**Wednesday 9th Nov 2016**

**PERFORM 3rd Steering Committee meeting**

UNESCO Headquarters, 7, place de Fontenoy, Paris.

**MINUTES**

**Time**

9:30 - 10:30

**Participants**

WP1 / Coordination team: Isabel Ruiz, Marina Di Masso

WP2: Oriol Marimon, Helena González

WP3: VivienneKuh, Mireia Bes

WP4: Maria Heras (on behalf of Louis Lemkow)

WP5: Alex da Silva, Casimiro Vizzini

WP6: Leonardo Alfonsi

**Agenda**

1. **Advisory Board**

The 5 candidates agreed upon during the second steering committee meeting have confirmed their participation in the project and the Non-Disclosure Agreement has been sent to them to sign:

* Roger Strand, chairman EC expert group on RRI indicators (University of Bergen, Norway)
* Daniel Erice, entrepreneur in STEM and performing arts (*Alioth Arte y Ciencia*, Spain)
* Emily Dawson, expert on science learning and engagement, science education research (University College London, UK)
* Àgueda Gras, science programme manager and expert at European level (European Schoolnet, Belgium)
* Frank Burnet, science communication expert and artist (University of West England, UK)

 All NDA have been signed and received, and the AB is formally constituted. The interim report (M15) will be sent to them to review, as well as deliverables relevant for their field of expertise.

1. **Deliverables and milestones**
* The calendar of upcoming deliverables is reminded: next deliverables are D5.1 (Sustainability plan) 10/01/2017, led by UNESCO and to be peer-reviewed by EUSEA, SMS and UOC; and D2.1 (Protocol of tested methods) 07/02/2017, led by TBVT and to be peer-reviewed by UoW, UoB and UOC.
* Peer-review process: UoW suggested to add a previous, partial peer-review to the internal review of deliverables.

Discussion and agreements:

The proposal is discussed and is not approved. It would make the peer-review more complex and take time from writing the deliverables in order to enlarge the time for reviewing. WP leaders agree that two weeks to review a document is enough time. The CT reminds that the table with the deadlines are available at the intranet and Marina will continue sending reminders to monitor that the deadlines are met.

1. **Results’ communication, dissemination and exploitation**

Several issues related to the dissemination and exploitation plan will be discussed:

* The use of social media to increase the project’s visibility and its results. Partners are expected to share their activities (proposal to create a hashtag in twitter: #PERSEIA), but furthermore other information related to the project at large can be included in the project’s communication strategy. This means agreeing on an editorial line proposed by EUSEA as WP6 leader.
* Languages: Pieces for the website need to be translated into the national languages. Communication actions in other social media can also be done in national languages (not only English).
* EC document on common support services for results’ exploitation (<http://ec.europa.eu/research/participants/data/ref/h2020/other/comm/gm/h2020-msg-services-exploitation-booster_en.pdf>)
* External newsletter: 3-4 agreed in the GA, planning (information gathering, list of contacts, etc) and calendar

 Discussion and agreements:

 We need to increase the visibility of the results already being produced.

 All partners need to make an effort to use social media tools. If a partners needs support to do so, we can discuss it and look for alternatives.

 - In order to improve the quantity and quality of cooperative actions Leonardo will elaborate a set of guidelines and instructions for the different roles in the project (CSCs, CT, partners in general). Partners will be asked to provide inputs on their specific contexts to elaborate these guidelines.

- Website: EUSEA will translate the fix part of the website to French and Spanish, before January 2017. UOC will translate the fix part also to Catalan. Partners are kindly asked to publish in their national languages and in English.

- External e-newsletter: EUSEA must produce the first external e-newsletter before January 2017. Partners are kindly ask to send it to their contacts once the newsletter is ready.

 - Materials: Three videos are currently being finished. Leonardo suggests we can produce not only professional videos but life/streaming less professional videos while doing the activities.

1. **Budget**

Updated information on budget reallocations between partners and other changes will be provided by the CT.

Particularly in relation to WP2 schools switch from Manchester to Bristol, which implies extra budget is needed by SMS to implement Task 2.2:

- a compensation for Manchester schools (busking kit and training, covered by UoB)

- travel and p-m costs to be covered by TBVT

 Discussion and agreements:

 - This point was discussed in a meeting after the consortium meeting between TBVT, SMS, UoB and UOC. It was agreed that UoB will cover Manchester schools compensation up to 800 euros. Probably one school won't need to be compensated, so this amount might be lower.

 As for Bristol schools, the p-m increase involved will be compensated with SMS p-m allocated to other WPs. Travel costs increase will be covered by TBVT. The details of this last arrangement will be discussed in a skype meeting between SMS, TBVT and UOC.

1. **Data Management Plan**

Highlights on the main issues related with data management will be addressed (e.g. ethical requirements, data processing and storage, data sharing) in order to comply with the Plan.

 This was addressed during the consortium meeting.

1. **Reporting**

Several issues regarding the second internal report will be addressed:

* Strategy and timing
* Foreseen deviations

 This was addressed during the consortium meeting.