

LEAP Project Kick-off Meeting: Agenda

Date: Monday, June 12th to Tuesday, June 13th, 2017

Location: University of Coimbra, Coimbra, Portugal

Attendees: Maria Cunha (host), João Vieira, Philippe Van Cappellen, Nandita Basu, Roy Brouwer, Kim Van Meter, Jerker Jarsjö, Søren Bøye Olsen, Brian Jacobsen, Tatjana Milojevic

Aim of the Kickoff Meeting: The aim of the kick-off meeting is to: (1) outline the methodologies that will be used in each WP, (2) revisit and finalize the milestones and deliverables for each WP, and (3) establish linkages between the various WPs.

| Monday, June 12 th , 2017 | |
|--------------------------------------|---|
| 9:30 am | Welcome <ul style="list-style-type: none"> ➤ Introductions, agenda overview, updates |
| 9:45 am | Program overview WP1 [Presenter: Van Cappellen (UW)] <ul style="list-style-type: none"> ➤ Project executive summary and goals ➤ Project members and their roles ➤ Project scope and deliverables ➤ Communication plans and deliverables ➤ Reporting requirements |
| 10:15 am | *Overview: WP 2 [Presenters: Jarsjö (SU) and Van Meter (UW)] |
| 11:00 am | <i>Break</i> |
| 11:15 am | Overview: WP 3 [Presenters: Olsen (UCPH) and Brouwer (UW)] |
| 12:00 am | Overview: WP 4 [Presenter: Cunha (UC)] |
| 12:45 pm | Overview: WP 5 [Presenter: Basu (UW)] |
| 1:30 pm | <i>Lunch</i> |
| 2:30 pm | Brainstorming session on developing an Agroecosystem Typology |
| 3:30 pm | <i>Break</i> |
| 4:45 pm | Brainstorming on workplans, milestones and deliverables of WPs |
| 5:00 pm | Milestone and deliverable presentation of each WP |
| 7:00 pm | <i>Dinner</i> |

*Overview presentations include 20 min. plus 10 min. discussion for each WP. Topics to address:

- Hiring updates and work plans for the hires
- Methods to be used in the WP
- What models? What sites (site location, available data, and ongoing activities)? Are there data? Who does what? Are there key papers for the sites?
- Any requests from other WPs (*e.g.* data)

The agenda for Tuesday remains fairly open to allow additional time for expanding on Monday's discussion.

| Tuesday, June 13 th , 2017 | |
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| 9:30 am | Stakeholder workshops <ul style="list-style-type: none"> ➤ Review of UW workshop ➤ Anticipated dates of future workshops |
| 10:00 am | Brainstorming on linkages between the WPs <ol style="list-style-type: none"> 1) Refining workplans 2) Integration of WPs (<i>including mobility plan for students and postdocs</i>) 3) Emerging issues |
| 10:45 am | Final presentations from each WP lead on workplans and linkages between WPs |
| 11:15 am | <i>Break</i> |
| 11:30 am | Review of action items |
| 12:00 pm | Conclusion of meeting |
| 12:30 pm | <i>Lunch</i> |
| 1:30 pm | Coimbra university tour (UNESCO site visit) |