



Meeting minutes

Project Steering Committee Meetings

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PROJECT INFO

Project title	Digitalisation of water industry by innovative graduate water education
Project acronym	DIGIWATER
Project reference number	621764-EPP-1-2020-1-NO-EPPKA2-KA
Action type	Knowledge Alliances in Higher Education
Web address	http://waterharmony.net/projects/digiwater/
Coordination institution	Norwegian University of Life Sciences (NMBU)
Project duration	01 January 2021 – 30 April 2024

DOCUMENT CONTROL SHEET

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Lead institution	NMBU
Author(s)	Rasha Hassan, Harsha Ratnaweera
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Meeting minutes

DIGIWATER Steering Committee Meeting

(First Meeting)

<i>Dates</i>	24th January 2021
<i>Format</i>	Online

Introduction

This document reports the first Steering Committee (SC) meeting of the Erasmus+ Capacity Building in Higher Education project (DIGIWATER), held on January 24th, 2021.

The purpose of the meeting was to structure and plan the first project year and introduce the tasks, analyze the financial plan and its realization, and discuss current issues and future DIGIWATER challenges.

Opening of the meeting

Main speakers:

Harsha Ratnaweera, NMBU

Susann Anderson, NMBU

Summary:

Harsha opened the Steering Committee meeting, by wishing welcome to all members.

According to the agenda, an overview of DIGIWATER in detail was given, and necessary decisions were introduced by Harsha (NMBU) and then approved after discussion.

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Agenda (10:00-12:00)	
Check-in & Tour de table	Susann
Project structure and work plan	Harsha
Information from EU & formalities	Harsha
General discussion and closing of the meeting	

Key approved decisions

- Assigning the Project Steering Committee: (one representative of each partner organization)
- Roles and responsibilities: Assigning the Project management committee (WP leaders + 5 cross-cutting actions leaders)
 - Prof Martin Oldenburg (TH OWL, DE)- Quality Assurance,
 - Dr. Alexandros Yeratziotis (UCY, CY) – Big Data/IoT and Cyber security
 - Prof Marian Barbu (UGAL, RO) – SCADA and process control
 - Dr Vincent Wolfs (SumAqua, BE)- SME perspectives
 - Mr Markus Beine (STEB, DE) - End-user perspectives.
- Assigning the WP and task leaders
- Reporting to the consortium and discussion on the formalities and official documents:
 - Grant agreement is signed between EU-EACEA and NMBU
 - Meeting 28. Jan: Harsha and Susann will attend - send questions
 - Partnership agreement is signed between NMBU and partners
 - 40% of funds received and transfer to partners initiated
- Finally, postponing the physical meetings and instead hold video meetings

Attendance list:

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Meeting minutes

DIGIWATER Steering Committee Meeting

(Second Meeting)

Dates	24th November 2021
City	Ås
Meeting venue	REALTEK, NMBU
Address	Drøbakveien 31

Introduction

This document reports the Steering Committee (SC) meeting of the Erasmus+ Capacity Building in Higher Education project (DIGIWATER), held on November 24th, 2021.

The purpose of the meeting was to structure and plan the first project year and introduce the tasks, analyze the financial plan and its realization, and discuss current issues and future DIGIWATER challenges. Necessary decisions were introduced by Harsha (NMBU) and then approved after discussion.

Opening of the meeting

Main speakers:

Harsha Ratnaweera, NMBU

Susann Anderson, NMBU

Summary:

Harsha opened the Steering Committee meeting, by wishing welcome to all members.

According to the agenda, an overview of DIGIWATER in detail was given, and future tasks and activities were introduced by Harsha (NMBU).

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1. Check-in & Tour de Table- Susann

Susann welcomed all participants and called the meeting to order at [Insert Time].

Each participant introduced themselves and briefly stated their role in the project.

Participants shared any immediate concerns or updates related to the project.

2. Overview: DIGIWATER Governance and Compliance- Harsha

Harsha provided an overview of the DIGIWATER project's governance structure and compliance requirements.

Discussed the roles and responsibilities of stakeholders in ensuring compliance with project guidelines.

Highlighted any recent developments or challenges in governance and compliance.

3. Overview: Financial Oversight- Harsha

Harsha presented an overview of the project's financial status and oversight mechanisms.

Reviewed the budget allocation and expenditure to date.

Discussed any financial challenges or deviations from the planned budget.

4. Risk Monitoring- Harsha

- Harsha provided an update on risk monitoring efforts for the DIGIWATER project.
- Reviewed the identified risks and their current status.
- Discussed mitigation strategies and actions taken to manage project risks.

5. General Discussion and Closing the Meeting

Topics Discussed:

- Open floor for general discussion on the presentations and any other business.
- Clarification on action items and responsibilities assigned during the meeting.
- Agreement on next steps and follow-up actions.

Closing Remarks:

- Susann summarized the key points discussed during the meeting.
- Thanked all participants for their contributions and attendance.
- Scheduled the next steering committee meeting

Key approved decisions

- Change of mobilities & project meetings – place and number of participants

Agenda (17:00-19:00)

Check-in & Tour de table	Susann
Overview: DIGIWATER governance and compliance	Harsha
Overview: Financial oversight	Harsha
Risk monitoring	Harsha
General discussion and closing of the meeting	

Attendance list:

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Meeting minutes

DIGIWATER Steering Committee Meeting

(Third Meeting)

<i>Dates</i>	24th November 2022
<i>Format</i>	Online

Introduction

This document reports the first Steering Committee (SC) meeting of the Erasmus+ Capacity Building in Higher Education project (DIGIWATER), held on November 24th, 2022.

The purpose of the meeting was to structure and plan the project year and introduce the tasks, analyze the financial plan and its realization, and discuss current issues and future DIGIWATER challenges. Necessary decisions were introduced by Harsha (NMBU) and then approved after discussion.

Opening of the meeting

Main speakers:

Harsha Ratnaweera, NMBU

Susann Anderson, NMBU

Summary:

Harsha opened the Steering Committee meeting, by wishing welcome to all members.

According to the agenda, an overview of DIGIWATER in detail was given, and necessary decisions were introduced by Harsha (NMBU) and then approved after discussion.

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1. Check-in & Tour de Table- Susann

Susann welcomed all participants.

Participants shared any immediate concerns or updates related to the project.

2. Overview: DIGIWATER interim report: Best practices and lessons learned- Harsha

3. Financial issues- Harsha

4. Risk Monitoring-Harsha

- Harsha provided an update on risk monitoring efforts for the DIGIWATER project.
- Reviewed the identified risks and their current status.
- Discussed mitigation strategies and actions taken to manage project risks.

5. General Discussion and Closing the Meeting

Topics Discussed:

- Open floor for general discussion on the presentations and any other business.
- Clarification on action items and responsibilities assigned during the meeting.
- Agreement on next steps and follow-up actions.

Closing Remarks:

- Susann summarized the key points discussed during the meeting.
- Thanked all participants for their contributions and attendance.
- Scheduled the next steering committee meeting

[Key approved decisions](#)

Agenda

Check-in & Tour de table	Susann
Overview: Interim report	Harsha
Overview: Financial oversight	Harsha
Risk monitoring	Harsha
General discussion and closing of the meeting	

Attendance list:

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Meeting minutes

DIGIWATER Steering Committee Meeting

(Forth Meeting)

Dates	24th July 2023
Format	Online

Introduction

This document reports the Steering Committee (SC) meeting of the Erasmus+ Capacity Building in Higher Education project (DIGIWATER), held on July 24th, 2023.

The purpose of the meeting was to structure and plan the second project year and introduce the tasks, analyze the financial plan and its realization, and make the necessary decisions.

Opening of the meeting

Main speakers:

Harsha Ratnaweera, NMBU

Susann Anderson, NMBU

Summary:

Harsha opened the Steering Committee meeting, by wishing welcome to all members.

According to the agenda, an overview of DIGIWATER in detail was given, and future tasks and activities were introduced by Harsha (NMBU).

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Agenda (10:00-12:00)

Check-in & Tour de table	Susann
Project updates with budget updates	Harsha
Formalities for requesting the extension	Harsha
General discussion and closing of the meeting	

Key approved decisions

- Harsha will send the request to extend the project by four (4) months, from 31.12.2023 to 30.04.2024.

Attendance list:

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Meeting minutes

DIGIWATER Steering Committee Meeting

(Fifth Meeting)

Dates	28 th March 2024
Format	Online

Introduction

This document reports the Steering Committee (SC) meeting of the Erasmus+ Capacity Building in Higher Education project (DIGIWATER), held on March 28th, 2024.

The purpose of the meeting was to structure and plan the first project year and introduce the tasks, analyze the financial plan and its realization, and discuss necessary decisions, and then approve them after discussion.

Opening of the meeting

Main speakers:

Harsha Ratnaweera, NMBU

Rasha Hassan, NMBU

Summary:

Harsha opened the Steering Committee meeting, by wishing welcome to all members.

According to the agenda, an overview of concluding DIGIWATER in detail was given, and Necessary decisions were introduced by Harsha (NMBU) and then approved after discussion.

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Agenda (10:00-12:00)

Check-in & Tour de table	Rasha
Project conclusion practices	Harsha
Information from EU & formalities for conclusion	Harsha
General discussion and closing of the meeting	

Key approved decisions

- Increase personal costs by up to 10%
- Harsha and NMBU team will contact each partner individually to collect all the information needed for final reporting.

Attendance list:

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