**MINUTES of the PERFORM 2nd Steering Committee**

**Bristol, April 4th, 2016**

1. **Selection of the Advisory Board (AB)**

*Agenda:*

Candidates proposed according to the AB requirements and the availability of budget (AB members will travel to the final conference), as well as based on the suggestions of the SC:

1. Roger Strand: chairman EC expert group on RRI indicators. Norway.
2. Daniel Erice: entrepreneurs in STEM and performing arts. Spain.
3. Emily Dawson: expert on science learning and engagement, science education research. UK.

 MJ McNaughton (UK)

1. Alan Alda: science communication expert and artist. EEUU.

 Diego Golombeck (Argentina)

1. Agueda Gras: science programme manager at European Schoolnet, Scientix. Belgium.

 Sindi Hayat (Arabia Saudi)

*Informations/discussion:*

* Roger Strand and Daniel Erice have already been contacted, and are willing to participate in the project

***Decisions:***

* Marina will send the invitation letter and non-disclosure agreement to the SC members in charge of contacting AB candidates
* Leonardo will invite Alan Alda
* Mireia will invite Emily Dawson and Agueda Gras
* María will invite Daniel Erice
* Marina will invite Roger Strand
1. **Communication Plan**

*Agenda:*

Plan for communication, dissemination and exploitation of PERFORM activities and outcomes (D6.1 available at the project Drive)

Why is the collaboration of partners in such strategy expected, especially WP leaders? How will it be achieved?

Participation in science communication/education events to present PERFORM (partners’ participation in these activities will be collected by Marina every 2 months)

* Scientix events: Future Classroom Labs, ESOF 2018,...

Feeding the website:

* Text (internal reporting, internal e-newsletter, …)
* Videos and pictures

Twitter and Facebook

*Informations/discussion:*

* The key points of the communication plan are the off-line and on-line tools
* Facebook and Twitter accounts have been launched this week (twitter: @performstem), and are interlinked
* EUSEA has already got several followers!
* These 2 tools are to be used in co-creative ways, and are aimed at reflecting that different PERFORM partners are very active in different forums and activities
* Facebook, Twitter and Instagram (\*see decisions section) are aimed at delivering real-time information, while the webpage is conceived more as a repository for research outcomes
* The 5 targeted audiences (see Communication Plan) are to be reached combining different communication tools
* A small editorial team has been set up by EUSEA to collaborate in the feeding of the web

***Decisions:***

* The Facebook account will have few managers and more editors. The SC is to decide upon who will assume these roles.
* Leonardo will open an Instagram account in order to reach younger audiences (i.e. teenagers and secondary-school students). Instagram will be linked to the other on-line tools, so that young people can also connect with them.
* Partners in France, Spain and UK will invite their colleagues to follow Facebook and Twitter accounts
* This first week of on-line tools implementation is conceived as a testing period, improvements may be implemented according to the evaluation of this test
* Leonardo will suggest some guidelines on what is interesting to communicate
* Leonardo will periodically (monthly) ask partners to send their inputs to feed the web
* Marina will share in the project drive the table with the updated information on the partners’ participation in communication and dissemination activities (and will include a question about the content of the partners’ presentations)
* All partners will provide Marina the updated information on their participation in communication and dissemination activities
1. **Deliverables and milestones**

*Agenda:*

The Coordination Team has circulated a schedule of deliverables and milestones deadlines among partners that will be reviewed by WP leaders.

Any potential deviation in deliverables and milestones will be discussed.

Next deliverables & milestones:

* WP1: D1.2, D1.4
* WP7: D7.1
* WP4: D4.1
* WP5: D5.1
* WP3: M3

*Informations/discussion:*

* D6.2 (Website and social media launch) is also to be delivered for peer-review this week
* All partners are reminded that not only deliverables’ deadlines are important to be respected, but also peer-reviews deadlines
1. **Other technical/management issues**

*Agenda:*

WP leaders will highlight any other technical and/or management issue relevant for ensuring the effective development of the project that deserves further discussion

- LAC becomes TRACES → amendment, CA