



**Value and Impact through Synergy, Interaction and  
coOperation of Networks of AI Excellence Centres**

GRANT AGREEMENT NUMBER: 952070

**Deliverable D1.1**

**Initial Meeting Minutes**

<b>Project title</b>	VISION - Value and Impact through Synergy, Interaction and coOperation of Networks of AI Excellence Centres
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### Disclaimer

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History of changes			
Date	Version name	Authors	Comments
1 Oct 2020	v0.1	ULEI - Alexa Kodde	First draft kick-off meeting minutes
30 Oct 2020	v0.2	ULEI - Wendy Aartsen	Finalizing the meeting minutes in the report template
04 Nov 2020	v0.3		Approval of the Executive Board and submission

Confidentiality	
Does this report contain <b>confidential</b> information?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is the report <b>restricted</b> to a specific group?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>If yes, please precise the list of authorised recipients:</i> members of the consortium and the Commission Services

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## Executive summary

This document reports the discussion among VISION consortium partners during the kick-off meeting of the project. The kick-off meeting, chaired by the Project Coordinator Holger Hoos (ULEI) and attended by representatives of all project partners, was held online. It addressed a variety of topics, including administrative information and processes, set up of project procedures, set up of communication and dissemination, upcoming deliverables and others.

# 1 Introduction

VISION -Value and Impact through Synergy, Interaction and coOperation of Networks of AI Excellence Centres - is a coordination and support action (CSA) financed by the European Commission through the Horizon 2020 programme under the call for proposal H2020-ICT-48-2020. It has been proposed by a consortium of nine organisations coordinated by the University of Leiden (ULEI) and has been lasting 36 months from September 2020.

The aim of the VISION project is to reinforce, interconnect and mobilise Europe's AI community and to orchestrate and accelerate Europe's transition to a world-leading position in the research, development and deployment of AI technologies.

Overall, VISION will reach this objective through the following activities:

- Theme Development Workshops: At least two Theme Development Workshops cutting across multiple NoEs, bringing together researchers, industry representatives and other stakeholders to identify industrial trends and needs, and match these to AI capabilities in Europe.
- European AI Trend Radar: The main results of the Theme Development Workshops as well as from similar events of the four NoEs will be summarised, and complemented by a market analysis and trend foresights to provide a comprehensive overview of AI capabilities and challenges in Europe.
- New European Award for Top Young AI Talent: Creation of a Young AI Talents Award to recognise and celebrate the next generation of AI researchers in Europe.
- Human-Centric AI Education Programme: Development of standardised AI curricula to support current European educational offerings and to support educators in strengthening the digital and human centric skills of their students.
- Community-Shared Best Practices in AI: Sharing of best practices, such as the FSTP Vademecum, standardised AI curricula module for AI non-professionals, a template for Theme Development Workshops to help NoEs to organise such events most effectively, mechanisms for industrial innovation and transfer of AI technologies.
- Integrated Roadmapping: Joint working groups for tackling challenges that span multiple NoEs, including a group on road-mapping and strategy development continuously updating each other on the strategic steps planned by the NoEs and working towards a common high-level alignment of objectives.

## 1.1 Purpose and structure of the document

This document, "Initial meeting minutes (D1.1)", is a deliverable of the Work Package 1 "Project management". The document reports the discussion and agreements achieved during the meeting, and includes the list of the attendees, the agenda, and the agreed follow-ups. The slides presented during the meeting are attached in Annex.

## 2 Agenda

The agenda of the VISION kick off meeting was shared by the Project Management Office and partners suggested some addition. The final version of the agenda is the following:

1. Intro
2. Status update (CA and budget)
3. Deliverables timeline (6 and 12 months)
4. Sharing our work plan with the other networks (and vice-versa)
5. Regular meetings and internal communication
6. Project website
7. Formation of committees and boards
8. Risk and Quality Assurance (PwC)
9. Cross-network Doctoral Programme (Barry)
10. Launch event

## 3 Attendees

Partner organization	Name	Role
<b>ULEI</b>	Holger Hoos	Project Coordinator, WP 1&2 leader
<b>FBK</b>	Paolo Traverso	WP 3 leader
<b>DFKI</b>	Philipp Slusallek	WP 4 leader
<b>UCC</b>	Barry O'Sullivan	WP 5 Leader
<b>CIIRC</b>	Josef Urban / Vít Dockal	WP 6 leader
<b>CIIRC</b>	Eva Dolezalova	

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Partner organization	Name	Role
<b>CIIRC</b>	Anna Tahovska	
<b>DFKI</b>	Silke Balzert-Walter	
<b>DFKI</b>	Tobias Begemann	
<b>UCC</b>	Gabriel Gonzalez-Castane	
<b>UCC</b>	Shaun Gavigan	
<b>FBK</b>	Matteo Gerosa	
<b>FBK</b>	Marco Pistore	
<b>INRIA</b>	Joost Geurts	
<b>INRIA</b>	Marianne Willaert	
<b>INRIA</b>	Eric Poiseau	
<b>INRIA</b>	Marc Schoenauer	
<b>TNO</b>	Kristina Karanikolova	
<b>PwC</b>	Giovanna Galasso	
<b>PwC</b>	David Brunelleschi	
<b>PwC</b>	Costanza Bersani	
<b>PwC</b>	Serena Vivarelli	
<b>THALES</b>	Violette Lepercq	
<b>THALES</b>	Patrick Gatellier	



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Partner organization	Name	Role
CIIRC	Marketa Iffland	
DFKI	Janina Hoppstaedter	
TNO	Freek Bomhof	
ULEI	Wendy Aartsen	
ULEI	Alexa Kodde	

## 4 Minutes

### 1. Intro (see slides)

- [https://drive.google.com/file/d/1XjOu\\_mzZb1VpAOVpec\\_G4rDc0TEvhTgL/view?usp=sharing](https://drive.google.com/file/d/1XjOu_mzZb1VpAOVpec_G4rDc0TEvhTgL/view?usp=sharing)

### 2. Status update (CA and budget)

- CA has now been signed by all partners.
- Some budget details are in the slides, please have your financial contacts ask Wendy in case of any questions or concerns.

### 3. Deliverables timeline (6 and 12 months)

- Briefly reviewed deliverables, with a focus on M1-6; emphasized need to get started early on these.

### 4. Sharing our work plan with the other networks

- We have previously shared excerpts of our workplan with all of the RIAs (after selection for funding by EC).
- Proposal: Share Chapter 3, with the exception of Section 3.4, with all four RIA networks, ask them to share details of their work plans and contact info with us.
- Provide them with a contact person for each of our WPs.

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- d. Discussed stripping information on PMs from WP descriptions; no objection against distributing with this information included (for simplicity).

### 5. Regular meetings and internal communication

#### a. Regular meetings

##### i. Coordination calls

1. 1h biweekly meetings until the end of the year (with at least 1 representative of each WP, preferably the WP leader).
2. In 2021, transition to monthly 2h calls (with at least 1 representative of each WP, preferably the WP leader).
3. Additional meetings as needed.

##### ii. WP calls

1. WP leaders to organise as needed; focus on progress with time- and mission-critical tasks (notably including deliverables).

##### iii. Next meeting(s): (Wendy/Alexa)

1. <https://doodle.com/poll/kny4ubmeaqycnrh> (not everyone has responded).
2. Need more flexibility from everyone.
3. Define who has to be available at the meetings vs who it would be nice to have, this bit is not crucial.

#### b. Internal communication

##### i. All contact info in working doc.

##### ii. Google group created for communication with the entire consortium.

##### iii. Create Google drive folder to maintain and organise VISION docs and materials. A feature-equivalent EU-hosted platform would be preferred but could not be identified.

##### iv. Wendy: All partners please add financial contacts to google sheet:

<https://docs.google.com/spreadsheets/d/17fho06lOjONJM--zs9eD6OLJYWXWciXpMKNINcuNvDI/edit?usp=sharing>

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### c. External comms

- i. Make use of AI4EU platform as much as possible while maintaining high efficiency.
- ii. There is a committee that deals with communication.
- iii. Matteo will contact external networks with Wendy in cc, as soon as all contacts are available.

## 6. Project website

- a. Have a stand-alone website, strongly integrated with AI4EU platform and linked prominently from CLAIRE and other websites.
- b. Domain TBD (initial proposals were circulated; CIIRC to follow up, non-binding poll to be taken among consortium members, decision by coordinator and WP6 leader.
  - i. Eva (CIIRC) to circulate a poll with domain name options.
- c. Branding
  - i. avoid heavy CLAIRE-related branding for the time being, to foster constructive interaction with all NoEs (notably, ELISE), but maintain consistency and link with CLAIRE.
  - ii. Aim for cohesive co-branding of CSA and NoEs.
- d. Eva: vision4ai.eu, website to be paid and registered on Monday, website structure to be discussed in WP6 calls, proposal of logo (keep it simple).
- e. Holger: keep the logo simple, it can evolve over time.
- f. Eva: can prepare website design in house, coding in wordpress, but can be other.
- g. Holger: go with in house and wordpress.
- h. Eva: need list of people with editing rights, tbd in WP6 call.
- i. Holger: the boards should be on this list, run website design by the rest of the partners for comments.

Figure 1 – VISION website structure

Website structure: [www.vision4ai.eu](http://www.vision4ai.eu)



## 7. Formation of committees and boards

- a. Description in Chapter 4 of the proposal - all consortium members to review before the next meeting and determine representatives for their institutions as needed.
- b. Advisory Board is agreed (same as CLAIRE's, as per the proposal).
- c. Formation of committees and boards: (Holger)
  - i. Steering committee
    1. 1 rep from each partner, headed by the coordinator.
    2. Can also be on the executive board
      - a. Let us know by email to Wendy, Alexa and Holger, or to the whole consortia if you choose
        - i. TNO: Freek Bomhof
        - ii. CIIRC: Josef Urban
        - iii. INRIA: Joost Geurts
    3. Deadline: by EOD today.
  - ii. Executive board has been decided, as per the proposal (keep it casual, and have Board decisions in these coordination meetings - let board

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know in advance - have proxies if necessary, decisions can be made on paper)

1. Marc - director of science (proxy - Emmanuel Vincent)
  2. Barry - director of education
  3. Vit - director of dissemination
  4. Philip - director of ethics
  5. Holger - project coordinator
- iii. International Advisory board
1. Need to connect with them to get confirmation.
  2. They will assess the project development at the end of each year.
- iv. International stakeholder board
1. 10 members representing the NoE, AI4EU and DIH stakeholders, and further expanded as needed.
  2. Quality of people they nominate how important they think the role of VISION is (we should push for people with leadership roles)
    - a. Invite NoEs to tell us who should be on the board
    - b. Invite Unit A1 to have a rep on the board
    - c. Invite 1 member representing Industry, via PPP construct
    - d. Invite 1 from DIH network, via Pwc
    - e. Invite someone from AI4EU, Gabriel: should have 3 reps because they are splitting responsibilities, Holger: please bring it to AI4EU to see if they can have just 1 with guests
    - f. Confirmed:
      - i. NoEs
        1. TAILOR:
        2. AI4Media:

3. ELLIS:

4. Humane-AI-Net:

- ii. AI4EU: Patrick Gatellier
- iii. Unit A1:
- iv. Industry rep:
- v. DIH: Mrs. Valentina Ivanova, the current coordinator of the AI DIH Network and representative of the French hub named DIGIHALL (coordinated by CEA LIST)

3. deadline: until next meeting in 2 weeks time, October 30th.

d. Ethics committee

- i. Tbd with International Advisory board.
- ii. We should do this together with the other networks.  
Wendy will send out the amendment for review.
- iii. To be done before the next meeting.

e. Some elements need different communication streams.  
Some contact information is still missing.

f. We need a written notice for every time partners want a proxy. (email = ok)

**8. Risk and Quality Assurance (PwC)**

- a. D1.2 Quality and Risk Management Plan (M2, revisited M12 and M24); slides circulated for offline review – TO DO: Giovanna (PwC) to send slides, Alexa to link from here.
- b. Potential mistake in CA, as this deliverable is attributed to ULEI instead of PwC - Giovanna to follow up with Wendy.
- c. Giovanna will share the first draft of D1.2 doc with coordinator and WP leaders ASAP (final draft by the end of the month), including light-weight project management plan; we want to keep this light-weight, yet professional, ensure following EC rules and expectations. Need to address risk of one or more NoEs not engaging with CSA; mitigation strategy is to continue constructive interaction aimed at engagement and focus resources on those NoEs that engage.

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- d. Wendy to follow up.

### WP1, Task 1.2 Approach for quality review of deliverables



- e. David: Please check the Risk management register by Monday 26 October, PwC will send a few reminders before deadline.

- i. Please add Covid-19 related risks

1. Events that have to be virtual, even if it's sub optimal.
2. Exchange of personnel within NoEs.

- f. Needs checking, we aim to submit the document next week Wednesday. Everybody needs to feel comfortable with the document. As a living document it is subject to possible change in the course of time. Wendy will get technical approval and send an email after.

- g. Gabriel proposes to have an executive board meeting to approve deliverables. Wendy proposes doodle vote as a backup.

The change is agreed upon.

- h. No further extensive concerns, at the moment, CIIRC will do the technical review and should be done by tomorrow.

## 9. Cross-network Doctoral Programme (Barry/UCC)

- a. AI4Media NoE intends to establish a EU-wide doctoral academy in AI.

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- b. So far just lists doctoral programmes and calls, but there is room (and need) for a more ambitious approach.
- c. First meeting with reps from VISION (WP1, WP5, WP6) and the NoEs has happened, AI4EU indicated willingness to co-lead the effort with VISION.
- d. Barry to have call with AI4Media next week
  - i. Encourage them to think more strategically and coordinate with VISION for more ambitious goals.
  - ii. Handle mostly within WP5, liaise with coordinator and WP6 as needed.
  - iii. Report back with more detail at the next VISION call.
- e. This will likely be only the first instance of activities that will be very similar across the NoEs. Make sure that someone from VISION is involved in joint/similar activities of the NoEs = coordination mandate.
- f. Gabriel (UCC) has started analysing activities within NoEs to identify possible interfaces; slides circulated for offline review - TODO: Alexa, please include Gabriel's slides.
- g. Joost: you have a meeting with the commission and the network coordinators. Could we have an update on this and the mail sent to all NoE coordinators about sharing their work plan?
- h. Gabriel: Barry had a meeting with AI4Media, we will follow up with all networks next week.
- i. 1st phase: offering PhD through AIDA platform - as part of AI4MEDIA.
- j. 2nd phase: develop model for PhD CV programme where universities will provide input and collaborate - Main engagement through this phase.
- k. Not confirmed yet that VISION will co lead the programme - UCC to push for that being formalized.

## 10. Launch event

- a. EC will not do a public launch event, but we should (we had good feedback from contacts with insights into the matter), likely in mid/late November.
- b. Inside info from Barry: Find out why they are not doing this at the next EC call, there may be an issue that we can avoid.



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- c. Reasonable to assume that this is expected as part of our coordination mandate.
- d. meeting with the commission and the network coordinators
  - i. Director of Unit A and DG Connect was only there in the beginning and the end.
  - ii. Good interaction with most of the NoEs.
  - iii. ELLIS claimed to be surprised by the mechanisms we proposed.
  - iv. EC made it clear they see us in this coordination role, 1 network rather than 4.
  - v. EC proposed a joint launch event, led by VISION, and joint identity, full consensus by NoEs.
- e. Vit: Holgers presentation was very good, nice to see strong will to collaborate (ELLIS is the exception), good to have consensus on joint branding, contact NoEs to work on this.
- f. Holger: VISION will be over in 3-4 years, and CLAIRE is our continuation mechanism, need to walk a thin line to fold VISION into CLAIRE in the long run, but not to make it overt and avoid competition.
- g. Matteo: need to connect with those in NoEs to create mechanisms that work properly, before they start their own mechanisms.
- h. Holger: bring Matteo in touch with other NoE coordinators, to identify appropriate persons on their side, ASAP.
- i. Kristina and Joost: same should be done with all the other tasks. Should we contact the coordinators individually or separate?
- j. Holger: Urgent tasks:
  - i. Joost: WP4 Innovation plan, Mobility programme
  - ii. Kristina: Commun roadmapping
- k. Holger: Everyone who needs links, send an email (to Wendy, Alexa and Holger) describing what you need/who you need to connect to, and we will try to make links before the next call focusing on urgent tasks.
- l. The aim is to have the event before Christmas. Second possible date somewhere after 15 January. The event will outline the project proposal for the

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ai community.

With a call to action to contribute.

m. Gabriel offers help in concert with AI4EU.

n. We want the event to be of interest to the general public. We should engage the public, not have a parade of plenary speakers. This gives us the chance to generate synergy between the different networks as we go. CIIRC and CLAIRE will prepare a full event proposal for further discussion.

## 5 Conclusion - TO DOs

#	Accountable	Due date	Action
AP1	all	30/10	<a href="#">All partners to add financial contacts to google sheet</a>
AP2	all	30/10	Nominate a representative and proxy for Steering Committee
AP3	all	30/10	Nominate a representative and proxy for Executive Committee
AP4	all	30/10	Invite NoEs to tell us who should be on the board Invite Unit A1 to have a rep on the board Invite 1 member representing Industry, via PPP construct Invite 1 from DIH network, via PwC Invite someone from AI4EU
AP5	Holger	30/10	Confirmation International Advisory board
AP6	Wendy	30/10	Check up on PwC regarding Risk and Quality Assurance
AP7	Each partner	30/10	Email identifying to whom they need to be connected in each NoE, deadline for making connections next call
AP8	Holger	30/10	Circulate EC meeting slides to all partners, and setup call with PO for each WP leader to present and ask questions
AP9	Wendy	30/10	Combine documents to create D1.1

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#	Accountable	Due date	Action
AP10	CIIRC	30/10	Technical review of Q&R management plan
AP11	Wendy	30/10	Finalise Q&R plan (after technical review) to create D1.2



ICT-48 VISION  
Coordination Meeting

1 October 2020, 15:00 CEST

# Agenda

1. Introduction
2. Status update (CA and budget)
3. Deliverables timeline (6 and 12 months)
4. Sharing our work plan with the other networks
5. Regular meetings and internal communication
6. Project website
7. Formation of committees and boards
8. Risk and Quality Assurance (PcW)
9. Cross-network Doctoral Programme (Barry)
10. Launch event

BUDGET VISION										
	Direct personnel costs	Other direct costs	Direct costs of subcontracting	Indirect costs	Total estimated costs	Reimbursement rate	Max EU contribution	Requested EU Contribution	Max payment 10% retention	First Trance to partners
UNIVERSITEIT LEIDEN	€ 224.000,00	€ 155.000,00		€ 94.750,00	€ 473.750,00	100	€ 473.750,00	€ 473.750,00	€ 426.375,00	€ 355.312,50
CESKE VYSOKE UCENI TECHNICKE V PRAZE	€ 144.000,00	€ 65.000,00		€ 52.250,00	€ 261.250,00	100	€ 261.250,00	€ 261.250,00	€ 235.125,00	€ 195.937,50
DEUTSCHES FORSCHUNGSZENTRUM FUR KUNSTLICHE INTELLIGENZ	€ 168.000,00	€ 25.000,00		€ 48.250,00	€ 241.250,00	100	€ 241.250,00	€ 241.250,00	€ 217.125,00	€ 180.937,50
UNIVERSITY COLLEGE CORK - NATIONAL UNIVERSITY OF IRELAND	€ 240.000,00	€ 15.000,00		€ 63.750,00	€ 318.750,00	100	€ 318.750,00	€ 318.750,00	€ 286.875,00	€ 239.062,50
FONDAZIONE BRUNO KESSLER	€ 126.000,00	€ 15.000,00		€ 35.250,00	€ 176.250,00	100	€ 176.250,00	€ 176.250,00	€ 158.625,00	€ 132.187,50
INSTITUT NATIONAL DE RECHERCHE ENINFORMATIQUE ET AUTOMATIQUE	€ 118.800,00	€ 15.000,00		€ 33.450,00	€ 167.250,00	100	€ 167.250,00	€ 167.250,00	€ 150.525,00	€ 125.437,50
NEDERLANDSE ORGANISATIE VOOR TOEGEPAST NATUURWETENSCHAPPELIJK ONDERZOEK	€ 140.828,00	€ 15.000,00		€ 38.957,00	€ 194.785,00	100	€ 194.785,00	€ 194.785,00	€ 175.306,50	€ 146.088,75
PRICEWATERHOUSECOOPERS ADVISORY	€ 76.500,00	€ 10.000,00		€ 21.625,00	€ 108.125,00	100	€ 108.125,00	€ 108.125,00	€ 97.312,50	€ 81.093,75
THALES SIX GTS	€ 40.000,00	€ 6.000,00		€ 11.500,00	€ 57.500,00	100	€ 57.500,00	€ 57.500,00	€ 51.750,00	€ 43.125,00
Total	€ 1.278.128,00	€ 321.000,00	€ -	€ 399.782,00	€ 1.998.910,00	100	€ 1.998.910,00	€ 1.998.910,00	€ 1.799.019,00	€ 1.499.182,50

Usual first payment = total/number of reports	€ 999.455,00
First payment indication from EU commission	€ 1.599.128,00
5% retention for the guarentee fund	€ 99.945,50
Received from EU commission	€ 1.499.182,50

	Time-to-Pay	From
<b>One Pre-financing</b>	<b>30</b> days	From: entry into force or 10 days before the starting date (whichever is the latest)
→ Retention 5 % of maximum grant for the Guarantee Fund		
<b>Interim Payments</b>	<b>90</b> days	From reception of periodic report
→ Based on financial statements (EU contribution= eligible costs approved X reimbursement rate)		
→ Limit = 90 % of the maximum grant (Retention 10%)		
<b>Payment of the Balance</b>	<b>90</b> days	From reception of final reports

## Actual costs

- Costs actually incurred, identifiable and verifiable, recorded in the accounts, etc.

NEW: non-deductible VAT paid is also eligible

## Unit costs

- A fixed amount per unit determined by the Commission Example: SME owners' unit cost
- For average personnel cost (based on the usual accounting practices)

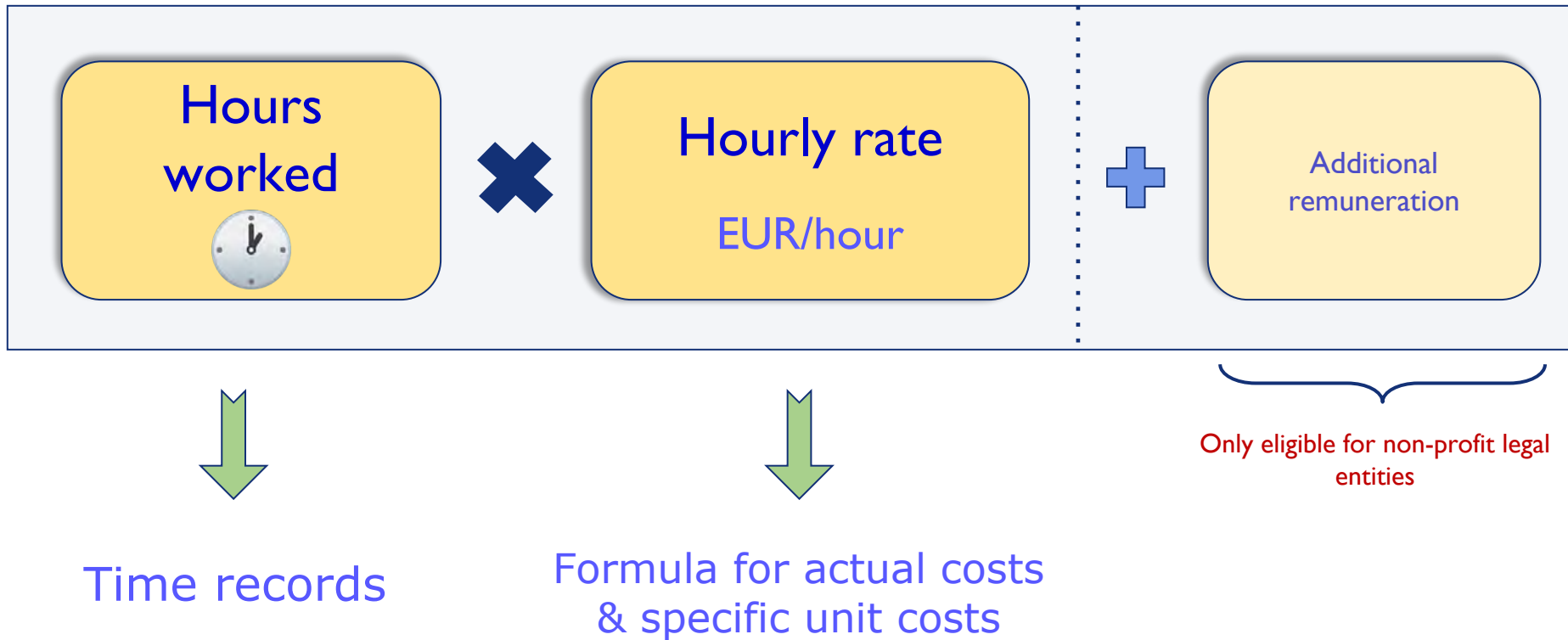
## Lump sum

- A global amount to cover one or several cost categories Example: Phase 1 of the SME instrument

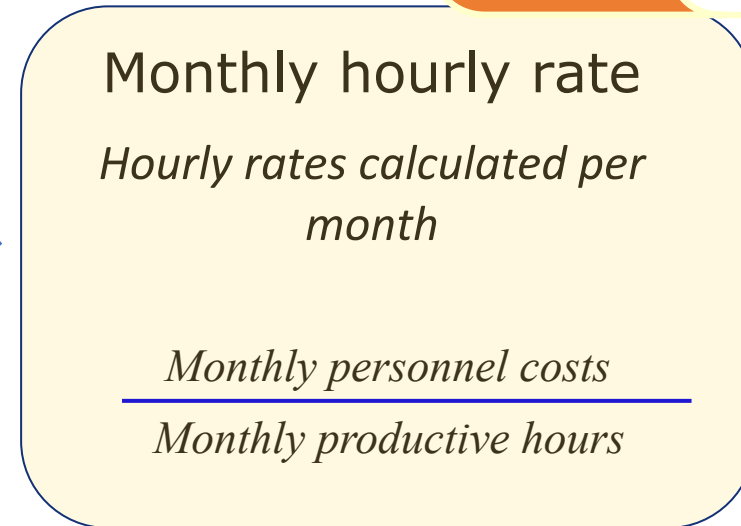
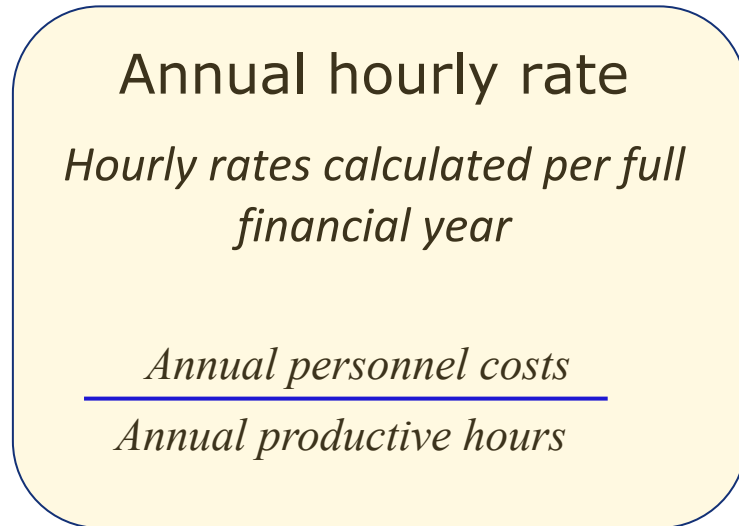
## Flat rate

- A percentage to be calculated on the eligible costs  
Example: 25 % flat rate for indirect costs





$$\text{Hourly rate} = \frac{\text{Personnel costs}}{\text{Productive hours}}$$



NEW !

$$\text{Hourly rate} = \frac{\text{Personnel costs}}{\text{Productive hours}}$$

## Annual productive hours

