

Geo-INQUIRE kickoff meeting (hybrid)



Potsdam, GFZ main campus - 4 and 5 October 2022

<https://goo.gl/maps/wWMYhZQmJL7BHRAX9>

Zoom links

[Building H Auditorium Plenary sessions](#)

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Note about remote attendance: please make sure you display your actual name and affiliation in zoom, if not please rename accordingly.

Exotic names will remain in the virtual waiting room.

Contact point for questions: geo-i_pmo@gfz-potsdam.de

First day 04.10.22, 8:30 - 18:30 + Dinner 18:30 - 20:30

Registrations, 8:30 - 9:00, @ Haus H foyer and zoom virtual waiting room

Session 1, 9:00 - 10:00, Plenary session @ Auditorium

- 9:00 +10' Welcoming words (GFZ Scientific Executive Director S. Buitter and F. Cotton)
- 9:10 +10' Introduction from the Project Officer (Mina Koleva)
- 9:20 +15' The journey to Geo-INQUIRE: enabling factors and current status (A. Strollo)
- 9:35 +15' The Geo-INQUIRE journey and beyond: vision and goal (F. Cotton)
- 9:50 +10' Introducing the Project Management Office (Project Managers)

Coffee break, 10:00 - 10:30

Session 2a, 10:30 - 12:30, Breakouts WP2-5 @ Auditorium, VR1, VR2, VR3

- WP2 @ VR1 (H. Pedersen and A. Strollo)
- WP3 @ VR2 (H. Crowley and F. Haslinger)
- WP4 @ VR3 (M. Urvois and M. Schaming)
- WP5 @ Auditorium (S. Lorito and A. Babeyko)

Notes for WP leaders: get in touch with the Project Management Office to check rooms according to expected capacity via email geo-i_pmo@gfz-potsdam.de. Please include the number of participants expected on site for

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your meeting and if you also need videoconferencing capability for remote connection. WP6 to 9 leaders please plan your participation in the breakout sessions of WP2 to 5 to ensure all links are established.

While organizing the meeting for your WP please consider the following points:

- Who is in charge? Check that the teams/colleagues in charge of each deliverable/milestone/service planned within the project are clearly identified.
- What will be the outcomes at the end of the project? Define/describe the expected outcome (minimum level which is needed to reach the goal, “dream” level beyond our promises).
- What are the next steps to reach our targets with particular focus on the first 12 months? Please link and shortly describe all critical tasks/activities for each of the milestones and deliverables within month 1-12.

Lunch break and Scientific stroll through the Telegrafenberg, 12:30 - 14:00

Session 2b, 14:00 - 15:00, Breakouts WP2-5 (continuation) @ Auditorium, VR1, VR2, VR3

- WP2 @ VR1 (H. Pedersen and A. Strollo)
- WP3 @ VR2 (H. Crowley and F. Haslinger)
- WP4 @ VR3 (M. Urvois and M. Schaming)
- WP5 @ Auditorium (S. Lorito and A. Babeyko)

Session 3a, Plenary @ Auditorium, 15:00 - 16:00, WP2 and WP3 Presentations

- 15:00 +30' WP2 (H. Pedersen and A. Strollo)
- 15:30 +30' WP3 (H. Crowley and F. Haslinger)

Notes for sessions 3a and 3b: 30 minutes each WP (20 min. presentation, 10 min. Q/A), suggested structure of the presentation:

- Part A: current status, key objectives, added value, vision;
- Part B: organization and goals of the first year of activities in detail. Include a timeline for the first 12 months with responsibility and actions to meet deliverables/milestones deadlines (highlight key/critical activities);
- Part C: relations/interactions planned with WP6-9.

Coffee break, 16:00 - 16:30

Session 3b, Plenary @ Auditorium, 16:30 - 17:30, WP4 and WP5 Presentations

- 16:30 +30' WP4 (M. Urvois and M. Schaming)
- 17:00 +30' WP5 (S. Lorito and A. Babeyko)

Session 4, Plenary @ Auditorium, 17:30 - 18:30, Management work package

- 17:30 +20' WP1 activities, needs and expectations: deadlines, management and communication tools, organizational, summary of milestones and deliverables demanding interaction with other WPs (PMO)
- 17:50 +20' Project governance (PMO)
- 18:10 +20' Discussion (All)

Visit of the Great refractor (with V. Müller) and dinner within the campus (open air if possible), 18:30 - 20:30



Second day 5.10.22, 8:30 - 15:30 (+2.5 hours for additional meetings)

Session 5, 8:30 - 9:30, On demand breakouts WP2-9 @ Auditorium, VR1, VR2, VR3

- Sessions organized on demand by WP leaders in case some work packages will need additional discussion to coordinate details left incomplete the previous day.

Note: WP leaders to get in touch locally with PMO at the end of the previous day if there is demand for this additional time. WP leaders will inform partners expected to join via zoom accordingly. Unless explicitly communicated, the official start time on the second day is 9:30 (Plenary).

Session 6a, Plenary @ Auditorium, 9:30 - 11:00, WP6 and WP7 presentations

- 9:30 +45' WP6 (D. Bailo and V. Vinciarelli)
- 10:15 +45' WP7 (O. Lange and J. Quinteros)

Notes for WP6-9 leaders (45 minutes each WP, 20 min. presentation, 25 min. discussion):

- Who is in charge? Check that the teams/colleagues in charge of each deliverable/milestone/service planned within the project are clearly identified.
- What will be the outcomes at the end of the project? Define/describe the expected outcome (minimum level which is needed to reach the goal, "dream" level beyond our promises)
- What are the next steps to reach our targets with particular focus on the first 12 months? Please link and shortly describe all critical tasks/activities for each of the milestones and deliverables within month 1-12.
- Stress relations and expectations from WP2-5 and WP9

Coffee break, 11:00 - 11:30

Session 6b, Plenary @ Auditorium, 11:30 - 13:00, WP8 and WP9 presentations

- 11:30 +45' WP8 (G. Festa and S. Murphy)
- 12:15 +45' WP9 (M. Majdański and G. Puglisi)

Lunch break, 13:00 - 14:00

Session 7, Plenary, Auditorium, 14:00 - 15:00, Final discussion and wrap-up

- 14:00 +20' Take home message (F. Cotton)
- 14:20 +40' Discussion, summary of immediate actions (F. Cotton and A. Strollo)

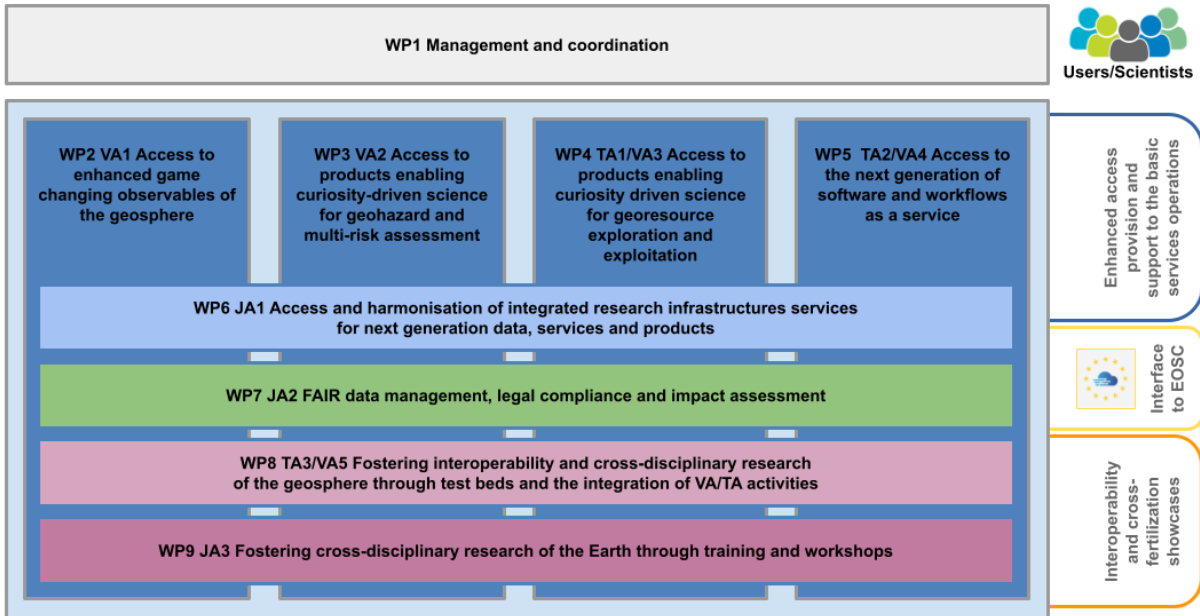
15:00 End of the meeting, rooms available until 18:00 for additional WP/management meetings and discussions

Closing Coffee, 15:00 - 15:30



Appendix

Work Packages full names and schematic view



Map with GFZ main campus location, train station and suggested hotels in Potsdam

