS33: Implementation of the AIDR platform for landslides and fire detection	Platform running, check WP lead		Sat 29 Feb 2020		Normal	Not Started	0	Lead Beneficiary: EMSC	

## 2.2.2 Progress of Work Packages

### WP1:

Project Manager made a brief presentation of the RISE Intranet site, and showed some tips to achieve a better use of the platform, and to improve the internal communication of the Consortium. RISE Intranet is updated on weekly basis by the Project Manager.

RISE Intranet front page (also called the **Site Dashboard**) looks like this:

On the left side of the front page, there are:

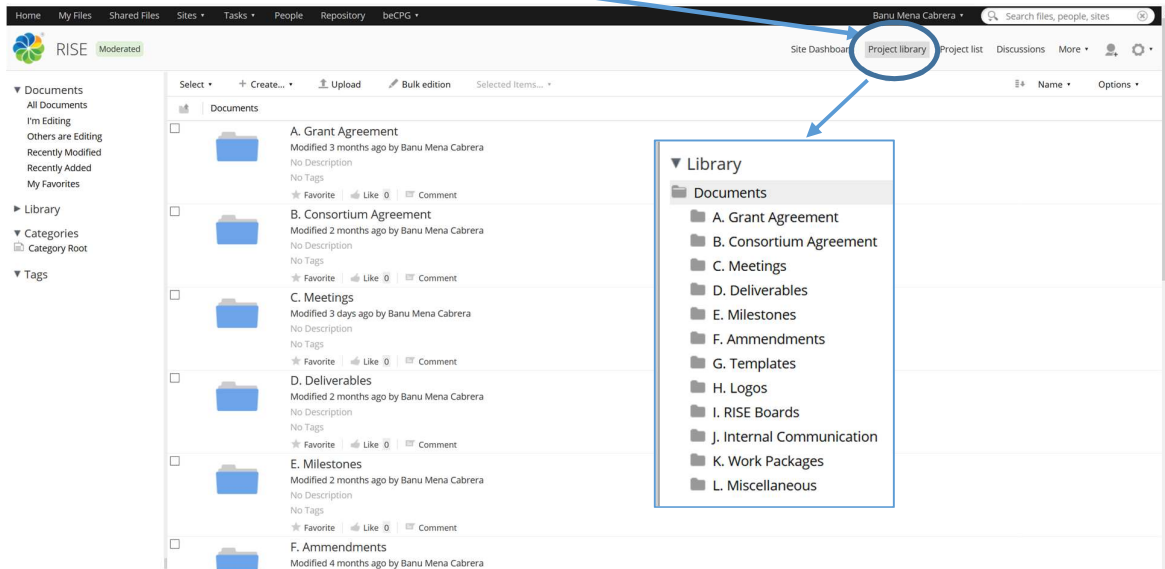
- Links to important sites & to RISE Newsletters
- Acknowledgement of EU funding

- News & important information will be posted on the left side of the dashboard, such as reminder for the announcement of RISE Publications, call for Abstracts for upcoming meetings etc.

On the right side of the front page, there are:

- Lists;
  - List of Participants,
  - List of Milestones,
  - List of Deliverables,
  - List of Events,
  - List of Intended Scientific Publications,
  - List of Presentations and Submitted Abstracts.
- Lists are particularly important to keep all RISE participants up to date with the latest RISE news, deadlines, meetings, presentations, publications, etc. Lists require participation of all RISE researchers.
- List of Milestones: List can be sorted by the submission date for an easy outlook of the upcoming deadlines. The leading WPs are added in the comments section. Any relevant document can be attached to the list. The status [Not Started, In Progress, Complete, On Hold] can be registered. Progress in terms of %Complete can be updated.
- List of Deliverables: This list can also be sorted by the submission data, for tracking the upcoming deadlines. The responsible person is assigned to each deliverable. The deliverable reports that are already submitted to the EC are attached to the list. Any other related document can be attached. The status [Not Started, In Progress, Complete, On Hold] can be registered. Progress in terms of %Complete can be updated.
- List of Events: Any RISE related conference, meeting, workshop, or a special RISE session in a conference will be displayed here. All RISE participants are expected to provide relevant input to this list. Event documents such as meeting agenda, meeting minutes will also be attached here.
- List of Intended Scientific Publications: The title of the intended scientific publication must be listed under *E. Intended Scientific Publications*, the latest when submitted for review (essential). This is an obligation of the Grant Agreement and the Consortium Agreement. For details, refer to the CA. The draft paper can be attached here (optional).
- List of Presentations and Submitted Abstracts: The poster or oral presentations as well as Abstract submissions must be listed here. This is an obligation of the Grant Agreement and the Consortium Agreement. For details, refer to the CA. The presentation can be attached here (optional).
- Site Calendar shows the upcoming events related to RISE.

**Project library** is the Project's Repository, where all Deliverables, Milestones, Agreements and any other RISE related documents are stored and shared.



- RISE Deliverables should be uploaded by the leading person under: *Project library/Documents/D. Deliverables* at least 2 weeks before the submission deadline to the EU.
- Any document related to Milestones should be uploaded under: *Project library/Documents/E. Milestones*.
- Project Office sends a reminder message 2 months before the Deliverable/Milestone deadline.
- Any document related to a WP (else than deliverable report which is stored under Deliverables folder), can be stored and shared under *Project library/Documents/K. Work Packages*.
- Any document that you would like to attach to a list (List of Deliverables, list of publications etc) must be first uploaded in a folder under Project library. You can use L. Miscellaneous for this purpose.
- RISE participants can create a new folder/subfolder if needed. Please follow the naming conventions introduced in the Intranet Guidelines, which can be found here: *Project library/Documents/J. Internal Communication/20191105\_IntranetGuidelines.pdf*

## WP2, WP3, WP7:

- Rise WP2 related posters will be presented at AGU. They will be added to the list on the RISE Intranet.
- There will be a WP2+3+7 joint workshop on January 16-17 in Potsdam. 4 people from Edinburgh will join this workshop for WP2 activities. Current CSEP protocols will be discussed. 18 people had registered to this workshop.
- Main target of the joint workshop: Determine a common format, that all modellers can deliver their models to be tested in CSEP2. The workshop will deliver MS22 [OEF output format for testing].
- Modellers from different groups will be encouraged to participate. Special attention will be given to physics based models to be adapted to CSEP2 framework.

- The meeting minutes will be recorded and shared on the RISE Intranet.

#### WP4:

- WP4 Kick-off Meeting will take place on Feb 4<sup>th</sup> in Naples.
- Helen Crowley (WP6 Leader) and Warner Marzocchi (WP3 leader) will join the meeting.
- Meeting Minutes will be recorded and shared on the RISE Intranet.

#### WP5:

- Remy Bossu is working with Francesco Grigoli on early warning.
- 3 papers are planned to be submitted:
  - Paper 1 in collaboration with UCAM on Albanian earthquake,
  - Paper 2 on communication issues,
  - Paper 3 on fast location combining seismic data
- Sylvain Laferriere from EMSC will visit Maren Boose at ETH in January 2020, to work on determination of finite fault rupture and related issues.
- Communication between EMSC and UCAM is set up, communication with WP8 needs to improve.

#### WP6:

- WP6 leader Helen Crowley will join the WP2+3+7 joint meeting in Potsdam. Helen will focus on planning the work related to exposure modelling, and will discuss it with Cecilia Nieves and Danijel Schorlemmer in Potsdam.
- Helen Crowley will join the WP4 Kick-off Meeting in Naples.
- Deliverable 6.6 [Framework for the assessment of economic losses in a dynamic risk context] will be led by Stefan Wiemer. Deliverable is due Feb2020. Philipp Kastli will contribute to this deliverable for IT related issues. An ETH new hire will start on 15 January, and will also contribute to this deliverable.
- An extra effort will be made to involve ISOR for WP6 activities more effectively.

#### WP8:

- Internal Newsletter talks about the Best Practice Report. It requires contributions from WP leaders and RISE consortium in general. There is a google doc to fill, for potential contributors.
- First External Newsletter is scheduled for January 2020, under review by the Project Office.
- We need to make effort to reach out the external newsletters and enlarge the subscribers.

### 2.2.3 Amendment Package

The Amendment Package, which was discussed during the 1<sup>st</sup> MB Meeting in detail, is now submitted to the EC. STM's work is distributed among ETH, Quake and GFZ. The Project Officer agreed on the submission of the Amendment Package, and accepted the amendment requests in principle. The EC Financial Officer still has to agree on the budget aspect for the change of STM. Management Board will be informed about the outcome of this procedure.

### 2.2.4 Data Management Plan

Our obligation for making data open access, as RISE being part of the Open Research Data Pilot (ORDP), is discussed.

- Open Access to scientific publications is an obligation in H2020.
- Data (together with metadata and software), which is needed to validate the results of a scientific publication, is open access **as default** with an option to opt-out.
- A template is provided to all WP leaders to share with their task leaders. The template needs to be filled out by each WP and sent to the Project Manager the latest by the end of January.
- RISE DMP will be delivered by the end of February.
- DMP is a dynamic document, and will be updated before the project's internal evaluation as well as end of the project.
- Journals' full open access option is very costly. We will look for various other options (other Data Repositories, making 'accepted paper' open access etc.)
- Project Manager will attend a series of workshops related to Data Management in H2020 during January and February.
- DMP is a confidential document, and will be made available only to the members of the RISE consortium and the EC.

### 2.2.5 Nomination of Stakeholder Panel (SP)

SP will be formed in national as well as European level. At a national level, we will focus on Italy and Switzerland.

- Stefan Wiemer and Michele Marti will contact Swiss Stakeholders such as civil protection officers, and a couple of relevant industries e.g. Swiss Railways, elevator company etc.
- Warner Marzocchi will contact Italian Civil Protection officers.
- Helen Crowley will be in contact with the European Stakeholders.
- Project Manager will provide a document with a brief description of SP, the role of SP, the extent and size of the panel, and the contribution of stakeholders to the project in general.

We will then form the Stakeholder Panel, and aim to arrange a Stakeholder Panel Meeting before the RISE annual meeting. Stakeholder Panel members will be invited to RISE annual meetings.

## **2.2.6 RISE Events/Publications/Presentations & Intranet**

Please make sure to record the following data on the Intranet:

- 1) RISE related events that you plan here:  
*Site Data Lists/D. List of Events*
  
- 2) Announce your publications, which are submitted/planned to be submitted (minimum 45 calendar days before the intended publication date) here:  
*Site Data Lists/E. Intended Scientific Publications*
  
- 3) Announce your presentations (poster or oral) or submitted Abstracts here:  
*Site Data Lists/ F. Planned Poster & Oral Presentations & Submitted Abstracts*

## **2.2.7 Next RISE Annual Meeting**

Next RISE annual meeting will be in Florence, Italy and will be organized by INGV. Gianfranco Vanucci is the contact person from INGV for the organizational matters. A doodle will be sent by the Project Manager to all RISE Consortium, to select the most convenient date for the meeting. The date options will be within the last two weeks of September 2020.

## **2.2.8 Next MB Meeting**

The next MB meeting will be on the 9<sup>th</sup> of March at 9 am.