COst REduction and increase performance of floating WIND technology

(COREWIND)

H2020-LC-SC3-2018-RES-TwoStages / Grant Agreement 815083

D9.2 Report of initial kick-off meeting

"This project has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No 815083".

Project acronym	COREWIND
Grant Agreement Nº	815083
Project title	COst REduction and increase performance of floating WIND technology
Website	*(under definition)*

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-	12/09/2019	Josep Maria Herrera	IREC	Template including draft format and outline
V0.0	20/09/2019	Josep Maria Herrera and José Luis Domínguez	IREC	1st complete draft
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V1	30/09/2019	Josep Maria Herrera and José Luis Domínguez	IREC	Version for submission

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0 EXECUTIVE SUMMARY

The Kick-off Meeting (KoM) is the first General Meeting with the main objective of launching a Project, coordinating how the work starts and defining the framework and steps for achieving the defined objectives.

More specifically, COREWIND KoM served for:

- introducing the different partners and team members.
- fixing and discussing project objectives, tasks/activities, work plan, schedules, roles and responsibilities, milestones and deliverables, etc.
- defining the main decision-making boards of the project.
- establishing the first management procedures and legal framework.

This Deliverable is summarizing the two-days meeting that took place last 2nd and 3rd of September in Brussels, with the participation of different representatives of all the project beneficiaries of COREWIND project, two representatives of the Advisory Board and the EU Project Officer (with two more colleagues from INEA).

Since this was defined as a Public Deliverable in the Grant Agreement we will avoid any potential confidential information describing presentations in a more general way and focusing in management issues and omitting some internal comments.

The outline of this Deliverable is:

- Kick-off Meeting Overview.
- Kick-off Meeting – 1st session.
- Kick-off Meeting – 2nd session.
- Conclusions and next steps

Finally, we have to mention that since the project corporate identity is still not defined (due date in Month 3 - Deliverable D8.1) we are using a provisional template.

1 KICK-OFF MEETING OVERVIEW

The information below summarizes the most important data related to this meeting:

- Date: 2nd and 3rd of September at EERA premises in Brussels.
- Venue: EERA (European Energy Research Alliance) premises in Brussels.
- Number of participants: 27 participants on the first day and 30 participants on the second day.
- Attendants:
  - Representatives of the different partners: H.Bredmose (DTU) / M.Lynch and V.Arramounet (INNOSEA) / S.Doole (JDR) / F.Borisade (RAMBOLL) / R.Guanche and T.Battistella (FIHAC) / B.Neddermann, T.Neuman and T.Habekost (UL INT GMBH) / S.Potestio and L.Ramirez (WINDEUROPE) / M.Belolli and A.Faccinetti (POLIMI) / C.Molins (UPC) / W.He and L.K.H.Mittet (EQUINOR) / S.Muñoz and R.Durán (COBRA) / F.Lemmer and M.Youssef (USTTUT) / A.Agbemuko, E.Hernández and J.M.Herrera (IREC).
  - Two members of the Advisory Board: M.Hall (NREL) and F.Vorhpal (SENVION).
  - EU Project Officer and other INEA members (only participating during second day session): P.Tacconi (EU Project Officer - INEA) / M.Machado and D.Sofianopoulos (INEA).

  On the other hand, the meeting provided an online connection for a remote online participation. C.Lourie (JDR), J.L.Domínguez (IREC – Project Coordinator) and R.Shanahan (CarbonTrust – Advisory Board Member) could participate partially or during the whole meeting.

  It is important to mention that, unfortunately, the Project Coordinator (Dr. José Luis Dominguez) could not attend the meeting. He was unable to travel to Brussels due to the birth of his third son, which curiously took place during the second day of the KoM.
- Meeting Agenda: 1st day meeting was basically devoted to the Project Overview and the introduction and presentation of the different project partners and the Advisory Board Members. 2nd day meeting was devoted to the work plan of the different S&T WPs, the presentation given by the EU Project Officer, Dissemination and Exploitation WPs and the Project Management aspects.

COREWIND

Kick-off Meeting

Brussels, Belgium
2 & 3 September 2019

AGENDA

Meeting location: EERA Headquarters (Rue de Namur 72 5th floor, 1000 Bruxelles)

AGENDA	Day 1: Mon, 02.09.2019	Presenter	Duration (hh:mm)
13:00	Registration	IREC	0:15
13:15	Welcome, procedures, project objectives and COREWIND Overview	IREC	0:30
13:45	Academic Partners presentation	10 minutes per partner: USTUTT, UPC, DTU, POLIMI, FIHAC, IREC	1:00
14:45	Coffee Break hosted by COREWIND project		0:30
15:15	Industrial Partners presentation	10 minutes per partner: INNOSEA, UL DEWI, WINDEUROPE, RAMBOL, EQUINOR, COBRA, JDR	1:10
16:25	Presentation of Advisory Board members	AB Members	0:50
17:15	Wrap-up and closing	IREC	0:15
17:30	End 1st day		
19:30	Dinner organized by IREC	Hispania Brussels	

AGENDA	Day 2: Tue, 03.09.2019	Presenter	Duration (hh:mm)
8:45	Registration	All	0:15
9:00	Welcome	IREC	0:10
9:10	EU Project Officer presentation	Paolo Tacconi	0:50
10:00	WP9: Project Management and coordination	IREC	0:30
10:30	WP1: Efficient design tools for FOWTs	DTU	0:30
11:00	Coffee Break hosted by COREWIND project		0:30
11:30	WP2:Design and Optimization of station keeping systems	INNOSEA	0:30
12:00	WP3: Dynamic cable design optimization	JDR Cables	0:30
12:30	WP4: Optimization O&M strategies and installation techniques	RAMBOL	0:30
13:00	Lunch paid by the project		1:00
14:00	WP5: Experimental testing	FIHAC	0:30
14:30	WP6: LCOE analysis & LCA	IREC	0:30
15:00	WP7: Standardization, Commercialization and Exploitation Actions	UL DEWI	0:30
15:30	WP8: Dissemination and communication	WINDEUROPE	0:30
16:00	Wrap-up and closing	IREC	0:15
16:15	End of the meeting		

This project has received funding within the call H2020-LC-SC3-2018-RES-TwoStages related to the *European Union's Horizon 2020 research and innovation programme* under grant agreement No **815083**"

Figure 1.1. Meeting Agenda

Figure 1.2. Participants in the KoM of COREWIND Project

2 KICK-OFF MEETING – 1ST SESSION

After the setting up of the communication/media system and all the logistics preparation by Project Coordinator organization during the morning, the meeting started the 2nd September 2019 after lunch time.
Following the meeting agenda, some details are given:

13h Registration.
The different participants arrived between 13h and 13:15h and were registered in the participants list of the project.

13:15h Introduction and Project Overview
J.M.Herrera (JMH) did the welcome to the project partners representatives and thanks the participation of the Advisory Board members on behalf of the Project Coordinator Dr.J.L. Domínguez (JLD) that, as mentioned before, finally he could not attend the meeting due to the birth of his third son. JMH did a brief introduction on the project agenda, the meeting organization and the meeting objectives and proposed a brief 'Tour the Table' of the different participants.
After that, A.Agbemuko (AA) did the project Overview presentation on behalf of Project Coordinator. That presentation delivered included key information of the project as the duration, total budget granted, and type of action. After details of the partners and the definitive Advisory Board was remembered, explaining how this cover all knowledge spectra required for floating wind technology. After, the project objectives including the quantitative expected impact was given; this included the open data, open models, LCOE reduction as well as novel developments. Finally, a revision of the project efforts (including Third Parties) and timetable including Gantt revision with WPs and tasks, deliverables, milestones and risks.

13:45h Academic partners presentation

- **USTTUT:** An introduction of the organization and the different existing groups was given. The presentation included a comprehensive overview of expertise related to COREWIND project as conceptual design (including aerodynamics, hydro-dynamics), system design, control, optimization, real-time observer design, and lidar based measurement, testing and monitoring.

- **UPC:** An introduction of UPC as a research based university, introduction of department involved in COREWIND project, and explanation of the different expertise: geotechnics, seism, hydrogeology, transportation modelling, etc.

- **DTU:** Introduction of DTU as a technology development centre for wind energy as a whole and offshore wind in particular. Description of expertise in offshore wind from siting and integration, to nanomaterials for development. Related expertise to COREWIND include, physics of floating wind turbine, tests, validation and tuning of models.

- **POLIMI:** Introduction of POLIMI, with extensive offshore wind expertise related to testing, validation, scale model building, closed-loop wind tunnel, and extensive experience in experimental facilities.

- **FIHAC:** FIHAC was presented as an institute with extensive expertise in ocean engineering, offshore structures, marine renewables, marine operations, etc. Further, extensive experience in numerical analysis, quality test, fluid-structure interaction, etc.

- **IREC:** Introduction of IREC as institution and specially the work and tasks developed by the Power Systems Group and Energy System Analytics which are involved in COREWIND project. It was presented the expertise and large experience of IREC in the wind field, including wind farm optimization, electrical design, communications LCOE and LCA studies for offshore and floating wind.

After a coffee break the industrial partners presentations started.

15:15h Industrial partners presentation

- **INNOSEA:** Introduction of the whole holding group which INNOSEA belongs to. Its expertise deals with anchoring and mooring systems with large experience on working on deep waters as the Mediterranean Sea.

- **UL INT GMBH:** Introduction of both main beneficiary UL and DEWI UCC, as company third party. Their expertise remains on certification and standards for offshore wind as well as asset and wind flow estimators.

- **WINDEUROPE**: Introduction of WINDEUROPE as an association involved in policy development, market intelligence, dissemination, related to many wind projects. Often acts as a contact between stakeholders in the wind industry.

- **RAMBOLL:** Introduction of RAMBOLL as an engineering consultancy company involved in diverse areas from building to transport, water, and energy. Expertise range from independent consultancy to developer.

- **EQUINOR:** Introduction as an originally offshore oil and gas company with expertise in offshore engineering. Expertise range from application of experience from oil and gas to renewables, especially offshore renewables. Their role in COREWIND is

- **COBRA**: Expertise offshore floating structures and submersible technologies optimized for 15MW turbine.

- **JDR:** Introduction of JDR Ltd. as a company with extensive expertise in cabling systems and technologies for subsea applications. Further, analysis involving design of dynamic cables, optimization, cost, and risks.

16:25h Presentation of Advisory Board members.

- **SENVION:** Introduction of Senvion as a wind turbine manufacturer (onshore and offshore) and load analysis.

- **NREL:** US based research agency responsible for innovations related to all things renewable energy. Research, development, early stage deployment of technologies, tool development, extensive modelling at all levels | device, subsystem, and system levels.

- **CARBON TRUST:** Introduced as a company with mission to accelerate sustainable low carbon economy. Expertise in environmental consultancy, mooring, monitoring, and inspection.

The 1st day meeting was finalized with a WP01 technical meeting in order to fix different strategies, concepts and criteria as a base for the presentation taking place on the second day.

Since we understand a KoM as an appropriate opportunity to generate good relations and the correct mood for a good project collaboration, IREC, as partner organization and project coordinator, organized a consortium dinner with the participation of all the members for a good closure of the 1st day meeting.

3 KICK-OFF MEETING – 2ND SESSION

Second day session (3rd September 2019) started after the registration of all the attendants in the participants list. JMH did a brief introduction welcoming the EU Project Officer (and the rest of INEA participants) and proposing a quick 'tour the table'.
After this, the first the second day session started with the presentation of the EU Project Officer, followed by the project management presentation and the rest of S&T and dissemination work packages.
Following the meeting agenda, some details of the different presentations are given:

09:10h EU Project Officer presentation
P.Tacconi (PT) did the a presentation with 3 main topics:

1. General overview of the EC / INEA / H2020.
2. Grant Agreement: how it works.
3. What EC expects from COREWIND consortium and project partners.

PT started giving an overview of EU players, presenting the different bodies and the executive agencies, focusing later on the role of INEA. An overview of INEA and H2020 programmes and budget and an overview of a Grant Lifecycle from INEA perspective was given as well.
The most important part of the presentation was focused on the explanation of the main important aspects of the Grant Agreement (GA) and the last part of the presentation was devoted to emphasize the expectations from project beneficiaries.
In relation to the Grant Agreement, the main presented aspects are summarized:

- Explanation on the roles and responsibilities of the different 'actors' (EU Project Manager, Project Coordinator and Project Partners) was given as stated in Art.41 of GA.
- PT mentioned the need of a Consortium Agreement (CA) and we informed that the Consortium signed an agreement before starting the project.
- PT did an overview on the continuous reporting obligations and a detailed explanation on the project periods, the payments and the different mandatory periodic reporting, emphasizing that the content must be concise and clear, answering questions, describing activities carried during the implementation in line with the GA and explaining the risks encountered and the corresponding mitigation measures.
- Art.6 of the GA was mentioned in order to talk about project costs explaining that costs must be reasonable compared to work, actual, directly related to the project and recorded following usual accounting practices.
- Special emphasis that it is a must to disseminate and communicate COREWIND project on a proper way as stated in Art.29 and 38 of the GA doing a correct acknowledgement of EU funding (including EU emblem and not Commission's logo) for any dissemination and communication action (Website, leaflets, videos, patents, articles, etc).
- A guideline of H2020 Open Access mandate was given and the necessity to establish a Data Management Plan and a Communication Plan was mentioned.
- Finally, Art.55 was mentioned in order to explain potential needs of an Amendment of the GA.

PT started giving an overview of EU players, presenting the different bodies and the executive agencies, focusing later on the role of INEA. An overview of INEA and H2020 programmes and budget and an overview of a Grant Lifecycle from INEA perspective was given as well.

The last part of the presentation was based on the expectations by EU from the project beneficiaries. Summarizing:

- High quality of Deliverables and on time.
- Good communication at all different levels (internally, with stakeholders, other projects, etc).
- Expected 'TO DO' list: interaction between partners, focus on outcome / impact, involve stakeholders, publish deliverables, acknowledge EU funding, publish open-access, etc.
- Expected 'NOT TO DO' list: reuse material without mentioning sources, no references to EU funding, late delivery, badly documented activities.
- Finally, a most common issues found in audits was given mentioning Art.13 related to subcontracting, Art.18 related to keeping records of staff costs, etc.

Figure 3.1. EU Project Officer presentation.

10h WP9 – Project management and coordination

Presented by Josep Maria Herrera (JMH) from IREC, following this outline: (1) Objectives, tasks and deliverables, (2) Reference documents (GA and CA), (3) Reporting and financial aspects, (4) Project organization and effective collaboration mechanisms, (5) Next steps, conclusions and final comments.

The presentation started with a reminder on the defined objectives of WP9, the different tasks stablished in the DoW and the associated Deliverables for the whole project, focusing on the Deliverables for the first six months.

After that, JMH focused the presentation on explaining the main aspects of the two reference documents for COREWIND members: Grant Agreement (GA) and Consortium Agreement (CA).

JMH took profit to emphasize on the GA aspects already commented during the presentation done by the EU Project Officer. Then, in relation to the GA, JMH did a very quick review from many important aspects, among others:

- Art.1 and Art.5, defining the subject and the Grant Amount.
- Art.6, clarifying that eligible costs must be linked to the action and recorded in beneficiary's accounts in accordance to usual practices.
- Art.10, mentioning that the beneficiaries must make purchases of goods and services ensuring the best value for money.
- Art.17 and Art.18, about the general obligation to inform and keep EU portal up to date and the obligation of keeping records and supporting documentation.
- Art.19, emphasizing the importance of submitting Deliverables with the timing and conditions identified in Annex 1.
- Art.20, summarizing again, as PT did, on reporting and payments.
- Art.22, informing about the potential audits that the Agency or the Commission may carry out.
- Art.27, Art.28 and Art.29, explaining that each beneficiary must examine the possibility of protecting results, take measures aiming to ensure exploitation of results and that dissemination of results (as soon as possible) is a must. Again, the acknowledgement using the EU emblem is mentioned.
- Art.33, aiming to promote equal opportunities between men and women.
- Art.41, emphasizing the roles and responsibilities.
- Art.55, explaining that amendments are possible but it is important to follow the correct procedure on this.

After that, JMH informed that the Consortium Agreement was agreed by the partners after a negotiation from February to June 2019 and that a scanned signature version with all the signatures exist. Original paper copies will be distributed to the partners in the following weeks. A quick summary of the main aspects of the Consortium Agreement is done. In summary:

- Section 4, talking about the responsibilities of the parties.
- Section 6, defining the Governance Structure of the consortium consisting in different consortium bodies: General Assembly (GA), Executive Board (EB), Impact, Dissemination and Exploitation Team (IDET), Advisory Board (AB) and Coordinator (PC).
- Section 7, dealing with financial provisions.
- Section 8, doing a reminder on the ownership of results and explaining that the consortium has agreed on a prior notice of any planned publication of 45 calendar days.
- Section 9, explaining that parties have identified and agreed on the background for the project and that access rights have been defined.
- Section 10, dealing with non-disclosure information.

After that, JMH focused on:

- Explaining the different project periods and the expected reporting periods
- A proposal for an internal monitoring on the Use of Resources (that was accepted). IREC will distribute an internal excel template every six months with the aim of monitoring how the project evolves in terms of effort and costs and in order to detect any potential deviation.
- Presenting the summary of pre-financing distribution (48,33% of the budget), to be implemented as soon as all the partners provide the Financial Identification Forms (FiF), including bank details for the transfers.

The project organization and the definition of the consortium bodies (as stated in the Consortium Agreement) were formally constituted at this point following the governance structure agreed.

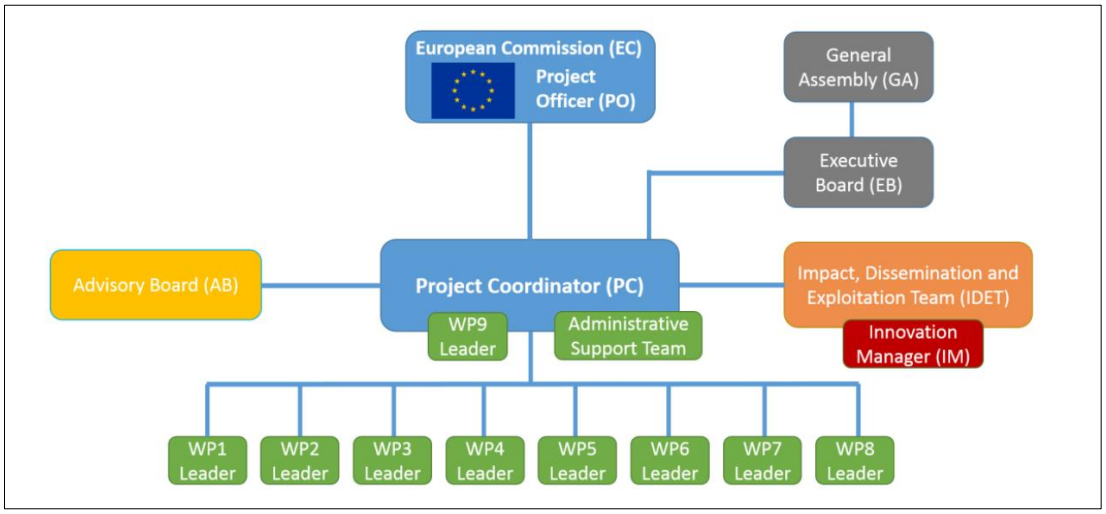

Figure 3.2. Management structure

For any defined body, the attributions and members were defined.

GENERAL ASSEMBLY (GA)

The GA is the ultimate decision-making body. Responsible for the overall direction of the project, successful completion and exploitation of its results.
MEMBERS: One representative of each Party. Chaired by the Project Coordinator.
Attributions defined in section 6.6.1.2. of the Consortium Agreement. Among others:

- Proposals for changes to Annexes 1 and 2 of the GA
- Changes to the Consortium Plan
- Entry of a new legal entity as Party to the consortium.
- Withdrawal of a Party from the consortium.
- Identification of a breach by a Party of its obligations.
- Decisions on conflicts between Parties
- Declaration of a Party to be a Defaulting Party
- Termination of a Defaulting Party's participation in the consortium.
- Proposal to the Funding Authority for a change of the Coordinator
- Proposals of amendments to the Consortium Agreement

Table 3.1 General Assembly representatives

Partner	Representative	Function
IREC	José Luis Domínguez	General Chair
DTU	Henrik Bredmose	Member
INNOSEA	Mattias Lynch	Member
JDR	Caroline Lourie	Member
RAMBOLL	Denis Matha	Member
FIHAC	Raul Guanche	Member
UL INT GMBH	Tom Neumann	Member
WINDEUROPE	Sabina Potestio	Member
POLIMI	Alan Fachinetti	Member
UPC	Climent Molins	Member
EQUINOR	Wei He	Member
COBRA	Rubén Durán	Member
USTUTT	Mohammad Youssef Mahfouz	Member

EXECUTIVE BOARD (EB)

The Executive Board (EB) will be the main Consortium Body responsible for the overall progress and deliverables of the Project.
MEMBERS: Project Coordinator + WP Leaders.
Attributions defined in section 6.6.2.3. of the Consortium Agreement. Among others:

- execution and implementation of the decisions of the General Assembly,
- seeking solutions to all matters of importance to the achievement of the Project goals on a day-to-day basis,
- monitoring and ascertain the implementations of the Project and monitoring its technical progress,
- ensure good communication and sufficient information flow within and between the Work Packages,
- assuring the quality of the work and to streamline the interdependencies in the Project, and
- implementation of the exploitation activities.

Table 3.2 Executive Board representatives

Partner	Representative	Function
IREC	José Luis Domínguez	Project Coordinator
DTU	Henrik Bredmose	WP1 Leader
INNOSEA	Mattias Lynch	WP2 Leader
JDR	Caroline Lourie	WP3 Leader
RAMBOLL	Denis Matha	WP4 Leader
FIHAC	Raul Guanche	WP5 Leader
IREC	Victor Ferreira	WP6 Leader
UL	Tom Neumann	WP7 Leader
WINDEUROPE	Sabina Potestio	WP8 Leader

IMPACT, DISSEMINATION and EXPLOITATION TEAM (IDET)

The main function of the IDET is giving guidance to the project with a strong focus on the impact and exploitation of the Results. IDET will give recommendations on how innovations should be handled. IDET will monitor how the Project's milestones and reports are disseminated among the Parties, presented at conferences and published in technical journals. IDET will also evaluate the Project's website.
MEMBERS: minimum three (3) and maximum of five (5) members including WP7 leader (UL INT GMBH), WP8 leader (WindEurope) and the Coordinator (IREC).
The Innovation Manager from IREC will have primary responsibility for the activities of the IDET.
IDET is described in section 6.6.5. of the Consortium Agreement.

Table 3.3 IDET representatives

Partner	Representative	Function
UL	Tom Neumann	WP7 Leader
WINDEUROPE	Sabina Potestio	WP8 Leader
IREC	Jose Luis Domínguez	Project Coordinator
IREC	Federico Noris	Innovation Manager

Equinor is interested in being IDET member and suggests that all or most the industrials partners should be involved in this body. The consortium agreed that, even the CA states that IDET has until 5 members, this body can be modified with the inclusion of more members. This will be fixed before next meeting.

ADVISORY BOARD (AB)

The AB will be the advisory body through which external experts recruited from other related projects in the field will give their advice and feedback on the main issues arising during the execution of the Project.
The main goals of the AB are described in section 6,6,4. of the Consortium Agreement:

- Assessment to the Coordinator and General Assembly on the strategic decision affecting the development of the Project.
- Identification of needs and assessment of requirements for the future exploitation of the results of the Project for an improved social and market acceptance.
- Recommendations to the Coordinator and the General Assembly on the planning of activities to be developed in each Project period.

Table 3.4 Advisory Board representatives

COMPANY	Representative
SENVION GmbH	Dr. Fabian Vorpahl
NREL	Matthew Hall
INNOENERGY	Javier Sanz
DEME GROUP	Sjoerd Meijer
CARBON TRUST	Rory Shanahan

PROJECT COORDINATOR (PC)

The Coordinator shall be the intermediary between the Parties and the Funding Authority and shall perform all tasks assigned to it as described in the Grant Agreement and in this Consortium Agreement.
The main responsibilities of the Coordinator are described in section 6.6.3. of the Consortium Agreement. Among others:

- monitoring compliance by the Parties with their obligations under the Grant Agreement and this Consortium Agreement,
- transmitting documents and information connected with the Project to any other Parties concerned,
- administering the financial contribution of the Funding Authority and fulfilling the financial tasks described in Section 7.3,
- providing, upon request, the Parties with official copies or originals of documents that are in the sole possession of the Coordinator when such copies or originals are necessary for the Parties to present claims,
- Overseeing the implementation of each Work Package in accordance with the general strategy of the Project and detecting any circumstance which could substantially affect the performance of the Work Package,
- Organizing Work Package meetings when needed,
- Communicating with the work package leaders,
- Ensuring the implementation of the decisions taken at EB level.

Table 3.5 Project coordinator contacts

Partner	Representative	Function
IREC	José Luis Dominguez	Project Coordinator / General Chair
IREC	Josep Maria Herrera	PMO

According to that, the bodies were officially constituted.
As stated in the Consortium Agreement, JMH informed that GA will meet (at least) twice a year. EB will meet every six months (in coordination with CA meetings) and every 2 months through teleconference.
IDET will meet twice a year (each General Assembly meeting).

In the last part of the presentation JMH was talking about management tools for effective collaboration mechanisms. As a first step on this, IREC proposed to work on setting-up a collaborative intranet as soon as possible and working on fixing updated project contacts lists.

Finally, JMH summarized next actions related to management and finished the presentation encouraging the project partners to work as a good team.

10:30h WP1 - Efficient design tools for FOWTs
The WP1 was presented by its leader H.Bredmose (HB) from DTU. The presentation started with a summary of the partners involved in the WP and the details of the allocated effort in the DoW. He did an overview of the WP01 in COREWIND and the inter-relation with other WPs and then summarizing the different tasks of WP01 and the corresponding effort.
As WP1 Leader he proposed a monthly skype meeting WP01 telco to be coordinated among the different partners.
The tasks list (and the associated effort of each partner) was reviewed.
This WP is the responsible for defining and developing the 15MW wind turbine models, preparing the upscaling of the floating substructures models for large wind turbines, development of integrated mooring and dynamic cables analysis including simplified modelling. Since this work package has an early stage deliverable, it has already started to present detailed models and to do. Since the first critical task (related to a Milestone) is the 15MW wind turbine model. In this regard, detailed analysis and presented the status of the models and designs:
NREL 15 MW Offshore Reference Turbine – Preliminary Rotor Design, ver.3 16/08/2019; which include: High-level rotor design specifications, Airfoil Profiles, Optimized Blade Design Profiles, Optimized Rotor and
Surfaces

Finally, HB focused on next 'TO DO' in relation to the different tasks

- HAWC2 porting (ongoing)
- Run Design Load Basis at DTU and tune controller
- See how bend-twist coupling can be added
- FAST model in COREWIND
- QuLAF model in COREWIND

After WP1 presentation a coffee break took place.

11:30h WP2 - Design and Optimization of station keeping systems
Presented jointly by M.Lynch (ML) from INNOSEA and M.Youssef (MY) form USTUTT.
Within this WP, the optimization of the mooring and anchoring will be performed.
The presentation started with an overview of the main objectives of the work package. After that the planned steps for achieving the expected results. After that the tasks within the WP and related deliverables and milestones.
After that the same related parts (key subtasks, deliverables, etc) were specified by M.Youssef for the Task 2.3 (responsibility of USTUTT).

Finally, the presentation was closed with the next steps and coming work plan for the next 3 - 6 months period; which will be focus on the state of the art of mooring technologies.

12h WP3 - Dynamic cable design optimization

S. Doole (SD) from JDR did WP3 presentation.

This work package deals with the optimal use of dynamic cables for floating wind technologies, considering its interaction with other elements as mooring and anchors.

The presentation started with an overview of challenges and needs from cables perspective. After this, a list of the partners involved on WP activities is given. Later, the main activities to be carried out within each Task is provided.

12:40h WP4 - Optimization O&M strategies and installation techniques

WP4 presentation was done by F.Borisade (FB) from Ramboll.

This WP focuses on innovations for optimizing O&M strategies as well as the installation procedures to ensure cost-reduction.

The presentation shown a general overview of the WP, including main goals and timeline. Later, details on each task was presented. Finalizing the presentation with the main outputs of the work package and the related deliverables and milestones.

After WP4 presentation a lunch took place.

14h WP5 - Experimental testing

R. Guanche (RG) and T.Battistela (TB) from FIHAC did WP5 presentation.

The work to be performed within this work package relates to experimental validation and testing.

Initially a general overview of WP objective was given, presenting the two concrete-based substructure concepts to be used. Later the different tasks and subtasks, including its deliverables and related milestones were shown.

Finally, the facilities to be used within COREWIND were presented, including detailed explanations of the Water Tanks from FIHAC and wind tunnels from POLIMI.

14:30h WP6 - LCOE analysis & LCA

WP6 presentation was given by A. Agbemuko (AA) from IREC.

This work package aims to perform LCOE and LCA analysis of the novel developments carried out within the project. This WP will provide the estimations of LCOE reductions to be achieved by COREWIND project.

The presentation provided an overview of the different tasks and subtasks to be performed within the work package; including the related deliverables and milestones to be fulfilled. Afterwards, the existing LCOE evaluation tool developed by IREC was presented showing all the possibilities and needs to perform such analysis.

15h WP7 - Standardization, Commercialization and Exploitation Actions

B. Neddermann (BN) from UL did WP7 presentation.

This WP deals with standardization methods, as well as exploitation actions required for further advance on project innovations.

The presentation given, shown the main activities including Tasks and subtasks to be performed within the WP and the corresponding lead beneficiaries.

Basically, this WP:

- will provide state-of-the-art of certification, standards and roadmaps to WP1, WP2 and WP3, required for proper designs.

- will deliver gaps and novel needs for standards and certifications due to innovations and special needs of FOWT.
- will provide the learning curves for future LCOE analysis due to industrialization and market growing.
- will continuously interact with all technical WPs to identify project innovations and maximize its exploitation potential.

15:30h WP8 - Dissemination and communication

Wind Europe representative, S. Potestio (SP) did WP8 presentation

This WP aims to maximize the impact and visibility of COREWIND project activities and developments.

The presentation started with the main objective of WP8, which aims to ensure the smooth communication and dissemination project activities putting in place:

- An effective dissemination and communication plan
- Relevant and appropriate communication tools
- Promotion on social media
- Large dissemination events

Main actions on dissemination could be summarized as follows:

- A project identity will be created (Task 8.1)
- A dissemination and communication plan will be generated as a core document outlining the activities of the project's dissemination and communication (Task 8.2).
- A project website will be created as a key dissemination channel (Task 8.3).
- Generation of promotional material (flyer, newsletter) and video (Task 8.4).
- Development of a social media campaign (Task 8.5).
- Scientific and professional articles (Task 8.6).
- Organization of workshops and specific events (Task 8.7).

16h Wrap-up and closing

JMH did a final wrap-up summarizing some few main aspects of the meeting and encouraging the members working hard for achieving project objectives.

The General Assembly agree on organizing the next project meeting at IREC premises in Barcelona. IREC will circulate a Doodle poll in order to select and fix the dates for this meeting.

The EU Project Officer added that timing is essential, encouraged the partners to work as a team and he did a remind about the obligation to inform the project coordinator about any single issue or deviation in respect to the Grant Agreement during project execution.

JMH finished giving thanks to all the participants for the different contributions.

4 CONCLUSIONS AND NEXT STEPS.

The Kick-off Meeting of COREWIND could be considered a very fruitful meeting.

COREWIND has a very enthusiastic consortium, with a very good balance expertise from industrial sector to academia and this was shown during the KoM. All of them have shown a sincere and strong commitment in order to achieve the different project challenges.

Some of the project partners have been collaborating in previous projects and have a broad experience in collaborative projects and that is a good base for starting COREWIND collaboration working as a team.

In the first six months COREWIND project requires:

- putting effort and focus on WP1 and important coordination between Core S&T WPs.
- defining the dissemination strategy and implementing the first actions.
- implementing the project management tools and internal procedures for a good project communication and coordination.

In a more specific sense, several tasks will be initiated during this first stage of the project and several Project Deliverables have to be prepared and submitted.

In order to do this, different WPs (as WP1, WP2, WP3 and WP7) are planning or have already organized and internal WP Kick-off via Skype or on-site in order to coordinate and define specifically the different tasks to be launched.

The Executive Board will be in contact coordinating the overall progress of the S&T activity and the General Assembly will be the main decision body in case of any single issue arises.