



D5.1 Minutes of Kick-off meeting, GA's and SB's

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Deliverable Information sheet

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0.1	28/02/2023	CIMNE-CERCA	Draft version of the M2 update circulated to partners
0.2	06/03/2023	All Partners	Draft version of the M2 update reviewed and approved
1.0	08/03/2023	CIMNE-CERCA	Document of the M2 update ready for submission to the European Commission
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1.2	12/07/2023	All Partners	Draft version of the M6 update circulated to partners reviewed and approved
2.0	17/07/2023	CIMNE-CERCA	Document of the M6 update ready for submission to the European Commission
3.1	14/11/2023	CIMNE-CERCA	Draft of the 3rd project meeting minutes circulated to partners
3.2	17/11/2023	All Partners	3rd project meeting minutes reviewed and approved
3.0	20/12/2023	CIMNE-CERCA	Document of the M12 update ready for submission to the European Commission
4.0	18/12/2024	CIMNE-CERCA	Document of the M24 update ready for submission to the European Commission
5.0	10/12/2025	CIMNE-CERCA	Document of the M36 update ready for submission to the European Commission
6.0	20/04/2026	CIMNE-CERCA	Document with updates ready for submission.

Executive summary

This deliverable includes the information of the GECKO project meetings starting from the Kick-off meeting of the project. The deliverable is updated in project months 2, 6, 12, 24, 36 and 48 to inform in detail about the project meetings held in these periods.

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List of abbreviations

CV	<i>Curriculum Vitae</i>
DCs	<i>Doctoral Candidates</i>
DCB	<i>Doctoral Candidates Board</i>
DN	<i>Doctoral Networks</i>
GA	<i>General Assembly</i>
S	<i>Scientific training</i>
SB	<i>Supervisory Board</i>
T	<i>Transferable training</i>
TC	<i>Technical Committee</i>

1. MINUTES OF THE KICK-OFF MEETING

Introduction

The main objective of the kick-off meeting was to officially start up the GECKO project and introduce the team with a formal get-together. The meeting was designed to orient the newly formed team to the reasons for the project and to make sure that the partners have a common understanding of goals and steps forward.

The meeting was mainly built up on different topics namely scope, shared obligations and responsibilities of the beneficiaries, rules and good practices for Doctoral Networks projects implementation, settlement of the governance bodies, communication, dissemination and outreach strategies, recruitment rules and strategies, the scientific approach of the project, network-wide training activities, reporting and financial, implementation and next meetings which covered the key areas of the project which were discussed.

The Project Coordinator and the Work Package Leader introduced their parts which were followed by discussions on inputs, doubts clarification, and needs regarding each of the aforementioned topics.

The Project Officer from the European Commission introduced the organisation's role for the project and gave tips and vital know-how on the GECKO tasks to come.

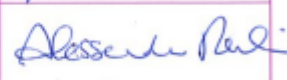
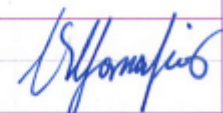
Taking into consideration that no aspect or information during the meeting came up as new for any of the partners and discussions were positive and constructive, it can be regarded as a successful first meeting. All in all the reasons and objectives of the kickoff meeting were fulfilled as Work Package Leaders and Task Leaders are fully committed to their tasks.

1.1 List of attendants

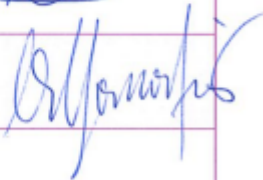
Entity	Partners' name
CIMNE	Alejandro Cornejo
CIMNE	Riccardo Rossi
CIMNE	Alberto Tena
CIMNE	Marina de la Cruz
TUBS	Roland Wüchner
UNIPV	Alessandro Reali
KU LEUVEN	Elke Deckers
KU LEUVEN	Dionysios Panagiotopoulos
DYNAMORE	Stefan Hartmann
AUTH	Athanasios Mihailidis
REA	Nina Poumpalouva

1.2 Signatures

Date: 23/02/2023

Entity	Full name	Signature
KUL	Dionysios Panagiotopoulos	
KUL	Elke Deckers	
TUBS	Roland Wüchner	
UNIPV	Alessandro Reali	
AUTH	Athanasios Michailidis	
CIMNE	Alberto Tena	
CIMNE	Marina De la Cruz	
REA	Lina Paukštova	
CIMNE	Riccardo Rossi	
CIMNE	Alejandro Cornejo	(on line)
DYNAMORE	Stefan Hardman	(on line)

Date: 24/02/2023

Entity	Full name	Signature
CIMNE	Riccardo Rossi Barreale	
UNIV	Alessandro Reali	
CIMNE	Alberto Tena	
CIMNE	Marina de la Cruz	
CIMNE	Alyandro Cornejo	(on line)
TUBS	Roland Wüchner	
KUL	Dionysios Panagiotopoulos	
KUL	Elke Deckers	
AUTH	Ath. Michailidis	

1.3 Agenda

Date: 23/02/2023

Venue: CIMNE (Gran Capità s/n, Campus North UPC Build C1, floor 2, **room OCZ**)

Time	Topic	Presenter/Facilitator
13:30 – 14:00	Light Lunch	
14:00 – 14:15	Welcome and project overview	Riccardo Rossi (CIMNE)
14:15 – 15:00	Partners presentations (5 mins each)	All
15:00 – 15:45	Introduction by the Project Officer	Nina Poumpalova (EC)
15:45 – 16:15	Q&A – open discussion	Riccardo Rossi (CIMNE)
16:15 – 16:30	Coffee break	
16:30 – 17:00	Settlements of the governance bodies	Alberto Tena (CIMNE)
17:00 – 17:30	Ethical issues	Riccardo Rossi (CIMNE)
17:30 – 18:00	Communication, Dissemination, Outreach strategies/ Website/ Logo (WP2)	Elke Deckers and or Dionysios Panagiotopoulos (KU)
20:00	Social Dinner Mussol Arenas, Gran Via de les Corts Catalanes. 373, 385	

Date: 24/02/2023

Venue: CIMNE (Gran Capità s/n, Campus North UPC Build C1, floor 2, **room OCZ**)

Time	Topic	Presenter/Facilitator
9:00 – 9:45	Recruitment rules and strategies + PCDP	Marina De la Cruz & Alejandro Cornejo (CIMNE)
9:45 – 10:00	Scientific WPs introduction	Riccardo Rossi (CIMNE)
10:00 – 10:45	Scientific WPs - leaders	Alessandro Reali (UNIPV) / Dionysios Panagiotopoulos (KU)
10:45 – 11:15	Network-wide training activities/Schools	Elke Deckers (KU)
11:15 – 11:30	Coffee break	
11:30 – 12:00	Deliverables and Milestones	Alberto Tena (CIMNE)
12:00 – 12:30	Reporting and financials	Marina De la Cruz (CIMNE)
12:30 – 13:00	Contact Information/ next meetings	Alberto Tena (CIMNE)
13:00 – 13:30	Light Lunch	

1.4 Minutes

Welcome and project overview

Rossi (CIMNE-CERCA) started the meeting and welcomed all the attendees.

He introduced the project overview and underlined its main objectives.

He explained the importance of collaborating with industries to achieve the main project objective.

He pointed out that the project resulting tools should be licensed as open source.

He indicated that the project developments should be aligned with industry interests.

He also exposed that one of the major training objectives should consist of jointly conducting multi-disciplinary research that is transferable among all GECKO participants.

Partners presentations

Deckers (KU LEUVEN), Wüchner (TUBS), Reali (UNIPV), Cornejo (CIMNE-CERCA), and Mihailidis (AUTH) introduced KU LEUVEN, CIMNE-CERCA, TUBS, UNIPV and AUTH respectively and their main role in the project.

Introduction by the Project Officer - Q&A – open discussion

Poumpalouva (REA) introduced Doctoral Networks (DNs) actions and shared obligations and responsibilities of the beneficiaries and rules and good practices for DN projects.

Poumpalouva (REA) advised maintaining good communication between participants and the PO.

Poumpalouva (REA) pointed out that Doctoral Candidates (DCs) working contracts must be international (English translation).

Poumpalouva (REA) exposed the role and responsibilities of the coordinator (Art. 7).

Poumpalouva (REA) described articles 11 and 20, if anything from the Grant Agreement (GA) needs to be changed an amendment should be carried out. Several changes can be managed in one amendment.

If a change in the topic of the DC is introduced, a contingency plan should be prepared in response to the deviations and be notified.

Poumpalouva (REA) explained that changing the secondment or the location (inside the consortium) is a minor change. Not doing it or bringing a new participant is a major change.

Poumpalouva (REA) explained the obligations towards the recruited researchers (Art 18 of the GA).

Poumpalouva (REA) suggested organising the recruitment in a centralised way. REA can ask for data of the DCs, not CV's.

Poumpalouva (REA) gave advice when hiring: VISA costs are paid by the network, ask non-technical questions to see the English level. DCs cannot telework, they have to work on-site. They do not have to be in possession of a PhD.

Poumpalouva (REA) explained that the DCs are not supposed to do classes, they are supposed to be exclusively paid for the action. Classes will not be paid if the DCs are willing to do it.

DCs must know the net salary from the beginning.

Poumpalouva (REA) spoke about secondments:

- $\frac{1}{3}$ of the time can be seconded. No more than 10 months
- Secondments should be carried out only to associated partners

Settlements of the governance bodies

Tena (CIMNE-CERCA) explained that the project has four governance bodies: the General Assembly (GA), the Supervisory Board (SB), the Technical Committee (TC) and the Doctoral Candidates board (DCB).

Tena (CIMNE-CERCA) exposed the main tasks and responsibilities of each governance body.

Tena (CIMNE-CERCA) suggested the representatives for the GA, SB, and TC.

The GA was approved. A proxy representative was selected for each entity in case the representative cannot attend. The DC representative will be chosen by the DC committee and changed once per year (rotative).

The TC was approved.

SB was accepted. The DC representative will be chosen by the DC committee and changed once per year (rotative). It was decided to suggest to the DCB to elect a different representative for the SB than the one elected for the GA.

DC board to be elected when the DC candidates are recruited.

Ethical issues

Rossi (CIMNE-CERCA) exposes that there are no ethical issues to be considered in the project.

Communication, Dissemination, Outreach strategies/ Website/ Logo

Deckers (KU Leuven) outlined the communication and dissemination activities to be conducted in WP2, covering the contents of the proposal to all the participants to be aware of the upcoming activities.

Deckers (KU Leuven) suggested an Action Point (AP) for creating social media pages.

Deckers (KU Leuven) started a discussion about designing a strategy regarding the gold open access.

De la Cruz (CIMNE-CERCA) explained that green open access is possible only if the period of embargo is lower than six months

Rossi (CIMNE-CERCA) suggested that each partner consult its library services to be aware of its institutions' policies concerning Open Access publications.

Deckers (KU Leuven) described the communication and dissemination activities.

All partners agreed to send information and documentation concerning the communication and dissemination activities conducted to CIMNE-CERCA to report the information to the REA.

CIMNE-CERCA will create the social media pages and prepare to excel file templates for outreach and dissemination and give examples by M6.

All partners will send the publications produced to CIMNE to be uploaded on SYGMA.

Tena (CIMNE-CERCA) presented the GECKO's website and the project logo.

Recruitment rules and strategies + PCDP

Realì (UNIPV) explained that he will send a paragraph justifying the fact that the University of Florence may enter as a partner to be shared with the project officer to see if it's sufficient or not. He is available to discuss all the details if needed.

Rossi (CIMNE-CERCA) suggested proceeding once the Consortium Agreement (CA) is signed.

De la Cruz (CIMNE-CERCA) exposed that the CA was ready to be signed.

All partners agreed to sign the CA hand-written and send it back a scanned copy by email to CIMNE-CERCA and send the original by Post Mail to CIMNE-CERCA premises.

Then, De la Cruz (CIMNE-CERCA) explained the recruitment strategies.

De la Cruz (CIMNE-CERCA) said that the vacancies should be published in EURAXESS for at least one month.

De la Cruz (CIMNE-CERCA) explained the eligibility criteria, mobility rules and working conditions and the contract workflow.

De la Cruz (CIMNE-CERCA) said that the mobility rules are really important. DCs should not have been in the country of the contracting institution for more than 12 months in the last 36 months immediately before the date of the contract. All documents needed to demonstrate that they haven't been in the country can be recorded and the contracting institutions have to ask the DCs to provide proof of this fact.

De la Cruz (CIMNE-CERCA) explained that the mobility declaration has to be uploaded by the participants.

CIMNE will create and distribute with all the partners a template for the applications of the DCs.

Cornejo (CIMNE-CERCA) outlined the preliminary individual Personal Career Development Plan (PCDP) of the DCs.

Scientific WPs introduction

Rossi (CIMNE-CERCA) introduced the scientific WPs objectives and the scientific challenges of WP3 and WP4.

WP3

Realì (UNIPV) explained in detail the objectives and challenges of WP3, focusing on the tasks and the role of the DCs in each task.

Realì (UNIPV) suggested that the DCs discuss at some times all together the scientific aspects of WP3.

Rossi (CIMNE-CERCA) insisted that the project results and code development should be open sourced.

Rossi (CIMNE-CERCA) suggested the need to consult with the industries about the project achievements.

Realì (UNIPV) explained that first they need to find the maths solutions and then discuss with the industries how to use them and to implement them.

Rossi (CIMNE-CERCA) indicated that at least it is needed to have conversations with them.

Realì (UNIPV) agreed to have discussion with industries but if there is room for having free ideas.

WP4

Panagiotopoulos (KU Leuven) explained in detail the objectives and challenges of WP4, focusing on the tasks and the role of the DCs in each task.

Rossi (CIMNE-CERCA) insisted that the project results and code development should be open sourced.

Network-wide training activities/Schools

Deckers (KU Leuven) presented the Network wide training programme consisting of global training organised within GECKO consortium, local training organised by participants and local doctoral schools.

Deckers (KU Leuven) explained that the participation in the global training is mandatory for all DCs but not for SICs.

Deckers (KU Leuven) exposed that for the local training, the participants can set up local training for their own PhD students following the rules of the local doctoral schools in participation, not for the scientists. DCs will help organise those training events.

Deckers (KU Leuven) indicated that we have to document the participating training. Along with the content and the duration.

Deckers (KU Leuven) suggested combining meetings and courses together to minimise travel and partners agreed.

Concretely, Deckers (KU Leuven) suggested combining Scientific (S) with Transferable (T) training.

Deckers (KU Leuven) also suggested joining S1 + T1 with the mid-term meeting in M15.

Locations such as Leuven, Barcelona and Florence were suggested to hold those events.

Deckers (KU Leuven) suggested that DCs update a training report for each GA meeting. KUL provides an example training report.

Realì (UNIPV) exposed to organise those courses at least at the next meeting.

Rossi (CIMNE-CERCA) suggested creating a spreadsheet in Drive to organise and coordinate all those events.

Finally, Deckers (KU Leuven) appointed that upon DCs recruitment partners make the first arrangements for first secondments.

Realì (UNIPV) suggested reducing the expected time (4 months) for the secondments.

Deliverables and Milestones

Tena (CIMNE-CERCA) presented the milestones and deliverables of the project and their responsibilities and deadlines.

Realì (UNIPV) suggest moving the first deadline of deliverables D3.1, D3.2, D3.3, D3.4, D3.5, D3.6 D3.7, D4.1, D4.2, D4.3 and D4.4 from M18 to M24 because at that point there will be also some researchers at the necessary startup curve and all partners agreed.

Realì (UNIPV) expressed its doubts about D3.10 asking if the PhD manuscripts of the DCs who participated in WP4 should also report their manuscripts because there is no deliverable associated.

Tena (CIMNE-CERCA) explained that the PhD manuscripts produced in WP4 should be included in D3.10 and the same occurs with the scientific publications of WP4 that should be included in D3.9.

Reporting and financials

De la Cruz (CIMNE-CERCA) explained the reporting and financial details to consider during the project. She pointed out that everything contained in the presentation is mandatory.

De la Cruz (CIMNE-CERCA) suggested centralising the reporting to the Funding & Tenders portal. Partners can send the information and documentation to her to upload it.

De la Cruz (CIMNE-CERCA) indicated the mobility declarations should be uploaded by each partner, CIMNE-CERCA cannot centralise the uploading of this documentation.

De la Cruz (CIMNE-CERCA) to check the mobility declarations before sending the financial statement.

De la Cruz (CIMNE-CERCA) explained that it is important to record a copy of all the documents needed to prove the DCs fulfilment of the mobility rule.

Contact Information/ next meetings

Partner checked that the contact information details they provided were correct.

Next GA and SB meetings will take place on Monday, July 3rd from 14:30 to 19:00. They will be conducted virtually.

1.5 Action points

Action Point	WP	Responsible	Date
CA hand-written signed	WP5	ALL	March, 3rd 2023
Create and distribute vacancy description templates	WP5	CIMNE-CERCA	March, 3rd 2023
Vacancy description fulfilled and uploaded to EURAXESS	WP5	ALL	April, 3rd 2023
Explanation to justify the involvement of the University of Florence in the project	WP5	UNIPV	April, 3rd 2023
GA and SB next meeting	WP5	ALL	July, 3rd 2023
Explanation to justify changes in the deadlines of the D3.1, D3.2, D3.3, D3.4, D3.5, D3.6 D3.7, D4.1, D4.2, D4.3 and D4.4 from M18 to M24	WP5	CIMNE	April, 3rd 2023
Create GECKO social media pages	WP2	CIMNE	March, 3rd 2023
Create spreadsheet templates for outreach and dissemination and give examples	WP2	CIMNE	May 31st 2023
Create spreadsheet for organising training activities & events	WP2	CIMNE/KUL	May 31st 2023
Organising T1 + S1 (next meeting)	WP2	CIMNE/KUL	July, 3rd 2023
Provide a template and an example of DCs training reports	WP2	KUL	May 31st 2023
SICs make sure that DCs fill their training reports	WP2	ALL	Recurring
Upon recruitment make first arrangements for first secondments	WP2	ALL	December, 31th 2023
Send information about the scientific publications produced to CIMNE	WP2	ALL	Recurring

2. SECOND GECKO PROJECT MEETING

Introduction

The second project meeting was mainly focused on reviewing the status of the project and the recruitment process of the Doctoral Candidates, discussing organisational and operational aspects for the first network-wide training activities and technical workshops of the project. We also discussed the initial plan for communication, dissemination and exploitation activities, reviewed and organised the next deliverables which we are going to work on and we agreed on some updates for the Gecko website.

Discussions during the meeting were positive and constructive, the recruitment process is in good shape and the location and dates for the first training activities and the first technical workshop are closed.

We also decided to organise a virtual welcome meeting for the Doctoral Candidates to be placed in the first weeks of November.

2.1 List of attendants

Entity	Partners' name
AUTH	Athanasios Michailidis
KU LEUVEN	Elke Deckers
KU LEUVEN	Dionysios Panagiotopoulos
CIMNE- CERCA	Alejandro Cornejo
CIMNE - CERCA	Riccardo Rossi
CIMNE - CERCA	Alberto Tena
TUBS	Ricky Aristio
CIMNE - CERCA	Nicolò Antonelli
UNIPV	Alessandro Reali

2.2 Agenda

Date: 03/07/2023

Venue: Virtual (meet.google.com/ner-sihy-cca)

Time	Topic	Presenter/Facilitator
14:30 – 15:00	Status of the Project / Recruitment	CIMNE-CERCA / ALL
15:00 – 16:30	Network-wide training activities	KU Leuven
16:30 – 17:30	Communication, Dissemination, Outreach strategies	KU Leuven
17:30 – 18:00	Gecko Web	CIMNE-CERCA
18:00 – 18:30	Deliverables & Continuous Reporting	CIMNE-CERCA
18:30 – 19:00	Next Meetings / Open Discussion	ALL

2.3 Minutes

Status of the Project / Recruitment

CIMNE-CERCA overviewed the status of the project and the dates for the next deliverables, milestones, training and events and the timing for the recruitment process.

CIMNE-CERCA informed that the DCs should be ideally recruited by M9 and officially enrolled in a PhD programme by M12 at the latest.

Partners reported the recruitment status of the DCs:

- CIMNE communicated that DC1 is hired, DC2 is chosen and in the process of being hired. DC3 position has been re-opened until 04.07.23.
- TUBS positions, DC4 and DC5, were re-opened until 30.06.23.
- UNIPV positions are open until 26.07.23. Their contracts cannot start before 1st October.
- KU LEUVEN is performing the interviews. DC9 is selected and is expected to start in September or October. The position for the DC8 will be reopened.
- AUTH re-opened their position (DC10) but at this time they have good candidates. They expect that the DC10 starts by 1st Sept.

CIMNE-CERCA suggested a welcome meeting for the DCs in November 2023.

UNIPV asked to make a doodle to select the date that better fits the agenda of all the persons involved. Supervisors and DCs.

CIMNE-CERCA informed that the University of Florence is officially an Associated Partner of GECKO.

Actions points:

- Feedback about the recruitment by 31.07.23 (ALL PARTNERS).
- Fulfil mobility declaration once the DC is hired within 20 days after the starting date (ALL PARTNERS).
- Make a doodle to decide a date for the Welcome virtual meeting for the DC's by 31.07.23 (CIMNE-CERCA).

Network-wide training activities

KU LEUVEN overviewed the GECKO Network-wide training activities plan focusing on the activities and events scheduled at the end of 2023 and the beginning of 2024.

KU LEUVEN suggested grouping some activities and events to be efficient on travelling.

After some discussions in which all the attendants participated, the consensus was as follows:

- E1: 1st Technical Workshop organised by CIMNE will take place at the beginning of January 2023 in a virtual format.
- S1: Technical Training organised by CIMNE, S3: Technical Training organised by TUBS and T1: Entrepreneurship skills organised by KU LEUVEN will take place from 29th January to 2nd February in CIMNE premises.
- S2: Technical Training organised by UNIPV, E2: Second Technical Workshop organised by UNIPV and E2: Mid-term meeting organised by CIMNE-CERCA will take place on March 24 in Italy (Pavia or Florence). The dates for these activities

should be agreed with the PO. Some tentative dates are from 18th to 22nd March or from 15th to 19th April if they take place on April 24.

UNIPV mentioned that they are waiting for the approval of a proposal of an advanced school on IGA to be held in the framework of the Lake Como School for Advanced Studies (<https://lakecomoschool.org>). UNIPV explained that this could be a very nice opportunity for Gecko students. The main lecturer will be Tom Hughes and, if accepted, the course will take place in Spring/Summer 2024.

Actions points:

- Send a summary of the network-wide training activities and events of GECKO for 2024 by 31.07.23 (KU-LEUVEN).

Communication, Dissemination, Outreach strategies

KU LEUVEN outlined the initial communication, dissemination, outreach plan and the main activities to be conducted.

KU Leuven started organising the GECKO-labelled conference sessions in targeted conferences.

UNIPV expressed its concern on the possibility to be labelled as GECKO sessions in conferences but to organise mini-symposiums could be a good alternative and partners agreed.

Partners suggested some alternatives such as ISMA 2024 and ISMA 2026, ECCOMAS 2025 and IGA 2025 among others.

Partners agreed to organise the first sessions or mini-symposiums in ISMA 2024 conference.

Gecko Web

CIMNE-CERCA explained that some updates are expected for the GECKO website.

These updates refers mostly the About section Page and include:

- A detailed information about the persons involved in the Gecko project.
- In the Doctoral Candidates sub-page a brief profile of each DC will be included adding a picture and a short explanation of their individual research projects and linking their information with their professional profiles (e.g. LinkedIn).
- A Supervisors sub-page will be created with a brief profile of the Supervisors including a picture and a short explanation about their expertise and the DCs who are going to supervise. A link to their professional profiles can also be added).
- In the Management Structure sub-page a brief profile of the representatives of the SB will be added including a picture and a short explanation about their expertise. A link to their professional profiles can also be added.

CIMNE-CERCA suggested to the partners to send them brief notes of anything they consider important to communicate through the project (eg. participation in congresses, publications, project insights, etc.) to be communicated by the Gecko Website and the project social networks.

CIMNE-CERCA mentioned that most of the Training activities & Events conducted during GECKO should be streamed and recorded for further consultation and organisers of these events should take care of that.

KU LEUVEN pointed out that some training can be conducted by entities and personas external to the consortium and it is important to have their informed consent to stream, record and reproduce the content.

CIMNE-CERCA exposed that the recordings should be accessed by the website and suggested using the CIMNE youtube channel to manage these contents.

CIMNE-CERCA informed that training activities & events should be communicated in advance, specially those opened for the general public or the industry.

CIMNE-CERCA suggested to all the partners to be registered in the intranet of the website. They explained the procedures and exposed that in the intranet the private deliverables will be attached.

Actions points:

- Provide an informed consent template to be signed by the attendances and presenters of the project activities and events that will be streamed and/or recorded 30.09.23 (CIMNE-CERCA).
- Provide a profile picture and a brief description of supervisors expertise and about the DCs their are going to supervise. 31.07.23 (ALL SUPERVISORS)
- Provide a profile picture and a brief description of the DCs recruited, their individual projects and their Linkedin or other professional profiles. Once the DCs are recruited. (ALL DCs)
- Provide a brief note of the training activities & events at least one month before they took place. (ORGANISERS)
- Stream & record the training activities & events conducted during the project. Previously the information consent should be signed by the attendances and presenters (ORGANISERS).
- Report every activity conducted in the framework of the project to communicate them through the website and the social networks. (ALL)

[Register as users](#) on the Gecko website. 31.07.23 (ALL)

Deliverables & Continuous Reporting

CIMNE-CERCA informed that D2.1, D5.2 and the first update of the D5.1 have been submitted.

CIMNE-CERCA informed that the due data of D3.1 to D3.7 and D4.1 to D4.4 has been moved from M18 to M24.

CIMNE-CERCA informed that the next deliverables to be submitted are the first update of the D1.1 (M12) and D2.7, D5.3, D5.4 and D5.5 (M13).

CIMNE-CERCA communicated that an update of D5.1 with the minutes of this meeting will be submitted during M7.

CIMNE-CERCA informed that in the mid-term the consortium should submit the first update of the D2.2, D2.4, D3.9 and the D2.6 (M18).

CIMNE-CERCA exposed that the definition, due dates and measures of verification of some milestones and deliverables should be reviewed to be sure they are coherent for the project monitoring, especially MS4, MS5 and MS6.

CIMNE-CERCA asked the partners to fill the [continuous report excel](#) available in the [share folder of the project](#) to inform about the project progress. This information will allow CIMNE-CERCA to upload the information to the Continuous Reporting Tool of the commission.

Actions points:

- Provide a first draft of D1.1. 15.11.23. (CIMNE-CERCA).
- Partners provide inputs to D1.1. 01.12.23. (ALL)
- Final version of D1.1 for formal review. 15.12.23. (CIMNE-CERCA)
- Provide a first version of D2.7, D5.3, D5.4 & D5.5. 15.11.23. (KU LEUVEN, CIMNE-CERCA)
- Partners provide inputs to D2.7, D5.3, D5.4 & D5.5. 15.12.23. (ALL)
- Final version of D2.7, D5.3, D5.4 & D5.5 for formal review. 15.01.24. (KU LEUVEN, CIMNE-CERCA).

Next Meetings / Open Discussion

Next meetings of the project will coincide with the welcome virtual meeting with the DCs, the first wide network activities in january-february 2024 and the mid-term meeting on March 2024.

The first one will be virtual, the second one hybrid and at the mid-term meeting at least one representative of each beneficiary should attend in person.

2.4 Action points

Action Point	WP	Responsible	Date
Feedback about the recruitment	5	ALL	31.07.23
Fulfil mobility declaration once the DC is hired	5	ALL	Within 20 days after the starting date
Make a doodle to decide a date for the Welcome virtual meeting for the DC's	5	CIMNE-CERCA	31.07.23
Send a summary of the network-wide training activities and events of GECKO for 2024	2	KU LEUVEN	31.07.23
Provide an informed consent template to be signed by the attendances and presenters of the project activities and events that will be streamed and/or recorded	2	CIMNE-CERCA / KU LEUVEN	30.09.23
Provide a profile picture and a brief description of supervisors expertise and about the DCs their are going to supervise	2	ALL	31.07.23
Provide a profile picture and a brief description of the DCs recruited, their individual projects and their Linkedin or other professional profiles	2	ALL	31.07.23
Provide a brief note of the training activities & events	2	TRAINING EVENTS ORGINISERS	One month before they took place
Stream & record the training activities & events conducted during the project. Previously the information consent should be signed by the attendances and presenters	2	TRAINING EVENTS ORGINISERS	When activities & events took place
Report every activity conducted in the framework of the project to communicate them through the website and the social networks	2	ALL	Continuous
Register as users on the Gecko website.	2	ALL	31.07.23
Provide a first draft of D1.1	1	CIMNE-CERCA	15.11.23
Partners provide inputs to D1.1	1	ALL	01.12.23
Final version of D1.1 for formal review	1	CIMNE-CERCA	15.12.23
Provide a first version of D2.7, D5.3, D5.4 & D5.5	2 / 5	CIMNE-CERCA / KU LEUVEN	15.11.23
Partners provide inputs to D2.7, D5.3, D5.4 & D5.5	2 / 5	ALL	15.12.23
Final version of D2.7, D5.3, D5.4 & D5.5 for formal review	2 / 5	CIMNE-CERCA / KU LEUVEN	15.01.24

3. THIRD GECKO PROJECT MEETING

Introduction

The third project meeting was mainly focused on reviewing the status of the project, mainly focused on the next events discussing organisational and operational aspects for the next project meetings, first network-wide training activities and technical workshops of the project including the mid-term check meeting, 1st technical Workshop, 1st training in transferable skills, 1st, 2nd and 3rd scientific skills courses, 1st public technical course, and the organisation of the participation of the Doctoral Candidates in the ISMA 2024 conference. The recruitment process of the Doctoral Candidates was checked. We also discussed the status of the deliverables and milestones with special focus on the Career Development Plans. Finally the next steps and the action points were agreed.

Discussions during the meeting were positive and constructive.

3.1 List of attendants

Entity	Partners' name
CIMNE-CERCA	Riccardo Rossi
CIMNE-CERCA	Alejandro Cornejo
CIMNE-CERCA	Lucía Barbu
CIMNE-CERCA	Rubén Zorrilla
CIMNE-CERCA	Nicolò Antonelli
CIMNE-CERCA	Politymi Zisimopoulou
CIMNE-CERCA	Andrea Gorgi
CIMNE-CERCA	Marina de la Cruz
CIMNE-CERCA	Alberto Tena
TUBS	Roland Wüchner
TUBS	Suneth Warnakulasuriya
TUBS	Ricky Aristio
TUBS	Juan Ignacio Camarotti
UNIPV	Alessandro Reali
UNIPV	Giancarlo Sangalli
UNIPV	Lucas Venta Viñuela
UNIPV	Angelos Panogas
UNIFI	Carlotta Giannelli
KU LEUVEN	Elke Deckers
KU LEUVEN	Dionysios Panagiotopoulos
KU LEUVEN	Philip Le
AUTH	Athanassious Mihailidis
AUTH	Cristofer Provatidis

3.2 Agenda

Date: 10/11/2023

Venue: [Online](#)

Time	Topic	Presenter/Facilitator
14:30 – 15:00	Status of the Project / Recruitment	CIMNE-CERCA / ALL
15:00 – 16:30	Network-wide training activities	KU Leuven
16:30 – 17:30	Communication, Dissemination, Outreach strategies	KU Leuven
17:30 – 18:00	Gecko Web	CIMNE-CERCA
18:00 – 18:30	Deliverables & Continuous Reporting	CIMNE-CERCA
18:30 – 19:00	Next Meetings / Open Discussion	ALL

3.3 Minutes

Project status (Next events, deliverables & milestones, Career Development Plans)

CIMNE presented the status of the recruitment process. The table below summarises the situation.

DC Position / Candidate Name / Institution	Supervisors	Comments (mobility declaration)
DC1 - Nicolò Antonelli (CIMNE)	R.Rossi / R.Zorrilla (CIMNE)	Recruited; officially started; mobility declaration filled
DC2 - Politymi Zisimopoulou (CIMNE)	A.Cornejo / L.Barbu (CIMNE)	Recruited; officially started; mobility declaration filled
DC3 - Andrea Gorgi (CIMNE)	R.Rossi / A.Cornejo (CIMNE)	Recruited; officially started; mobility declaration filled
DC4 - Juan Ignacio Caramotti (TUBS)	R.Wüchner (TUBS) / any other??	Recruited; officially started; mobility declaration pending
DC5 - Maram Alkhafiat (TUBS)	R.Wüchner (TUBS) / any other??	Recruited; not officially started yet: some bureaucratic procedures to be solved; mobility declaration pending
DC6 - Lucas Venta (UNIPV)	G.Sangalli / A.Realli (UNIPV) & C. Giannelli (UNIFI)	Recruited; officially started; mobility declaration filled
DC7 - Angelos Panogas (UNIPV)	A.Realli / G.Sangalli (UNIPV) & C. Giannelli (UNIFI)	Recruited; officially started; mobility declaration filled
DC8 - (KU LEUVEN)	E. Deckers / D. Panagiotopoulos (KU LEUVEN)	Selection process still open
DC9 - Philip Le (KU LEUVEN)	E. Deckers / D. Panagiotopoulos (KU LEUVEN)	Recruited; officially started; mobility declaration filled
DC10- (AUTH)	A.Mihalidis/C.Provatidis (AUTH)	Vacancy open until 13.11.23

TUBS updated the situation for DC5. The candidate is already selected (Maram Alkhafiat) but she is solving the visa issues before being officially contracted. TUBS mentioned that they expect that She will officially start in December.

KU LEUVEN updated the status of DC8. The position was opened for a third time and the selection process is in the interview phase. They expect to find a suitable candidate this time and they will do their best to get the candidate started and enrolled in a PhD programme before the end of the year.

Finally, AUTH updated about the DC10 position. The position was opened for a third time and they also will do their best to get the candidate started and enrolled in a PhD programme before the end of the year.

CIMNE informed that it is needed that the DCs have three supervisors in the frame of the project, and at least one academic and one non-academic. They said that the three supervisors with the DCs should develop the Career Development plans.

CIMNE also insisted to the partners to upload the mobility declarations of the contracted DCs to the Funding & Tenders. Each entity should upload the mobility declarations of their contracted DCs 20 days after they officially started in their position by the maximum.

CIMNE shared with the partners the EC manual to fulfil the declarations.

Then, CIMNE updated about the next project training, meetings and events. The next table summarises what was explained:

Event	Date	Agenda / Duration	Travel Arrangements info	Organized	Location	Mandatory Presence
1st technical workshop (E1)	09.01.24 (14 to 18)	E1 Agenda (soon)	NA	CIMNE	Online	ALL
S1, S3, T1 courses	29.01.24 to 02.02.24 <i>confirmed!</i>	S1 Agenda (soon) , S3 Agenda (soon) , T1 Agenda (soon)	info	CIMNE, TUBS	Barcelona	DCs only
S2 course + 2nd technical workshop (E3) + Mid-term meeting (E2)	19.03.24 to 22.03.24 <i>confirmed!</i>	E2 Agenda (Draft) , E3 Agenda (soon) , S2 Agenda (soon)	info	UNIPV, UNIFI, CIMNE	Florence	ALL for E2& E3, DCs only for S2
1st public technical course + ISMA2024 conference	September 2024 (9-13/09)	Agenda 1 day + ISMA. Days	Pending	TUBS	Leuven	ALL?

Partners found a suitable date for the 1st technical workshop (E1) which will take place on 09.01.24 from 14h to 18h.

CIMNE informed that the Mid-term meeting (E2) agenda is already available and exposed the need to have a draft Agenda for all the other events (E1, S1, S3, T1, E3 and S2).

CIMNE and TUBS declared that the Agendas for S1, S3 and T1 will be provided the first week of December,

UNIPV and UNIFI said that they will provide a draft agenda for S2 and E3 for mid of December.

CIMNE informed that it is needed to organise the 1st public technical course and the ISMA 2024 GECKO conference Days.

TUBS and KU Leuven agreed for arranging and preparatory meetings the last week of January 2024 for these events.

Then, CIMNE reminded the upcoming project deliverables and milestones. The following table summarises the status of the deliverables:

No	WP	Name	Description	Leader	Due Date
D1.1	WP1	Technical Follow-up	Technical follow up. Progress report	CIMNE	31.12.23 (22.12.23)
D2.7	WP2	Initial Plan for dissemination and exploitation of results, including communication activities	Plan for the dissemination and exploitation of results, including communication activities	KU LEUVEN	31.01.24
D5.3	WP5	Progress report	Progress report submitted to REA covering the first year of implementation of the project.	CIMNE	31.01.24
D5.4	WP5	Data Management Plan	Data Management Plan	CIMNE	31.01.24
D5.5	WP5	Career Development Plans	Document describing how the individual CDPs have been established. To be submitted before the mid-term meeting.	CIMNE	31.01.24

CIMNE said that it is needed to have a draft version of the deliverables in advance. D1.1 will need the inputs of all the partners, and has to be reviewed by the SB and CIMNE needs to have enough time to review the formal aspects before submitting. CIMNE said that they will need to extend the internal deadline fixed to 15.11.23 to have a preliminary draft version and they mentioned that it would be possible to have a draft ready to be circulated with the partners by the beginning of December. The same applies to D5.4.

CIMNE informed that the three supervisors of each DC and the DCs should contribute to the Career Development Plans. They should be reviewed by the SB before submitting. It was agreed to have a first draft version of the Career Development Plans by 31.12.23. CIMNE has circulated the template, guidelines and an example to facilitate filling out them.

A first draft version of the D5.3 will be circulated before Christmas.

KU Leuven informed that a first draft version of D2.7 will be provided at the end of November.

Finally, CIMNE reminded that it is needed to continuous reporting the project results. They also reminded that there is a tool in the [shared folder](#) to provide this information allowing CIMNE to report them in the Funding & Tenders.

Partners reviewed the status of the milestones, the following table summarises it:

MS	MS Name	WP	Lead	Means of verification	Due Date
MS3	Planned recruitments	WP5	CIMNE	Contracts signed ideally on M9	31.12.23
MS12	All recruited fellows enrolled in PhD programme	WP5	CIMNE	All recruited fellows enrolled in PhD programme.	31.12.23
MS13	Project meeting mid term check	WP5	CIMNE	Meeting <u>between</u> REA and consortium between months 13-15	31.01.24

CIMNE reminded that it is needed to have contracted and enrolled in a PhD programme all the DCs to accomplish MS3 and MS12.

AUTH asked if it was needed to have the DCs contracted or enrolled to a PhD programme or both of them before the end of the year. CIMNE answered that both of them.

CIMNE also reminded that the mid-term project meeting was scheduled for 19-20.03.24 and the mandatory present of all the beneficiaries and DCs.

Communication & Dissemination Materials

CIMNE reminded that for presenting the DCs and the Supervisors in the GECKO website and the project Social Networks it is needed to fill out a presentation template. CIMNE presented the status of these templates:

DC	Supervisors	DC Template & Supervisors Template
DC1 - Nicolò Antonelli (CIMNE)	R.Rossi / R.Zorrilla (CIMNE)	DC and Supervisors template done!
DC2 - Politymi Zisimopoulou (CIMNE)	A.Cornejo / L.Barbu (CIMNE)	DC and Supervisors template done!
DC3 - Andrea Gorgi (CIMNE)	R.Rossi / A.Cornejo (CIMNE)	DC and Supervisors template done!
DC4 - Juan Ignacio Caramotti (TUBS)	R.Wüchner (TUBS) / any other??	DC and Supervisors template Pending!
DC5 - Maram Alkhafiat (TUBS)	R.Wüchner (TUBS) / any other??	DC and Supervisors template Pending!
DC6 - Lucas Venta (UNIPV)	G.Sangalli / A.Realli (UNIPV) & C. Giannelli (UNIFI)	DC and Supervisors template done!
DC7 - Angelos Panogas (UNIPV)	A.Realli / G.Sangalli (UNIPV) & C. Giannelli (UNIFI)	DC and Supervisors template done!
DC8 - (KU LEUVEN)	E. Deckers / D. Panagiotopoulos (KU LEUVEN)	DC and Supervisors template Pending!
DC9 - Philip Le (KU LEUVEN)	E. Deckers / D. Panagiotopoulos (KU LEUVEN)	DC template done! Supervisors template Pending!
DC10 - (AUTH)	A.Mihalidis/C.Provatis (AUTH)	DC and Supervisors template Pending!

CIMNE asked those that have not provided yet their templates to do so as soon as possible.

Next steps & Upcoming Events

Finally, partners agreed in the Action Points which are summarised at the end of this minutes.

Q&A

UNIPV asked if it is possible to present as project results publications made by the supervisors if they are related to the project although DCs are not authors of those publications.

A discussion followed this question concerning the Open Science policies that applies to the MSC-AND funded projects.

CIMNE advised the Horizon Europe policies that apply informing that publishing the project publications in Open Access and making them immediately accessible in institutional repositories is mandatory. Also, CIMNE informed that data should be also open following the statement: "As open as possible as close as necessary". Data should accomplish the FAIR principles, findability, accessibility, interoperability, and reusability.

Anyway, Partners agreed to clarify these aspects with the PO in the mid-term check meeting.

CIMNE asked to put in contact all the DCs in order to organise themselves and find ways to stay in contact.

CIMNE also informed the DCs that they should have one representative on the SB of the project and they should inform us about their decision in the following weeks.

3.4 Action points

Action Point	WP	Responsible	Date
DCs inform about their SB representative	5	DCs	31.01.24
D1.1 first draft version	1	CIMNE-CERCA	TBC
D2.7 first draft version	2	KU LEUVEN	30.11.23
D5.3 first draft version	5	CIMNE-CERCA	21.12.23
D5.4 first draft version	5	CIMNE-CERCA	TBC
CDPs first draft	5	ALL	31.12.24
E1 Agenda	2	CIMNE-CERCA	01.12.23
S1, S3, T1 Agenda	2	CIMNE-CERCA, TUBS	01.12.23
S2 and E3 Agenda	2	UNIPV, UNIFI	07.12.23

4. FOURTH GECKO PROJECT MEETING

Introduction

The GECKO consortium convened virtually for a productive and collaborative meeting, bringing together the partners to assess project progress, address upcoming activities, and refine the strategic direction for this ambitious initiative.

During the session, participants reviewed key project milestones, including updates on secondments, the status of critical deliverables, and plans for the forthcoming phase of project activities and training events. The consortium leveraged the collective expertise of its members to establish a comprehensive list of action items, ensuring continued progress across all areas. These actions included the preparation of essential documentation and the organization of impactful training sessions, designed to advance innovation in CAD and CAE methodologies.

As we work to bridge the divide between computational design and analysis, the GECKO project remains focused and committed to achieving meaningful advancements.

4.1 List of attendants

Entity	Partners' name
CIMNE-CERCA	Riccardo Rossi
CIMNE-CERCA	Nicolò Antonelli
CIMNE-CERCA	Marina de la Cruz
CIMNE-CERCA	Alberto Tena
TUM (amendment pending)	Roland Wüchner
TUM (amendment pending)	Ricky Aristio
UNIPV	Giancarlo Sangalli
KU LEUVEN	Dionysios Panagiotopoulos
AUTH	Athanassious Mihailidis

4.2 Agenda

Date: 05/11/2024

Venue: [Online](#)

Time	Topic	Presenter/Facilitator
13:00 – 13:20	WP5 Management	CIMNE-CERCA
13:20 – 13:35	WP3 Solver Technologies	UNIPV
13:35 – 13:50	WP4 Acoustic & Vibro-acoustic	KU Leuven
13:50 – 14:05	WP1 Technical Coordination	CIMNE-CERCA
14:05 – 14:20	WP2 Dissemination, Training & Exploitation	KU Leuven
14:20 – 14:30	Open Discussion	ALL

4.3 Minutes

WP5 Management

CIMNE-CERCA provided an overview of the amendment items that will be submitted for the project. The key points discussed were:

- Project Extension:
 - Request to extend the project duration until June 30, 2027.
- Consortium Changes:
 - Project Transfer from TUBS to TUM: TUBS will officially leave the consortium, with TUM taking its place as a new partner.
 - Inclusion of UNIFI as an Associated Partner: UNIFI will be formally added to the consortium as an associated partner, following approval through formal notification.
 - Addition of AIRBUS: AIRBUS will join the consortium as an associated partner.
- Deliverable Due Date Changes:
 - The due dates for Deliverables D1.1, D2.3, D2.4, D2.5, D2.8, D3.8, D3.9, D3.10, D4.5, and D5.1 will be adjusted to align with the new end date of the project.

CIMNE-CERCA updated the consortium on the current status of the project's secondments. Consortium members were reminded that any changes to the Career Development Plans (CDPs) must be reflected and updated to ensure accurate tracking of the secondment activities.

CIMNE-CERCA informed that all secondments at BETA_CAE should start in March 2025.

AUTH suggested moving the starting date of the secondments of DC1 and DC10 at AUTH and IDIADA respectively from July 2025 to September or October 2025. All the participants agreed.

CIMNE-CERCA emphasised the importance of continuous reporting and urged all partners to use the provided [spreadsheet](#) to log activities and achievements. It was noted that the reporting period will span from January 1, 2025, to February 28, 2025. CIMNE highlighted the need for thorough reporting of all results achieved within this period to ensure comprehensive documentation of the project's progress.

WP3 Solver Technologies

UNIPV led a discussion on the organisation and current status of the deliverables D3.1, D3.2, D3.3, D3.4, D3.5, D3.6, and D3.7 within Work Package 3. The focus was on reviewing progress, addressing any challenges, and ensuring that resources and timelines are aligned for timely completion. CIMNE-CERCA confirmed they would provide the template for these deliverables. UNIPV committed to having all the deliverables prepared by December 20, 2024, to ensure submission ahead of the official due dates.

WP4 Acoustic & Vibro-acoustic

KU Leuven led the discussion on the organization and progress of deliverables D4.1, D4.2, D4.3, and D4.4 within Work Package 4. The discussion centered on assessing the current status of each deliverable committed to having all the deliverables prepared by December 20, 2024, to ensure submission ahead of the official due dates.

WP1 Technical Coordination

CIMNE-CERCA led the discussion on deliverable D1.1, which focuses on technical coordination within the project. The discussion covered the current progress, any challenges related to coordinating technical activities across consortium members, and the necessary steps to ensure cohesive and aligned efforts.

WP2 Dissemination, Training & Exploitation

KU Leuven led the discussion on dissemination activities and wide network trainings planned for 2025.

DCs are required to produce open-access technical reports documenting their research progress. These reports will undergo review to ensure confidentiality and commercial sensitivity, with a target completion date of December 31, 2024.

In 2025, the consortium discussed several key events, including the 3rd Technical Workshop, Scientific Training (S4) on CAD designs and multiphysics treatment, and the 1st Public Industrial Course aimed at dissemination and public engagement. The Scientific

A Transversal Skills training session is also planned, focusing on customer-oriented communication skills, interpersonal relations, personal coaching, goal planning, and effective communication strategies.

All participants agreed to coordinate these events within the same week at AUTH, Thessaloniki, with a target of May 2025. This timing will take advantage of multiple DCs being in Thessaloniki for their secondments at BETA_CAE. AUTH will look into options for a local entity to facilitate the transversal skills training, ideally within one of AUTH's internal departments. AUTH will provide tentative dates and a response regarding the local entity.

Open Discussion

CIMNE-CERCA highlighted a message from the Project Officer, encouraging all consortium members to actively participate in the European Researchers' Night, typically organized in September each year. This event offers an excellent opportunity for public engagement and dissemination of the GECKO project's work, supporting the project's outreach objectives. Consortium members were encouraged to consider involvement in this event to help raise awareness of the project's research among the general public.

4.4 Action points

Action Point	WP	Responsible	Date
Review and update Career Development Plans (CDPs) if there are any changes in secondment plans	5	ALL	31.12.2024
Keep the continuous reporting spreadsheet updated and prepare for the upcoming reporting period (01.01.2025 - 28.02.2025)	5	ALL	31.12.2024
Provide the deliverable template	5	CIMNE-CERCA	08.11.2024
Prepare and coordinate the writing of deliverables D3.1 to D3.7	3	UNIPV	20.12.2024
Prepare and coordinate the writing of deliverables D4.1 to D4.4	4	KU Leuven	20.12.2024
Prepare and coordinate the writing of deliverable D1.1	1	CIMNE-CERCA	20.12.2024
Propose tentative dates for May 2025 for the network wide trainings and events and investigate options for a local entity to conduct the transversal skills training.	2	AUTH	ASAP
KU Leuven, UNIPV and AUTH fix the agenda for the network wide trainings and events 2025	2	KU Leuven	TBC

5. FIFTH GECKO PROJECT MEETING

Introduction

The meeting was mainly focused on reviewing the current status of the project, with particular attention to upcoming deliverables, reporting activities, and planned events. Discussions addressed organisational and operational aspects for the next project period, including the coordination of network-wide activities such as E7, E8 and T3, as well as dissemination and training actions.

The status of the different work packages was presented, highlighting the need to establish internal deadlines to ensure timely preparation and review of deliverables. Special attention was given to the alignment of Career Development Plans (CDPs) with secondments, the update of data in the Funding & Tenders Portal, and the completion of continuous reporting, technical reports, and dissemination videos.

Finally, the next steps and action points were agreed, including the coordination of deliverables, scheduling of upcoming events, and follow-up meetings with relevant partners.

Discussions during the meeting were positive and constructive.

5.1 List of attendants

Entity	Partners' name
CIMNE-CERCA	Riccardo Rossi
CIMNE-CERCA	Marco Zuñiga
CIMNE-CERCA	Andrea Gorgi
CIMNE-CERCA	Nicolò Antonelli
TUM	Ricky Aristio
TUM	Juan Camarotti
TUM	Maram Alkhlaifat
KU LEUVEN	Dionysios Panagiotopoulos
KU LEUVEN	Elke Deckers
KU LEUVEN	Doğuhan Kılıçarslan
KU LEUVEN	Philip Le
AUTH	Athanassios Mihailidis
AUTH	Wei Li
UNIPV	Alessandro Reali
UNIPV	Angelos Pagonas
UNIPV	Lucas Venta
UNIFI	Carlotta Giannelli

5.2 Agenda

Date: 27/01/2026

Location: [Virtual](#)

Time	Topic	Presenter/Facilitator
11:30 – 11:45	WP5 Management	CIMNE-CERCA
11:45 – 12:00	WP3 Solver Technologies	UNIPV
12:00 – 12:15	WP4 Acoustic & Vibro-acoustic	KU LEUVEN
12:15 – 12:30	WP1 Technical Coordination	CIMNE-CERCA
12:30 – 12:45	WP2 Dissemination, Training & Exploitation	KU LEUVEN
12:45 – 13:00	Open Discussion	ALL

5.3 Minutes

WP5 Management

CIMNE-CERCA provided a general overview of the project status, including the updated Gantt chart, deliverables timeline, and upcoming events for both the current and following year. The project end date (June next year) was also highlighted.

A table showing the final contract month of each DC was presented, noting that the first contracts to end correspond to CIMNE DCs. Partners were reminded to take these timelines into account when coordinating contributions to deliverables.

CIMNE-CERCA emphasised the importance of:

- Keeping the CDPs updated in line with secondments
- Ensuring data is correctly updated in the Funding & Tenders Portal
- Meeting deadlines for dissemination videos and technical reports

WP3 Solver Technologies

UNIPV presented an overview of the current status of the work package.

It was proposed that CIMNE-CERCA defines internal deadlines to ensure that deliverables are available with sufficient time for review prior to official submission.

WP4 Acoustic & Vibro-acoustic

KU LEUVEN informed that, as responsible partner for the deliverables, it will coordinate their preparation and submission.

Similarly to WP3, it was suggested to establish internal deadlines led by CIMNE-CERCA to allow proper review before submission.

WP1 Technical Coordination

CIMNE-CERCA presented a brief overview of Deliverable D1.1 related to technical coordination.

Further details will be discussed in upcoming meetings.

WP2 Dissemination, Training & Exploitation

KU LEUVEN provided a brief overview of upcoming deliverables and announced future events.

CIMNE-CERCA proposed organising events in a combined format (E7 + E8 + T3) to optimise timing and logistics.

Additionally, it was proposed to identify a suitable expert to deliver the management skills training course.

Open Discussion

KU LEUVEN and UNIPV reiterated the importance of establishing deadlines for draft deliverables.

CIMNE-CERCA committed to sending a detailed schedule of deliverable deadlines via email to the responsible partners.

CIMNE-CERCA also proposed organising a dedicated meeting with TUM to discuss upcoming events. All participants agreed.

5.4 Action points

Action Point	WP	Responsible	Date
Define and circulate internal deadlines for deliverables	5	CIMNE-CERCA	TBC
Update CDPs according to secondments and ensure consistency with the portal	5	ALL	Ongoing
Keep continuous reporting (Excel) updated	5	ALL	Ongoing
Complete and upload dissemination videos (2nd and 3rd series)	2	ALL DCs	TBC
Finalise annual technical reports (2nd year)	2	ALL DCs	TBC
Prepare and coordinate the final version of D2.2	2	TUM	30.04.26
Coordinate updates of deliverables D3.1 – D3.7	3	UNIPV CIMNE-CERCA AUTH	30.04.26
Coordinate updates of deliverables D4.1 – D4.4	4	KU LEUVEN	30.04.26
Coordinate update of deliverable D1.1	1	CIMNE-CERCA	31.12.26
Coordinate draft deliverables before submission (internal review phase)	3/4	WP Leaders	TBC
Fix dates and agendas for events E7, E8 and T3	2	KU LEUVEN CIMNE-CERCA ALL	TBC
Evaluate clustering of events (E7 + E8 + T3)	2	ALL	TBC
Organise meeting with TUM to coordinate upcoming events	2	CIMNE-CERCA	TBC
Identify suitable trainer for management skills course (T3)	2	CIMNE-CERCA	TBC
Record events and archive presentations for dissemination purposes	2	ALL	Ongoing
Take into account DC funding end dates when assigning deliverable contributions	5	ALL	Ongoing

6. SIXTH GECKO PROJECT MEETING

Introduction

The meeting was focused on reviewing the progress of the Doctoral Candidates and discussing the coordination of upcoming training and workshop events, with particular emphasis on the follow-up discussion with TUM.

The status of individual DCs was presented, including research progress and ongoing activities. Special attention was given to the recruitment of the new DC2 and its integration into the project.

A dedicated discussion was held with TUM to define the organisation of upcoming events, including E7, E8 and T3. Key organisational aspects such as scheduling, clustering of events, responsibilities, and logistical coordination were addressed to ensure efficient planning and participation.

Finally, the next steps and action points were agreed, focusing on event coordination, deliverable alignment, and follow-up actions.

6.1 List of attendants

Entity	Partners' name
CIMNE-CERCA	Riccardo Rossi
CIMNE-CERCA	Marco Zuñiga
CIMNE-CERCA	Alejandro Cornejo
CIMNE-CERCA	Ruben Zorrilla
TUM	Roland Wüchner

6.2 Agenda

Date: 27/02/2026

Location: CIMNE - B0

Time	Topic	Presenter/Facilitator
13:00 – 13:30	Progress of the PhD students: DC1 Niccolò Antonelli	CIMNE - CERCA
13:30 – 14:00	Progress of the PhD students: DC2 Discuss the new recruitment	CIMNE - CERCA
14:00 – 14:30	Progress of the PhD students: DC3 Andrea Gorgi	CIMNE - CERCA
14:30 – 15:00	Progress of the PhD students: DC4 Juan Ignacio Camarotti	CIMNE - CERCA
15:00 – 15:30	Progress of the PhD students: DC5 Maram Alkhafiat	CIMNE - CERCA
15:30 – 16:00	Coordination of upcoming training and workshop events	CIMNE - CERCA

6.3 Minutes

Progress of the PhD students

CIMNE-CERCA presented the progress of the Doctoral Candidates (DC1, DC3, DC4 and DC5), highlighting the current status of their research activities and ongoing work.

The progress was generally satisfactory, with DCs advancing according to the planned objectives. Some minor delays were noted but are not expected to significantly impact the overall project timeline.

DC2 Recruitment

CIMNE-CERCA presented the status of the recruitment process for DC2, following the departure of the previous candidate.

A new candidate has been identified and is expected to start in the coming months. The importance of ensuring a smooth and fast integration into the project activities was highlighted.

Coordination of upcoming training and workshop events

A dedicated discussion between CIMNE-CERCA and TUM was held to coordinate the upcoming events (E7, E8 and T3).

The following points were discussed:

- Agreement on the need to cluster events (E7 + E8 + T3) within a close timeframe to optimise logistics and participation.
- Initial discussion on possible time window (April–June), aligned with deliverables and DC availability.
- Importance of defining clear responsibilities for each event:
- TUM to lead the organisation of the public technical course (E7 / D2.2)
- DCs and consortium partners to contribute to the technical workshop (E8)
- CIMNE-CERCA to coordinate the transferable skills course (T3)
- Need to define agendas and formats for each event in advance.
- Agreement on the importance of recording events and collecting dissemination material.
- Emphasis on ensuring alignment with deliverables and reporting requirements.

It was agreed that further coordination will continue through follow-up exchanges to finalise dates and agendas.

Open Discussion

Participants briefly discussed the alignment between DC progress, deliverables, and upcoming events.

The importance of maintaining updated documentation (CDPs, reporting, dissemination material) was reiterated.

6.4 Action points

Action Point	WP	Responsible	Date
Finalise recruitment and onboarding of DC2	5	CIMNE-CERCA	ASAP
Define and confirm dates for events E7, E8 and T3	2	CIMNE-CERCA TUM	TBC
Define detailed agendas and formats for E7, E8 and T3	2	ALL	TBC
Coordinate organisation of D2.2 (public technical course)	2	TUM	30.04.26
Coordinate contributions for technical workshop (E8)	2	ALL	TBC
Identify and organise trainer for transferable skills course (T3)	2	CIMNE-CERCA	TBC
Ensure events are recorded and dissemination material is collected	2	ALL	Ongoing
Align events with deliverables and reporting requirements	2	ALL	Ongoing
Continue coordination meetings between CIMNE-CERCA and TUM	2	CIMNE-CERCA / TUM	TBC